
Hollinswood and Randlay Parish Council

Chairman of the Council: Councillor Mrs Sheenagh Unwin

MINUTES of the monthly meeting held on **Monday 17th February 2025** at **Hollinswood Neighbourhood Centre** at **7.30pm**.

PRESENT: Councillors S Unwin (Chairman)
H Unwin
J Johnson
C Prescott
S Snell
P Farrar
P Cranfield
M Salifu

In Attendance: K Baker (Clerk)
G Johnson
L Seabury

F25/183

WELCOME

The Chairman welcomed everyone and thanked them for attending.

PUBLIC SESSION

None

F25/184

APOLOGIES & APPROVAL

Councillor Tyrrell	Holiday
Councillor Creed	Out of the area
Councillor Vaughan-Hodkinson	Out of the area
Councillor Krajewski	Health Appointment (hopes to arrive later)

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

RESOLVED that the apologies as listed be accepted.

The Nedge Safer Neighbourhood Team
S Fisher
Councillor N Page, TWC

F25/185

DECLARATIONS OF INTEREST OR DISPENSATIONS, regarding matters on the Agenda

Councillor	Interests
Farrar	Randlay Allotments, Wizards, TW Climate Change Communities Forum and associated Groups
Johnson	HPS, Wizards, FoHRV, HR Committee
Prescott	FoHRV, Randlay Primary School, TWC, Friends of St

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	James' Park
Salifu	SBPC, Chosen Generation, Randlay Primary School
Snell	RTITB, FoHRV
Unwin H	FoHRV, Randlay Primary School
Unwin S	FoHRV, Randlay Primary School, TWC
Cranfield	FoHRV, FoTTP

Members were reminded that a form is available for anyone wishing to request a dispensation to be allowed to speak on any matter on which they have declared an interest.

F25/186 MINUTES OF THE MEETING HELD ON 20th JANUARY 2025

It was proposed by Councillor H Unwin and seconded by Councillor Farrar that the Minutes of the meeting held on 20th January 2025 be signed as a true record. With one abstention, all were in favour and thus it was

RESOLVED that the Chairman signs the Minutes as a true record.

F25/187 MATTERS ARISING, for information

a) Enhanced DBS checks

The file is nearly complete including copies of all Enhanced DBS checks for Councillors and Staff. All are required to provide the Parish Council with a copy of the Disclosure to meet the requirements of our Safeguarding Policy.

b) Low Level Lighting, Downmead Play Area & Randlay Village Green

TW Street Lighting are to prepare a proposal for low level lighting at Downmead Play Area. A cost is also required for additional lighting between the school and the development of the old Community Centre near the village green.

c) Additional NAL socket in Randlay Avenue

We have the cost of the socket, we are awaiting TWC confirmation of the exact location and then a cost for installation can be obtained.

F25/188 ASSET & PROPERTY COMMITTEE

a) Urgent Roof Repairs – Randlay Community Centre

Members were in receipt of a report regarding a long-standing issue relating to the roof at Randlay Community Centre. For some time, the roof has leaked and has received temporary repairs. This is no longer an option and a permanent resolution is required. Three companies had been approached to provide advice and a quotation. Copies had been made available.

It was proposed by Councillor Snell, seconded by Councillor Johnson, all were in favour and thus it was

RESOLVED that the contract be awarded to contractor A.

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Depending on the condition of the roof structure and associated lintels, it may be necessary to undertake further repairs or replacements. This will appear on the Asset & Property Agenda for consideration when more information is available.

b) The Pavilion Field

Liam and Stuart having been working to improve the facility and to enable more use for outdoor activities. This resulted in bookings from a range of footballs teams from around the area. Whilst the drainage undertaken some years ago did improve the condition, it has still be necessary to cancel some games during the season due to a water-logged pitch.

When discussing the facility with the Football Association, it became clear that work may be available that will improve the facility and that there may be grants available to assist with the costs.

