

**OLD BASING & LYCHPIT PARISH COUNCIL  
MINUTES**

**Meeting:** FACILITIES MANAGEMENT COMMITTEE  
**Date:** 19 JANUARY 2021  
**Location:** Held via Zoom  
**Time:** 7.30 pm  
**Members Present:** Cllrs. R Barker (Chairman), S Brown, A Renwick, K Tuck, P Bloyce, R Doust, M Campbell  
**Members Absent:**  
**In Attendance:** Mrs S Tuck (Clerk), S Richardson (Grounds & Facilities Manager), K Hope (Deputy Clerk); L Orvis (Finance Officer)  
3 allotment plot-holders, 1 Gazette reporter & 1 Archery Club representative

| Item No | Item   | Action |
|---------|--|--------|
| 1.      | <b>APOLOGIES FOR ABSENCE</b><br>There were no apologies for absence.   |        |
| 2.      | <b>NEW MEMBER</b><br>The Chairman welcomed new Councillor, Murray Campbell, who, after joining the Parish Council at its December meeting, had subsequently asked to be co-opted as a member of this Committee.  |        |
| 3.      | <b>CONFIRMATION OF MINUTES</b><br>Minutes of the meeting held on 17 November 2020 had been circulated and were agreed as a true record of the business conducted.  |        |
| 4.      | <b>DECLARATIONS OF INTEREST</b><br>Cllr Brown declared an interest as an allotment holder in Item10.2.   |        |
| 5.      | <b>PUBLIC PARTICIPATION SESSION</b><br><b>The Chairman explained for the benefit of those present that if they wished to address the meeting this should be done during this session whilst Standing Orders were suspended and that the time for each person to speak would be limited to enable all the business of the meeting to be dealt with. The Gazette reporter confirmed she was attending as an observer only.</b><br>Penny Jubin on behalf of the Archery Club was invited to speak first to enable her to leave and attend a Club meeting.<br>The Club had seen a recent Facebook post by Basing Rovers Football Team inviting people to join to form a new team and queried whether this would affect the Club's shooting arrangements. The Chairman said that any request for football facilities from the team, when received, would be considered at a future meeting of this Committee and the Club would receive the usual invitation to join the meeting but that no allocation had been considered at this point.<br>AR asked PJ what progress the Club had made regarding signing the SLA. PJ confirmed that this was on the Agenda for the meeting she was about to attend and she will rejoin this meeting and report back on the decision. |        |

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|           | <p>PB commented that the arrangements between the Club and the Parish Council were due for review this Spring.</p> <p><b>PJ left the meeting.</b></p> <p><b>The Chairman then invited each of the 3 allotment holders to speak in turn.</b></p> <p><b>The matters raised were mainly regarding the Allotment Review – these were as follows:</b></p> <p>The choice of Chineham and Hook was not considered fair due to the way those two allotment groups are set up – why not Basingstoke or other parishes that were less expensive and offered better facilities?</p> <p>Expenditure had been published but not income – the published accounts appear to show a profit.</p> <p>How would tenants benefit meaningfully from the increase in rates?</p> <p>Why increase the rates now when there is anxiety due to Covid?</p> <p>Lack of consultation and communication with allotment holders.</p> <p>The expenditure of £18,327.17 over the past 10 years seemed excessive for skip hire. The Grounds Manager explained that skip hire was just a small proportion of this figure which also covered miscellaneous repairs &amp; maintenance costs.</p> <p>How can the Parish Council justify the increase?</p> <p>The Clerk responded to say that a letter is due to be sent to all ploholders explaining the reasons for the Review and increase in rates (from September to existing plot holders and effective immediately for new plot holders). However, all comments raised and those received from anyone not at the meeting will be considered and responded to as soon as possible.</p> <p>Another query not related to the Review was regarding maintenance of the access way along the boundary with residential properties. The plot holder present and querying this will forward details to the Clerk who will liaise with the Grounds Manager regarding what action can be taken.</p> <p><b>At this point PJ re-joined the meeting</b> and reported that the Archery Club had agreed to sign the SLA and requested the Clerk send a final copy for signature.</p> <p><b>Standing orders were resumed and two allotment holders left the meeting.</b></p> | <p><b>Clerk</b><br/><b>Clerk</b><br/><b>Grounds Manager</b></p> <p><b>Clerk</b></p> |
| <b>6.</b> | <b>CHAIRMAN’S COMMUNICATIONS</b>   |   |
|           | The Chairman advised members that emails had been received from plot holders regarding the Allotments Review and that these will be responded to as appropriate.   | <b>Clerk</b>  |
| <b>7.</b> | <b>MONTHLY MONITORING REPORT</b>   |   |
|           | <ul style="list-style-type: none"> <li>• Tennis Club – The Club House Lease is currently being drafted by the solicitors.</li> <li>• Court resurfacing – work to commence on 22 February.</li> <li>• Lease on Courts – to be prepared subject to Club agreement to take over management of the courts – EGM taking place this evening.</li> </ul>  |   |

