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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 4<sup>th</sup> June 2018 at 7.00p.m** at **Hollinswood Neighbourhood Centre**.

#### AP18/1060 Present

Cllr H Unwin

Cllr S Unwin

Cllr S Vaughan-Hodkinson

#### In attendance

Katrina Baker

Stuart Fisher

Cllr J Johnson

Cllr L Aubrey

Glyn Johnson

#### AP18/1061 Welcome

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

#### AP18/1062 Apologies

Cllr J Turley

Cllr G Sinclair

Cllr L Ricketts

Cllr C Turley

Leave of Absence

Representing HRPC at Future Fit meeting

Delayed in traffic

Personal Circumstances

**RESOLVED that the apologies, listed above, be accepted.**

Members wished to send their best wishes to Councillors C & J Turley.

#### AP18/1063 Election of Chairman

It was proposed by Cllr S Unwin and seconded by Cllr L Aubrey that Cllr H Unwin be Chairman of the Committee for 2018/19. There were no other nominations and all were in favour and thus it was

**RESOLVED that Councillor H Unwin be elected as Chairman of the Committee for 2018/19.**

#### AP18/1064 Declaration of Acceptance of Office

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

#### AP18/1065 Election of Vice Chairman

It was proposed by Cllr H Unwin and seconded by Cllr S V-Hodkinson that Cllr J Johnson be Vice Chairman of the Committee for 2018/19. There were no other nominations and all were in favour and thus it was

**RESOLVED that Councillor J Johnson be elected as Vice Chairman for 2018/19.**

#### AP18/1066 Declaration of Acceptance of Office

Councillor J Johnson read and signed the Declaration which was confirmed by the Clerk.

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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### AP18/1067 Terms of Reference

Members confirmed the Terms of Reference and these were signed by the Chairman.

### AP18/1068 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 |
| Councillor S Vaughan-Hodkinson | FoHRV                                 |

### AP18/1069 Minutes of the meeting held on 5<sup>th</sup> March 2018

It was proposed by Councillor J Johnson and seconded by Councillor L Aubrey that the Minutes of the meeting held on 5<sup>th</sup> March 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.**

### AP18/1070 Matters arising not included on the Agenda

None

### AP18/1071 Security Contract

Members had received a report from the Clerk which detailed the tender process and included the details of the quotations received.

Members considered the options and agreed that the contract would be awarded to an external company. Members may wish to consider bringing this service in house in the future and this would be discussed at an appropriate time to ensure that the details are available for the budget process.

Members also agreed that if possible, they would like to award the contract to a local company, if the quotation was acceptable.

Quotation one was completely outside of the Council's budget and did not offer the flexibility required as well as the company being from outside of Telford.

It was proposed by Cllr H Unwin and seconded by Cllr J Johnson, all were in favour and thus it is

**RECOMMENDED that Hollinswood & Randlay Parish Council awards the security contract to Quotation 2. This is for an initial period of one year, with an option to extend to two years, if both parties are in agreement following a three month period.**

### AP18/1072 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) Internal Brown Automatic doors – foyer

Stuart gave an overview of the five responses received from the questionnaire circulated to all user groups regarding their requirements for the security and access via the brown doors whilst they are in session. This was a disappointing number and meant that the views were not representative of the groups as a whole. The opinions received were contradictory in places. However, it was clear that we do need to have the ability to lock the doors, although they do not need to be automatic.

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Following a lengthy discussion, it was agreed that the Parish Council will keep the existing doors and work towards installing a card entry system enabling the doors to be secured with access to all users who have a card only.

During office hours the doors can remain open and user groups can secure the doors in the open position whilst people arrive and then secure them as the group is in session.

**RECOMMENDED that a quotation be received to install the mechanisms and to provide the swipe cards and instructions. This should be less than £1500 and as long as within budget, delegated authority was granted to the Chairman and Vice Chairman in order that the building can be made secure again as soon as possible.**

### b) Outdoor Play Area

Stuart had investigated options with regards to the floor in the outdoor play area following recurring damage, caused by flooding and weather conditions.

A significant amount of funding has been necessary to repair the floor which causes concern for the user groups when the damage is evident. Members believed that to continue to repair the surface was not cost-effective or best practice.

During visits by playground companies, details had been made available regarding the type of flooring, and thickness, required for various play equipment. The existing equipment is the property of user groups and issues arise when other hall hirers allow the use of equipment when they are in session. There is concern about adequate insurance.

Members gave some thought to the type of floor material available – samples were available to have a look at. Initial indications of cost to replace the flooring alone is in the region of £4000 - £7000 depending on the surface chosen.

There could be an ideal opportunity to replace the floor and to purchase and install a piece of play equipment for use by 3 – 11year olds which would then meet all the regulations for safe play and if owned by the Parish Council would mean it is available to all hall users. Grant funding would be available to assist with this project.

Members agreed that the Parish Council should work towards a project that will replace the floor and provide equipment with a wide range of elements of play. Further details will now be gathered and this will appear on a future agenda for more discussion.

### AP18/1073 Hollinswood Neighbourhood Centre

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

#### a) Maintenance

The lift service had taken place and the engineer had instructed us that the equipment stored in the room adjacent to the lift must be removed to enable free access to the controls that would be needed in the event of an electrical breakdown when we will be required to access the lift in an emergency. The staff have received training in the safe use of the emergency button. Councillors and User group representatives will receive training in the near future.

### AP18/1074 Hollinswood Pavilion & Field

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

#### a) LED Internal Lights

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

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As requested two alternative quotations had been received but both exceeded the original quotation from Lime Electrical. It was proposed by Cllr H Unwin and seconded by Cllr S Unwin, all were in favour and thus it was

**RECOMMENDED that Lime Electrical be awarded the contract to replace the internal lights at Hollinswood Pavilion at a cost of £457.97.**

- b) **Other Lights**  
Quotations had been received for the external lights at the fire exit, main door and gate. This will appear on a future agenda for discussion and decision.
- c) **SNAC**  
This project for a Special Needs Activity Centre has received a promise of significant funding from TWC and they are keen to work with the Parish Council and to use the Pavilion building. The Clerk is attending the project meetings, to represent the Parish Council, and will report back further at the next meeting.  
There is a wish to extend the Pavilion to provide an additional space where a soft play area and shower facility can be included.

### AP18/1075 **Randlay Allotments**

There are no longer any vacant plots, and only one person is on the waiting list. However, it has been necessary to inform some tenants of our wish to end their contract if they do not bring their plot to a satisfactory standard, this may result in more vacant plots.  
There is a requirement for us to ensure that dogs are kept on lead and also that any children attending the site, must be supervised by an adult at all times.  
Some tenants have been reminded of the agreements included in their contracts.

### AP18/1076 **Other Matters**

#### **GDPR**

In order to ensure that we are working towards compliance with the GDPR, consent forms have been issued to allotment tenants and community building user groups. It is important that these are completed and returned to the office as soon as possible.

#### **STAR Rating**

All our buildings are now rated as 5\*.

### AP18/1077 **Date of the next meeting**

23<sup>rd</sup> July 2018

7pm

Hollinswood Neighbourhood Centre

There being no further business, the Chairman closed the meeting at 8.10pm

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