
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 September 2019** at **7.45p.m** at **Hollinswood Neighbourhood Centre**.

AP19/1169 Present

Cllr H Unwin
Cllr S Unwin
Cllr C Turley

Cllr V Holt
Cllr L Ricketts
Cllr S Vaughan-Hodkinson

In attendance

Katrina Baker
Stuart Fisher

Glyn Johnson
Cllr T Wust

AP19/1170 Welcome

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

AP19/1171 Apologies

Cllr J Johnson	Work Commitments
Cllr G Sinclair	Previous Engagement
Cllr J Creed	Unwell

RESOLVED that the apologies, listed above, be accepted.

AP19/1172 Declarations of Interest

Councillor S Unwin	User Group of RCC, FoHRV, RPS
Councillor H Unwin	Randlay Rockets, FoHRV, RPS
Councillor C Turley	FoHRV
Councillor S Vaughan-Hodkinson	FoHRV

AP19/1173 Minutes of the meeting held on 22nd July 2019

The Declarations of Interest for the last meeting need amending, a new page one of the Minutes will be produced. It was proposed by Councillor Turley and seconded by Councillor S Unwin that the Minutes of the meeting held on 22nd July 2019 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.

AP19/1174 Matters arising not included on the Agenda

AP19/1158 It is important that the tables and new trolley will be kept downstairs and only used when necessary.

Parking outside of Randlay Community Centre continues to be a problem, we hope to be able to use the PCC plastic policeman, on loan from Randlay Primary School.

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AP19/1175 Climate Change

- a) Councillor Vaughan-Hodkinson and the Clerk had met with officers of TWC to share ideas. TWC is focusing on plastic-free initiatives and the Parish Council has been invited to work with them, identify pledges and link to their new website. It is hoped that all PTCs in the Borough will join the initiative, each creating a 'Tree of Pledges', which then link to TWC, which will create a 'Forest of Pledges'.
- b) HARP will create a page on its website to start to collect our pledges and create our tree.
- c) The Parish Council is already keeping this in mind on every occasion when purchases have an option of a more environmentally friendly option.
- d) Whilst all Councillors are asked to consider their own pledges, as a Parish we need to be supporting the 'Green Borough' initiative and encouraging everyone to improve the environment.
- e) The Parish Council will send its congratulations to Telford Town Park on receipt of the West Midlands Award.
- f) LED Lighting. Initial investigations and conversations have taken place and the replacement of lights at Randlay Community Centre, indoors and outdoors, will also make a significant difference to our energy costs. The estimated cost of £1500 would be paid back in around 4 years. This will be added to the next Agenda for consideration, two more quotations will be required.
- g) Solar Panels. Further to discussions at the 2018/19 Strategy Day, investigations have resulted in a scheme which can be considered at the Strategy Day this year. For a cost of between £15,000 and £18,000 panels for RCC will produce sufficient energy for our usage and, depending on the low exporting price, may also result in a small income for the Parish Council. This will be included for discussion at the Strategy Day in October.
- h) Electric Van and Charging Points. Whilst these can be discussed together, it is also good to look at the two elements separately. The Parish Council may wish to pledge to include a charging point at one of our centres (cost in the region of £5000), but then at some point in the future, consider hiring an electric van for Parish Council use. The hire charge for an electric van is currently around £320 per month, as opposed to £170 for a standard vehicle. This is another item for discussion at the Strategy Day.
- i) Energy Audits – the meeting for our Parish will be deferred until further information and guidance, with model forms, has been received.

AP19/1176 Matters relating to Randlay Community Centre

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

a) Moveable Walls

The original design suggested for use in Halls 2 and 3 of RCC will no longer be suitable due to health & safety issues so it is necessary to look at an alternative design. These moveable walls will be useful and will enable more use of the halls, by groups that need to divide areas, particularly when the doors are not appropriate. This will be included on a future agenda in order that a budget can be allocated.

b) Front doors

The metal replacement for the safety panel at the top of the outdoor steps is now in stock and arrangements will be made for it to be installed.

c) CCTV Cameras and System

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

E-mail:- enquiries@harpc.org.uk Website:- 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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It is necessary to chase TWC and ADT to ensure that the cameras are working properly and the system is recording.

d) Main Kitchen – temperatures

Concerns are still raised regularly about the heat in the kitchen, particularly when used by the luncheon club. This needs further investigation as we need to identify the most environmentally friendly method available. We cannot have air conditioning in the kitchen (due to the use of gas for cooking) but it may be possible to find a system that will also cool the building. Further investigations will continue.

e) Speaker in Hall 3

This needs to be re-fitted as a matter of urgency.

f) Projector Adaptors

It has been confirmed that the appropriate adaptors are now available for use with the projector in Hall 2.

