
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 October 2026** at **7.30p.m** at Hollinswood Neighbourhood Centre.

Present

Cllr S Unwin
Cllr Creed

Cllr H Unwin
Cllr C Prescott

Cllr P Krajewski

Cllr P Cranfield

In attendance

Katrina Baker

G Johnson

L Seabury

AP26/032

Welcome

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

AP26/033

Apologies

Councillor Tyrrell

No reason given

S Fisher

AP26/034

Declarations of Interest – matters on the Agenda

Councillor S Unwin

FoHRV, RPS, TWC

Councillor H Unwin

FoHRV, RPS

Councillor Creed

FoHRV

Councillor P Krajewski

Drains at The Muddy
Electrical Contractor

AP26/035

Minutes of the meeting held on 7th September 2026

It was proposed by Councillor Krajewski and seconded by Councillor S Unwin that the Minutes of the meeting held on 7th September 2026 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.

AP26/036

Urgent matters relating to Randlay Community Centre

White eaves and guttering, particularly over the outdoor play area

Members expressed concern that this had not been completed, despite a number of reminders and promises. This should be a priority.

AP26/037

Urgent matters relating to Hollinswood Neighbourhood Centre

a) Drains

GJ reported that the agreed work on the external drains has been scheduled for 26th October. Members requested that the contractors be asked to confirm the extent of

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the work undertaken and how successful they believe this will be. Should funding be allocated for more similar work in the future?

b) Guttering & downpipes

The agreed contractor had confirmed that the cost would be £1300 (plus VAT). It was proposed by Councillor Krajewski, seconded by Councillor Creed, all were in favour and thus it is

RECOMMENDED that the contract be awarded to A S Luke, at a total cost of £1300 plus VAT and it is hoped that the work can be completed as soon as possible.
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c) Mickey Bushell Plaque

Members asked that the plaque be fitted to the building as soon as possible.

d) De-pave Project

It was confirmed that there are 5 planters at the front of HNC that needed replacement. The first had been created using sleepers (at a cost in the region of £300).

Members had previously asked for alternative quotations to be available for using recycled materials.

There was a significant difference in the price of the sleepers, but it was recognized that the expected lift of recycled materials was also significant.

After consideration, Councillor H Unwin proposed that the two de-pave planters near to the HNC building should be created using sleepers to match the one already completed. Further consideration is necessary regarding the remaining two planters – members will add this to the agenda for November when more information will be available, including a cost for construction in household bricks.

AP26/038

Matters relating to Hollinswood Pavilion & Field Pavilion Fire Alarm

After the contractors had started the installation, they found asbestos in some ceilings and work had to cease. Having received advice from TWC, a specialist attended to advise and offered a solution. A quotation had been provided for them to work with the contractors ensuring the safety of the workmen and also any users of the building in the future. The Chairman and Vice Chairman had authorised the expenditure under emergency powers and it is hoped that the installation will be completed before the end of October.

Concerns had been raised with the installation contractors in that work should not have commenced prior to the survey which established the issue, thus taking away from the parish council, any alternative options.

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Guttering

The agreed contractor had confirmed that there had been no increase in the quotation and that all gutters would be replaced with aluminum seamless guttering onto tanalised wood in order to ensure a better fall and to keep the downpipes further away from the brickwork. It was proposed by Councillor Prescott, seconded by Councillor S Unwin, all were in favour and thus it is

RECOMMENDED that the contract be awarded to A S Luke as per the quotation received at a cost of £3350.00 plus VAT.

AP26/039

Drainage at The Muddy

The additional investigation into the manhole cover identified within the main field had taken place on 25th September and we are awaiting the results.

AP26/040

Lighting Projects

a) Community Building Lights

The additional quotation had been received. However, Lime Electrical has indicated to the chairman that he intends to offer a solution and quotation. Members considered the options at length.

Regardless of the increased costs of installation from the original proposal, members agreed that we should work towards both buildings being illuminated and not just one (when funds permit). We are fast approaching the first Christmas Fayre (28th November) and it is unlikely that quotations for the two buildings can be available for consideration in time for the new system to be installed (if resolved). It was therefore agreed, that we should not rush this project and we should aim to complete the tender process and installation by April 2027.

b) Decorated Pole Lights

The information had still not been received from TWC and it was agreed that this idea should be deferred until 2027/28.

AP26/041

Noticeboards

A lengthy discussion took place regarding how the parish council communicates with the community. Members listed the website, social media, posters inside and outside of the three community buildings, the calendars, posters in the bus shelters and the additional noticeboards already provided.

The noticeboard previously provided in Downmead would now cost over £1000 with installation. The suggested locations would require permission from the landowners.

It was therefore agreed that the parish council would not consider additional noticeboards at this time.

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AP26/042 Community Buildings

Members were aware of the ongoing costs at Randlay Community Centre and Hollinswood Neighbourhood Centre due to the gas range cookers. It has previously been agreed that we should look to replace the gas models with electric models for efficiency and cost-effectiveness. There will be a cost for the removal of the gas and meter, but an eventual overall saving as well as meeting our Zero 30 aims.

This will be added to the November agenda for decision, when details of the models suitable for each building will be available.

AP26/043 Friends of Hollinswood & Randlay Valley

The most recent Volunteer Day (3rd October) had concentrated on the path and visibility, including opening up areas to improve the lighting and making the way-marker posts visible.

Arrangements are in hand for the Halloween event on 29th October at the Pavilion, with a walk in the Valley included.

AP26/044 Allotments – purchase of a secure store

The Finance & Audit Committee had recommended the funding be available to purchase the secure store as previously discussed. It had not been possible to obtain two additional quotations for the purchase.

It was proposed by Councillor H Unwin, seconded by Councillor Creed and all were in favour that standing orders be suspended to allow members to consider the one quotation available.

RESOLVED that the Standing Orders be suspended.
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It was proposed by Councillor H Unwin, seconded by Councillor Prescott, all were in favour and thus it is

RECOMMENDED that the 3m secure store be purchased to be sited at the allotment site for use by the parish council staff and volunteers to store the mower and strimmer.
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AP26/045 Other Matters

- a) The cost for the parish council to provide Wi-Fi availability for the Downmead play area is prohibitive. It could also not be guaranteed that it would be possible as our connection comes from TWC at Darby House.

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AP26/046

Date of the next meeting

23rd November 2026

7.00pm

Council Chamber

There being no further business, the Chairman closed the meeting at 8.35pm.

Signed Date