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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 25<sup>th</sup> November 2019** at **8p.m** at **Hollinswood Neighbourhood Centre**.

#### AP19/1184 Present

Cllr H Unwin  
Cllr S Unwin  
Cllr C Turley  
Cllr G Sinclair  
Cllr J Johnson

Cllr V Holt (arrived Minute AP19/1191)  
Cllr L Ricketts  
Cllr S Vaughan-Hodkinson  
Cllr Creed

#### In attendance

Katrina Baker  
Stuart Fisher

Glyn Johnson

#### AP19/1185 Welcome

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

#### AP19/1186 Apologies

Cllr V Holt

Hoped to arrive later

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

#### AP19/1187 Declarations of Interest

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

User Group of RCC, FoHRV, RPS  
Randlay Rockets, FoHRV, RPS  
FoHRV  
FoHRV

#### AP19/1188 Minutes of the meeting held on 2<sup>nd</sup> September 2019

It was proposed by Councillor Turley and seconded by Councillor Vaughan-Hodkinson that the Minutes of the meeting held on 2<sup>nd</sup> September 2019 be agreed as a true record. With two abstentions, all were in favour and thus it was

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

#### AP19/1189 Matters arising not included on the Agenda

AP19/1174 The new tables and trolley are stored downstairs at RCC, however, it is necessary to use some of the new tables to replace those which have been discarded due to irreparable damage.

Parking outside of Randlay Community Centre continues to be a problem, we hope to be able to use the PCC plastic policeman, on loan from Randlay Primary School.

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The CCTV at RCC has been repaired by TWC, at no cost to the Parish Council, however, it may be necessary for some cameras to be adjusted for best effect.

An electric charging point in the parish would cost in the region of £5000 – this will be considered as part of the budget discussions.

### AP19/1190 Waste Disposal Contract

Stuart updated members on the details of our tender process for this contract. Following the initial advert, 5 expressions of interest had been received and all were provided with the required specification. Our existing contractor provided a quotation, along with three others. A series of contract investigations were carried out with the four providers, all of which undertake an element of recycling elsewhere. Details of each of the quotations and specifications will be available to Members. An analysis had been provided and it was proposed by Councillor Unwin, seconded by Councillor Ricketts and all were in favour that the Committee should

<b>RECOMMEND that the contract be awarded to Gaskells, the company which is offering a more competitive cost and enhanced service provision with minimal opportunities for 'extra' costs to be added.</b>
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It was confirmed that TWC do not provide containers for commercial food waste at this time. Members may consider composting or a wormery at the allotments in the future.

The Parish Council will encourage users, particularly private functions, to take their waste home and recycle wherever possible. Recycling containers will continue to be provided in the community buildings.

A further enquiry will be taken up with our personal hygiene contractor regarding the provision of a yellow hazardous waste container, but it might be more beneficial to liaise with the local chemist.

*Councillor V Holt arrived*

### AP19/1191 Matters relating to Randlay Community Centre *Councillors S & H Unwin declared an interest as a user group*

#### a) Mobile boards

A quotation had been received and members had the opportunity to discuss the advantages of these mobile boards, which enabled the large halls to be divided into smaller areas for better use of the space. They are also an advantage to assist with acoustic issues, due to the high ceilings. It was proposed by Cllr Creed and seconded by Councillor Vaughan-Hodkinson, with three abstentions, all were in favour and it is

<b>RECOMMENDED that the mobile boards be purchased at a cost of £1000.</b>
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It was further considered that the Parish Council should consider the installation of acoustic curtains at some point in the future.

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**b) Finger Guards**

The door finger guards at Randlay Community Centre have been replaced within the guarantee period and therefore at no cost. However additional guards were required on other doors, which are now used and accessible by the public. As this is a safety issue, the work had been undertaken under emergency powers.

**c) Main Hall One – window blinds**

The original blinds to the windows in Hall One are no longer working properly and the cords have been broken and taken away. Alternatives will be investigated and this will appear on the next agenda for further consideration.

**d) Solar Panels**

Following on from a discussion at the Strategy Day, the opportunity to benefit from solar panel installations had been considered and initial information obtained. All were in favour that opportunities for grant funding will be sought and this will be considered further at the next meeting.

