
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 30th May 2019** at **7.00p.m** at **Hollinswood Neighbourhood Centre**.

AP19/1132 Present

Cllr H Unwin
Cllr S Unwin
Cllr C Turley
Cllr V Holt

Cllr J Johnson
Cllr L Ricketts
Cllr J Creed

In attendance
Katrina Baker

AP19/1133 Welcome

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

AP19/1134 Apologies

Cllr S Vaughan-Hodkinson

RESOLVED that the apologies, listed above, be accepted.

Absent

Cllr G Sinclair

AP19/1135 Election of Chairman

It was proposed by Cllr J Johnson and seconded by Cllr C Turley that Cllr H Unwin be Chairman of the Committee for 2019/20. There were no other nominations, all were in favour and thus it was

RESOLVED that Councillor H Unwin be elected as Chairman of the Asset & Property Committee for 2019/20.

AP19/1136 Declaration of Acceptance of Office

Councillor H Unwin read and signed the Declaration which was confirmed by the Clerk.

AP19/1137 Election of Vice Chairman

It was proposed by Cllr S Unwin and seconded by Cllr J Creed that Cllr C Turley be Vice Chairman of the Committee for 2019/20. There were no other nominations, all were in favour and thus it was

RESOLVED that Councillor C Turley be elected as Vice Chairman for 2019/20.

AP19/1138 Declaration of Acceptance of Office

Councillor C Turley read and signed the Declaration which was confirmed by the Clerk.

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AP19/1139 Terms of Reference

A draft document had been circulated for consideration which had been updated with regards to recent resolutions of the Parish Council. It was proposed by Councillor H Unwin and seconded by Councillor J Johnson that the Terms of Reference be accepted for 2019-23, however, they will appear on the first agenda of each year for ratification.

RESOLVED that the Terms of Reference be adopted.

AP19/1140 Declarations of Interest

Councillor S Unwin	User Group of RCC, FoHRV, RPS
Councillor H Unwin	Randlay Rockets, FoHRV, RPS
Councillor J Johnson	User Group of RCC, the Pavilion & HNC, HPS
Councillor J Creed	FoHRV,
Councillor C Turley	FoHRV

AP19/1141 Minutes of the meeting held on 4th March 2019

It was proposed by Councillor C Turley and seconded by Councillor S Unwin that the Minutes of the meeting held on 4th March 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.

AP19/1142 Matters arising not included on the Agenda

None

AP19/1143 Purchase of Additional Tables

The Clerk provided a report with details of additional large scale bookings and the consequent need for the Parish Council to borrow additional tables. This is also necessary for some of our events. Most of the time we have been grateful to neighbouring Parish Councils for allowing us to borrow tables but this is not always convenient and is time-wasting.

It was proposed by Councillor H Unwin and seconded by Councillor C Turley, all were in favour and thus it was

RECOMMENDED that an additional 14 tables and trolley be purchased at a cost of £1290, these are to be stored in the basement at RCC and be available to the larger events, as required and also for use at Parish Council events.

AP19/1144 Matters relating to Randlay Community Centre

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

Councillor J Johnson declared an interest as attending a user group

a) Moveable Walls

Members were keen to investigate the provision of items that will enable the rooms to be separated in order to provide individual areas and to provide a screen when required. The Clerk was instructed to ascertain alternative designs and sizes, keeping in mind the health and safety of users of the halls. This item will appear on a future agenda for further consideration when information, sizes and costs are available.

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b) Car Parking

Concerns were raised, once again, regarding unacceptable car parking outside of the centre, particularly at weekends when events are taking place in the Community Centre. Cars have been seen parked on grass, footpaths, and no parking zones. Last weekend there was a further problem with the cars that had parked over the dropped kerbs which resulted in disabled users and people with pushchairs having to get off the footpath and walk on the road in order to pass. It was agreed that user groups will be warned that this is not acceptable.

It was also agreed that the plastic policeman, from Randlay School, be used to see if this will help to get the message across about the dangers of unacceptable parking.

AP19/1145 Hollinswood Neighbourhood Centre

Councillor J Johnson declared an interest as attending a user group

a) Main Door, bottom of the stairs

Work has commenced on the door, which now closes and opens properly. However, there is more work to be done to complete the job which we hope will be completed in the near future.

b) Defibrillator

Whilst it is good news that the provision of the defibrillator had been used in an emergency situation, it was disappointing that there is no process in place for the machine to be returned to the Parish Council by the Ambulance Service so that we can apply the new pads and replace it into the cabinet.

