
Hollinswood and Randlay Parish Council

Chairman of the Committee: Cllr C Turley

Clerk: Katrina Baker MBE MILCM

ASSET & PROPERTY COMMITTEE

Minutes of the meeting held on **Monday 22nd February 2021** at **7.00p.m** via Zoom.

AP21/1313 Present

Cllr H Unwin
Cllr S Unwin
Cllr C Turley

Cllr J Creed
Cllr L Ricketts

In attendance

Katrina Baker
Stuart Fisher

Glyn Johnson

Absent

Cllr G Sinclair

AP21/1314 Welcome

Councillor H Unwin, Chairman 2020/21, welcomed everyone to the meeting and thanked them for attending.

AP21/1315 Election of Chairman

It was proposed by Councillor H Unwin and seconded by Councillor S Unwin that Councillor C Turley be elected as Chairman, all were in favour and thus it was

RESOLVED that Councillor C Turley be Chairman of the Committee for 2021/22.

AP21/1316 Declaration of Acceptance of Office

Councillor Turley read and signed the Declaration of Acceptance of Office which was witnessed by the Clerk as the Proper Officer of the Council.

AP21/1317 Apologies

Cllr J Johnson

Work Commitments

It was proposed by Councillor H Unwin and seconded by Councillor Ricketts, all were in favour and thus it was

RESOLVED that the apologies, as listed, be accepted.

AP21/1318 Election of Vice Chairman

It was proposed by Councillor H Unwin and seconded by Councillor C Turley that Councillor J Creed be elected as Vice Chairman, all were in favour and thus it was

RESOLVED that Councillor J Creed be Vice Chairman of the Committee for 2021/22.

AP21/1319 Declaration of Acceptance of Office

Councillor Creed read and signed the Declaration of Acceptance of Office, which was witnessed by the Clerk as the Proper Officer of the Council.

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AP21/1320 Declarations of Interest

Councillor S Unwin	User Group of RCC, FoHRV, RPS
Councillor H Unwin	Randlay Rockets, FoHRV, RPS, SBPC
Councillor S Vaughan-Hodkinson	FoHRV, SBPC
Councillor J Creed	FoHRV, SBPC
Councillor C Turley	FoHRV, SBPC

AP21/1321 Terms of Reference

It was proposed by Councillor Creed and seconded by Councillor Ricketts that the Terms of Reference, as circulated, be approved and signed by the Chairman.

AP21/1322 Minutes of the meeting held on 22nd February 2021

It was proposed by Councillor S Unwin and seconded by Councillor Creed that the Minutes of the meeting held on 22nd February 2021 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.

AP21/1323 Matters arising not included on the Agenda

Digital Screens

The project to upgrade the digital screens has been completed. The spare screen has been installed at The Pavilion and a new screen has been fitted inside the window near to the main entrance of Randlay Community Centre so that it can be viewed from outside. The training has started, but a further session will take place later at an advanced level.

Litter and Dog Waste Bins

The Parish Council has received requests for additional / replacement bins. However, TWC had undertaken a review of all bins, with a view to removing some that are not well used and maybe relocating some to areas in need.

The use of dog waste only bins is not supported in the Borough due to the high costs of emptying and disposing of the 'special' waste.

The Parish Council can consider purchasing more bins, for identified areas which do not meet the TWC criteria, however the cost of emptying has to be included in the consideration. Members would also like to consider the option of having recycling bins (like the one installed at Dunsheath). This will appear on a future agenda.

Photocopier Contract

The contract has been renewed at the new favourable rates. The two machines have swapped locations. The new contract will run for a period of 3 years with further consideration of extending it at that time.

Baskets and Planters

The Parish Council is continuing with its programme to provide floral displays around the Parish, with hanging baskets (recently refilled for the Summer) and some planters have vegetables as part of the Council's Community Garden scheme.

AP21/1324 Matters relating to Randlay Community Centre Urgent Roof Repairs

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A leak had been identified due to stained ceilings, this was as a result of two cracked tiles near an air vent. The work had been carried out as a matter of urgency at a cost of £350.00.

Cleaning Contract and Regime

Our contract cleaning company has returned but remains on reduced hours. Additional cleaning, as required between user groups, is carried out in-house.

LED Lighting Upgrade

ABC will attend on 2nd – 4th June to upgrade the internal lights and emergency exit internal and external lights.

