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## Hollinswood and Randlay Parish Council

Chairman of the Committee: Cllr H Unwin

Clerk: Katrina Baker MBE MILCM

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### ASSET & PROPERTY COMMITTEE

Minutes of the meeting held on **Monday 22<sup>nd</sup> June 2020** at **7p.m** via Zoom.

#### AP20/1227 Present

Cllr H Unwin

Cllr S Unwin

Cllr S Vaughan-Hodkinson

Cllr G Sinclair

Cllr J Creed

Cllr L Ricketts

Cllr J Johnson

Cllr C Turley

#### In attendance

Katrina Baker

Stuart Fisher

Glyn Johnson

#### AP20/1228 Welcome

Councillor H Unwin welcomed everyone to the meeting and thanked them for attending. Due to the Coronavirus, this meeting had to take place via Zoom. The Chairman shared details of how he intended to host the meeting.

#### AP20/1229 Apologies

None

#### Absent

Cllr V Holt

#### AP20/1230 Declarations of Interest

Councillor S Unwin

Councillor H Unwin

Councillor S Vaughan-Hodkinson

Councillor J Creed

Councillor C Turley

Councillor J Johnson

User Group of RCC, FoHRV, RPS

Randlay Rockets, FoHRV, RPS

FoHRV

FoHRV

FoHRV

HPS

#### AP20/1231 Minutes of the meeting held on 24<sup>th</sup> February 2020

It was proposed by Councillor C Turley and seconded by Councillor J Creed that the Minutes of the meeting held on 24<sup>th</sup> February 2020 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.**

#### AP20/1232 Matters arising not included on the Agenda

##### Waste Contract

Due to the closure of the Centres, the contracts for Randlay and Hollinswood Neighbourhood Centre had been suspended, by mutual agreement. Collections from The Pavilion had continued. Unfortunately, this had caused some confusion with drivers and accounts and resulted in two

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Hollinswood & Randlay Parish Council and Telford & Wrekin Council have signed up to a Parish Charter –  
A commitment by all to work together for the benefit of the wider community.

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Payments being made for one month. This has now been resolved and the Randlay Contract re-started on 15<sup>th</sup> June.

### AP20/1233 Matters relating to Randlay Community Centre

**Councillors S & H Unwin declared an interest as a user group**

#### a) Updates

Stuart updated Members with regards to the return of the pre-school group. This has been possible, from 15<sup>th</sup> June, due to the changes in Government regulations, relating only to pre-school provision. Risk assessments were provided and the Parish Council has updated its own risk assessment, to ensure that they are compatible. The children work in two bubbles and social distancing has been possible. Parents do not enter the building. There have been no security issues.

Prior to re-opening the Centre, water checks took place.

The personal hygiene contract has not yet re-started as it is not required.

The replacement blinds in the main hall have been fitted and are of a much-improved design.

The moveable screens have been delivered and will be very useful during this period of social distancing, especially as we plan to re-open.

#### b) Current usage

For the time-being the pre-school will be the only user group. However, further guidance is anticipated in the coming weeks and maybe we will receive requests for other groups to return. Any requests will only be considered taking into account all the current regulations and advice.

#### c) Re-decorating

It is still our intention to have the Centre completely redecorated before the Autumn Term. Although the decorated has made a start this week, it has been delayed due to the closure of suppliers.

#### d) Link path

The path to link the Centre access path to the disabled parking spaces has been installed.

#### e) Randlay Rockets – sign

The new sign has been erected on the building, this has been funded partly by the user group.

### AP20/1234 Hollinswood Neighbourhood Centre

#### a) Updates

There has been no use of the Centre since 23<sup>rd</sup> March 2020.

#### b) Possible return users

It is not possible to open up HNC under the current guidelines. We will be considering a breakfast box collection service and community café take away service, if this is at all possible. We are in discussions with Southwood Hub, as we would like to offer our Centre for additional SNAC activities during the Summer whilst HNC is not in use for other groups.

#### c) Depave Project

The plants have been admired by many, both the design and plants have received many favourable comments. The vegetables have been very successful and have been available to the community, although not many have 'harvested' the crops, as yet. The project has been

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successful in that we have not seen the return of flooding outside of the main door since they were installed.

The bug house will be completed as soon as possible. We are unsure when Shropshire Wildlife will return to the continue the project, due to Covid-19 restrictions.

**d) Main door**

Concerns remain in that the main door at the bottom of the stairs is failing and is sometimes difficult to open and close. However, it does not mean the building is vulnerable. The alarm is not affected. This needs further consideration as soon as possible.

**AP20/1235 Hollinswood Pavilion & Field**

**a) Streetlight**

The light has been completed and works well and will be an asset when user groups return in the Autumn months. The final touches and landscaping are waiting the return of the contractor.