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|             | <ul style="list-style-type: none"> <li>• Archery Club SLA &amp; Lease Review – The Lease is with the Archery Chairman for agreement. SLA to be signed as reported earlier.</li> <li>• Cricket Club SLA – signed. <b>Close.</b></li> </ul>   |                            |
| <b>8.</b>   | <b>FOUNDATIONS &amp; FACILITIES MANAGER'S REPORT</b><br>No matters to report.   |                            |
| <b>9.</b>   | <b>LYCHPIT COMMUNITY HALL</b><br>The recent problems with the heating system and the cost of repairs carried out during December were <b>noted</b> . Cllr Doust queried whether the temperature was reduced during the enforced closure - confirmed.  |                            |
| <b>10.</b>  | <b>ALLOTMENTS</b>   |                            |
| <b>10.1</b> | A note of the meeting between the Clerk and Deputy Clerk and the two OBAGS representatives where the issues raised at the November meeting were discussed was <b>received and noted</b> . As a result of the discussion the Clerk suggested that a notice board is purchased and sited next to the OBAGS hut to aid communication between the Parish Council and allotment holders. The Chairman's <b>proposal to agree the purchase was supported unanimously</b> .  | <b>Grounds<br/>Manager</b> |
| <b>10.2</b> | A draft letter to be sent to all allotment holders regarding the recent Review was discussed and <b>agreed subject to changes proposed by Cllr Renwick. Deputy Clerk to send the letter as soon as possible.</b>  | <b>Deputy<br/>Clerk</b>    |
| <b>11.</b>  | <b>CEMETERY</b><br>The Clerk reported that on attempting to refurbish the Cemetery Notice Board it was found to be rotten and that a new notice board is being purchased. <b>Noted.</b>   | <b>Grounds<br/>Manager</b> |
| <b>12.</b>  | <b>CLUBS &amp; ORGANISATIONS</b>  |                            |
| <b>12.1</b> | A request from Old Basing Rovers Football Team to purchase and site a storage container at the Recreation Ground was discussed. The existing metal shed used by the Club and sited at the rear of the Parish Office was inadequate and had been broken into on several occasions. The Grounds Manager had identified a suitable site on the allotments next to a similar container used by the Carnival Committee. The question of containers being sited on Parish Council land was discussed at length and members were divided as to a decision. Cllr Bloyce suggested the matter should go to the next full Parish Council meeting. A vote was then taken as to whether the Committee should agree or decline the request or whether it should go to full Council for a decision. The proposal to take the matter to full Council was agreed by one vote. |                            |
| <b>12.2</b> | Two quotes had been obtained to re-lay or resurface the paved area around the Tennis Clubhouse. Members were reminded this had been identified as a hazard at the last Health & Safety Inspection and the area is currently taped-off. Two options (tarmacking or re-laying existing slabs) were discussed. The Grounds Manager said that, although more expensive, tarmac would last longer. The <b>quote from Purbeck to remove the paving and lay tarmac was agreed.</b>   | <b>Grounds<br/>Manager</b> |

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|             | Grounds Manager and Clerk to liaise with the contractor and the Club.   | <b>Clerk</b>                              |
| <hr/>       |   |   |
| <b>13.</b>  | <b>MISCELLANEOUS MATTERS</b>  |   |
| <b>13.1</b> | The Clerk reported that the Cottage tenants had now signed an extension to the contract for a further 12 months from the end of February. <b>Noted.</b>   |   |
| <b>13.2</b> | A report on the Borough Council's proposals regarding management of play areas discussed at the last BDAPTC meeting was received and noted. Cllr Doust had attended the meeting on behalf of the Parish Council and reported on the concerns raised at the meeting. The Grounds Manager is qualified and prepared to carry out checks on the Parish Council owned sites (Recreation Ground and Belle Vue) but is not prepared, nor would have the time to do this for Borough Council owned sites in the Parish. It is not clear from the report whether the Borough Council only intended charging for Parish Council-owned site inspections or for all sites within the parish. Members agreed the Parish Council will cover the cost of updating the Grounds Manager's ROSPA training when courses resume. The Clerk will seek clarification on the sites to be managed. | <b>Clerk<br/>Grounds<br/>Manager</b>      |
| <b>13.3</b> | Photographs of the current condition of the Riley Lane Footpath together with a quote for resurfacing had been circulated in advance of the meeting. Beddington Centre users and in particular parents using the Play Group have long complained about the footpath which is too narrow and unsuitable for buggies. There was a general reluctance among members to create a tarmac footpath and the Grounds Manager was asked to obtain a quote for scalpings or other similar material.<br>Due to lack of available funds, the Finance Officer suggested that, as the main user, the Beddington Centre might be asked to contribute towards the cost. It should then be possible for the Parish Council to find sufficient funds from its reserves to cover the balance. Clerk to write to the Beddington Centre Committee.   | <b>Grounds<br/>Manager<br/><br/>Clerk</b> |
| <hr/>       |   |   |
| <b>14.</b>  | <b>CONFIDENTIAL ITEMS</b>   |   |
|             | <b>The Chairman resolved to exclude members of the press and public from the meeting.</b>   |   |
|             | <b>No items.</b>  |   |
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|             | <b>Meeting closed at 9.08pm.</b>  |   |
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SIGNED:.....

DATED:.....