A representative of the Football Association, working with AFC Telford, has undertaken a Pitch Power Report and Liam attended a meeting at AFC Telford to discuss the outcome of the report and next steps.

A grant application will be submitted.

F25/189

FINANCE & GOVERNANCE

a) Financial Reports

The bank reconciliation and associated papers had been provided to members for January. This included details of the VAT refund that had been claimed which was significantly more than previous months due to the expenditure for the Marches Projects across our three community buildings.

The VAT repayment was received promptly.

Following completion of the three elements of the Marches project, the £60,000 Grant was received back into the Council's Current Account.

£35,000 can now be transferred by the CCLA Investment Account...

b) Register of Gifts and Hospitality

In accordance with the Gifts & Hospitality Policy, Members were reminded of the need to declare, as soon as possible, any gift or hospitality valued in excess of £25.00.

c) Risk Management

This appears as a regular agenda item on Asset & Property and Finance & Audit Committees and Members confirmed the Risk Management Policy & Procedure. The details were used to assess the insurance needs of the council for the renewal which is effective from 18th February 2025.

F25/190

YOUTH PROVISION PARTNERSHIP

The Chairman presented the Minutes, for information.

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F25/191

CHAIRMAN'S COMMUNICATIONS

An invitation to the TW Mayor's Ball had been received – all members are welcome to attend on 5th April 2025.

Chairman's Charity

The total raised for the Chairman's Charity has increased to £1839.59. The Chairman thanked everyone for their support and asked for ideas for further fund-raising before the end of the financial year. There will be a raffle at the end of Full Council.

F25/192

CORRESPONDENCE

a) Information from SALC

Members are encouraged to read the regular updates which include important information and legal updates.

b) Fly tipping, litter and trollies

It is disappointing that there has been significant criticism of the Parish Council on social media in recent days.

Whilst the Parish Council shares the concerns of local residents, we have undertaken a lot of work to improve Hollinswood and Randlay, for the benefit of our residents. The issues remain the responsibility of Telford & Wrekin Council and officers, with Councillor Page, have organized a series of Public Engagement Events in Deercote to discuss with partners, the Parish Council, Police and Veolia, how the condition of the area can be improved.

With grant funding, the Parish Council will be providing new litter bins on the spine route from the Town Centre. TWC have cleared the areas within the Flats, removed all litter and fly-tips and installed CCTV to deter fly-tipping. Veolia has provided new and additional waste receptacles and overall, the area is much improved.

It is unfortunate that litter-picking is necessary, however, we will continue to encourage residents to take up the role of Street Champion. By doing so, TWC offers insurance and support, hi viz tabards, litter pickers, gloves and bags.

c) Local Plan Consultation and Community Governance Reviews

Members agreed to attend a special meeting to discuss these important matters, a date will be arranged. Following the Council having an opportunity to consider the proposals, a public meeting will take place at Hollinswood Neighbourhood Centre for the residents to come along and have their say.

F25/193

PLANNING

a) Reports

None

b) New Applications for consideration

TWC/2024/0943 Units 8C and 9C, Kendall Estate, Stafford Park 6
Change of Use from General Industrial to Commercial, business and services to be used as Pickleboard Courts, offices, training and research venues. NEW INFORMATION RECEIVED.

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RESOLVED to continue to support the application. The concerns regarding parking have now been addressed.

TWC/2025/0067 Former Roadsweeper House, Stafford Park 13
Erection of a 2.4m security fence

RESOLVED to have no objections, but to point out that the fence was under construction before the decision has been made.

TWC/2025/0070 Cosma Castings, T 54
Erection of a storage building

RESOLVED to have no objections to the provision of a storage building on the site.

c) Other Planning Matters

Trading License Renewal

RESOLVED to support the renewal of the license for The Munch Box to remain at the rear of Affcco, Stafford Park 12 and to trade from Monday to Friday, 8am until 2pm.

