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## Hollinswood and Randlay Parish Council

Chairman of the Committee: Cllr H Unwin

Clerk: Katrina Baker MBE MILCM

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### ASSET & PROPERTY COMMITTEE

Minutes of the meeting held on **Monday 22<sup>nd</sup> July 2019** at **7.00p.m** at **Hollinswood Neighbourhood Centre**.

**AP19/1153 Present**

Cllr H Unwin  
Cllr S Unwin  
Cllr C Turley  
Cllr S Vaughan-Hodkinson

Cllr V Holt  
Cllr L Ricketts  
Cllr J Creed

**In attendance**

Katrina Baker

Glyn Johnson

**AP19/1154 Welcome**

Councillor H Unwin welcomed everyone to the meeting and thanked them for attending.

**AP19/1155 Apologies**

Cllr J Johnson  
Cllr G Sinclair

**RESOLVED that the apologies, listed above, be accepted.**

**AP19/1156 Declarations of Interest**

Councillor S Unwin	User Group of RCC, FoHRV, RPS
Councillor H Unwin	Randlay Rockets, FoHRV, RPS
Councillor C Turley	FoHRV
Councillor S Vaughan-Hodkinson	FoHRV

**AP19/1157 Minutes of the meeting held on 30<sup>th</sup> May 2019**

It was proposed by Councillor Creed and seconded by Councillor S Unwin that the Minutes of the meeting held on 30<sup>th</sup> May 2019 be agreed as a true record. All were in favour and thus it was

**RESOLVED that the Minutes be signed as a true record of the meeting.**

**AP19/1158 Matters arising not included on the Agenda**

**AP19/1143** The new tables and trolley have been purchased for Randlay Community Centre. They have been very useful at Fun Day and other events already. The tables and new trolley will be kept downstairs and only used when necessary.

Parking outside of Randlay Community Centre continues to be a problem, particularly at weekends. Whilst the PC has spoken to user groups, it is also necessary to make use of the plastic policemen, currently at the school. It is hoped that this can be available from September.

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### AP19/1159 Fire & Security Contract

Despite further correspondence and an option to quote for single elements of the contract, no further quotations had been received.

The quotation received from ABC Fire & Security meets the needs of the Parish Council and represents good value for money.

It was therefore proposed by Councillor H Unwin and seconded by Councillor S Vaughan-Hodkinson, all were in favour and thus it is

**RECOMMENDED that Hollinswood & Randlay Parish Council enters into a contract with ABC Security for all elements of the contract including fire extinguishers, emergency lighting and alarm maintenance, for a two year period.**

### AP19/1160 Matters relating to Randlay Community Centre

*Councillors S & H Unwin declared an interest as a user group*

#### a) Moveable Walls

This item will appear on the next agenda.

#### b) Front doors

The upgrade of the front door and provision of a barrier to the top of the steps has been undertaken by TWC but unfortunately, vandalized twice since installation. This cannot be allowed to continue and the Parish Council hopes it will be replaced with a metal structure, rather than glass. We await the decision as to who will fund the repair / replacement, but in any event we will request a quotation for a metal panel, for safety reasons.

During this act of vandalism where a stone had been thrown to break the glass, it was established that the CCTV, which is the responsibility of TWC, was not working. TWC has ordered that an engineer attends to repair the cameras and recorder as soon as possible.

In the meantime, Members asked that the broken glass panel be removed, for safety reasons.

### AP19/1161 Hollinswood Neighbourhood Centre

#### a) Main Door, bottom of the stairs

The work required to ensure that the wooden panels are safe and secure around the door has proved to be a bigger job than the contractor first thought. Therefore, we have had a replacement quotation for the remainder of the work which includes

- Remove and replace all rotten timber using glue and screws for hardwood
- Remainder of the damaged to be sanded and filled
- All new timber to be primed and undercoated
- Gloss applied to entire area
- Complete the refurbishment of the door, undercoat and paint black.

The quotation also includes to repair the damaged window on the side of the building with hardwood timber, glue and screws, following by primer, undercoat and gloss.

Members required a further two quotations for consideration and confirmed that this work is essential and needs to be completed before the Autumn.

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b) **Use of Hollinswood Neighbourhood Centre**

It is pleasing to hear that bookings have increased significantly.

**AP19/1162 Hollinswood Pavilion & Field**

**Room 2, Hollinswood Pavilion**

The work to create the home of SNAC@HARP is nearing completion, however, due to increased use, we will need to have a ramp built from the side door to outside – quotations have been requested.

New front doors have been quoted at £776.87. This would be a vast improvement to the building, and for all user groups. It was proposed by Councillor H Unwin and seconded by Councillor Vaughan-Hodkinson that this work be placed on order, in the meantime a copy of the proposed design will be circulated to all Members. All were in favour and thus it is

**RECOMMENDED that a copy of the proposed design for the main doors at The Pavilion be circulated to Members and that the quotation for the project and associated work be accepted for completion as soon as possible.**

Members are aware of the narrow corridor, radiators and 90degree angle of the corridor which is not ideal for wheelchair users. It was therefore agreed that a quotation be obtained for work to create a rear room, suitable as a disabled facility / cleaning cupboard by closing off the redundant shower area of the scouts store room and removing the radiator in the corridor and possibly widening the corner area.

a) **The Muddy, Lease and Maintenance**

The lease documents have been signed and returned to TWC.

The Parish Council is looking to create a wildflower / sensory walk around the site of the redundant BMX track. Funding will also be required for the flooding issue and suitable grants are being investigated.

**AP19/1163 Randlay Allotments**

Improvements are noticeable and it is hoped that the warning letters have been received and taken notice of.

Following the launch of the Parish Garden Competition, it had been agreed to hold an Allotment Competition too. All plots will be assessed on 30<sup>th</sup> August and certificates presented to the tenants.

**AP19/1164 Parish Vehicle**

Whilst Liam is on holiday, the van will go to Enterprise Garage for a diagnostic check and service. Any reports will be forwarded to the Chairman and Vice Chairman in the first instance.

**AP19/1165 Climate Change**

Initial advice had been received from Marches energy Agency, with model documents. It was agreed to hold an initial Energy Audit meeting on 10<sup>th</sup> September 2019 at 7pm. Everyone welcome.

It was also suggested that we set up a Climate Change page on the Parish Council website and that we encourage Councillors, Staff and Residents to pledge an activity / project to join our Tree

Hollinswood Neighbourhood Centre, 7 Downmead, Hollinswood, Telford TF3 2EW Tel: 01952 567961

E-mail:- [enquiries@harp.org.uk](mailto:enquiries@harp.org.uk) Website:- [www.hollinswoodandrandlaypc.org.uk](http://www.hollinswoodandrandlaypc.org.uk)

Hollinswood & Randlay Parish Council and Telford & Wrekin Council have signed up to a Parish Charter –  
A commitment by all to work together for the benefit of the wider community.

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of Pledges. A simple example is to change to LED bulbs, but pledges can be on any relevant action.

**AP19/1166 Randlay Valley Car Park**

The work to create the two paths is now on order with Nobridge Nurseries and should be completed in the near future.

**AP19/1167 Other Matters**

None

**AP19/1168 Date of the next meetings**

2 <sup>nd</sup> September 2019	8.00pm	Council Chamber, Hollinswood
10 <sup>th</sup> September 2019	7.00pm	Climate Change Audits (tbc)

There being no further business, the Chairman closed the meeting at 7.50pm

Signed .....Date .....