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## Hollinswood and Randlay Parish Council

Chairman of the Committee: Cllr C Turley

Clerk: Katrina Baker MBE MILCM

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### ASSET & PROPERTY COMMITTEE

Minutes of the meeting held on **Monday 1<sup>st</sup> November 2021** at **7.00p.m** at Hollinswood Neighbourhood Centre.

**AP21/1361 Present**

Cllr H Unwin  
Cllr S Unwin  
Cllr C Turley  
Cllr J Creed

**In attendance**

Katrina Baker

Glyn Johnson

**AP21/1362 Welcome**

Councillor C Turley welcomed everyone to the meeting and thanked them for attending.

**AP21/1363 Apologies**

Cllr L Ricketts  
Cllr G Sinclair  
Cllr V Holt

Work Commitments  
Family Commitments  
Health Matters

S Fisher

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

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

**AP21/1364 Declarations of Interest**

Councillor S Unwin  
Councillor H Unwin  
Councillor C Turley  
Councillor J Creed

User Group of RCC, FoHRV, RPS  
Randlay Rockets, FoHRV, RPS, SBPC  
FoHRV, SBPC  
FoHRV, SBPC

**AP21/1365 Minutes of the meeting held on 6<sup>th</sup> September 2021**

It was proposed by Councillor Creed and seconded by Councillor S Unwin that the Minutes of the meeting held on 6<sup>th</sup> September 2021 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.**

**AP21/1366 Matters arising not included on the Agenda**

RCC – Boiler Room Doors

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GJ reported that he had spoken to the fitters and these would be completed by the end of November, hopefully sooner.

### **CCTV and Trees**

Work to reduce the branches of nearby trees had been completed to ensure full visibility. A reply is awaited regarding alternative trees to be planted.

### **Pavilion Roof and Guttering**

The work to repair the roof and guttering has been completed.

## **AP21/1367 Community Buildings**

### **a) Contract User Groups**

Contract User Groups are important to the business as they are our core income. Their regular diary bookings are essential. As we continue to be aware of the Covid numbers, additional cleaning before and after all bookings is required and we are grateful to those groups who understand and ensure that this is carried out.

### **b) Private Hire Bookings**

Private Hire bookings are required as we work towards our Centres being self-sustained, but they too, require additional clearing. As we attempt to keep maintenance costs as low as possible, the pre and post checks are essential. The Cleaning boxes are provided to all users so that they can assist with the cleaning needed.

It may be necessary to consider an increase in hiring rates to be implemented from April 2022.

### **c) General cleaning and tidiness of Parish Centres and areas of our responsibility**

All staff, and users, should be aware of the need to identify work required at the earliest opportunity. Staff are the eyes and ears of our Parish and act upon issues as soon as identified.

We also need to be aware of health and safety issues, such as the tidiness inside cupboards to ensure that there are no risks of injury (eg chairs stacked safely).

We have the cleaning contract for Randlay, at the next renewal, we will consider other options. Currently our in-house team offer the required top up work. Staff cover our own sickness and holiday needs.

### **d) Kitchens**

It is important to ensure that all cupboards and tidy, and cleaned regularly. There should be no out of date or unlabelled items in cupboards or fridges.

Cleaning under and behind appliances is important.

We aim to keep a general stock of essential items in the Parish Cupboards.

### **e) Outdoor Areas**

Our 'appearance' is vitally important, we will work to ensure that there is minimal litter outside of our buildings and around our assets, we will try to ensure weed-free accesses and tidy flower beds and community gardens – these are the responsibility of all staff.

We aim to ensure that all notices are current and that the screens are up to date and visible.

## **AP21/1368 Matters relating to Randlay Community Centre**

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**a) LED lighting upgrade**

Work to complete this project continued in half term and has now been completed. We did experience an issue with a contract user group not being able to use Hall one as the company had left the scaffolding and other items in the Hall. This was contrary to the instructions given.

**b) Foodshare**

A full report had been presented to the recent Full Council Meeting.

**AP21/1369 Hollinswood Neighbourhood Centre**

**a) Replacement Windows**

GJ reported that the company is awaiting delivery of the glass and the work to replace the windows would be undertaken as soon as it is available.

**b) Foyer and corridor floor covering**

An order has been placed for the work to be undertaken as soon as the windows have been fitted.

**c) Replacement high-level windows**

GJ has requested quotations for the remaining windows to be replaced.

**AP21/1370 Hollinswood Pavilion & Field**

**a) SNAC & HARP**

The Pavilion continues to be well used by MTS as SEND provision. It is hoped that the Parish Council can move forward with the employment of our support worker in the near future.

**Windows**

As with AP21/1369c) GJ is awaiting the quotations.

**AP21/1371 Randlay Allotments**

**a) Tenant Event**

As requested by some tenants an event will take place on Friday, 26<sup>th</sup> November at RCC and has Alison, the Bee Lady, attending as a guest speaker. The Chairman will also present the certificates for the allotments. We are going to use this as an opportunity for a general discussion regarding the allotments, too.

**b) Provision of Skips**

The Parish Council will continue to provide a skip on site, for use by tenants, twice per year. If additional provision is required, the costs will have to pass to the tenants. Members hoped that there would be no requirement to increase the cost of the plots for 2022.

**c) Parish Council Shed**

We are very grateful that a selection of tools have been donated to the Parish Council for use on the allotment plots. It was proposed by Councillor H Unwin and seconded by Councillor S Unwin, and all were in favour and thus it is

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**RECOMMENDED** that the Parish Council purchases a shed (up to the value of £300), to be sited near to the gate of the allotments to store items that can be borrowed by tenants. There will be a lock used to enable all tenants to have access.

### **AP21/1372 Randlay Valley Car Park**

#### **a) Opening Times**

TWC has confirmed that there will be no requirement for the use of the car park for the Fun Runs at least until the New Year. It was agreed that the Parish Council would not open the car park unless specifically booked as a requirement for a local event.

The International Centre / Southwater Group should book dates into the diary as to when they require it, but it has been noted that they do not always do this, which causes issues for other users. There is also the matter of charges when we are not aware of their use.

#### **b) Signage**

The temporary signs will remain in place for the time being.

### **AP21/1373 The Muddy**

#### **Veolia Visit**

Ruth Jones from Veolia visited on 7<sup>th</sup> September as part of the monitoring for the grant received for the 'Healthy Reasons to be Outdoors' project, and was very pleased with the work undertaken to date.

There is more work planned, and it has been noted that other plans have been included in the Parish Strategy for 2022 onwards.

### **AP21/1374 Other Matters**

None

### **AP21/1375 Date of the next meeting**

24<sup>th</sup> January 2022

7pm

Hollinswood Neighbourhood Centre

There being no further business, the Chairman closed the meeting at 7.35pm thanking all the Members for their important contributions to a successful meeting.

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