Update on current usage

The maximum numbers in each room have been calculated and appears on the doors for clarity. Around 60% of our groups have now contacted the Parish Council to discuss a return process. We have introduced a minimum of 2 hours per booking, to assist in ensuring we have time for cleaning between groups and ensuring that sufficient funding is available to cover the overheads.

Erection of a 20m high mast

The Parish Council will continue to liaise with the company to bring forward a better site for the mast. The proposal is too close to the school, community building and pedestrian crossing. The PC has informed TWC that it will not support the current support location.

Community Fridge

As we approach the end of the breakfast pack scheme, Members considered the provision of a tall glass door fridge to be used as a Community Fridge. This would include the option to have food from Telford Crisis Support and from the allotments, for families in need to pop into to collect, twice per week at specified hours.

The cost of such a fridge would be in the region of £665 including VAT. It was proposed by Councillor S Unwin and seconded by Councillor Creed, that the fridge be purchased and a suitable location identified within the main corridor for easier access. All were in favour and thus it is

RECOMMENDED that the Parish Council purchases a tall glass door fridge for Randlay Community Centre to be used as a 'Community Fridge'.

AP21/1325

Hollinswood Neighbourhood Centre

a) Roof Inspection

Following the roof inspection, it was identified that urgent work was required as there were a number of broken and missing tiles and the felt was seriously damaged and needed replacing. This work had been carried out. Members were reminded that the roof was last repaired in 2020.

b) Main Door and Fire Door replacements

The company had not been able to purchase the materials and therefore the work has been postponed until the end of June.

c) Current Usage

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Limited users have returned where social distancing is possible. We are pleased to welcome back ROC, to offer a drop in session for those in need, this is much appreciated and there is now a high number to attendees.

d) First Floor Kitchen / Washing Machine

The work to install a washing machine and to replace all worktops including a new sink and tap, has been completed at a cost of £500.

e) Healthy Holiday Activity Funding

An application is being drafted – if successful, a wide variety of activities will be provided at Hollinswood Neighbourhood Centre, also using Downmead and the Pavilion building and field.

AP21/1326 Hollinswood Pavilion & Field

a) Usage

The building continues to be well used for Special Needs Activities. We have also welcomed back Scouts and a weekend church worship session. SNAC events are planned and we have a two day per week booking from My Options over the Summer months.

b) SNAC & HARP

The draft job description and person specification is being scrutinized by TWC and the Police are also interested as a Youth Provision Partner.

AP21/1327 Randlay Allotments

a) Vacancies and Waiting List

There have been some changes in tenancies, however, plots have been allocated to many on the waiting list, although there are still some who would like a plot.

b) Site Maintenance Plan

Due to the weather and reduced time available, this work has not yet commenced.

c) Event

The police will be attending the site to offer advice and promote the use of Smartwater. Another online event will be arranged.

AP21/1328 Randlay Valley Car Park

a) Current Use

NHS England has recently removed the Testing Station and the area will be closed whilst a clean up takes place and any remedial work necessary will be carried out. Telford International Centre has two bookings in the diary to use the car park for events at TIC.

b) Ratable Value

Whilst the car park is not in use, there are no Rates due for payment, however, when the car park is in use, there will be a charge payable by the user.

AP21/1329 The Muddy

a) The Sensory Garden

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Work has continued to provide a sensory walk with seating, benches and planters contained specific plants for touch, scent and sound. The next phase will be taste, adding fruit trees and bushes to the area.

b) Drainage

We require additional quotations for the work to improve the drainage on the field.

c) Disability Access

Quotations are also required to assist in providing a route suitable for the less able and wheelchair users.

AP21/1330 Other Matters

a) Welcome to the Parish Signs

Funding had been included in two previous budgets to replace the existing small Hollinswood and Randlay namesigns with bigger and bolder 'Welcome to Hollinswood & Randlay Parish' signs including our logo. The cost will be in the region of £3400 to include fitting. It was proposed by Councillor H Unwin and seconded by Councillor Ricketts that a design be available, with a quotation for decision at the Full Council meeting. All were in favour and thus it was

RECOMMENDED that the Parish Council looks to replace the Welcome namesigns and a design and quotation should be available for Members to consider at Full Council. The existing signs can be re-sited around the Parish.

AP21/1331 Date of the next meeting

26th July 2021

7pm

Hollinswood Neighbourhood Centre

Signed Date