**e) LED lighting**

Stuart introduced the proposals to upgrade to LED lighting, at a cost of £1500. It was proposed by Councillor Turley and seconded by Councillor Ricketts, all were in favour and thus it is

<b>RECOMMENDED that the Parish Council takes the opportunity to complete the upgrade in the February half term, 2020.</b>
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**f) Building Intruder Alarm**

Members recalled that the Community Centre had originally been fitted with a standard household alarm, which on a number of occasions had not been effective. As part of our new security contract, ABC are in a position to upgrade the alarm to a commercial design suitable for the community centre at a reduced cost of £800. It was proposed by Councillor Turley, seconded by Councillor Holt, all were in favour and thus it is

<b>RECOMMENDED that the Parish Council places on order, with our contractor, an order to upgrade the intruder alarm to a commercial version at a cost, including installation, of £800.</b>
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**g) Hall One Kitchen**

The excessive heat is still a cause for concern and members wanted the opportunity to consider all the options available to address this issue. There is a suitable air conditioning system, for use in the main hall that will have a positive effect on the kitchen area, however, this needs to be considered along with our Climate Change targets and in conjunction with the consideration of solar panels which will offset the cost.

### AP19/1192 Hollinswood Neighbourhood Centre

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

Members, and staff, are disappointed that the contractor has let us down with regards to this order for work on the main door to the bottom of the stairs at Hollinswood.

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### b) Finger Guards

Whilst visiting to replace the guards at Randlay, the engineer undertook a survey of Hollinswood Neighbourhood Centre and our existing guards would not protect us from a claim. A full assessment had been undertaken and a quotation of £587.90 including VAT had been received. It was further noted that a £50 discount would be available, if the work could be undertaken at the same time. Arrangements were in place for the work to take place on Thursday, 28<sup>th</sup> November 2019.

It was proposed by Councillor Unwin and seconded by Councillor Vaughan-Hodkinson that the order be placed for this work to be undertaken as soon as possible, for health & safety reasons. All were in favour and thus it was

**RESOLVED that all new and replacement door guards be fitted to all doors, as necessary, at Hollinswood Neighbourhood Centre at a total cost of £537.90 including fitting.**

### c) Hot & Cold Water Dispenser

The Clerk had identified a need for a water dispenser, particularly for Members and user groups and also as an advantage for Staff. A free-standing dispenser is more cost effective than another mains water boiler and can be moved around the building, depending on its usage and needs.

Members requested that an alternative be considered, which is plumbed in to allow the use of tap water, rather than bottle water. This will be included on the next agenda for further consideration.

### d) Main entrance and corridor

This project is still to be on hold until the door has been completed. However, in the meantime, three quotations are required, including anti-slip flooring if possible.

**AP19/1193**

## **Hollinswood Pavilion & Field**

### a) Internal Shutters for the main door

All user groups are very pleased with the new doors and we have received lots of favourable comments as the view of the building has much improved. Members agreed to consider internal shutters, as a visual deterrent. A quotation will be requested, from the company which provided the ones at Randlay, and this will appear on the January agenda.

### b) Disabled Access

As requested at the last meeting, quotations have been invited for a side ramp to the SNAC room. On receipt, two alternatives have now been selected and Members took time to consider the advantages of each. There is a concrete version, with galvanized rail at a total cost of £3840.00. However, there is an alternative which is a wooden ramp with composite plastic decking and handrail. The size is the same and the price of this version is £3172.00. Members considered both options, and the preferred version is to use the composite decking as this will allow its removal and relocation in the future, if further development to the side of the Pavilion becomes an option. There was a choice of colours available. After extensive discussion and consideration, it was proposed by Councillor Sinclair and seconded by Councillor Holt, all were in favour and it is

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**RECOMMENDED that the order be placed for a wooden ramp and handrail, with silver composite plastic decking, 1.5m x 4m, to be supplied and installed to the side of The Pavilion offering a disabled access.**

We have been approached by SR Plumbing, a company experienced in disabled washroom facilities, offering to design and quote for the facility as The Pavilion, with favourable rates as their contribution to offering such facilities to the community.

### c) Finger Guards

Whilst visiting to replace the guards at Randlay, the engineer undertook a survey of Hollinswood Pavilion. A full assessment had been undertaken and a quotation of £566.90 including VAT had been received. It was further noted that a £50 discount would be available, if the work could be undertaken at the same time. Arrangements were in place for the work to take place on Thursday, 28<sup>th</sup> November 2019.