AP19/1177

Hollinswood Neighbourhood Centre

a) Main Door, bottom of the stairs

Despite requests to two other companies, we have not been able to secure alternative quotations for the work necessary to repair the entrance to the Neighbourhood Centre. Members had seen the poor condition of the wooden areas and it is understood that this is now an urgent repair required before the winter months and poor weather conditions. It was proposed by Councillor H Unwin and seconded by Councillor S Vaughan-Hodkinson that the Parish Council suspends its Financial Regulations in order that the Members can consider the work required and the quotation received. All were in favour and following a short discussion regarding the work it was proposed by Councillor H Unwin and seconded by Councillor S Vaughan-Hodkinson that the Parish Council accepts the quotation of £1250.00 and orders the work to be completed as a matter of urgency. All were in favour and thus it was

RESOLVED that our Financial Regulations be suspended to enable the Parish Council to instruct that work to be completed as soon as possible, at a cost of £1250.00.

b) Damaged Mirror

Unfortunately, one part of the large internal mirror in the main hall was damaged by accident by a young person attending one of the weekend events. Thankfully, the child was not injured, although an accident report form has been completed, for audit purposes. The group have accepted responsibility and a replacement is available at a cost of £162, which could be invoiced to the group. Members considered if a replacement is necessary, and agreed that this is the only option due to the cost or renovation if the mirror is not replaced. It was proposed by Councillor H Unwin and seconded by Councillor V Holt that the mirror be ordered, for installation as soon as possible and the cost invoiced to the responsible group. All were in favour and thus it is

RECOMMENDED that the replacement mirror be installed and the cost recharged to the user group. It was also agreed that additional signage be provided to warn of the mirror and that the curtains must always be pulled back to reveal the mirror for any group on arrival so that no-one can say they are not aware of its existence.

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c) Main entrance and corridor

Unfortunately, the carpet tiles fitted at the time of the refurbishment of the Neighbourhood Centre, are now very stained and need replacing. Members took the opportunity to take a look and agreed that the area in the main foyer, under the stairs and the corridor will all need to be replaced. The approximate cost for replacement carpet tiles would be £500, with a small increase to around £560 for washable vinyl. Members agreed that the washable vinyl option would be preferred and the PC will get three quotes for consideration at a future meeting. This will not be ordered until the work to repair the entrance is completed.

AP19/1178 Hollinswood Pavilion & Field

a) Room 2, Hollinswood Pavilion

This room, the base for SNAC, is nearing completion and is very popular with a lot of interest for additional bookings.

b) Main doors

Members agreed that there is a need to replace the main doors, and to make them more 'friendly' and secure for user groups. An initial design had been provided, and would cost in the region of £770. However, Members wished to see the design, and colour, before placing the order. In the meantime, it was proposed by Councillor H Unwin and seconded by Councillor V Holt, and all were in favour, that it be

RECOMMENDED that the doors be replaced, when the design, colour and cost have been provided and agreed.

c) Disabled Access

A design and quotation have been requested to create a disabled ramp from the side entrance, details are required for the gradient required to enable a wheelchair to negotiate the turn into the doorway.

Also, details of a proposed changing room, with access from the main foyer, are to be provided, with an estimated cost, so that further consideration can be given to this facility.

AP19/1179 Randlay Allotments

£230 is available to enhance the security of the site. It was also agreed that the Parish Council will be discussing with the tenants the need to move sheds and other structures away from the fences.

A quotation for the next phase of the drainage scheme has been received and is £4162.00. As the funding is not yet available for this work, it was agreed to monitor the areas affected over the Autumn and Winter with a view to re-considering this in the Spring, if necessary.

The Clerk and Allotment Manager will be discussing the poor condition of a number of plots with the tenants and some will be reduced in size. This will enable the tenants to cope better and may reduce the waiting list.

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AP19/1180 Parish Vehicle

The van had been assessed whilst at Enterprise Garage and was still found to be 'good value for money' as there was no other work required at this time. It will need an annual service early in 2020.

A quotation for alternative signs, to cover all of the previous logos, will be requested for consideration.

AP19/1181 Randlay Valley Car Park

The work to create the two paths will be completed before the end of September. However, TWC has not yet been in contact regarding the route from the path to the Valley.

The Parish Council has kept the car park locked during the daytime recently for security reasons, however it is intended to re-open next week. Staff will arrange the unlocking and locking in the short term, but the Parish Council will need to consider employing the services of a security company for the weekdays.

AP19/1182 Other Matters

Dale Acre Way Flower Beds

These will be installed before the end of September and have been funded by the Councillors' Pride Fund, thanks were extended to Councillor C Turley, Councillor N England and Connor Furnival.

Parish Raised Beds

The Parish Environmental Assistant will maintain these four beds, as and when required.

AP19/1183 Date of the next meetings

25th November 2019

8.00pm

HNC

There being no further business, the Chairman closed the meeting at 9.15pm

SignedDate