
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 2nd September 2024** at **7.30p.m** at Hollinswood Neighbourhood Centre.

Present

Cllr S Unwin
Cllr J Creed

Cllr H Unwin
Cllr R Tyrrell

Cllr C Prescott

Cllr P Cranfield

In attendance

Katrina Baker
Liam Seabury

Glyn Johnson

Stuart Fisher

Cllr Vaughan-Hodkinson

AP24/0105 Welcome

Councillor H Unwin welcomed everyone to the meeting and thanked them for attending. Members observed a minutes' silence in memory of Councillor C Turley. Chris had been Parish Councillor, along with his wife, Judith, for many years and had supported the work of the Parish Council with dedication, honesty and professionalism. He was also Chairman of the Friends of Hollinswood & Randlay Valley and will be sorely missed by everyone who knew him.

AP24/0106 Apologies

None

AP24/0107 Declarations of Interest

Councillor S Unwin

FoHRV, RPS, TWC

Councillor H Unwin

FoHRV, RPS

Councillor P Cranfield

FoTTP, FoHRV

Councillor Creed

FoHRV

Councillor Prescott

FoHRV

AP24/0108 Minutes of the meeting held on 10th June 2024

It was proposed by Councillor S Unwin and seconded by Councillor P Cranfield that the Minutes of the meeting held on 10th June 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.

AP24/0109 Matters Relating to Randlay Community Centre

a) Kitchen Worktops and associated works in Hall One kitchen

The work had been completed. There were no outstanding snagging issues. Positive comments have been received including that the user groups are pleased with the continued investment in our buildings.

One contract user group had been visited as part of an inspection and they were pleased with the facility we can offer. Whilst this report is confidential to the group, the sections relating to the building and facilities will be shared with Members.

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b) Video Walkabout

On completion of the kitchen refurbishment, the video walkabout for Google had been completed and is very impressive. Members have received the link and it now appears on the Website. Not only does this offer information to potential new users, it has also been used to assess the buildings remotely.

c) Sound Quality

In order to improve the acoustics in Hall One, investigations are taking place to ascertain what is available that can reduce the reverberation and improve the sound quality in Hall One. This will appear on a future agenda.

d) Solar Panels

These continue to work well and we have already seen a significant saving in the cost of electric for Randlay Community Centre. The export contract (with Scottish Power) is now in place, however setting up the bank account for payments has been problematic, but should be resolved soon.

e) Security

The Mag-Loc has been working well and the security of the building and the users has improved and was noted recently.

Following national events during the Summer, the DfES and TWC are producing guidance for all community building managers, regarding Lockdown Procedures.

We are also aware of Martyn's Law and await further details on how this might affect us as a community building.

AP24/0110 Matters Relating to Hollinswood Neighbourhood Centre

a) Speaker and PA System

Three quotations have been received with a vast difference in cost. The installation of a system will enable the Parish Council to control the volume which will help to ensure that there is no neighbour disturbance. It will be necessary to re-check the quotations against the specification. In the meantime, it was proposed by Councillor H Unwin, seconded by Councillor Cranfield, all were in favour and thus it was

RECOMMENDED that £1900 be transferred from Reserves to a new budget heading to enable the project to be considered by Full Council when more information is available.

b) External Painting

A cost for the paint will be established before any decision is taken.

c) Security

As the use of the centre starts to increase into term time, monitoring and evaluation will take place. It may be necessary to consider additional safety measures, especially when we receive guidance from the DfES. ABC Security have been asked to offer advice.

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AP24/0111 Matters relating to Hollinswood Pavilion & Field

a) CCTV

The CCTV system will be installed on 20th September.

b) Security

As user groups return, monitoring will take place and we will be considering what measures will be necessary to meet the guidance and implications of Martyn's Law, when available. ABC will offer advice.

c) External Painting

This will be completed over the weekend.

d) Storage within the Pavilion Building

We are grateful to Randlay Scouts for their cooperation in a decluttering exercise which will provide a storage area for the parish gazebos. This should be completed this week.

e) External Painting

Our decorator will be attending to paint the rear wall in the near future.

f) Pavilion Field & Associated matters

A number of teams have expressed an interest in the use of the field. This has included Shifnal Girls U16, AFC Telford, Randlay Colts, Shifnal and Lawley. We are able to offer a training fee of £20 and a match fee of £30. We are monitoring this to ensure it covers the cost of line-marking and other overheads.

We have been working with Shropshire FA which has arranged a pitch-power assessment. This will provide information that will assist us with grant applications.

We are investigating the installation of an additional waste bin, near the field. The new car park signs have been erected. Discussions are taking place regarding stone needed to fill the areas of car park where flooding is a problem.

It has been necessary to employ the services of a tree surgeon to undertake essential works on the trees and shrubs which affect the use of the football field. This will also be beneficial to the trees' health.

g) Marches Green Energy Group Grant

The procurement process has closed and over 12 quotations have been received. There has been a surprising level of interest, but some companies have only completed a desk exercise so it will be important to check the specification to ensure a match. This will appear on the Climate Change Committee Agenda for further consideration.

AP24/0112 Randlay Allotments

a) Drop-In Sessions

These are proving to be very useful and interesting and an opportunity to get to know the tenants and to offer advice. There are trees on the site, which have grown significantly and requests have been received for them to be removed. We have asked a local tree surgeon to visit and make assessments – hopefully, some maintenance can be agreed, rather than the removal of the trees.

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b) Waiting List

We have undertaken a review of all the plots and are pleased that some have had a lot of attention since the last meeting. However, there are some that remain contrary to the contract and difficult decisions will be necessary at the end of the year, if work has not been evident.

There is a large plot that will become vacant, it is planned to reduce this into four small 'starter' plots. If new tenants can cultivate these plots in accordance with their contracts, they will have an opportunity in the future to move to a bigger plot.

c) Contracts

A revised contract will be created for use in the New Year – all tenants will need to sign a new contract.

AP24/0113 Randlay Valley Car Park

The Car Park continues to be well used by local businesses and fees payable so that it can be booked and the income offsets against the high rates. The maintenance has been completed. Decisions regarding the replacement signs are being considered. Work to make the steps safer are on our to-do list. It is likely that the car park will also be used for Football Matches.

AP24/0114 The Muddy

Discussions with Shropshire FA have indicated that a 7-a-side pitch should be created for informal use. It was proposed by Councillor H Unwin, seconded by Councillor Tyrrell, all were in favour and thus it is

RECOMMENDED that £1000 be transferred from Reserves into a budget so that posts can be provided if and when required.
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Details of grants available for the drainage are being investigated. In the meantime, maintenance will continue especially around the Sensory Garden.

AP24/0115 Speed Indicator Device

We are still awaiting the installation of the additional socket near to the International Centre. Members had mentioned having a permanent SID in Randlay Avenue, which could record data from both directions. This could be solar-powered and more efficient. It was proposed by Councillor H Unwin, seconded by Councillor Prescott, all were in favour and thus it was

RECOMMENDED that £3500 be transferred from Reserves into the SID budget in order that the Members can consider this option in the future.
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The data available in Randlay and Hollinswood shows vehicles reaching higher than acceptable speeds. This data is shared with TWC and the Police and the police will be following up the areas of concern.

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AP24/0116 Other Matters

A report had been received that leaves have been swept into drains at Randlay Local Centre. This will be monitored and reported to TWC if necessary.

AP24/0117 Date of the next meeting

7th October 2024

7.30pm

Council Chamber

The Chairman may call an additional meeting, if required.

There being no further business, the Chairman closed the meeting at 8.40pm thanking all the Members and Staff for their important contributions to a successful meeting.

Signed Date