
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 January 2022 at 7.00p.m** at Hollinswood Neighbourhood Centre.

AP22/1376 Present
Cllr C Turley
Cllr H Unwin
Cllr S Unwin
Cllr G Sinclair
Cllr V Holt

In attendance
Katrina Baker

Stuart Fisher

AP22/1377 Welcome
Councillor C Turley welcomed everyone to the meeting and thanked them for attending.

AP22/1378 Apologies
Cllr L Ricketts Work Commitments
Cllr J Creed Holiday

G Johnson

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

RESOLVED that the apologies, as listed, be accepted.

AP22/1379 Declarations of Interest
Councillor S Unwin User Group of RCC, FoHRV, RPS
Councillor H Unwin Randlay Rockets, FoHRV, RPS, SBPC
Councillor C Turley FoHRV, SBPC

AP22/1380 Minutes of the meeting held on 1st November 2021
It was proposed by Councillor S Unwin and seconded by Councillor H Unwin that the Minutes of the meeting held on 1st November 2021 be agreed as a true record. With two abstentions, all were in favour and thus it was

RESOLVED that the Minutes be signed as a true record of the meeting.

AP22/1381 Matters arising not included on the Agenda
None

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AP22/1382 Christmas Lights

The Clerk had shared information with the Chairman and Vice Chairman of the Committee and Council with regards to the Parish Christmas Light displays.

Over the years, our displays have been enhanced and now include extensive lights around all buildings at both Randlay and Hollinswood Local Centres, and the Pavilion building.

Having hired scaffolding, members of the staff team currently undertake the putting up of the lights which is time consuming. When the lights are taken down, they need to be checked before storing and PAT tested as required. A local company has introduced a new service to local councils to take down, check, PAT test, pack away, store (for 12 months) and to put them up again at a cost of £2575.00 per year. This has been compared to the cost (in-house) and also using our electrical contractor and this is cost favourable, in addition to ensure our lights are working, with less chance of damage as well as the benefit of them being stored off site, allowing the storage space to be used more efficiently. The quotation also includes for lights at the shops, hub and Randlay Farmhouse and including the Christmas Trees and Randlay's external display. It was proposed by Councillor Sinclair and seconded by Councillor Holt, all were in favour and thus it is

RECOMMENDED that Hollinswood & Randlay Parish Council employs the services of a local electrical contractor for all work related to the Christmas Light displays throughout the Parish, including the safe storage throughout the year. This offer is available as a three year option, at no additional cost, per year.

AP22/1383 Matters relating to Randlay Community Centre

a) Foodshare

Stuart updated Members on the provision of a fridge within Randlay Community Centre as part of the foodbank promoting the work of Telford Crisis Support, in fund-raising to provide much needed food parcels to families in need.

Members discussed the importance of this project, but understood that, at this time, it is not well supported. Extensive advertising has taken place, but the uptake remains limited. It appears that the message regarding the positives of this scheme is being overlooked by many and it was agreed that more individual posters with relevant information should be produced. It was agreed that we would continue to support and promote this facility with posters being displayed outside of Randlay Community Centre and at the school. The opening times will be extended on a Thursday to enable parents to call after the school run in a morning.

b) Randlay Garden

This area will now be maintained by the Parish Council LMT and will provide an area with floral displays and a bench. Additional bulbs will be planted along with wildflower seeds.

c) Halls 2 / Movable Wall

Members took the opportunity to discuss the usefulness of the facility to split halls two and three at Randlay Community Centre.

It was agreed that this facility should remain for the time-being. However, a cost will be obtained to secure the door in an open position. It was proposed by Councillor H Unwin and seconded by Councillor Holt, all were in favour and thus it is

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RECOMMENDED that the Parish Council secures an annual contract for one year maintenance at a cost of £300. The use of the wall will be monitored.

d) Boiler Room Doors

Work to replace both doors and install a five-lever locking system has been completed. The boiler room will now be cleared of unwanted items, to ensure the requirements of the health & safety committee, with relation to the use of a boiler room.

e) Amended cleaning contract

Unfortunately, due to the increased effects of covid, more groups have chosen not to return to using RCC for the foreseeable future. This has resulted in a lack of income. We have therefore taken the opportunity to reduce the hours of the cleaning contract to reflect the needs of the centre and the user groups.

New soap dispensers have been installed in the WC areas, however these are sited too high for some children. Alternative arrangements have been made to accommodate their needs.

AP22/1384 Hollinswood Neighbourhood Centre

a) Replacement Windows and floor covering

The contract to replace the two large windows by the main entrance and landing and to install the new washable floor covering to the corridor and foyer, has been completed and is a great improvement.

b) Replacement high-level windows

As an extension to the contract to replace all windows in the Neighbourhood Centre, a quotation of £1440 has been received. It was proposed by Councillor Sinclair and seconded by Councillor S Unwin, all were in favour and thus it is

RECOMMENDED that an order be placed for the replacement of the remaining windows in Hollinswood Neighbourhood Centre, at a total cost of £1440.00.

AP22/1385 Hollinswood Pavilion & Field

Windows

There are 12 windows at The Pavilion and the cost to replace them all with UPVC is £3591.00.

A Screwfix Community Grant has been launched and it was proposed by Councillor Holt and seconded by Councillor Sinclair that an application should be submitted to assist with this cost.

AP22/1386 Randlay Allotments

a) Tenant Event

This event was postponed due to an expected low attendance because of covid restrictions. A new date is awaited.

b) Parish Council Shed

The shed remains on order, we are awaiting a delivery date, plus details of the recommended lock, to enable tenants to have access without it being left unlocked.

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c) Drainage

Thanks were extended to Councillor Holt for a contribution from the Councillors Pride Fund, towards the costs to drain the remainder of the plot for the benefit of the tenants.

d) Provision of a picnic bench, with disabled seating area

Further funding from the Councillors Pride Fund will provide a picnic bench to be sited within the allotment site for the additional use by wheelchair users. Members agreed that funding should be allocated for the purchase of a bench. The decision regarding this will be delegated to the Clerk, Stuart and Councillor Turley, as Chairman of the Committee.

e) Seed and Plant Swap

A small unit will be made available to provide a location (near to the new shed) to be used as a library and location for seed and plant swaps.

f) Allotment Facilities and Charges

It was proposed by Councillor S Unwin and seconded by Councillor G Sinclair that there should be a small increase on the cost of the allotment plots to £50 and £26.00. A 50% subsidy is available for local residents who are on benefits. All were in favour and thus it was

RECOMMENDED that the charges for an allotment be increased to £50 and £26 respectively, in order to take into consideration the increased costs. Members also agreed that a newsletter should be produced for tenants, to include details of what a contract entails and what is included in the costs. A website page will be created to promote the allotments, with additional information, and photos also available.

AP22/1387 The Muddy

Thanks were, once again, extended to Cllr Holt for funding towards a picnic bench, with disabled seating area and a raised planter, to be sited towards the top of the site so that it is fully accessible.

With reference to AP22/1386d and 1387, Members confirmed that up to £1800 can be used to provide the two benches, details of the options will be circulated for comments and the Chairman, with the Clerk and Stuart, will finalise the order.

AP22/1388 Other Matters

None

AP22/1389 Date of the next meeting

28th February 2022

7pm

Hollinswood Neighbourhood Centre

There being no further business, the Chairman closed the meeting at 7.55pm thanking all the Members for their important contributions to a successful meeting.

Signed Date