
Hollinswood and Randlay Parish Council

Chairman of the Committee: Cllr H Unwin

Clerk: Katrina Baker MBE MILCM

ASSET & PROPERTY COMMITTEE

Minutes of the meeting held on **Monday 2nd October 2023** at **7.00p.m** in the Council Chamber at Hollinswood Neighbourhood Centre.

Present

Cllr S Unwin

Cllr H Unwin

Cllr J Creed

Cllr P Cranfield

In attendance

Katrina Baker

Glyn Johnson

Liam Seabury

Stuart Fisher

Cllr Vaughan-Hodkinson

Cllr Farrar

AP23/0033 Welcome

The Chairman welcomed everyone to the meeting and thanked them for attending.

AP23/0034 Apologies

Cllr C Furnival

Attending a Councillor training event

Cllr C Prescott

Attending a Councillor training event

Cllr C Turley

Holiday

RESOLVED that the apologies, as listed, be accepted.

AP23/0035 Declarations of Interest

Councillor S Unwin

FoHRV, RPS, TWC

Councillor J Creed

FoHRV, FoTTP, SBPC

Councillor H Unwin

FoHRV, RPS

Councillor P Cranfield

FoTTP, FoHRV

AP23/0036 Minutes of the meeting held on 3rd July 2023

It was proposed by Councillor Creed and seconded by Councillor S Unwin that the Minutes of the meeting held on 3rd July 2023 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.

AP23/0037 Matters Relating to Randlay Community Centre

a Installation of Solar Panels

The Chairman had met with representatives of the final two companies. The quotations were very similar – the difference appeared to be the cost of the scaffolding.

Having had an opportunity to peruse the information and ask additional questions of the company both intended to provide a 32kw power system, capable of adding a battery in the future. Both used panels from China. Company A is from Shrewsbury and Company B from Telford. Both are established companies and offered a payback period in the region of 11.5 years.

The main difference between the two options appears to be in relation to the warranty on the equipment (this is directly with the manufacturers).

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It was proposed by Councillor Creed and seconded by Councillor Cranfield, with one abstention, all were in favour and thus it is

**RECOMMENDED that Hollinswood & Randlay Parish Council awards the contract to provide a solar panel system for Randlay Community Centre, with Inverter and all necessary equipment, all fully inclusive at a cost not to exceed £49,000.
It was noted that this will use the £10,000 Grant provided for the purpose.**

RECOMMENDED that an additional £39,000 be vired from reserves into the Solar Panel budget in order to complete the purchase, should the recommendation be approved.

b) Halls Two and Three Floor

For some time, concerns have been raised regarding the condition of the Hall Two / Three Floor within the Centre. Members were made aware that this will be a necessary project in the next couple of years and agreed that initial costs, and floor type options should be investigated in preparation.

AP23/0038

Matters Relating to Hollinswood Neighbourhood Centre

a) Replacement chairs for the Council Chamber

The chairs have been delivered and we have been fortunate to receive a second hand board room table which is being utilized in the Council Chamber.

The Clerk explained that a significant amount of income is generated by the use of the Chamber as a Family Room which can often include a Mother and Baby. It has become obvious that two soft chairs and a small table would enhance the facility and quotations had been obtained from three companies.

Members considered the options and quotations and it was proposed by Councillor Cranfield and seconded by Councillor Creed, all were in favour and thus it is

RECOMMENDED that an order for two chairs and a table be placed with Company B at a cost of £369.00. It was noted that this was the cheapest quotation and not using the local company.

Following the meeting, additional information was gathered from Company B and Company A (the local company) and it was established that the quality was significantly improved with Company A. On request, an additional discount was offered and the Clerk requested authorisation to order from the Telford Company A (as they will match the new chairs and be of the enhanced quality) at a cost of £381.00 plus VAT.

b) External Planters – Hollinswood Local Centre

These planters were the originals provided as part of the Save Water Project and have therefore been in situ for some time. They are in need of sanding down and applying preservative. It had therefore been agreed to leave them empty for the Winter so that this work can be undertaken early in Spring 2024.

c) Main Hall Floor

There are two areas within the floor which are damaged. It was agreed that options and quotations will be needed for a replacement floor. However, some spare material has been sourced and it may be possible to do a short term repair.

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d) Storeroom Floor

As the room will not be required as Santa's Grotto for 2023, it was agreed to make safe the current floor covering and a replacement can be considered when required.

