
Hollinswood and Randlay Parish Council

Chairman of the Committee: Cllr H Unwin

Clerk: Katrina Baker MBE CILCA

ASSET & PROPERTY COMMITTEE

Minutes of the meeting held on **Monday 25th November 2024** at **7.00p.m** at Hollinswood Neighbourhood Centre.

Present

Cllr S Unwin
Cllr Creed

Cllr H Unwin
Cllr Tyrrell

Cllr Prescott
Cllr Vaughan-Hodkinson

In attendance

Katrina Baker

Stuart Fisher

G Johnson

Cllr Krajewski

AP24/0132 Welcome & Public Session

Councillor H Unwin welcomed everyone to the meeting and thanked them for attending.

There were no matters raised in the public session.

AP24/0133 Apologies

Cllr Cranfield

Holiday

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

RESOLVED that the apologies as listed be accepted.

L Seabury

Family Commitments

AP24/0134 Declarations of Interest

Councillor S Unwin

FoHRV, RPS, TWC

Councillor H Unwin

FoHRV, RPS

Councillor Creed

FoHRV

Councillor Prescott

FoHRV

Councillor Vaughan-Hodkinson

Funzone

AP24/0135 Minutes of the meeting held on 7th October 2024

It was proposed by Councillor Prescott and seconded by Councillor S Unwin that the Minutes of the meeting held on 7th October 2024 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.

AP24/0136 Marches Green Energy Grant

Stuart updated members on this exciting project. The Chairman, once again, congratulated the staff on their work to secure the grant which will enable work to be carried on our three buildings in accordance with our Climate Change Action Plan – Zero '30.

Work commences on 2nd December at The Pavilion and Hollinswood Neighbourhood Centre and at Randlay Community Centre from 9th December.

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The programme of works has been agreed in order to ensure minimal disruption to our user groups and their understanding is appreciated. Most bookings have been accommodated in our other buildings, however it will be necessary to close The Pavilion week commencing 13th January for one week, for the safety and convenience of the Scouts and SNAC. Their understanding of this requirement is appreciated, too.

Over 13 tonnes of carbon is estimated to be saved due to the success of this project, and this is in addition to the saving already experienced due to the solar panels at Randlay Community Centre.

AP24/0137 Matters Relating to Randlay Community Centre

a) Hall One Acoustics

As discussed at the previous meeting, members had considered this at the Strategy Meeting and agreed that sound boards should be installed in Hall One at Randlay Community Centre to assist users, particularly when training or attending a meeting. This would also benefit the NHS when using the room for health & wellbeing sessions. Quotations had been sourced from local companies to reduce the reverberation to c1.5s.

It was proposed by Councillor Vaughan-Hodkinson and seconded by Councillor Creed, all were in favour and thus it is

RECOMMENDED that £4500 be allocated from general reserves to a specific budget for this project to take place as soon as possible. In the meantime, confirmation will be obtained regarding the guarantee period and fire retardant statistics of the panels available from the Telford based company.

b) Solar Panels

Unfortunately, Scottish Power have still not completed the work necessary to enable the funds to be transferred to the Parish Council. It is hoped that this will be resolved as soon as possible and before the end of the financial year. However, it had been confirmed that this will be backdated in order to include the entire period since the completion of the installation.

c) Toilet Upgrades and Repairs

Further to the information provided to Full Council, Members agreed a programme to supply and fit new taps and fill and flush valves to the WCs at Randlay Community Centre at a cost of £1260.00 plus VAT. This is to complete the project which has become essential due to the recent water leaks and poor condition of the current fittings. A request for funding to be available has been included on the Agenda for Finance & Audit.

AP24/0138 Matters Relating to Hollinswood Neighbourhood Centre

Further to previous discussions regarding the need to upgrade the PA and Speaker system in the Main Hall, Glyn presented a report which included details of three quotations provided to install a high efficiency amplifier in a lockable cabinet to provide a complete solution for security and ease, including 6 ceiling mounted speakers.

Confirmation will be sought that this proposal includes the hearing loop. It was proposed by Councillor Vaughan-Hodkinson, seconded by Councillor Creed, all were in favour and thus it is

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RECOMMENDED that an order be placed with JB Roadshow, at a cost not to exceed £1000 (including the hearing loop).