F25/194

WEST MERCIA POLICE REPORT

- a) Report
The Nedge SNT had sent a report which had been circulated to Members.
- b) Defibrillator at Hollinswood Neighbourhood Centre
The police have identified the person responsible for the damage to the cabinet from the CCTV provided by TWC. It is intended to proceed with a charge.
- c) Randlay Avenue – speed concerns
The SID data is shared with TWC and the Police on a regular basis. The SID in Randlay Avenue show excessive speed on a regular basis both day and night and this has been shared with the Police Inspector, who shares our concerns and has confirmed that additional patrols and speed monitoring will take place in the area of Randlay Valley.

F25/195

FRIENDS OF HOLLINSWOOD & RANDLAY VALLEY

The Chairman reported on the work of the Friends of Group and thanked everyone for their important contributions to the upkeep of the Valley.
There had been two volunteer mornings with new volunteers joining in.
New members are always welcome.
The Environmental Officer had circulated a report with details of the work undertaken and plans for the upcoming volunteer events. (Copies are available on the website).

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Liam had attended a Grants Award Event where the grant towards the path improvements was received from Veolia.

Events

Sheenagh Unwin updated Members on the successful Arts and Craft event held at Hollinswood Pavilion today, where around 50 people attended. Thanks were extended to Councillor Farrar and Councillor H Unwin for their help, which had been much appreciated and necessary due to the increased numbers attending.

An Easter event will take place on 14th April at Hollinswood Neighbourhood Centre from 10.30 – 12.30pm.

F25/196

CLERK'S REPORT

a) Downemead Play Area

Work continues in association with TWC on the Downemead Play Area and surrounding areas.

- The noticeboard has been installed
- The benches will be installed next week
- TWC is discussing the damaged to the grass with those responsible – one of the bollards remains missing
- The preferred pedestrian route from school is the path to the rear of the green space, avoiding the need to walk on the road – this needs clearing of the excessive mud and the drain to be cleaned out.
- The football posts have arrived and will be installed during the half term holiday.

b) Allotments

Glyn has produced, with help from an allotment tenant, a Newsletter and Guide – copies are available on request.

c) TW Play Strategy

TWC has confirmed that the Play Strategy Review is unlikely to be completed before the Autumn of this year.

Downemead remains a 'Good' facility for the specified age group.

It is unlikely that permission will be granted for a basketball hoop, as this requires high netting around the area and would therefore also be expensive to install, as it has to be set into the surface for safety.

COUNCILLOR'S REPORT

Councillor Salifu and Krajewski attended the recent Councillor Training Event, and Councillor Salifu reported on the useful information that she had received on a wide range of topics.

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TELFORD & WREKIN COUNCIL

The Chairman wished it to be recorded that Councillor Page has offered a proactive and responsive approach to her new role. Members recorded their thanks to her for her help and support on a range of topics to date.

F25/198

PARISH MATTERS

The following matters will be actioned or reported as necessary

- Lights not working – Town Park to fisherman's Walk – new poles have been sited so hopefully the lights will be repaired.
- Unacceptable parking in Abbey Fields – restricts access for residents and emergency vehicles
- Path – Nedge Pub to Stafford Park
- Damaged fence at Norwich Drive – awaiting work on the nearby tree.
- Additional lights needed by the school on route to Randlay Village Green area.

All matters will be reported to the relevant organisations for action or undertaken by the Parish Landscape Maintenance Team.

F25/199

MEETING SCHEDULE

24th February	Asset & Property	7pm	HNC
	Finance & Audit	8pm	
10th March	Human Resources	7pm	
	Events	7.30pm	
17th March	Full Council	7.30pm	HNC

There being no further business, the Chairman closed the meeting at 8.40pm, thanking members for their important contributions to a successful meeting.

SignedDate.....

These Minutes will remain DRAFT (E & O A) until confirmation at Full Council on 17th March 2025.