Members were keen to support the Clerk in the need for a process to be introduced to ensure continuity of service provision in case of a further emergency.

The Clerk will meet with a representative of the West Midlands Ambulance Service to discuss this in more detail and to hopefully have the equipment returned as soon as possible.

AP19/1146 Hollinswood Pavilion & Field

Councillor J Johnson declared an interest as attending a user group

a) Room 2, Hollinswood Pavilion

Work is progressing well with the walls having been removed and the entire room replastered. The kitchen is being fitted and new lights will be included.

This work will provide a much needed second room for use by our regular hirers but also for use during SNAC sessions.

The decision regarding the flooring will be made when the kitchen has been installed.

The funding has been received and is within the SNAC account. HRPC will invoice SNAC for the entire project on completion.

b) SNAC

The Group continues to support the young people and their families and we will be meeting as a Steering Group, under the leadership of the Youth Provision Partnership on a regular basis in the near future.

c) The Muddy, Lease and Maintenance

The contractor is doing a really good job to maintain the area and the litter issue appears to have improved greatly.

The draft lease has been shared with Members, and there remains one query in regard to the access through the estate and any noise related complaints when the field is in use.

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 obviously important that community events can take place on the field and this is the main reason why the Parish Council had agreed to take on the lease and protect the area from development in order to keep it available for the community to enjoy. After ensuring that the concerns are dealt with in the lease, it was proposed by Councillor H Unwin and seconded by Councillor C Turley, and all were in favour that it be

RECOMMENDED that Hollinswood & Randlay Parish Council enters into the long lease agreement with Telford & Wrekin Council to manage and maintain the green space, known locally as The Muddy, an area accessed from Dinthil and linked to the Pavilion Field via the rear of houses in Darliston. It had been confirmed that there were no legal costs chargeable to the Parish Council.

d) **Cones, signs, rope etc.**

A report confirmed the requirements for Fun Day and other events in relation to the need for cones, signs, rope etc. for traffic management and event management. These items have been hired in the past and the cost to purchase is such that after two events, the funding will have been saved, with no additional on-going charges. It was proposed by Councillor S Unwin and seconded by Councillor J Creed, all were in favour and thus it was

RECOMMENDED that the signs, cones etc. as per the extensive list provided, be purchased at a total cost of £668.79.

AP19/1147 Randlay Allotments

Breaches of Contract

It was confirmed that action will be taken against any tenant who is in breach of the contract. If issues continue, the Clerk will be severing the contract and asking the tenants to vacate without further notice.

Security lights and cameras

The project is nearing completion and the camera will be linked to Glyn's phone in order to be able to monitor issues and record as necessary.

AP19/1148 Parish Vehicle

A report had been circulated to all members for information. It was clear that there would be many benefits of the Parish Council purchasing the second-hand van from the Local Authority for use with Environmental Issues and Garden Maintenance. As confirmation, the total cost was £1000 including VAT, the Parish Council has taxed and insured the vehicle. A fuel card will be provided and a service / maintenance contract is being investigated.

AP19/1149 Climate Change

At the recent Full Council meeting, Members had resolved to enter into a commitment to be carbon neutral by 2030 as per the recommendation. It is necessary to undertake an audit, which will be led by Councillor H Unwin and to agree a policy for the Council. All members will consider ways in which they can contribute. A working group will be set up to undertake the initial steps.

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AP19/1150 **Randlay Valley Car Park**

Quotations had been obtained for both path areas at either side of the car park in order to access Randlay Valley. Members agreed to work with Nobridge Nurseries and that a site meeting should take place to discuss the detail of the two quotations for clarification purposes. It was proposed by Councillor H Unwin and seconded by Councillor S Unwin that the work to both paths should be undertaken as soon as possible, if the quotation is in the region of £1000 as this is within the budget allocated. All were in favour and thus it is

RECOMMENDED that a site visit should take place to establish the length and route of the two paths included on the quotations and following receipt of the information, members will consider the options at Full Council.

The Clerk will enquire about the missing fence posts and will request the return of the gate keys, both from TWC.

AP19/1151 **Other Matters** **STAR Rating**

Congratulations were extended to Portal Kids as they have received a 5* Rating at the Pavilion.

AP19/1152 **Date of the next meeting**

22nd July 2019

7.00pm

Council Chamber, Hollinswood

There being no further business, the Chairman closed the meeting at 8.05pm

SignedDate