**b) SNAC Access Ramp**

The ramp has been installed and is appreciated by the user groups using the SNAC room.

**c) Southwood Hub – working in partnership**

Discussions are continuing about more use of SNAC by Southwood Hub. They are very keen to take up some of the vacant time slots within the calendar. This will further enhance the use of the building for all ages and all abilities.

**d) Usage**

The Centre has been used over the past months, since March, for activities and respite provision for local families. This has been supported by TWC and provided, in the main, by Mark Taylor Support. Occasional use by the Telford Community Steel Band has been supported in order that it can raise awareness and support the NHS and community support scheme.

**e) Business Rates**

A check and challenge is being progressed in the hope that the Business Rates can reduce to reflect the use of the Pavilion as a Special Needs Activity Centre. This is a long process and we do not expect to hear further until August / September.

**f) Outdoor area and field**

We are currently considering requests for the use of the outdoor facilities, for activities in line with the Government Guidelines on social distancing. This will result, if possible, in additional income.

**AP20/1236 Randlay Allotments**

**a) Vacancies and Waiting List**

Glyn reported that there are two vacancies and a number on the waiting list. Priority will be given to residents of our Parish.

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**b) Condition of Plots**

We have worked to enable tenants to visit the site and to maintain their plots, giving due consideration to the social distancing requirements. Unfortunately, some tenants have not been able to work on their plots as they have been isolating – the LMT have assisted in keeping these plots and the site tidy.

**c) Drainage**

There has been no recent evidence of the problem, however, as the weather changes, we feel sure that issues will return. It is still the intention of the Parish Council to address the drainage issues.

**d) Newts**

Evidence of newts has been brought to our attention in and around the pond in the middle of the site. There are regulations regarding their habitat, which will be taken into consideration at all times.

**AP20/1237**

**Randlay Valley Car Park**

**a) Business Rate invoices**

The Check and Challenge, with VOA, has commenced and we are now in the challenge phase, but it is unlikely that we will hear more until September.

Members discussed at length the current situation regarding the NNDR bills that are pending. TWC has currently put the bills, which relate to 2017/18, 2018/19 and 2019/20 on hold. The bill for 2020/21 has been reduced to take into consideration the closure since February 2020.

Members were clear that it is unacceptable that the car park area is ratable, and do not agree with the outstanding invoices which have resulted in a £12,000+ account. The clerk has made Telford International Centre and Telford & Wrekin Council, Leisure Services, aware of the charge and informed them that it might be necessary to share the costs, if the challenge is unsuccessful.

This car park has no premises and receives no income. It is a community asset and members agreed that the challenge should continue and if unsuccessful, the future of the lease agreement should be questioned.

Concern was expressed as to what should happen when TWC remove the 'stop' from the account, and the outcome of the challenge has not been agreed. It was reluctantly agreed, that at this time, a letter should be sent to TWC explaining that whilst the Parish Council continues to believe that Business Rates should not be charged on the facility, a small payment will be made in order that the Parish Council does not appear on a Debtor's List. It was proposed by Councillor H Unwin, and seconded by Councillor Ricketts, and all Members agreed the

**RECOMMENDATION that a contribution should not exceed £500.00 and that Telford International Centre should be approached for a 1/3 contribution. A letter of explanation will accompany the payment and will confirm that the Parish Council does not accept that it is liable for the charges and that the payment is only to prevent further action as a debtor.**

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### AP20/1238 **Climate Change Strategy**

The notes of the Working Group will be circulated for further consideration. The Group will look to agree its Terms of Reference and objectives. In the meantime the Parish Council will compile details of current utility usage as a bench-mark. A further meeting will take place towards the end of July.

It was interesting to see the Raingarden at Randlay and in particular the display of wild flowers. It is anticipated that further planting will take place in the Autumn. The Clerk has been invited to join the Partnership (representing WAC) and Councillor Vaughan-Hodkinson is a Parish representative on the Partnership.

### AP20/1239 **Other Matters**

#### a) **Restart Strategy**

Members were in receipt of the TWC strategy. Information will be taken into consideration as the Parish Council works towards re-opening the Centres.

It was proposed by Councillor Sinclair and seconded by Councillor Creed, that the Parish Council will financially support the following groups for four weeks when they return to the Centres, in order that they can encourage attendance. All were in favour and thus it is

<b>RECOMMENDED that HRPC allows four free weeks of hire to Brownies, Guides and Scouts when they return, after September.</b>
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### AP20/1240 **Date of the next meetings**

As per the new schedule

There being no further business, the Chairman closed the meeting at 8pm

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