
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 24th February 2020 at 7p.m at Hollinswood Neighbourhood Centre.**

AP20/1213 Present

Cllr H Unwin
Cllr S Unwin
Cllr S Vaughan-Hodkinson

Cllr J Creed
Cllr L Ricketts

In attendance

Katrina Baker

Glyn Johnson

AP20/1214 Welcome

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

AP20/1215 Apologies

Cllr J Johnson
Cllr C Turley
Cllr V Holt

Work Commitments
Attending an alternative meeting
Attending an alternative meeting

RESOLVED that the apologies, listed above, be accepted.

Absent

Cllr G Sinclair

AP20/1216 Declarations of Interest

Councillor S Unwin
Councillor H Unwin
Councillor S Vaughan-Hodkinson
Councillor J Creed

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

AP20/1217 Minutes of the meeting held on 6th January 2020

It was proposed by Councillor S Unwin and seconded by Councillor J Creed that the Minutes of the meeting held on 6th January 2020 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.

AP20/1218 Matters arising not included on the Agenda

Waste Contract

The new contract is working well with regular contact with the contractor.

Yellow dangerous waste containers are now available in the Parish Council buildings.

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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AP20/1219 Matters relating to Randlay Community Centre

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

a) Intruder Alarm

The new alarm has been fitted and a new code provided to staff and user groups. We have the ability to add more codes if required. This is now fully monitored and connected to the security company. This will reduce the insurance cost and gives confidence to the parish council, user groups and nearby residents.

b) Hall One Blinds

Quotations have been requested for the blinds required at HNC, the company will visit to fit all the blinds on one visit, this will result in a small saving.

c) Coronavirus

No instructions have been received by the Parish Council regarding any action required with regards to the use of our Community Buildings. However, the Parish Council has installed sanitizer units at the entrances to all buildings and issued instructions for user groups to encourage use. Each councillor and staff member has been issued with Hand Sanitizing Gel and all good practice methods are being promoted. Keep Safe signs will be on display in the Centres indicating where the sanitizers are located. They have been sited high on the walls, to avoid misuse.

d) Air Freshener

The new system has been installed in Hall 2 / Hall 3 kitchen.

e) Screens

The new screens have been delivered. Enquiries will be made regarding replacement parts, particularly the central corex boards, in preparation for accidents.

f) LED

Following an inspection of the loft space over Hall One, it has been agreed to defer the project to upgrade lights to LEDs until further work has been completed in the loft space.

AP20/1220 Hollinswood Neighbourhood Centre

a) Ground Floor Windows

The four ground floor replacement windows have been fitted and there has been an improvement regarding the noise experienced by residents at weekends. However, concerns remain about the poor-fitting fire doors – quotations have been requested.

b) Hot & Cold Water Dispenser

The system has been installed and it situated in the Council Chamber. HRC beakers have been purchased, these are re-useable and promote re-use and re-cycling.

c) Redecoration

The redecorating has been completed and we have received a lot of favourable comments from user groups and visitors. The blinds were re-usable and we have accepted the offer of replacement curtains for the mirrors.

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d) Main door, first floor window above and landing window

Further visits from builders, carpenters and glaziers have resulted in advice that would require a single door / upper window, all in one system. The quotes to date have indicated a cost of between £5 and £6,000 – this needs to be considered following the confirmation of year-end balances as it will need to be funded from reserves.

AP20/1221 Hollinswood Pavilion & Field

a) Streetlight

The electrical upgrade works are continuing inside the building and when weather permits, work to provide the streetlight at the gated entrance progresses. However, it was obvious that this was a much bigger job than first thought and is taken more time. We had received a quotation for the work so the delay in not affecting the costs to the Parish Council.

b) Hall One fire door

It has been necessary to repair the Fire Door from Hall one.

c) SNAC Access Ramp

A provisional installation date of 16th March is awaiting confirmation.

d) Southwood Hub – working in partnership

The Clerk reported that meetings have taken place with officers from the Hub and we will be working together to provide SNAC activities for their clients, these will include additional art and craft sessions and music, games and activities.

e) Flooding on the car park area outside of The Pavilion fence

This has been a long standing issue and is not acceptable. The car park is owned by TWC but it was agreed that the parish council should obtain quotations for the necessary work and be in a position to discuss this with TWC at the earliest opportunity.

AP20/1222 Randlay Allotments

a) Notice to Vacate

Members were updated on the situation regarding plot 37. A meeting with a social worker, on behalf of the tenant, is to take place and a report will be shared with the Chairman and Vice Chairman of the Committee.

b) Allotment Invoices

Invoices were issued in January - we are now chasing some late-payers.

c) Drainage

This scheme has been deferred until the Summer for further consideration.

AP20/1223 Randlay Valley Car Park

a) Business Rate invoices

It was a surprise that the Car Park has been rated for Business Rates and that three invoices had been received, for 2017, 2018 and 2019. These total £12933.00. The Clerk has challenged this with TWC and, if necessary, will challenge the Valuation Office Agency.

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AP20/1224 Climate Change Strategy

Members agreed to set up a working group to consider the Council's Terms of Reference and to set some timescales and priorities. The group will consist of

Councillors	S Unwin	H Unwin
	J Creed	S Vaughan-Hodkinson
	V Holt (Ward member)	G Johnson (Staff)
	L Ricketts	

The first meeting will take place on Thursday, 12th March 2020 at 7pm at Hollinswood Neighbourhood Centre.

AP20/1225 Other Matters

a) Depave Project

Cllr Creed updated Members on the Shropshire Wildlife Trust project to remove paving from outside of HNC and to create planters that will assist in prevent flooding. Further work will take place in the garden area to the rear of the Centre, to create raised planters and a bug hut. It is hoped that this work will be completed in March 2020.

b) Randlay Rain Garden

The site is still looking bare, but the planting will be completed in the near future.

AP20/1226 Date of the next meetings

As per the new schedule (from May onwards).

The Chairman will call an additional meeting, if required.

There being no further business, the Chairman closed the meeting at 7.58pm

SignedDate