

**OLD BASING & LYCHPIT PARISH COUNCIL
MINUTES**

Meeting: FACILITIES MANAGEMENT COMMITTEE
Date: 16 MARCH 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: S Richardson (Grounds & Facilities Manager),
In Attendance: Mrs S Tuck (Clerk), K Hope (Deputy Clerk); L Orvis (Finance Officer)
7 allotment holders, 2 Archery Club representatives & 1 Football representative

Item No	Item	Action
1.	APOLOGIES FOR ABSENCE Apologies were received from the Grounds & Facilities Manager.	
2.	CONFIRMATION OF MINUTES Minutes of the meeting held on 19 January 2021 had been circulated and were agreed as a true record of the business conducted. Chairman to call into the office to sign.	Chairman
3.	DECLARATIONS OF INTEREST The Chairman declared that he knew one of the allotment holders in a professional capacity. Cllr Bloyce declared a prejudicial interest in item 11.2 but reserved the right to make a statement in accordance with Standing Order 41. Cllr Brown declared an interest as an allotment holder in Item 9.2 and would therefore not participate in the discussions.	
4.	PUBLIC PARTICIPATION SESSION The Chairman advised that he would invite those present and wishing to speak to do so under the relevant Agenda item and that Standing Orders would be suspended at that time. Those who wished to speak (2 Archery Club representatives and 1 Football Club representative (Item 11.2) and 4 allotment holders (Item 9)) then gave their names to allow them to be called when appropriate.	
5.	CHAIRMAN'S COMMUNICATIONS The Chairman advised members of the following: A report from the Bowls Club had been received detailing the extensive refurbishment work to the clubhouse carried out using Covid grants. An Open Day will be held on 29 May. Following the agreement of the Parish Council that the Tennis Club could change the colour of the courts, the Club had advised the new colour as terracotta red courts with dark green surrounding areas.	
6.	MONTHLY MONITORING REPORT	

OLD BASING & LYCHPIT PARISH COUNCIL MINUTES

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	<ul style="list-style-type: none"> Tennis Club – The Club House Lease is currently being drafted by the solicitors. The Lease for the Courts will be incorporated into the Clubhouse Lease. No progress to date. Clerk to chase. Court resurfacing – work under way. Archery Club SLA & Lease Review The Archery Club has agreed the draft Lease and this is now with the solicitors. No further progress to date. Clerk to chase. Allotment boundary clearance – the allotment holder reported that the area of boundary cleared was not the area adjacent to her plot that she had requested. Clerk suggested a site visit to ascertain the correct area. Cemetery Notice Board – ordered. Tennis Club paving – work to start once court resurfacing completed. Play Area Inspections – Information received today. Start date for new system delayed until June. Clerk to attend a Teams meeting on 22 March to discuss. 	<p>Clerk</p> <p>Clerk</p> <p>Grounds Mgr</p> <p>Clerk</p>
7.	GROUND & FACILITIES MANAGER'S REPORT	
	No report – Grounds Manager not present.	
8.	LYCHPIT COMMUNITY HALL	
	No items.	
9.	ALLOTMENTS	
9.1	<p>Comments from allotment holders following publication of the review and receipt of a letter advising them of the changes had been summarized and circulated with suggested action.</p> <p>The Chairman reminded members of his declaration of interest that he knew one allotment holder in a professional capacity. No objection was raised to him continuing to chair the meeting. He then resolved to suspend Standing Orders and invited each allotment holder to speak in turn advising them that due to numbers present they would be limited to 3 minutes each.</p> <p>Allotment holder 1</p> <p>A better relationship and more communication with the Parish Council would be welcome.</p> <p>Loss of 50% concession replaced by an across the board £10.00 created a disparity due to the varying plot sizes.</p> <p>Would like to work with the Parish Council with regard to expenditure on elements such as security – the past year had been particularly bad for damage and thefts.</p> <p>Suggested new plot holders might be able to make use of items left on relinquished plots rather than these being disposed of.</p> <p>Queried what Covenants were imposed when the land was gifted to the Parish Council.</p> <p>Allotment Holder 2</p> <p>Attended the January meeting and asked about skip hire costs and the transparency of reported accounts by separating allotment activity from that of the cemetery.</p>	<p>Clerk & Deputy</p>

