
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 6th October 2025** at **7.30p.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

L Seabury

AP25/0217

Welcome

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

Public Session

None

AP25/0218

Apologies

None

AP25/0219

Declarations of Interest

Councillor S Unwin

Councillor H Unwin

Councillor Creed

Councillor Prescott

Councillor P Krajewski

FoHRV, RPS, TWC

FoHRV, RPS

FoHRV

FoHRV, RPS, TWC

HPS

AP25/0220

Minutes of the meeting held on 1st September 2025

It was proposed by Councillor Prescott and seconded by Councillor Cranfield that the Minutes of the meeting held on 1st September 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.

Matters Arising

Monitor Screens

Our contact at Digiland has left the company and no-one is available to visit, at this time. Discussions are required with TWC and the Parish Council will take up Councillor Tyrrell's offer of help to find a resolution that will assist in ensuring that the screens can be kept up to date from one site.

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AP25/0221 **Matters relating to Randlay Community Centre Office Door & Window**

It had been established that a Fire Door is required and three quotations have been received against the agreed specification for the replacement door. The funds have been made available within the RCC budget.

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

RECOMMENDED that the contract be awarded to A S Luke, at a cost of £730.00.

It had not been possible to obtain three quotations for the tender for the replacement security window. It was therefore proposed by Councillor Creed, seconded by Councillor Krajewski and all were in favour that Standing Orders should be suspended to allow the members to consider the specification and quotation received for the office window.

RESOLVED that Standing Orders be suspended and that the Councillors consider the quotation received.

Members considered the specification included in the quotation, also from A S Luke. They were reminded of Martyn's Law. This includes security glass and a blind incorporated into the black UPVC frame. It was proposed by Councillor H Unwin, seconded by Councillor Cranfield, all were in favour and thus it is

RECOMMENDED that the order be included in the above contract and awarded to A S Luke at a cost of £880.00.

Front shutters

Funding has been allocated, via Finance & Audit, and included in the budget.

Members had previously agreed that the replacement of the internal shutters at the main entrance has become a priority, for security reasons. A specification had been available and three tenders received. It was proposed by Councillor H Unwin, seconded by Councillor Prescott, all were in favour and thus it is

RECOMMENDED that the contract be awarded to A S Luke at a total cost of £2300 (fitted) which would include 4 control fobs. However, having given thought to who will require access fobs, it was then agreed that an additional pack of fobs be ordered. Details of the warranty and maintenance / service contracts would be requested prior to ratifying the recommendation.

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Hall One Blinds

Stuart had gathered more information regarding the options available for the large windows at the end of Hall One. Following investigation it is recommended that roller blinds be fitted which are controlled by an electric remote and fobs. This option should prevent damage as the blinds will not be operated by user groups, but only by staff.

It was agreed that the Finance & Audit Committee be asked to provide a budget of £1100 in order that further consideration can be given at a future meeting.

AP25/0222 Matters relating to Hollinswood Neighbourhood Centre

Internal Ceiling Tiles

Glyn confirmed the plan for the replacement of damaged and dis-coloured ceiling tiles. A new set of tiles will be provided for the kitchen side of the internal pillar and the good tiles from this area will be transferred to the other side of the pillar to make good this area. This will be completed during half term – 7 packs of 10 tiles will be required.

Outside Painting and Guttering

The contractor has confirmed that it is possible to re-paint the external areas of the community building. The cost will be £120 and colours will be obtained for consideration.

Quotations for the installation of replacement guttering will be added to a future agenda for consideration.

AP25/0223 Matters relating to Hollinswood Pavilion & Field

The Pavilion

Fire Alarm

Following the Fire Safety Report from Mr Fire Safety recently, concern was expressed that the building did not have a fire alarm system. Our current intruder alarm and fire extinguishers contract is with ABC and they have offered advice on the system required to meet the needs of the Safety Report and our Insurance company.

Due to the remote site, a monitored alarm is advised.

RECOMMENDED that £8000 be considered in this financial year, or at the latest, included in the 2026/27 budget.

Guttering

As previously reported, the guttering around the building is in a poor condition which will result in damage to the recently-painted brick work. On investigation, work to upgrade the guttering is advised along with replacement downpipes and the installation of wooden eaves to ensure appropriate drainage fall from the guttering. It is

RECOMMENDED that £3500 be requested into the budget for the quotations to be considered further, details regarding the guarantee will be requested.

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Football Field

Seats / Perches

Following a successful request for financial support from local companies, the Parish Council will be in a position to order and install perches around the football field for use by spectators. They will be sited in positions that will not hinder the fun day field layout. A quotation from Severn Gorge Countryside Trust offers good quality hardwood design with sturdy metal supports – the double size are £140.00 each. This will be plus installation.

The external funds raised will be used to provide these in the near future.

AP25/0224

Christmas Lights

Councillor Krajewski had requested a discussion regarding the purchase and installation of three pole light displays for each Local Centre, this had been brought forward from the Events Committee. However, this will not be possible for this year, as TWC have to assess the columns and this takes a minimum of 4 months. The Parish Council will, however, look to enhance the warm white displays already at the centres. Some of the Councillors raised concerns regarding this suggestion and it was agreed that further consideration is required. In the meantime, funds will be allocated into the budget for 2026/27 and a public consultation will take place to enquire about local opinions.

AP25/0225

Hollinswood Blitz

This is scheduled to take place on 31st October 2025 from 10am. A skip is being provided and many of our partners will be attending, including the NEOs. Police, ASB officers and local street champions. Everyone welcome – thank you in advance for the support. We will be meeting at the rear of Hollinswood Shops.

AP25/0226

Hollinswood

Bicycle Stands, Downemead

This is still on-going as TWC are not installing more at this time. The Parish Council is investigating options.

Bus Shelters

Following the success of this project, Councillor Nathalie Page has kindly provided funding for one more in Hollinswood – this one, on Dale Acre Way, near to the school and Holiday Inn roundabout will have a Remembrance theme and will be completed on 11th November.

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AP25/0227 Other Matters

Outdoor Gym, Downemead

Further discussions are needed with TWC regarding the equipment – it is anticipated that this project will be completed by Spring 2026.

Play Area

Whilst it is noted that some repairs remain outstanding, TWC are aware of the points previously raised. RoSPA have checked the area and these only present very low risk.

AP25/0228 Date of the next meeting

24th November 2025

7.00pm

Council Chamber

Jade Jackson, TWC, has been invited to attend.

There being no further business, the Chairman closed the meeting at 8.20pm.

Signed Date