It was proposed by Councillor Unwin and seconded by Councillor Vaughan-Hodkinson that the order be placed for this work to be undertaken as soon as possible, for health & safety reasons. All were in favour and thus it was

**RESOLVED that all new and replacement door guards be fitted to all doors, as necessary, at Hollinswood Pavilion at a total cost of £516.90 including fitting.**

### d) Intruder Alarm

As previously discussed, and for the protection of the building and the extensive equipment now available within the building, ABC have offered a subsidized price for a monitoring alarm system, if this is added to our existing contract. The reduced cost is now £1100 plus VAT, to include the monitoring. It was proposed by Councillor Turley and seconded by Councillor Holt, that this security system be installed as soon as possible. All were in favour and thus it is

**RECOMMENDED that the Parish Council accepts the offer from ABC and makes arrangement for the security alarm to fitted, with monitor, as soon as possible at a total cost of £1100 plus VAT. This includes the cost of the monitoring.**

### e) Street Light Proposal

Members recalled that a number of user groups have requested a street light, to be installed in a position that will light up the gate to the Pavilion for access and egress and for security purposes.

A request had been sent to TWC for their consideration, but the site did not meet their criteria and their quotation for the PC to fund this project was in excess of £6000.

Our electrical contractor, Lime Electrical, has investigated options on our behalf and has sourced an LED. This light is to be positioned inside the security fence of the Pavilion and wired independently. There will be a requirement for the excavation of a 30m trench to facilitate the installing of an armoured cable to supply the post. A new 8way consumer unit will be supplied and a wireless control system to enable remote switching of the lamp post by a fob. The cost to illuminate the light from dusk until dawn will be 20p per night.

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Members were keen to know more information regarding the guarantee and protection for the LED fitting and to ensure that the very best location is agreed for the light before a final decision is made at the next meeting.

It was proposed by Councillor Unwin and seconded by Councillor S Unwin that the light be installed as soon as possible at a cost of £2469.08. All were in favour and thus it is

**RECOMMENDED that Members consider the finer details of the proposal at Full Council meeting with a view to agreeing the provision and installation of the street light.**

### **AP19/1194 Randlay Allotments**

A quotation for the next phase of the drainage scheme has been received and it was agreed that £4162 would be included in the budget for 20/21.

Members supported the Clerk in the need to give notice to one tenant who, despite warnings, has still not cultivated the plot and is using it solely for bees. This cannot be allowed to continue and the contract will not be renewed in January 2020.

### **AP19/1195 Parish Vehicle**

The van had been in for a service and required brake adjustment and a replacement bulb with work to prevent the air bag light from illuminating unnecessarily.

### **AP19/1196 Randlay Valley Car Park**

The work to create two paths has been completed and has been appreciated by regular car park users who visit the Town Park and Randlay Valley as they no longer have to walk through the mud.

A draft new sign was available and some adjustment is needed to the wording, a further draft will be available as soon as possible.

Members considered options for lighting for the car park area, the paths and into the Valley. It was agreed that a 'wish list' could be created enabling securing cameras to be included.

This is also a good time to consider the provision of an all ability route to the Valley from the car park.

### **AP19/1197 Other Matters**

Dale Acre Way Flower Beds

These will be installed before the end of November and have been funded by the Councillors' Pride Fund, thanks were extended to Councillor C Turley, Councillor N England and Connor Furnival.

Nova Training

The Parish Council is pleased to welcome a work experience student on a Tuesday. He has settled in well and is supporting Liam and Glyn in general duties and Christmas preparations.

Noticeboards and Screens

The staff are working to ensure that the information is up to date and regularly updated.

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

E-mail:- [enquiries@harpc.org.uk](mailto:enquiries@harpc.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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### AP19/1198 Press & Public Excluded

It was proposed by Councillor Turley and seconded by Councillor Johnson that the press and public be excluded from the next agenda item and that Members with a declared interest in After School Provision also leave the meeting. All were in favour and Councillors S & H Unwin left the meeting.

#### **Confidential Minutes are available.**

##### a) After School Provision

A detailed discussion took place with Members having an opportunity to consider information available relating to the afterschool provision at The Pavilion.

It was proposed by Councillor Creed and seconded by Councillor Holt that a special rate be offered for a limited period for the Spring Term only. This 'saving' must be used to promote the group and encourage more families to consider the provision and not to reduce the fees.

At the vote, 5 members were in favour of the proposal where 2 members wished for this to be extended to other afterschool providers in the Parish.

**RECOMMENDED that a three-month offer be extended to Portalkids for the Spring Term, to promote the facility and to encourage more families to consider the provision.**

### AP19/1199 Date of the next meetings

6<sup>th</sup> January 2020

8.00pm

HNC

There being no further business, the Chairman closed the meeting at 10.10pm

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