
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 4th March 2019** at **7.00p.m** at **Hollinswood Neighbourhood Centre**.

AP19/1116 Present

Cllr H Unwin

Cllr S Unwin

Cllr S Vaughan-Hodkinson

Cllr G Sinclair

Cllr J Johnson

Cllr C Turley

Cllr J Creed

Cllr L Ricketts

In attendance

Katrina Baker

Glyn Johnson

Absent

Cllr P Roberts

AP19/1117 Welcome

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

AP19/1118 Apologies

None

AP19/1119 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

AP19/1120 Minutes of the meeting held on 7th January 2019

It was proposed by Councillor Turley and seconded by Councillor Creed that the Minutes of the meeting held on 7th January 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.

AP19/1121 Matters arising from the last meeting, not included on the Agenda

Alarm Maintenance Contracts

Following an initial website advert, 7 expressions of interest were received. The tender document (copy available) had been based on our current needs but only one quotation was received by the closing date.

It was agreed, that to meet the needs of our tender process within our financial regulations, that two further quotations should be available for consideration. It was therefore agreed that we should return to the six other companies and give them an extension to respond or to ask for confirmation that they no longer wish to be considered for the contract, and to ask why. It will

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.

Hollinswood and Randlay Parish Council

Chairman of the Committee: Cllr H Unwin

Clerk: Katrina Baker MBE MILCM

be necessary to ask our current provider to extend our contract by two months in order that this process can be completed.

AP19/1122 PAT Testing

The PAT testing had taken place in all three buildings. Unfortunately, however, there had been a delay in completing the work and therefore the written reports have not yet been received.

A verbal report was available and Members expressed concerns over some of the items which had failed and the reasons why.

It was agreed that no action be taken on the hand-dryers until the causes had been established.

The work on the computer at Randlay had resulted in a call out and a maintenance charge of in excess of £200 which could have been as a result of the Testing.

The Clerk will gather the necessary information and discuss the requirements further with the Chairman and Vice Chairman before any action is taken.

It was agreed that the 2020 contract for PAT testing be through a tender process. The contract will be advertised on the website, with a schedule of requirements available. This will be completed in the Autumn for a new contract to start in February 2020.

AP19/1123 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 Security doors

The door system is fully operational. It is not possible to produce and email a report from the programme automatically, but it can be done manually as and when required. There has been no abuse of the fobs. The door is now programmed to open and lock during certain groups usage (eg on a Sunday). This avoids potential abuse of the buttons and phone system. There appears to have been a reduction in times the doors are propped open.

It was confirmed that there is no requirement for a louder bell in Halls 2 / 3 kitchen.

b) External Main Door

The external barrier has been relocated, however there is a query as to whether it meets the required standards. Also the sensors have not been re-fitted or the button to open the doors. Following completion of the work to be instructed and paid for by TWC, the Parish Council will need to instruct the remedial work necessary to ensure the doors are fully functional. It was proposed by Cllr H Unwin and seconded by Cllr Vaughan-Hodkinson that the £332.30 be earmarked for this work, as and when it is required. All were in favour and thus it is

<p>RECOMMENDED that £332.30 be earmarked for essential work on the front entrance doors, if and when required following the work to be undertaken by TWC to bring the doors up to the required standards.</p>
--

c) Damage to Internal Walls

Members will recall the high cost of decorating Randlay Community Centre. It is therefore disappointing that user groups do not always treat it with respect. This is particularly noticeable at weekends when the office is not manned. A recent incident occurred, when significant damage was evident to a main wall, as the user group moved a trolley from one side of the

Hollinswood and Randlay Parish Council

Chairman of the Committee: Cllr H Unwin

Clerk: Katrina Baker MBE MILCM

building to the other. Members agreed that there should be a review of staff attendance and associated charges for weekend user groups.

d) CCTV

A letter had been received from TWC regarding the hosting of CCTV equipment. It was agreed to await the further information and to establish, what if any, reimbursement may be available for use of our buildings, electric etc.

e) Recent Wind Damage

The recent strong winds have resulted in some minor structural damage to the RCC. A quotation will be obtained to replace the soffit which has been dislodged and broken. The gas meter box has been reported as damaged and will be replaced. A quotation will be obtained to 'box-in' the bins at the bottom of the external steps for one reason, to tidy up the area, and secondly, to protect them from blowing over in high winds.

f) Other matters

Other remedial works have been undertaken by our contractor which have included repairs to the office door, the AED cabinet fitted, radiator covers and chair cupboard fixed. It has still not been established how the speaker came to fall from the Hall 3 wall but the replacement will take place when the fitters attend to install the new mirrors in Hall 1.

