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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 24<sup>th</sup> September 2018** at **7.00p.m** at **Hollinswood Neighbourhood Centre**.

#### AP18/1090 Present

Cllr H Unwin

Cllr S Unwin

Cllr S Vaughan-Hodkinson

Cllr G Sinclair

Cllr J Johnson

Cllr C Turley

Cllr J Creed

#### In attendance

Katrina Baker

Stuart Fisher

Glyn Johnson

#### Absent

Cllr P Roberts

Cllr L Aubrey

#### AP18/1091 Welcome

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

#### AP18/1092 Apologies

Cllr L Ricketts

Work commitments

**RESOLVED that the apologies from Cllr Ricketts be accepted.**

#### AP18/1093 Declarations of Interest

Councillor S Unwin

Councillor H Unwin

Councillor J Johnson

Councillor S Vaughan-Hodkinson

Councillor C Turley

Councillor J Creed

User Group of RCC, FoHRV, RPS

Randlay Rockets, FoHRV, RPS

User Group of RCC, the Pavilion & HNC

FoHRV

FoHRV

FoHRV

#### AP18/1094 Minutes of the meeting held on 23<sup>rd</sup> July 2018

It was proposed by Councillor Sinclair and seconded by Councillor C Turley, that the Minutes of the meeting held on 23<sup>rd</sup> July 2018 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.**

#### AP18/1095 Matters arising from the last meeting, not included on the Agenda

The SNAC container has been positioned at The Pavilion and the group is invoiced 1.00 per day. There have been no Pavilion bookings as yet.

#### AP18/1096 Matters relating to Randlay Community Centre

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

Hollinswood Neighbourhood Centre, 7 Downmead, Hollinswood, Telford TF3 2EW Tel: 01952 567961

E-mail:- [enquiries@harpc.org.uk](mailto:enquiries@harpc.org.uk) Website:- [www.hollinswoodandrandlaypc.org.uk](http://www.hollinswoodandrandlaypc.org.uk)

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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### ***Councillor J Johnson declared an interest as attending a user group***

#### **a) External Bollards, Randlay Local Centre**

A meeting on site had taken place with representatives of TWC, HRPC and Randlay Primary School, with the contractor and an agreed schedule of works was discussed. The cost of the work outside of the school and community building will be split 3 ways, with TWC undertaking the necessary work on the car park area.

Councillor Sinclair offered some boulders from Holmer Lake, but it may not be possible to have them re-located to Randlay, this will be investigated further.

#### **b) Internal Security doors**

ABC Fire & Security has offered a system which will enable the existing doors to be re-used, with handles and to provide user groups with key fobs for access. These programmable fobs are secure and can be programmed for periods of use in order to monitor access. There would be an override switch provided and the staff would have 24 hour access to help out if a user group needs access outside of their hours of booking.

This system would offer user groups some confidence and would protect the building from open door public access. However, it would still be possible for the doors to be permanently open, when required.

The previous agreement to use the budget up to 1600.00 remains sufficient for this project. It was confirmed that we should go ahead with installation and half-term would be a good time. SF would ascertain more information regarding telephone access and a recording facility. This system will allow the middle door to be added at a later date, if necessary.

The option to have a camera available and a screen to be located in Halls 2 and 3, for additional security for the user groups who cannot see the main door from their rooms would also be investigated. However, of course, this would be at an additional cost. It may be that this can be added at a later date, but this may not be cost-effective.

#### **c) External Play Area**

Due to the issues experienced with the current surface of this external play area, members have been considering all the options. It has been necessary to repair the surface twice already, and whilst this has made it safe, it is not a permanent solution to the problem.

Four companies have visited the site and offered advice regarding suitable flooring.

Whilst in the process of investigating our options, it became clear that we need to provide suitable equipment within the area in order that we pass a future RoSPA inspection. The critical fall height will determine the equipment that we can put in the area, based on the flooring that is installed. This will result in all 'private' equipment having to be removed.

However, it will ensure that the equipment provided is suitable for the age-ranges and as it is accessed by user groups, we will ensure that it is safe and insured. We will also ensure adequate and appropriate maintenance.

SF introduced the proposals received from the four companies and it was clear that two had not adequately incorporated our requirements. Members therefore agreed to move forward for further discussion and consultation with just two companies.

Further information, designs and costs will be available for discussion at the Strategy Day and inclusion in the budget considerations.

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### AP18/1097 Hollinswood Neighbourhood Centre

a) **Roof / Ceiling**

It was a concern to find water marks on the new ceiling tiles and investigations are taking place regarding work that will be required on the roof to prevent a disaster.

b) **Security**

Following the theft of a user group camera during a session, all groups will be reminded of the need to be vigilant and careful when using the building. It may be considered appropriate to use the internal door locks for additional security when in session. This will not affect fire escape routes.

### AP18/1098 Hollinswood Pavilion & Field

*Councillor J Johnson declared an interest as attending a user group*

a) **Usage and Bookings**

The calendar is looking very full for use of the Pavilion building, there has been a significant increase in interest since its refurbishment.

b) **CCTV**

Members will consider this option at their Strategy Day.

c) **Gas Bottle Cage**

Discussions will take place with user groups regarding this facility. It will also be necessary to ascertain the legal requirements for storage.

d) **Back Room / Rear Door**

A cost price will be obtained for a replacement fire escape door from the back room of the pavilion building.

e) **External Noticeboard**

Designs and prices will be obtained for discussion in the future.

f) **Other matters**

None

### AP18/1099 Speed Indicator Devices

A representative of the company, Morelock, has been invited to the next Wrekin Area Committee meeting, all members are invited to attend to hear about the product and to discuss a possible partnership with neighbouring parish councils.

### AP18/1100 Randlay Allotments

Following the recent success in obtaining a Grant through the Green Guarantee initiative, Members will consider a security project for the site. Further information will be available at a future meeting.

### AP18/1101 Other Matters

TWC contracts

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A communication had been received to confirm that the contract for Grounds and Cleansing, from April 2019, had been awarded to Idverde. The highways contract has been awarded to Balfour Beatty.

The Parish Council is looking forward to liaising with the companies regarding work in our area, this will then enable us to discuss additional works and obtain quotations.

### AP18/1102 **Date of the next scheduled meeting**

7<sup>th</sup> January 2018

7pm

Hollinswood Neighbourhood Centre

The Chairman will call special topic meetings to discuss individual projects in the Autumn when the information is available.

There being no further business, the Chairman closed the meeting at 7.55pm

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