
Hollinswood and Randlay Parish Council

Chairman of the Committee: Cllr H Unwin

Clerk: Katrina Baker MBE CILCA

ASSET & PROPERTY COMMITTEE

Minutes of the meeting held on **Monday 1st September 2025** at **7.45p.m** at Hollinswood Neighbourhood Centre.

Present

Cllr S Unwin
Cllr Creed

Cllr H Unwin
Cllr Tyrrell

Cllr Prescott
Cllr Cranfield

Cllr P Krajewski

In attendance

Katrina Baker
Press Reporter

Stuart Fisher

G Johnson

L Seabury

Cllr Vaughan Hodgkinson

AP25/0204

Welcome

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

Public Session

None

AP25/0205

Apologies

None

AP25/0206

Declarations of Interest

Councillor S Unwin

FoHRV, RPS, TWC

Councillor H Unwin

FoHRV, RPS

Councillor Creed

FoHRV

Councillor Prescott

FoHRV, RPS, TWC

Councillor Tyrrell

None

Councillor P Krajewski

HPS

AP25/0207

Minutes of the meeting held on 9th June 2025

It was proposed by Councillor S Unwin and seconded by Councillor Cranfield that the Minutes of the meeting held on 9th June 2025 be agreed as a true record. With one abstention, all were in favour and thus it was

RESOLVED that the Minutes be signed as a true record of the meeting.

Matters Arising

Monitor Screens

The screens in all community buildings are updated regularly, however there is a need for them to be controllable by WiFi. Councillor Tyrrell kindly offered his assistance to Glyn which is much appreciated.

AP25/0208

Matters relating to Randlay Community Centre Floors in Hall 2 / 3

Hollinswood and Randlay Parish Council

Chairman of the Committee: Cllr H Unwin

Clerk: Katrina Baker MBE CILCA

Investigations continue regarding options available for the floors in halls 2 and 3. We believe the problem to be general wear and tear over many years and could be residual oil – the cost to hire a commercial machine to lift the dirt from the floor has been requested.

Office Door & Window

Members agreed that funding should be requested to transfer into the budget to enable the replacements in the office, for security and efficiency.

Front shutters

Other quotations have been requested. This will be added to the next agenda for further consideration.

Main Kitchen Cooker

Members were aware that the remaining work at Randlay Community Centre with regards to our ambition for Zero 30 is to remove the gas connection and meter. In order to achieve this, we will need to replace the gas cooker with an electric range model. This will appear on the next agenda with quotations and specifications. There will be a cost incurred to remove the gas connection and meter.

Solar Batteries

Following the success of the solar panel installation and the reduction in income now available for the electricity we can 'sell back' to the Grid, members wished to consider the purchase of batteries to enable us to store power for use at other times of the day and year. It was agreed that we should explore grants that may be available. Other matters to consider include maintenance, guarantees and running costs.

Hall One Blinds

A discussion took place regarding the corner blinds and high-level blinds. Both are required when the projector is in use. However, the design needs careful consideration as they can easily be damaged or stained. Investigations will continue as to what would be most appropriate.

AP25/0209 Matters relating to Hollinswood Neighbourhood Centre

Main Hall Floor

Advice and quotations are being sourced as the floor in various places is now very worn and in need of urgent repair or replacement.

Internal Ceiling Tiles

The cost of replacement tiles will be ascertained for consideration at the next meeting.

Boxing-in the new air source heat boiler – upstairs kitchen

Members agreed to 'shelve' this project for the time being.

Hollinswood and Randlay Parish Council

Chairman of the Committee: Cllr H Unwin

Clerk: Katrina Baker MBE CILCA

Outside Painting and Guttering

The contractor has confirmed that it is possible to re-paint the external areas of the community building. Details of costs and colours will be obtained for consideration. It was also agreed that three quotations will be required to replace the guttering and downpipes around the centre. One quotation has been received.

Mixer Valve – Men's WC

Members agreed to obtain quotations for this work which has been identified by the Waterclean Contrator. It relates to temperature control and therefore must be a priority.

Disabled WC Fan & Upstairs Light Fitting

This has been made safe whilst quotations are obtained for a replacement fitting.

AP25/0210 Matters relating to Hollinswood Pavilion & Field

The Pavilion

A new fan had been fitted into the unisex toilets – this has assisted in improving the odour issue.

Repairs & Maintenance

It was agreed that the following can be included for further consideration when quotations are available in accordance with our procurement processes:

External Guttering

Main Hall Floor and Carpet area

Fire Alarm

Pavilion Field

Members were asked to give consideration to the purchase of a new line-marking machine. Details relating to running costs, guarantee, time-saving and cost-effectiveness will be required before the next meeting.

Pavilion Steps

Work to make the steps safer is a high priority. A quotation for a brick / cladded permanent structure has been requested. However, in the meantime, it may be necessary to ask Landau to return and to make good the current steps.

Pitch Perches

It was agreed that a sponsorship offer can be created to encourage local companies to support the youngsters by providing perches for spectators on match days.

Hollinswood and Randlay Parish Council

Chairman of the Committee: Cllr H Unwin

Clerk: Katrina Baker MBE CILCA

AP25/0211 Daddlebrook – ‘The Muddy’

Councillors, Cranfield, Farrar and Krawjeski had met with staff on site and started a discussion about the plans for the future, following the drainage of the field. A woodland walk will be created through the trees and the addition of a cricket wicket and rounders pitch will be done soon. We will check with TW regarding the provision of replacement basketball hoops. The sensory garden will need regular maintenance.

AP25/0212 Randlay Allotments

Glyn continues to meet with tenants and there has been much improvement on the site as a whole. Some plots have now been vacated and offered to new tenants. Councillors S Unwin, P Krajewski and J Johnson will visit the site to allocate certificates.

AP25/0213 Hollinswood CCTV Project

There has been an improvement in the area, whilst working with TWC, Idverde and Veolia. However, fly tipping remains an issue. The Clerk is meeting with Dean Sargeant to discuss other ideas.

‘Do Not Litter’ signs

The project for school children to create a series of ‘No Litter’ signs has been very successful with thanks to the residents, children and teachers. Councillor H Unwin represented the Chairman at an assembly to congratulate the winning designs which have been used to make road signs. Further publicity will be undertaken when the children visit the Parish Council to decide on the locations around Hollinswood Local Centre.

Recycling Bin and benches

The new recycling bin and benches have now been installed.

AP25/0214 Downemead Outdoor / Multi-fitness Rig

Quotations for the supply and installation must be obtained. A consultation letter will be distributed to local residents near to Downemead. This will appear on a future agenda for consideration.

Bike Stands

No reply has been received from TWC – therefore, the Parish Council will supply and install two near to the Downemead Play area.

Hollinswood and Randlay Parish Council

Chairman of the Committee: Cllr H Unwin

Clerk: Katrina Baker MBE CILCA

Play area lighting

We continue to ask TW for a quotation to provide low-level lighting around the play area.

AP25/0215 Other Matters

None

Painted Bus Shelters

The Artist is now working on the designs for more shelters across the Parish. Members were reminded that these are commissioned by the Parish Council but made possible due to the significant contributions from TWC.

The Remembrance Design in Randlay Avenue has been particularly popular and a donation has been offered to purchase a memorial bench to be located near to the site of the Rain Garden.

Other sponsorship may be possible.

AP25/0216 Date of the next meeting

6th October 2025

7.30pm

Council Chamber

There being no further business, the Chairman closed the meeting at 8.50pm.

Signed Date