
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 24th May 2021** at **7.00p.m** via Zoom.

AP21/1332 Present

Cllr H Unwin
Cllr S Unwin
Cllr C Turley

In attendance

Katrina Baker
Stuart Fisher

Glyn Johnson

Absent

Cllr G Sinclair

AP21/1333 Welcome

Councillor C Turley, Chairman 2021/22, welcomed everyone to the meeting and thanked them for attending.

Members confirmed that a quorum was 3 Members.

AP21/1334 Apologies

Cllr J Johnson
Cllr J Creed
Cllr L Ricketts

Work Commitments
Holiday
Work Commitments

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

RESOLVED that the apologies, as listed, be accepted.

AP21/1335 Declarations of Interest

Councillor S Unwin
Councillor H Unwin
Councillor C Turley

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

AP21/1336 Minutes of the meeting held on 24th May 2021

It was proposed by Councillor H Unwin and seconded by Councillor S Unwin that the Minutes of the meeting held on 24th May 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.

AP21/1337 Matters arising not included on the Agenda

a) Cleaning Contract

The contract will return to normal contract hours in September. During Covid, we have been very grateful to the company for allowing us to have flexibility in order to reduce hours and costs during a difficult period.

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It has been agreed that we will extend the contract by the amount of time the contract was on hold, therefore the contract now ends in September 2022.

The Parish Council has informed the contractor that it may be necessary to vary the contract hours, permanently, depending on the use of Randlay CC from September onwards.

AP21/1338 Asset & Property Committee Budget

Members confirmed that this Committee would monitor the project expenditure and a draft document will be circulated, following completion of the Audit to ensure that all projects are included and finance allocated to each budget heading.

AP21/1339 Matters relating to Randlay Community Centre

a) Water Chlorination Report

No issues reported

b) LED Lighting Upgrade

Stuart updated Members on the current position regarding the upgrade of lighting at Randlay Community Centre and in particular the decision that is required, following the outcome that the contractors were unable to upgrade the existing lights at a realistic cost due to the models being out of date.

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

RECOMMENDED that Full Council considers the completion of the upgrade, at a cost of £3793.00 for 19 replacement units. Further information will be available for that meeting with regards to the current lumens and proposed level, following the upgrade which is said to provide a 2/3 reduction in electrical usage.

c) Air Con / Circulation

Members engaged in an initial discussion regarding clean air and purifiers, heating, insulation, filtration and temperature management.

This will appear on a future agenda for further consideration.

AP21/1340 Hollinswood Neighbourhood Centre

a) Main Door and Fire Door replacements

The replacement main door and fire doors have been completed, including the new push button entry system and intercom.

b) Replacement Windows

The specialist company, used in a) above has provided a quotation for the replacement of the first floor complete window system above the main door and the full window on the landing of the adjacent staircase. It was proposed by Councillor S Unwin and seconded by Councillor H Unwin, all were in favour and thus it is

RECOMMENDED that we engage the services of ABC Fire & Security to replace the two first floor windows at a total cost of £5720.00 plus VAT.

c) Foyer and corridor floor covering

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This item has appeared on many previous agendas and the delay was due to us waiting for the replacement doors and windows. It was proposed by Councillor S Unwin and seconded by Councillor H Unwin, all were in favour and thus it is

RECOMMENDED that an order be placed with Telford Flooring for the provision and installation of polysafe standard vinyl at a cost of £853.33 plus VAT.

d) Water Chlorination Checks

The annual inspection has raised two matters for action, the advice to relocate the mixer valve in the gents downstairs toilet and to adjust the boiler. A quotation for this work will be obtained for the next meeting.

AP21/1341 Hollinswood Pavilion & Field

a) SNAC & HARP

Some initial bookings have commenced, with consideration for a arts and craft group joining us from September.

The initial quotation for the wheelchair swing and sunken trampoline has been received and requires safety flooring, an additional quotation for this will be obtained before considering this further. Members were reminded that £800 is available towards this project from Telford Rotary.

b) Water Chlorination Checks

No action required

c) Current Usage

Randlay Scout Groups	Monday – Wednesday
New Arts & Crafts	Thursday and Saturday
Mark Taylor Support	Daytime use only

AP21/1342 Randlay Allotments

a) Visit

Councillors Johnson and S Unwin had visited the site and had identified some that were worthy of recognition, certificates will be made available after the Summer recess. It was disappointing that there are a number of plots not kept in accordance with the contract.

b) Maintenance and Upgrade Plan

In order to support the tenants further, a plan is in place for additional work on paths, creating neat edges to the plots. Work is planned for the car park area, entrance and around the bark bins. Composting will be encouraged and the provision and retention of water will be promoted.

c) Allotment Tenant Event

It is planned to hold an event in October – a guest speaker will be invited.

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AP21/1343 Randlay Valley Car Park

a) Current Use

The International Centre have used the area twice for their events. It is disappointing that TWC and NHS have still not restored it back to its condition prior to their use. We are assured that this will be completed by 15h August.

Members discussed the use of the car park, by visitors to The Town Park and Randlay Valley. This is to be encouraged.

The Parish signage will be re-commissioned and will reflect the needs of users. Following discussions with the Town Park Manager, the opening / locking times may change.

AP21/1344 The Muddy

a) The Sensory Garden

This remains a popular area and welcomes visitors to view the planters and plants. There is more work to do.

b) Disability Access

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

AP21/1345 Other Matters

a) Parish Vehicle

Members are keen to investigate any opportunity to upgrade to an electric vehicle. Further discussions will take place with local companies and TWC.

AP21/1346 Date of the next meeting

6th September 2021

7pm

Hollinswood Neighbourhood Centre

Signed Date