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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 5<sup>th</sup> October 2020** at **7.30p.m** via Zoom.

#### AP20/1254 Present

Cllr H Unwin

Cllr S Unwin

Cllr S Vaughan-Hodkinson

Cllr C Turley (AP20/1261)

Cllr J Creed

Cllr V Holt

Cllr G Sinclair

Cllr J Johnson (AP20/1264)

#### In attendance

Katrina Baker

Stuart Fisher

Glyn Johnson

#### AP20/1255 Welcome

Councillor H Unwin welcomed everyone to the meeting and thanked them for attending. There had been no requests from the public to attend the meeting.

#### AP20/1256 Apologies

Cllr L Ricketts

Cllr J Johnson

Cllr Turley

Work Commitments

Work Commitments (arrived at AP20/1264)

Will arrive later (arrived at AP20/1261)

It was proposed by Councillor Sinclair and seconded by Councillor Holt, all were in favour and thus it was

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

#### AP20/1257 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

#### AP20/1258 Minutes of the meeting held on 7<sup>th</sup> September 2020

It was proposed by Councillor Sinclair and seconded by Councillor S Unwin that the Minutes of the meeting held on 7<sup>th</sup> September 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.**

#### AP20/1259 Matters arising not included on the Agenda

None

#### AP20/1260 Matters relating to Randlay Community Centre

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

a) Updates

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Stuart updated Members regarding the completion of the redecoration which had been undertaken efficiently and to a high standard.

It has been necessary to call out Wrekin Drains and it is anticipated that some remedial work will be required in the coming months. This is due to inefficiencies for this building and the use of short / log flush mechanisms.

Some of the Covid-10 advisory signs will need replacing in the coming weeks, these are on order.

We have re-instated the waste collection contracts, on advice the recycling bags have been removed from the buildings.

### **b) Current usage**

Unfortunately, our plans for more groups to return at the beginning of September could not happen due to the updated advice and guidelines from Government.

Wherever possible, groups will return and we will try to accommodate their normal hours within our three session times, this will ensure sufficient time for deep cleaning between sessions.

The one-say system is in place.

### **c) Other Matters**

#### **Cleaning Contract**

We have reintroduced the contract cleaning company on reduced hours, finding better ways to ensure the building is clean. They visit four times per week, with the remainder of the cleaning schedule being undertaken in house.

All user groups are reminded of the need for them to clean all surfaces, handles etc. at the end of their session.

#### **Security Contract**

The additional patrols have now ceased due to the centre being in use for more of the day. We will engage the services of the security company as and when required. We have allowed some of our contract user groups to have keys and codes, and this is in accordance with our insurance policy.

#### **Outdoor Play Area**

This area is available to all users of Halls 2 and 3 – although there is no longer any equipment as this has been removed, in accordance with the Covid 19 regulations.

The garden area will be a priority in the Autumn.

**AP20/1261**

## **Hollinswood Neighbourhood Centre**

### **a) Updates**

Glyn updated Members on the current usage which sees Mark Taylor Support using the main hall for one-to-one tuition and guidance during the week and Portal Kids offering the after school club.

A new group (The Bell Ringers) have joined us on a Monday afternoon. It is hoped that they will take part in our Christmas video and events.

### **b) Maintenance**

Digiland have visited the site and checked out the screens. These are now 9 years old and the 'boxes' are struggling to cope with updates. Some initial work has taken place, which has been able to ensure that the externally accessed screen is working. Glyn will be updating the

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information and including good new stories and current information and guidance for the community.

There has been a small amount of damage to the main hall curtain rail, by a user group which is now in need of repair.

Quotations are sought for the replacement floor covering in the corridor.

**c) Cleaning and Security Contracts**

All cleaning is undertaken by our own staff, following the clean by each group at the end of their sessions. The Security Company will be employed for unlocking and locking when required.

*Councillor Turley arrived*

**AP20/1262 Hollinswood Pavilion & Field**

**a) Usage**

The Centre continues to be used daily by Mark Taylor Support offering use of the SNAC facility, which is much appreciated. It has also been used by Telford Steel Band.

**b) Business Rates**

There has been no further information received or requested regarding the Challenge on Business Rates for the building.

**c) Drains**

It has been necessary to call out Wrekin Drains, this is due to inappropriate use of the disabled facility which had resulted in a major pipe blockage.

**d) Electrical Work**

The project to upgrade the internal electrics and light provision has been completed. An invoice for the SNAC part of the building and outdoors has been sent to TWC for payment from the Capital Fund.

**AP20/1263 Randlay Allotments**

**a) Waiting List**

Glyn reported that there are five local residents on the waiting list and some plots will become vacant in the New Year.

**b) Presentation of Certificates**

The original date was postponed due to a poor weather forecast, this event will now take Place at the allotments on 11<sup>th</sup> October at 2pm – all Councillors are invited to attend and to take a look around the site.

**c) Drainage**

There is no issue currently, this will be monitored.

**AP20/1264 Randlay Valley Car Park**

**a) Business Rate invoices**

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The challenge had not been successful and the Parish Council has asked TWC for a payment plan to reduce the total due for the arrears of 2017 – 2020.

**b) Use by NHS for Covid Testing**

A lot of time and effort has been necessary to assist in getting this facility up and running as soon as possible.

*Councillor Johnson arrived*

**c) Future use and management**

Members had an initial discussion regarding the use and management (with costs) of the Car Park facility and its benefits to the Parish, and in particular the Valley. The recent experience has been unfortunate, but only because of the lack of communication by the VOA and TWC regarding the back-dated charges. Moving forward would not be an issue. However, Members agreed to discuss this further as part of the Strategy Meetings.

**AP20/1265 Climate Change Strategy Group**

The HRPC CCS Group will be an important step, on behalf of the community, leading into the TWC Parish & Town Council Working Group which feeds into the TW Climate Change Partnership.

The TW PTC Working Group has 5 themes and will use the information from the CCS Group to strengthen their position on the Partnership to ensure that the decisions made will benefit the Borough as a whole.

The next meeting will take place on 2<sup>nd</sup> November 2020.

**AP20/1266 Asset Register**

A copy of the Asset Register, March 2020, had been circulated, for information.

Members considered the proposal for Friendship Benches to be provided in strategic locations to encourage and support people as they take exercise and enjoy fresh air. The idea of 'Friendship benches' is to provide locations where people can rest a while and have a chat.

A recycled bench is available and details had been shared with Members who agreed the size and design are acceptable. The Chairman offered a significant donation towards the project, funding is available from the previous Chairman's Charity and Members considered that £750 should be made available for this project. Locations considered included Boulton Grange, Abbey Fields, The Woodland School and Dunsheath Woods. It was proposed by Cllr Vaughan-Hodkinson and seconded by Councillor S Unwin that up to £750 of Parish Council funding be available for this exciting project. All were in favour and thus it is

<p><b>RECOMMENDED that the Parish Council purchases Friendship Benches to be positioned around the Parish to encourage and support local residents as they take exercise and enjoy the outdoors. Further details of the proposed scheme will be available for Full Council.</b></p>
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**AP20/1267 Next Meeting**

a) 30<sup>th</sup> November 2020

By Zoom

7.00pm

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