
Hollinswood and Randlay Parish Council

Chairman of the Committee: Cllr H Unwin

Clerk: Katrina Baker MBE MILCM

ASSET & PROPERTY COMMITTEE

Minutes of the meeting held on **Monday 6th January 2020 at 8p.m at Hollinswood Neighbourhood Centre.**

AP20/1200 Present

Cllr H Unwin
Cllr S Unwin
Cllr S Vaughan-Hodkinson

Cllr V Holt
Cllr L Ricketts
Cllr Creed

In attendance

Katrina Baker

Glyn Johnson

AP20/1201 Welcome

Councillor H Unwin welcomed everyone to the meeting and thanked them for attending. The Chairman wished everyone a Happy New Year.

AP20/1202 Apologies

Cllr J Johnson
Cllr C Turley

Work Commitments
Attending an alternative meeting

RESOLVED that the apologies, listed above, be accepted.

Absent

Cllr G Sinclair

AP20/1203 Declarations of Interest

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

AP20/1204 Minutes of the meeting held on 25th November 2019

It was proposed by Councillor Creed and seconded by Councillor Vaughan-Hodkinson that the Minutes of the meeting held on 25th November 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.

AP20/1205 Matters arising not included on the Agenda

Waste Contract

There will be a short transition period between the two contracts. However, there will be no loss of service provision.

Yellow dangerous waste container – provision of a suitable receptacle for hazardous waste will be provided at all Centres.

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

E-mail:- enquiries@harpc.org.uk Website:- 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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AP20/1206 Matters relating to Randlay Community Centre

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

a) Main Hall One – window blinds

The Chairman referred Members to Appendix A which was a report, as requested at a previous meeting, and introduced the need to replace the blinds in Hall One. The quotation of £490.00 plus VAT, was to provide like for like blinds with sown in weights thus removing the chains from the bottom of vertical blinds and providing a more robust rail and spinning mechanism. This was proposed by Councillor H Unwin and seconded by Councillor L Ricketts, all were in favour and thus it is

RECOMMENDED that an order be placed with Telford Blinds for the supply and fitting of blinds to Hall One at a cost of £490.00 plus VAT.

AP20/1207 Hollinswood Neighbourhood Centre

a) Main Door, bottom of the stairs

Although alternative joiners and door specialists have attended and offered guidance, we are not in a position to be confident that the proposal to replace the door is acceptable and best value.

It was therefore resolved to invite builders, with experience of constructing doors, to visit and assess the work required.

b) Ground Floor Windows

Members are aware of the poor condition of the ground floor windows and the loss of heat which occurs. There is also an awareness of noise issues, experienced particularly by residents in Downmead Flats. The company who had recently installed a high quality bespoke door to The Pavilion had provided a quotation for the supply and fitting of four ground floor windows, two in the kitchen and two in the main hall.

Members were keen that these should be fixed pain with an opening light to the top of the window only, fitted with a window lock, the windows are to be white UPVC. It was proposed by Councillor H Unwin and seconded by Councillor L Ricketts, all were in favour and thus it is

RECOMMENDED that an order be placed with Wellington Glass for four windows to be fitted, these are to be white UPVC, fixed panes with an opening light to the top of the window at a total cost of £1366.00 which may be reduced as all four can be fitted at the same time.

c) Landing Window

Visiting builders will be asked to quote for the replacement landing window.

d) Hot & Cold Water Dispenser

The Chairman introduced appendix C which detailed the investigations which had taken place, as requested, and produced quotations for the options available.

After a lengthy discussion, it was proposed by Councillor Creed and seconded by Councillor S Unwin, all were in favour and thus it is

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RECOMMENDED that a bottled water dispenser, which supplies hot and cold water, be purchased at a cost of £105. This option will also enable the machine to be relocated around the building, and elsewhere if required to maximise its potential. There is no installation cost and 15l of water can be purchased at £3.65.

For future consideration, it was also agreed that details and costs for water filters to be fitted at each centre at the point the water enters the buildings.

e) Redecoration

Funding is available in the budget for redecoration of the main hall, council chamber, kitchen and offices. Members agreed that it is important to keep the venue looking at its best for the user groups and it was therefore agreed appropriate to consider a quotation received which is well within the budget available.

The main hall, at a cost of £558.00 including materials can be completed in half term week. The council chamber, entrance hall and offices can be completed early in February at a total cost of £1051.00. These quotations include the use of washable hard-wearing paint, for longer life. It was proposed by Councillor Vaughan-Hodkinson and seconded by Councillor Holt that £1600 be made available for this work to be completed during this financial year. All were in favour and thus it is

RECOMMENDED that the redecoration of Hollinswood Neighbourhood Centre is arranged during February at a total cost of £1600 including materials. It was agreed that the first-floor kitchen will not be included at this time.

AP20/1208 Hollinswood Pavilion & Field

a) Internal Shutters for the main door

The Chairman introduced Appendix D.

There was some discussion about the need and priority for the shutters, especially keeping in mind previous decisions to install a street light and alarm system.

It was agreed to keep this information on file, but not to proceed at this time.

AP20/1209 Randlay Allotments

Written notice has been given to tenants who have breached the conditions of their contract, especially relating to the use of the plot for cultivated activities only. Arrangements for the relocation of beehives may be necessary if no contact is made.

Allotment Invoices

It was proposed by Councillor Vaughan-Hodkinson and seconded by Councillor Ricketts that there needs to be a small increase in the fees for 2020 and then for 2021. All were in favour and thus it was

RESOLVED that the new rates for 2020 will be

Large Plot	£42.50	Small Plot	£21.25
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50% concession is available for eligible residents of Hollinswood & Randlay

For 2021, the charges will be

Large Plot	£45.00	Small Plot	£22.50
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AP20/1210 Randlay Valley Car Park

Discussions are continuing regarding vehicles that remain parked in the car park, after the closing time.

Consideration will also be given to drop down exit ramps.

A specification for a lighting and camera proposal is nearing completion. Quotations will be obtained in order that this may remain on a 'wish list' of future projects.

Some damage has occurred to the main information sign on the site, Cyclone Signs will be asked for a quotation to repair it. We may need to discuss this with a user group.

AP20/1211 Other Matters

None

AP20/1212 Date of the next meetings

24th February 2020

7.00pm

HNC

There being no further business, the Chairman closed the meeting at 8.05pm

SignedDate