
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 23rd May 2022** at **7.00p.m** at Hollinswood Neighbourhood Centre.

Present

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

In attendance

Katrina Baker

Stuart Fisher

Glyn Johnson

AP22/1402 Welcome

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

AP22/1403 Election of Chairman

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

RESOLVED that Councillor Chris Turley be elected as Chairman of the Asset & Property Committee for 2022/23.
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AP22/1404 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.

AP22/1405 Apologies

None

Absent

Cllr L Ricketts
Cllr V Holt
Cllr G Sinclair

AP22/1406 Election of Vice Chairman

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

RESOLVED that Councillor Creed be elected as Vice Chairman of the Asset & Property Committee for 2022/23.
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AP22/1407 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.

Hollinswood and Randlay Parish Council

Chairman of the Committee: Cllr C Turley

Clerk: Katrina Baker MBE MILCM

AP22/1408 Declarations of Interest

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

User Group of RCC, FoHRV, RPS
FoHRV, SBPC
FoHRV, SBPC
User Group of RCC, FoHRV, RPS and SBPC

AP22/1409 Terms of Reference

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

RESOLVED that the Terms of Reference for the Committee be confirmed for 2022/23.

AP22/1410 Minutes of the meeting held on 28th February 2022

It was proposed by Councillor Creed and seconded by Councillor S Unwin that the Minutes of the meeting held on 28th February 2022 be agreed as a true record. With one abstention, all were in favour and thus it was

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

AP22/1411 Air Filtration Project

It had been resolved at Full Council that the Parish Council would enter into a five- year lease agreement to provide Air Filtration systems in our three community buildings. Stuart confirmed that the order had been placed, in order to receive the discount available and that the next step in the process is for the electrician to visit and survey the buildings. It is anticipated that the project will be in place by the Summer.

AP22/1412 Matters relating to Randlay Community Centre

a) Randlay Garden

GJ confirmed that some work on the garden area at Randlay CC had been undertaken although there is much more to do.

It is planned that the front hedge will be reduced in height and the shrubs within the garden all pruned back to make the area more visible and offer a pleasant place for people to sit.

b) Foodshare

SF reported that despite further publicity, the fridge is still under-used. It is difficult to encourage local residents to 'buy' the goods on offer, and the limited selection available to us means that families in need do not use the facility as they prefer to travel to where a wider selection is available. Members were reminded that all funds raised from selling the items is donated to Telford Crisis Support and therefore is a great way to support this worthwhile project.

It was agreed that further thought will be given to the location of the fridge in the Summer.

c) Upgrade to LED lighting Project

SF presented the details of the project and confirmed that three quotations had been received, based on the same specification of our requirements. Details of the costs were made available to the Members for consideration.

Hollinswood and Randlay Parish Council

Chairman of the Committee: Cllr C Turley

Clerk: Katrina Baker MBE MILCM

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

RECOMMENDED that the contract to complete the remainder of the upgrade of internal lighting to LED be awarded to our existing contractors, ABC Fire & Security. Members have been pleased with the quality of their previous work and we do have an existing contract with the company.

AP22/1413 Matters relating to Hollinswood Neighbourhood Centre

a) Main doors, windows and replacement access system

The Clerk reported that the project to replace the main door and window, as well as the large first floor windows and smaller windows has now been completed. The project also included a new door entry system.

b) Protective Wall Covering

GJ has identified a company that can provide the Whiterock-type protective wall covering material and has arranged for a quotation to install the material in the Council Chamber. When the quotation is available, this will appear on a future agenda for consideration.

c) Replacement Radiators

Using the Chairman's Emergency Powers, it had been agreed by Members that the two old and inefficient radiators in the main hall be replaced with new radiators. This work has been completed and users of the hall have already commented on the improvement. However, the new radiators, being a different size, do not cover all the wall and areas are now in need of redecorating and new whiterock, which has been ordered.

d) First Floor Redecoration

A quotation had been received to complete the redecoration of the first-floor accommodation including the kitchen, toilets, landing and stairs. It was proposed by Councillor H Unwin, seconded by Councillor Creed and all were in favour and thus it is

RECOMMENDED that the Parish Council completes the redecoration of HNC by employing Paint UK for the work listed above at a cost of £525.00.

AP22/1414 Matters relating to Hollinswood Pavilion & Field

a) SNAC Outdoor Garden and Seating area

Members congratulated the team on the work at the rear of the Pavilion to create a sensory seating and garden area for visitors to SNAC.

b) Provision of a Sensory Bench

Thanks were extended to Smallwoods for the bespoke sensory bench which had been created for SNAC and has been delivered to the Pavilion.

c) Gas Cage and External Areas of the Pavilion

Despite a request, via the Fire Safety Officer, Scouts have persuaded the Clerk that the gas bottles are still required, but given an assurance that they will be reduced in number and stored safely. They are looking for a new lockable container.

The area is in need of a major tidy-up, which will be completed before the Jubilee Fete.