AP24/0139 Matters relating to Hollinswood Pavilion & Field

a) CCTV

Liam had confirmed that the installation was completed and monitoring is now taking place. This was useful recently, when issues were experienced at one of the bookings. Access to the recordings is available on mobile phones, as set up for the staff. The system will provide safety and security for visitors to the Pavilion Building.

b) Accessible Toilet Alarm

At the recent Alarm Inspection, ABC Fire & Security raised a concern that there was no alarm fitted for the accessible toilet, near to the entrance to the building.

Liam commenced a tender process for the provision and installation of a suitable alarm, however only two companies had submitted a detailed proposal and quotation.

Members agreed the importance of ensuring the safety of our user groups and it was proposed by Councillor H Unwin, seconded by Councillor S Vaughan-Hodkinson, all were in favour and thus it is

RECOMMENDED that a request for funding be submitted and that an order be placed with Lime Electrical for the installation of the assistance alarm with a sounder-beacon over the door within the entrance lobby and a second sounder-beacon in the Main Hall, including the installation of a RCBO to provide type A RCD protection.

AP24/0140 Accessible WC Scheme, Bins for Boys and Stoma Support

Stuart updated Members on our commitment to provide fully accessible facilities in all our buildings to include Bins for Boys and Stoma Support. We are working with Lingen Davies and Macmillan Cancer Support. New signage will be added to our buildings and suitable bins, shelves and bags will be provided.

AP24/0141 Randlay Allotments

Revised contracts are being drafted which will assist in making the rules clear, especially in relation to the terms and agreements included in the contracts.

The volunteer scheme to assist with maintenance on the site and to help some tenants when necessary is working well and the help and support of some tenants is very much appreciated.

As previously reported, some tenants have expressed concern regarding overgrown trees on the site especially where these affect the cultivation on their plots. It had been hoped that tree works could have been undertaken in-house, but this is not possible due to the scale of the work required. A survey had been undertaken and a quotation of £1245 has been received, but it is necessary for us to request a breakdown of the work included around the site.

Funding is available in the allotment budget. It was proposed by Councillor Creed, seconded by Councillor Tyrrell, all were in favour and thus it is

RECOMMENDED that a breakdown of costs be obtained from the original company and that two alternative quotations be requested in order that a decision can be made at Full Council.

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AP24/0142 The Muddy

A recent RoSPA inspection had failed the 'hard surface area' within the Muddy. On investigation, it had been confirmed that this area should not have been inspected and therefore the report had been withdrawn. However, this has highlighted the fact that the drainage on the site continues to be a serious concern and is having a detrimental effect on the site as a whole. An initial grant of £2000 has been received towards the drainage project – a quotation is required and further fund-raising will be necessary.

AP24/0143 Speed Indicator Device

The new socket has, at last, been installed outside of The International Centre – this has been funded by the Safer Stronger Communities initiative. The funds to provide a second Parish SID, with post, kit and solar panel, was previously agreed and the equipment has now been placed on order, as per the quotation received.

AP24/0144 Play Areas

a) TW Play Strategy

TWC is undertaking a review of all TW play area sites in the Borough. This will assess each site on its condition and elements of play. The recent RoSPA reports will also be used to assess and advise on each site.

There are three TW sites in our Parish.

b) Downmead

i) Equipment

The equipment was provided as part of the Playbuilder project following a public consultation. However, recent requests for alternative equipment (particularly for older children) have been received. TWC has confirmed that the Parish Council can enhance the provision, should they wish, but TWC has no funding for further upgrades at this time. Following completion of the inspections and strategy, the Parish Council will consider further, this site.

ii) Signage

The Parish Council has updated the signage on the site, to include No Vaping – at the request of young people and parents.

iii) Noticeboard

A grant application has been successful to provide funding for a noticeboard near the site.

iv) Low Level Lighting

A quotation is to be received from TW Street Lighting to install low level lighting for the safety and security of young people. A grant of £2000 has been confirmed if the remainder of the funding can be identified.

c) Dallamoor

We await the outcome of the Play Strategy before considering any enhancements needed at this site.

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d) Randlay Village Green

We await the outcome of the Play Strategy. However, recent upgrades and re-painting has been completed and the area is in good condition and well used.

Members noted that our close proximity to Telford Town Centre often means we miss out on funding available for our play areas.

AP24/0145 Date of the next meeting

6th January 2025

7.00pm

Council Chamber

There being no further business, the Chairman closed the meeting at 8.0pm thanking all the Members and Staff for their important contributions to a successful meeting. Councillor Unwin wished everyone a Merry Christmas and Happy New Year.

Signed Date