
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 5th January 2026 at 7.00p.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

Stuart Fisher

G Johnson

AP26/0241 Welcome

Councillor H Unwin welcomed everyone to the meeting and wished them a Happy New Year. This meeting had been arranged on Zoom due to the weather conditions.

AP26/0242 Apologies

L Seabury

AP26/0243 Declarations of Interest

All as per the registered list.

AP26/0244 Minutes of the meeting held on 24th November 2025

It was proposed by Councillor Krajewski and seconded by Councillor Cranfield that the Minutes of the meeting held on 24th November 2025 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.

AP26/0245 Matters relating to Randlay Community Centre

a) Front Shutter, Office Door & Window

Due to a delay at the manufacturers, the installation will now take place at the end of January 2026. It was confirmed, however, that there are no security implications due to the delay.

b) Hall One Blinds

The blinds had been fitted early in December and signs erected explaining that staff need to be contacted in order to open / close them. However, a private hire group had climbed onto the cupboard and attempted to change the blind resulting in significant damage. We are awaiting a visit by the company to assess the damage and provide a quotation for the repair / replacement. The users of the hall have been made aware that it will be their responsibility to fund the necessary work.

Staff will be explaining to all users that they must not tamper with the blinds.

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c) Maintenance Updates

The installation of the protective wall boards in Hall Two, the chair store and the ladies WC has been completed along with essential painting. It is in the work programme for the centre to be re-decorated in the next financial year.

AP26/0246 Matters relating to Hollinswood Neighbourhood Centre Internal Ceiling Tiles

Thanks were extended to Glyn (and Julie) for replacing the tiles in the section nearest to the kitchen. The 'good as new' tiles from that section have been used to replace the stained tiles within the main section. There are 5 remaining tiles that will have the speakers fitted into them to complete the work.

Whilst this is looking significantly better, Members may wish to change all the tiles at some point in the future (at a cost of around £700).

Outside Painting and Guttering

The paint has now been purchased and the work will be completed when the weather improves.

Further quotations are required for the replacement guttering.

AP26/0247 Matters relating to Hollinswood Pavilion & Field Fire Alarm

Members had allocated funds for the provision of monitored Alarm System following the risk assessment undertaken by Mr Fire Safety. Whilst this is not a requirement for our insurance, it is recommended. This can be added to the contract we already have in place with a local company.

The quotation included for two options – a conventional system and an addressable system. Due to the difference in costs, further information is required – this will be obtained from the company and circulated to all members prior to Full Council.

Members confirmed their commitment to the scheme and for it to be provided within this financial year – the decision will be included on the Full Council agenda on January 19th 2026.

Pavilion Field

The field is well used by local boys and girls teams. The income generated is included in the budget. The new line marker is proving a great asset and teams are very complimentary of the condition of the field.

Unfortunately, some damage occurred over the Christmas holiday period, caused by electric bikes – whilst this was significant at The Muddy, it has not

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affected the field at the Pavilion. Conversations have taken place with the young people and parents and it is understood that this is unlikely to occur again.

AP26/0248 Randlay Allotments

Glyn updated members on matters relating to Randlay Allotment site. 12 starter plots have been created and most are now allocated.

Thanks were extended to Neil and Clive for their help with the maintenance of the paths and with the distribution of the compost.

There are some plots still available, with 38 on the waiting list – these will be allocated within the next two weeks so that the invoices can be sent to all tenants at the end of January with a pay date of end of February.

The water has now been turned off the winter, we will check the meter to ensure that there are no costs and confirm that there are no leaks.

Thanks were extended to Glyn and Liam for their work on the site and for Glyn's attendance at the monthly meetings.

AP26/0249 Randlay Valley Car Park

We continue to challenge the level of Business Rates allocated to the Car Park.

We are grateful for the income from regular users and in particular the assistance from RTITB towards the maintenance of the car park area. It may be necessary in the future to charge TWC for the use of the car park.

AP26/0250 Randlay Valley

The Parish Council recorded its thanks to the Friends of Hollinswood & Randlay Valley – their work enables the Parish Council to keep the Valley in a well-kept, clean and tidy condition and often addresses a number of identified risks, such as fallen trees. A broken step had been noticed at the Winter Walk and was repaired by New Year's Day – the Chairman thanked Glyn for this prompt action and also thanked Liam, as the Environmental Officer. There are activities and events planned for the Spring. Details will appear on the website.

AP26/0251 Other Matters

The Muddy

Dog fouling is causing a problem to other users. New signs will be erected and we will ascertain the frequency of the bin-emptying at this location.

Traffic Regulation Orders – Parking

An update had been received which confirmed that the TROs for the local centres will be enforceable by the CAT when the signs are erected. The no parking on pavements and verges will also be enforceable at this time (end of January ish) – in the meantime, the police are currently offering warnings and there has been a positive response.

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The police and CAT are aware of issues in Duffryn and will add visits to their schedules – they can take action on blocked drives and passing places – anyone aware of specific issues should log a call with the police including date, time, location and registration number (if available).

AP26/0252 Date of the next meeting

23rd February 2026

7.00pm

Council Chamber

There being no further business, the Chairman closed the meeting at 8.05pm.

Signed Date