Hollinswood and Randlay Parish Council

Chairman of the Committee: Cllr C Turley

Clerk: Katrina Baker MBE MILCM

d) High Level Windows

Unfortunately, our grant application to Screwfix had been unsuccessful. It was therefore, proposed by Councillor H Unwin, seconded by Councillor Creed, all were in favour and thus it was

RESOLVED that the funding allocated in the Council's budget for this project, which had previously been approved, be used to complete the project to replace all the small high-level windows in the Pavilion Building.
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AP22/1415 Randlay Allotments

a) Vacancies and Waiting List

GJ reported that there are no vacancies currently, however there remains a waiting list.

b) Site Management Plan

As we move towards the Summer, work will continue to provide the disabled plot and further work to maintain the site and improve its appearance.

c) Shed and Bench

Thanks were extended to Councillor Turley and Councillor Holt for the funding they provided to assist with the provision and siting of a shed and bench on the allotment site.

d) Drainage Project

GJ reported that he is awaiting the quotation from a company who has recently visited the site, this will appear on a future agenda for consideration.

AP22/1416 Randlay Valley Car Park

a) Current Usage

SF updated members on the current regular users of the car park area. A local company is using a section of the car park for training HGV driving instructors. This provides a regular weekly income. It is also used by the TIC for larger events. Therefore, the car park is now open at other times for visitors to the Pavilion Field and Randlay Valley.

b) Ratable Value

The Parish Council has now re-registered the car park area.

c) Maintenance

There is a maintenance agreement in place with the users of the Car Park area. The Parish Council will also be improving the area around the site, and adding wildflower seeds towards the steps.

AP22/1417 The Muddy

a) Sensory Garden

We believe that this area is well visited, but is in need of more regular maintenance, including the area where the new trees were planted. We are working with Southwood Hub on a project to enable their users to assist with the maintenance and upkeep of the area and planters and for them to enjoy the provision at the same time.

Hollinswood and Randlay Parish Council

Chairman of the Committee: Cllr C Turley

Clerk: Katrina Baker MBE MILCM

b) Bench and Community Planter

Thanks were extended to Councillor Holt for the provision of the bench and planter, which have been much appreciated by visitors to the Muddy.

c) Next Steps

We have received requests to provide play equipment at the site. Any consideration needs to be part of the overall plan for the site and facility. This will appear on a future agenda. In the meantime, GJ will pursue the drainage options.

AP22/1418 Other Matters

a) Outdoor Gym Experience

The outdoor gym equipment is now on order, and hopefully will be installed before the Summer holiday period.

Members had received details of recycled benches (as previously provided) to commemorate the Platinum Jubilee. It was proposed by Councillor H Unwin and seconded by Councillor S Unwin that two backless Jubilee benches be purchased to be sited at the Randlay Gym Experience and at the Pavilion Gym Experience, too. All were in favour and thus it is

RECOMMENDED that two backless Jubilee benches be provided for Randlay and Hollinswood Outdoor Gym Experiences, at a cost of £430.00.

b) Additional Speed Indicator Device

The Clerk had met with SBPC and an agreement had been reached in that our Parish will receive 50% of the Grant from the OPCC. The SID already purchased will be used around Storchley & Brookside and HRPC will purchase (as previously agreed) an additional SID, with solar panel and post. On arrival, this will be installed and used around Hollinswood & Randlay in the sockets already provided by TWC. A promotional sign has also been ordered, at an additional cost of £50.00 to identify that the SID has been provided by the Parish Council.

c) Personal Hygiene Contract

SF updated Members on the tender process. There was only one expression of interest for the project. Other companies were then approached, but no one was interested.

It was proposed by Councillor H Unwin, seconded by Councillor Creed and all were in favour that the standing orders be suspended to enable the Parish Council to make a recommendation on this matter.

RESOLVED that Standing Orders be suspended.
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The Company, PHS, have an agreed contract in place with NALC and this means that its pricing structure is of the best value available and consequently, other companies are finding it hard to complete.

The revised quotation for a new 5 year contract includes the provision of new hand-dryers for Hollinswood Neighbourhood Centre, but with the reduced collection days, the cost is comparable to our existing contract. It was therefore proposed by Councillor H Unwin, seconded by Councillor Creed, all were in favour and thus it is

Hollinswood and Randlay Parish Council

Chairman of the Committee: Cllr C Turley

Clerk: Katrina Baker MBE MILCM

RECOMMENDED that the contract for Personal Hygiene Services at all three buildings be awarded to PHS as per their quotation.

d) **Downmead Youth Shelter and Planting Scheme**

Thanks were extended to Members who had responded to the question regarding the perspex back to the Youth Shelter. It was unanimously agreed that this can be brought forward in the future if needed, but at this time it is not necessary.

GJ updated Members on a project to provide trees, from stock, to assist with the over-looking concern into gardens to the site of the Youth Shelter.

e) **Parish Council Vehicle**

Unfortunately, it was necessary to report that the parish van is currently off the road. The injectors are failing and a replacement (number 2) has cost over £500.00. Members recognized that the vehicle had offered good value for money and that now is the right time to consider alternatives.

This will be added to the Full Council Agenda for further consideration.

Members will want to consider the options available, which include selling, leasing, purchasing or hiring a suitable vehicle.

AP22/1419 Date of the next meeting

25th July 2022

7pm

Council Chamber

There being no further business, the Chairman closed the meeting at 78.15pm thanking all the Members for the important contributions to a successful meeting.

Signed Date