

---

## 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 30<sup>th</sup> November 2020** at **7.00p.m** via Zoom.

#### AP20/1268 Present

Cllr H Unwin

Cllr J Creed

Cllr S Unwin

Cllr V Holt

Cllr S Vaughan-Hodkinson

Cllr G Sinclair

Cllr C Turley

#### In attendance

Katrina Baker

Glyn Johnson

Stuart Fisher

#### AP20/1269 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.

#### AP20/1270 Apologies

Cllr L Ricketts

Personal Commitments

Cllr J Johnson

Work Commitments

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.**

#### AP20/1271 Declarations of Interest

Councillor S Unwin

User Group of RCC, FoHRV, RPS

Councillor H Unwin

Randlay Rockets, FoHRV, RPS

Councillor S Vaughan-Hodkinson

FoHRV

Councillor J Creed

FoHRV

#### AP20/1272 Minutes of the meeting held on 5<sup>th</sup> October 2020

It was proposed by Councillor Sinclair and seconded by Councillor Creed that the Minutes of the meeting held on 5<sup>th</sup> October 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.**

#### AP20/1273 Matters arising not included on the Agenda

Friendship Benches

Six new benches have been delivered, these have been funded by the Chairman's Charity and Members of the Parish Council have individually contributed too. There will be a photo opportunity and press release when the first bench is installed in Randlay.

Hanging Baskets

The Parish Council has taken up the offer, from Idverde, to provide 10 filled winter hanging baskets, at a reduced price. These have been fitted and positive comments have already been received.

---

## Hollinswood and Randlay Parish Council

Chairman of the Committee: Cllr H Unwin

Clerk: Katrina Baker MBE MILCM

---

### AP20/1274 Matters relating to Randlay Community Centre

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

#### a) Updates

Stuart updated Members regarding Randlay Community Centre, there are currently no maintenance issues, although work will be required on the toilet flushing mechanisms to prevent recurring blockage issues, in the near future.

#### b) Current usage

Unfortunately, our plans for more groups to return have been delayed due to a further period of lockdown.

We are pleased that Roundabouts and Rockets have been able to continue for most of the time.

#### c) Advertising Screens

Glyn had established that the issue regarding connectivity is linked to TWC and they have given a commitment to resolve the issue as soon as possible. Glyn will chase this if not happened by 8<sup>th</sup> December.

### AP20/1275 Hollinswood Neighbourhood Centre

#### a) Updates

Glyn updated Members on the limited use of the Centre. Due to the current lockdown, there are no contract user groups in the building other than the after school club and TWC has started an English course, for local residents whose first language is not English.

#### b) Maintenance

Main doors

A specialist carpentry company has visited and confirmed that the door and overhead windows can be dealt with separately as there is a joist above the door. This enabled further consideration regarding the type of material that can be used for the replacement door. However, there is a need for the alarm, sensor and auto-entry system to be linked and it was agreed that ABC, the Alarm Company, should visit to discuss alternative options for contactless / remote access.

Electric cabling – outside of the building

Members of the committee had questioned the need for such a range of wiring on the outside of the building. Glyn has arranged for an electrician to attend and identify the 'need' and therefore to be able to remove those which are surplus, including the grey electrical box on the side of the building.

#### c) Main foyer and corridor

With the introduction of the one-way system, the condition of the foyer and corridor floor covering is now a major concern.

It has been confirmed that an industrial heavy duty floor covering is required and an initial quote of £1160.00 has been received. It was proposed by Cllr H Unwin and seconded by Cllr Sinclair, that two alternative quotes be obtained and the Chairman and Vice Chairman of the Committee will have delegated authority to make the final decision in order that this is not unnecessarily delayed. All were in favour and thus it is

---

## Hollinswood and Randlay Parish Council

Chairman of the Committee: Cllr H Unwin

Clerk: Katrina Baker MBE MILCM

---

**RECOMMENDED that two alternative quotations be obtained for the replacement HD floor covering for the foyer and corridor and that Councillors HU and CT be authorised to make the final decision.**

**d) Replacement Fire Door**

The condition of the ground floor fire door from the main hall is now a major concern, with regards to heat loss and security. It was therefore agreed that the doors should be replaced as a matter of urgency. A satisfactory quotation for a replacement door and frame has been obtained and this will enable the alarm system to be fitted at the time of the door replacement.

Cllr Sinclair requested that an alternative UPVC door be considered.

It was proposed by Cllr H Unwin and seconded by Cllr Turley that information be gathered.

However, if a suitable UPVC fire door is not available, then all were in favour that the quotation already received be accepted.

**RECOMMENDED that the fire door, and frame be replaced as soon as possible, at a cost not to exceed £2865.00.**

**AP20/1276**

### **Hollinswood Pavilion & Field**

**a) Usage**

We are pleased to have been able to continue to provide the SNAC facility for Mark Taylor Support offering a venue for one- to one support and for Life Skills Training.

Unfortunately, the second lockdown has prevented further use. However, we hope that Scouts will return before Christmas.

The income received is in line with our budgeted figures.

**b) Maintenance**

Issues with the roof have been identified and there will need to be some repair work undertaken with the felt in the near future.

**c) Business Rates**

The Valuation Office Agency have disallowed our challenge for 100% rate relief, however they have suggested that they may accept a part-challenge for rate relief on the SNAC room alone. Photos and a plan of the building will be provided for consideration.

**AP20/1277**

### **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) Plot Numbers**

The new numbers have arrived and posts have been purchased. It was agreed that the self-tapping screws need to have black caps. The new signs will be positioned and new plot numbers allocated in order, the old numbers will then be removed. The 2021 invoices will be issued with the new plot numbers.

**c) Budget Considerations**

It was agreed that a figure for the drainage, which is essential, is included in the initial budget, for consideration.

---

## Hollinswood and Randlay Parish Council

Chairman of the Committee: Cllr H Unwin

Clerk: Katrina Baker MBE MILCM

---

### AP20/1278 Randlay Valley Car Park

#### a) Business Rate invoices

TWC has acknowledged our claim for rate relief for the years 2017 – 2019 and issued a credit note. The outstanding balance has been paid.

#### b) Future use and management

Members agreed that the car park is an asset and should be maintained for use by the public, especially visitors to Randlay Valley and the Pavilion and Field. The cost of the rates will be included in the budget.

### AP20/1279 Climate Change Strategy Group

The next meeting of the TW Climate Change – PTC Working Group will take place on 10<sup>th</sup> December at 3pm. Councillor Sinclair will attend, Cllr Vaughan-Hodkinson has sent her apologies due to work commitments.

The response to the Local Plan Issues and Options Consultation must be received by TWC by 8<sup>th</sup> January 2021.

### AP20/1280 Committee Budget Plans

Members agreed that Committee led Budget Plans should be introduced to enable members to be aware of the current budget situation and to assist in identifying priority projects in line with the Parish Strategy.

A copy of the draft Strategy for 2021/22 had been circulated and Members were in agreement that it should be adopted at Full Council on 14<sup>th</sup> December 2020.

### AP20/1281 Fire Risk Assessments

Members considered the report which had been circulated, for information. It was proposed by Councillor H Unwin and seconded by Councillor Vaughan-Hodkinson that the Parish Council should recommend that the contract be awarded to Mr Fire Safety. All were in favour and thus it is

<b>RECOMMENDED that the contract for the Fire Risk Assessments on all Buildings be awarded to Mr Fire Safety at a total cost of £513.00.</b>
--

### AP20/1282 Date of the next meeting

4<sup>th</sup> January 2020

7pm

Via Zoom

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