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## Hollinswood and Randlay Parish Council

Chairman of the Committee: Cllr C Turley

Clerk: Katrina Baker MBE MILCM

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### ASSET & PROPERTY COMMITTEE

Minutes of the meeting held on **Monday 6<sup>th</sup> September 2021** at **7.00p.m** at Hollinswood Neighbourhood Centre.

**AP21/1347 Present**

Cllr H Unwin  
Cllr S Unwin  
Cllr C Turley  
Cllr J Creed

**In attendance**

Katrina Baker

Glyn Johnson

**Absent**

Cllr L Ricketts

Apologies received after the meeting

**AP21/1348 Welcome**

Councillor C Turley welcomed everyone to the meeting and thanked them for attending.

**AP21/1349 Apologies**

Cllr J Johnson  
Cllr L Ricketts  
Cllr G Sinclair

Work Commitments  
Work Commitments  
Attending an alternative meeting

S Fisher

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.**

**AP21/1350 Declarations of Interest**

Councillor S Unwin  
Councillor H Unwin  
Councillor C Turley  
Councillor J Creed

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

**AP21/1351 Minutes of the meeting held on 26<sup>th</sup> July 2021**

It was proposed by Councillor H Unwin and seconded by Councillor S Unwin that the Minutes of the meeting held on 26<sup>th</sup> July 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.**

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### AP21/1352 Matters arising not included on the Agenda

None

### AP21/1353 Matters relating to Randlay Community Centre

#### a) Boiler Room Doors

Members were aware that issues have been identified with the doors to the boiler room, accessed from outside of the building, and out of the view of the CCTV. Whilst it has not been established how and why the doors are found to be open, this has happened on a number of occasions and causes concern. The area is used for storage as well as the boiler. It is not easy to access tradesman and getting quotations is very difficult for such 'minor' work. However, the Parish Council has recently engaged the services of Wholesale Glass, a local company based on Stafford Park, through a tender process. Wholesale Glass have provided a quotation, with two options. Copies had been circulated to Members:

Option A: replacement wooden doors with five-level security euro locks

Option B: to install UPVC doors with appropriate locks

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

**RECOMMENDED that the Parish Council accepts the quotation of £1709.00 plus VAT for the work to remove existing doors and replace with two new solid external fire doors rebated with new bolts the left door with 5 lever euro lock on right painted into existing door frame and cill, hardwood edges to give more security.**

### AP21/1354 Hollinswood Neighbourhood Centre

#### a) Main Door and Fire Door replacements and Intercom upgrade

This work has been completed to a very high standard. We are awaiting confirmation regarding the alarm / intercom codes and these will be then be issued to Members and relevant user groups.

#### b) Replacement Windows

The recommendation will be considered at Full Council on 20<sup>th</sup> September 2021.

#### c) Foyer and corridor floor covering

The recommendation will be considered at Full Council on 20<sup>th</sup> September 2021.

#### d) CCTV & Trees

Members are aware of the issues reported at the nearby Youth Shelter and the police have launched a project to tackle the asb that is evident, particularly at night. TWC and CAT have supported this initiative and a CCTV camera has been allocated to this area. However, visibility is impaired by a tree sited near to the shelter. TWC has been asked for the tree to be removed as cutting it back was not an option, according to the tree surgeon who visited. It was proposed by Councillor S Unwin and seconded by Councillor J Creed that the Parish Council should request (from TWC) permission to plant fruit trees nearby (as a replacement) and for them to identify the best locations and varieties. Members further delegated this to the Clerk, in consultation with the Chairman, as the tree needs to be removed as soon as possible.

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It was also agreed that the Parish Council LMT should undertake the necessary work on the tree within our garden area.

**RESOLVED that the Parish Council will request information from TWC regarding planting fruit trees in a suitable location near to the Youth Shelter.**

### AP21/1355 Hollinswood Pavilion & Field

#### a) SNAC & HARP

The Clerk updated Members on activities that will start in the near future. Arts and Crafts and Martial Arts will start in September and October. A recent conversation with the Shropshire Cricket Association hopes to enable the use of the Pavilion Field next season.

#### Roofing and Guttering

The Pavilion is now well used and as we approach the winter, it was agreed that the necessary work should be placed on order as soon as possible. Unfortunately, due to issues regarding the cost of materials and their availability, the original quotation of £3180 has increased. It was proposed by Councillor S Unwin and seconded by Councillor Creed, all were in favour and it is

**RECOMMENDED that the order be placed with Dryfix at a cost not to exceed £3850.00.**

### AP21/1356 Randlay Allotments

#### a) Visit

Councillors Johnson and S Unwin had visited the site and had identified some that were worthy of recognition. However, with the improved weather it was agreed that a further visit would take place before a final list for certificates was produced.

#### b) Allotment Tenant Event

Alison, the Bee Lady, has been invited, we are awaiting a suitable date and time.

#### c) Accessible Plot

The plans to create a fully accessible plot are progressing with thanks to local companies for offering advice and materials. Work will start as soon as time permits.

### AP21/1357 Randlay Valley Car Park

#### a) Remedial Maintenance

TWC, on behalf of NHS, have completed the remedial work.

Current part time usage has included Telford International Centre, TW Park Fun Run and our Fun Day. Temporary signs have been created to advertise when the car park is available and an emergency number for use if the gates are locked when anyone returns to their car. Members confirmed their support for a charge to be levied for a call out in such circumstances.

#### b) Closing Time

It was agreed that the car park will close at 4pm for the time being. This will be publicized to encourage drivers to ensure that they have collected their vehicles before this time. Parish Council staff will open and lock the car park as and when required.

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### AP21/1358 The Muddy

#### Veolia Visit

Ruth Jones from Veolia will visit on 7<sup>th</sup> September as part of the monitoring for the grant received for the 'Healthy Reasons to be Outdoors' project.

### AP21/1359 Other Matters

#### a) Gas & Electric Contracts

Members confirmed their agreement that the contracts for gas and electric at all three centres should not be renewed until into the New Year. Advice had been received that prices may be higher at this time, but Members also believed that they may be lower, so agreed to wait a further 3 – 4 months, the contracts are due for renewal in March 2022.

### AP21/1360 Date of the next meeting

1<sup>st</sup> November 2021

8pm

Hollinswood Neighbourhood Centre

There being no further business, the Chairman closed the meeting at 7.40pm thanking all the Members for their important contributions to a successful meeting.

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