
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 7th January 2019 at 7.00p.m at Hollinswood Neighbourhood Centre.**

AP18/1103 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

Stuart Fisher

Glyn Johnson

AP18/1104 Welcome

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

AP18/1105 Apologies

Cllr P Roberts

Work commitments

RESOLVED that the apologies from Cllr Roberts be accepted.

AP18/1106 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

AP18/1107 Minutes of the meeting held on 24th September 2018

It was proposed by Councillor Turley and seconded by Councillor Sinclair, with one abstention, that the Minutes of the meeting held on 24th September 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.

AP18/1108 Matters arising from the last meeting, not included on the Agenda

Members on the SNAC working group will meet with representatives of TWC and Community Catalysts on Tuesday, 8th January to discuss the way forward with this project.

AP18/1109 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

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a) External Bollards, Randlay Local Centre

The project to provide the additional posts, rails, boulders and road highway signs to prevent unacceptable and dangerous parking has been completed and has already seen an improvement. However, there are two further areas of concern which may need addressing in the future. For the time being, the Councillors agreed to monitor the situation and keep in touch with the school Headteacher.

Members are aware of the plastic policemen, available from the Police & Crime Commissioner, one had been provided to Hollinswood Primary School and the question will be asked if one can be available for Randlay.

b) Internal Security doors

Most user groups now have their fobs and codes and the internal doors have been programmed to meet their needs of times arriving and leaving the Centre.

The volume on the handset in kitchen 2 needs to be increased, this may need an external bell fitting.

The system, programmed on the PC in the office, can be monitored and will provide reports to be able to check on arrival and leaving times. It may also record levels of unauthorized access. It may be necessary to install a telephone system into Hall one in the future.

c) External Play Area

Stuart presented the comparisons for the two preferred companies. Both companies have re-visited the site and offer a proposal that will suit all ages from 4 – 11years and be suitable for under 4s, with supervision. All elements of 'Risk In Play' have been taken into consideration. Copies of the plans and analysis are available.

The costs vary between £15,000 and £17,700 and can be dependent on the removal of the existing surface and how to tackle the flooding problem which has resulted in the surface damage which brought about this project.

Members were keen to use, if at all possible, the wooden equipment, rather than metal and accepted the improved guarantee that would be available.

Members are not in a position to make a recommendation at this time and there were unanswered questions about the surface under the existing matting and how the flooding was to be addressed. Members felt it was essential to be confident that this issue will be addressed by this work, the play equipment is a bonus as this will address the critical fall elements of play which would be an issue for RoSPA.

d) External Main Door

It has been established that the existing door, fitted when the building was constructed, does not meet the legal regulations and TWC is to investigate this and offer a solution.

The current doors have 'dropped' causing a problem with the hinges which results in a poor fit and periods when the automatic doors will not open and close efficiently.

The two areas of work required will need to be considered as one, in order to get the most cost effective outcome following further investigations and recommendations from TWC.

AP18/1110 Hollinswood Neighbourhood Centre

a) Main Door Area – bottom of the stairs

Despite a number of appointments, carpenters do not appear keen to offer a quotation for the work required. Other contacts will be approached and the information brought back to committee for consideration.

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

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AP18/1112 Hollinswood Pavilion & Field

Councillor J Johnson declared an interest as attending a user group

a) **External Noticeboard**

A noticeboard, meeting the needs of the Parish Council, in a colour and design as outlined, has been found and placed on order. A Parish Council heading is available. Glyn will complete the order and it is hoped that the noticeboard will be delivered in the near future.

b) **Installation of electric lights in the loft**

There is adequate space for essential storage in the loft area, however lighting is required. It was proposed by Cllr H Unwin and seconded by Cllr S Vaughan-Hodkinson that three lights be installed, with switch to enable seasonal goods to be stored safely. All were in favour and thus it is

RECOMMENDED that three lights be installed, with the relevant hard-wired switch at a cost of £301.17.
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c) **External Security Lights**

It is essential that the emergency exits are appropriately lit to ensure a safe route from the Pavilion in the event of an escape being necessary due to an incident. It is also important for staff and users to be safe in the environment around the building. It was proposed by Councillor G Sinclair and seconded by Councillor S Vaughan-Hodkinson that the emergency lights be purchased and installed at a total cost of £593.77. This funding has been possible by the increased usage of the building following the refurbishment.

A light for the gate area for arriving and leaving the Pavilion will be required, further investigation regarding the type of light and where will be installed will be undertaken and the matter brought back to the Committee for consideration.

AP18/1113 Pavilion Field, the Muddy and area between.

Draft lease agreements are under construction by TWC Legal department.

Cllr Turley reported that his application for lighting, tarmac and lines on the top car park has not been considered due to the possible changes regarding responsibility of the area in the future.

AP18/1114 Randlay Allotments

A draft proposal, with costs, will be shared with the Chairman and Vice Chairman and it is hoped that work will be completed before the end of March 2019.

AP18/1115 Date of the next scheduled meeting

4th March 2019

7pm

Hollinswood Neighbourhood Centre

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

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

SignedDate

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