AP23/0039 Matters relating to Hollinswood Pavilion & Field

a) Sound System

Two of the original companies have come back with updated quotations and detailed specifications for the provision of a system and speakers for the main hall in the Pavilion. This will be particularly useful for the SNAC sessions and will enable the volume to be controlled. Both companies were local (in accordance with our Environmental Policy) and Members considered the advantages of a two or four speaker system. Both systems can be extended to Hall Two in the future, if required.

After consideration, it was proposed by Councillor Cranfield, seconded by Councillor Creed, all were in favour and thus it is

RECOMMENDED that the Parish Council employs the services of Company B at a total cost not to exceed £1700 to provide the four speaker system.

RECOMMENDED that £1700 be vired from Reserves to the Pavilion budget to enable the order to be placed, should the recommendation be approved.

b) External Painting

The new colour of the Pavilion Building was met with approval. The rear wall is still to be completed, when the contractor is available. We already have the paint in stock.

c) Water Heater

The Pavilion Building has become more popular and the number of bookings has increased. However, it remains the home of Randlay Scouts and SNAC. For health and safety reasons, it was proposed by Councillor S Unwin and seconded by Councillor Cranfield, all were in favour and thus it is

RECOMMENDED that the Parish Council adds an additional water heater to the contract to provide and install a plumbed-in water heater. The cost of installation will be £75.00 and the monthly fee will be in the region of £30, depending on the size of the machine.

d) Steps from Car Park to Field

The condition of the steps will be inspected and any necessary work will be undertaken to ensure they remain safe.

AP23/0040 Randlay Allotments

The site has 65 plots of varying sizes (listed as small or large for invoicing purposes). On the whole, they are in reasonable condition with some being outstanding, but others in need of attention. There are four or five that are not kept in accordance with the contract and conversations with the tenants will be necessary. All invoices have been paid. There are 12 currently on the waiting list.

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During covid more time was available and some tenants took on additional plots and enhanced their areas, this may need to be reconsidered and therefore some more smaller plots may become available.

The allotment manager is keen to investigate the option to add CCTV to the site, as requested by some tenants and it is hoped that a defibrillator, first aid kit and bleed kit can be provided for use within the site.

AP23/0041 Randlay Valley Car Park

The car park is now well used by private hire, TWC, TIC and is also used by the police for traffic vehicle checks. Significant income is now generated to assist in covering the cost of the Non Domestic Rates.

AP23/0042 The Muddy

a) Drainage

The cost of necessary drainage on the field escalates and it is unlikely that the Parish Council will be able to fund this work without a significant grant.

In the meantime, the existing drains near to the court will be investigated. However, we are aware that there is a broken drain pipe from those drains which might prevent them from working effectively.

AP23/0043 Outdoor Gym Experiences

a) Street Art

Funding remains available from the Chairman's Charity and it was agreed that the Outdoor Gym at Randlay would benefit from enhanced options by adding street art to the nearby footpath. The designs and costs vary. However, it may be possible to work with TWC to provide suitable activity markings (applied by volunteers). It was agreed that the Chairman, Clerk and Staff will work to bring forward a proposal as soon as possible.

b) Bootcamps

The initial bootcamp events have been successful and these will be continued at Randlay. Dates and times will be advertised when arranged with the volunteer leaders.

It is hoped that two additional pieces of equipment can be added to Hollinswood to extend the options available to the users.

AP23/0044 Speed Indicator Device

Information downloaded from the SID device is now being shared with the Police at their request and this resulted in the traffic strips being applied to Randlay Avenue and more frequent visits by the Road Safety Camera Partnership. The high speeds at all our locations are a concern, but the importance of having the data has been confirmed as this enabled TWC and the police to take further action.

It was agreed that funding should be considered in the budget for 2024/25 to purchase and install more sockets and to provide a second SID.

Sites in Stafford Park will be investigated with TWC.

Randlay Avenue Speed Table

A recent update confirmed that the permanent repairs are scheduled for the half term holiday, all being well.

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AP23/0045 Personal Hygiene Contract

The new representative has visited and will be assessing our contract with a view to any improvements that may be suggested. Details of the frequency of visits are being considered taking into account the additional bookings.

The contract will be under review and monitoring until the new contract needs considering in 2026. However, we are aware of the good rates we benefit from as a Local Authority.

AP23/0046 Other Matters

None

AP23/0047 Date of the next meeting

4th December 2023

7pm

Council Chamber

There being no further business, the Chairman closed the meeting at 8.15pm thanking all the Members for the important contributions to a successful meeting.

Signed Date