AP19/1124 Hollinswood Neighbourhood Centre

a) Main Door Area – bottom of the stairs

Three quotations had now been obtained to repair / replace the main door in order that it is secure. Two of the quotations, over £6000 had to be discarded due to insufficient funding being available. However, a third has detailed how the door can be repaired and secured at a cost of £1350.00. It was proposed by Councillor S Unwin and seconded by Councillor Sinclair that the quotation be accepted and that the work be undertaken as soon as possible. This work will ensure that the door closes on its own, for security purposes, and works in conjunction with the alarm key and fob system currently in place. All were in favour and it is therefore

RECOMMENDED that the quotation of £1350 be accepted and that the work be undertaken as per the specification provided, as soon as possible.

b) Hand Dryers

This will be deferred until further information is available from the PAT testing.

c) Water Meter Readings

Following receipt of an exceptionally high bill for water, an investigation has taken place which has resulted in identifying that we have a leak or faulty meter. The information gathered will be used and Waterplus will be informed accordingly. Unfortunately, if the fault is found to be inside the building, we will be liable, if outside of the stop tap, STW will be instructed to fix the problem. In any event, water costs have increased and the budget will need to be adjusted accordingly.

AP19/1125 Hollinswood Pavilion & Field

Councillor J Johnson declared an interest as attending a user group

a) External Noticeboard

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.

Hollinswood and Randlay Parish Council

Chairman of the Committee: Cllr H Unwin

Clerk: Katrina Baker MBE MILCM

Three quotations have been requested for the installation of the noticeboard within the fence at The Pavilion and located at the top of the bank so that it is visible for pedestrians too. The Chairman & Vice Chairman will agree the successful bidder and the noticeboard will be installed as soon as possible.

b) Installation of electric lights in the loft

The contractor had assured the Clerk that the lights will be fitted before 15th March 2019. He had apologized for the delay.

c) Security

Following a recent incident of attempted forced entry to the building, Councillors had agreed that non-drying paint should be applied to the fencing and tops of the containers. This will be done on the first appropriate day, when the weather is suitable for application. Also, investigations are taking place for the installation of further cameras. If additional visits are required by the Security Company, these would be £8 per visit.

d) Renovation of back room

Following the successful launch of the SNAC project, funding will be available for the work in the back room of the Pavilion to provide an additional meeting space, with kitchen facilities. An updated quotation of the work required is pending.

AP19/1126 Pavilion Field, the Muddy and area between.

Draft lease agreements are under construction by TWC Legal department.

Three quotations have been requested for the grass cutting on all three areas, we are awaiting a price from Idverde.

A recent site visit established that the work to the Muddy meets the criteria for a significant Veolia Environment Grant Application which will include the drainage issue, resurfacing the hard standing court, creation of a wildlife area and the provision of an outdoor gym experience.

AP19/1127 Randlay Allotments

a) Bonfires and use of incinerators

Following a number of concerns and complaints, although it was established the fire was not at the allotments, all tenants have been reminded about the rules regarding fires on the site. No bonfires are allowed. Limited green waste can be disposed of in an incinerator only if weather conditions are suitable. There should be no burning of other waste, this must be removed from the site and disposed of at home or at the recycling centres.

b) Security Project

Details of the cameras and lights have now been confirmed. This project has been made possible with the Green Guarantee funding from TWC. Additional security signs will also be installed.

AP19/1128 Inclement Weather Policy

A Draft policy was circulated, for information.

Hollinswood and Randlay Parish Council

Chairman of the Committee: Cllr H Unwin

Clerk: Katrina Baker MBE MILCM

AP19/1129 PET Team

Members were aware that the PET team will no longer exist after 1st April when the grounds and cleansing contract is taken over by Idverde. Our PET operative will transfer under TUPE to the new company. He has been an amazing asset to the Parish Council and will be greatly missed around our Parish. Members wanted to thank him in some way and it was agreed the £100 worth of garden vouchers will be purchased with funds from the Chairman's Fund. Members and Staff can sign a thank you card and donate to an enhanced gift if they so wish.

RESOLVED that £100 from the Chairman's Fund be allocated for garden vouchers for the PET Team Operative.

It was confirmed that our own PET Assistant will remain in post and will undertake local environmental tasks along with Community building work and garden maintenance.

Linked to this subject was an email, received today, from the Leader of TWC which requested the Parish Council should consider allocating PET funds to Idverde to agree at least one shared improvement project in the Parish and suggested that this should be painting, wood staining, repairing & replacing knee rails, street furniture and bollards. The email requested a response by 8th March 2019.

RESOLVED that the Hollinswood & Randlay Parish Council cannot consider this as it has not been included on an Agenda for consideration. Members were also clear in their view that they cannot make such decisions until they are aware of what is actually included in the core contract with the Company. A copy of the specification, particularly relating to our Parish, had been requested but not yet received. Finally, our tendering process within our Financial Regulations will require that the tender be advertised and considered throughout process which can take some time. In the meantime, we will take a look around the Parish and identify what, if any, work in this type of project will be required.

AP19/ 1130 Other Matters

The team will investigate what is required to make the wooden bridge from Randlay Valley to Stafford Park safer, following a recent accident.

AP19/1131 Date of the next scheduled meeting

As per the meeting schedule to be agreed at the Annual General Meeting.

There being no further business, the Chairman closed the meeting at 7.47pm.

SignedDate