OLD BASING & LYCHPIT PARISH COUNCIL MINUTES

Item No	Item	Action
	Still awaiting the requested boundary clearance (referred to in Monitoring Report).	
	Allotment Holder 3 Disappointed in the comments in the Basinga. Feels the work carried out by grounds staff is insufficient and referred to the broken gate (shop end of the site) still being broken. Cherry tree overlooking her plot has never been cut back. Considers the notice board a waste of money. Wonders why the Parish Councils healthy reserves can't be used to cover some of the above issues.	Clerk
	Allotment Holder 4 Asked when she could expect a response to her 2 emails of January and February. Wanted more details regarding the plans for future improvements around the Allotment Site. Asked whether prices are going to be increased as much as the Hook Allotment charges. Queried how many plots were waiting to be let and how many on waitlist.	Grounds Mgr
	The Clerk responded that all queries would be addressed and answered some of the points raised above as follows: The Covenant in the Deed of Gift only specified that the land was made available to local residents to be used as allotments. The allotment holder was invited to inspect the deeds in the Parish Office. Skip hire costs are shown in the summary of income and expenditure for the past 10 years. This was referred to in the Review and should have been posted with the Review on the website – the oversight will be rectified. Gates and other maintenance will, in future, be included as part of the allotment inspections – the first 2021 inspection is due w/c 12 April. The Grounds Manager will check the cherry tree to ascertain what should be done. The Parish Council reserves are held for various predetermined reasons, such as the Tennis Club resurfacing (which will soon use much of the money held). Responses will be provided as soon as the office staff are able to deal with them. Future work will be considered. Immediately repairable work will be carried out as soon as possible. Security improvements are a longer term project. The Parish Council is also looking into possible grants which may be applied for to help. There are no plots currently un-let and there are 13 people on the waitlist.	Clerk/ Deputy
9.2	Action to address comments: The Chairman proposed the following:	

OLD BASING & LYCHPIT PARISH COUNCIL MINUTES

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	<p>A generic reply to be sent to all those that had responded addressing points raised.</p> <p>The Clerk's summary of comments, responses and suggested action will be made available to all allotment holders.</p> <p>The above proposals were seconded and agreed by all present with 1 abstention (Cllr Brown had declared an interest as a plot holder).</p>	
10.	CEMETERY	
	No items.	
11.	CLUBS & ORGANISATIONS	
11.1	<p>Information and advice from the Parish Council insurance brokers regarding insurance of the tennis courts once handed over to the Club was noted. The Chairman proposed accepting the advice – proposal seconded and agreed by all.</p>	
11.2	<p>Reports from the Grounds Manager and Clerk together with supporting documents relating to football on the recreation ground during the 2021-22 season had been circulated in advance.</p> <p>Cllr Bloyce reiterated his declaration of a prejudicial interest and asked to make a statement under Standing Order 41. After some discussion the Chairman agreed subject to seeing the statement in advance. Cllr Bloyce left the meeting to email it to the Chairman. The Chairman then resolved to suspend Standing Orders and invited the football club representative to speak:</p> <p>A brief explanation of the origins of the football club and its aspirations for the future was provided and the representative confirmed that, although he had not seen the Grounds Manager's proposal, he had discussed the requirements with him.</p> <p>The Archery Club Chairman was then invited to speak:</p> <p>He commented on the effect the loss of Sunday morning shoots and the impact of Covid on club membership during the past year and the fact that the club can only shoot at weekends during the winter. He commented that shooting all day on a Saturday had proved surprisingly popular but that the club was prepared to give up Saturday afternoons in return for Sunday mornings to accommodate football. He hoped the Parish Council would take these difficulties into consideration and support the club in its efforts to rebuild membership. He also queried the number of home matches and requested as much notice as possible of away games to enable the archers to shoot.</p> <p>The Chairman resolved to resume Standing Orders and invited Cllr Bloyce to read his statement which, at the request of Cllr Bloyce, is an attachment to these Minutes.</p> <p>Cllr Renwick commented that the documents prepared by the Grounds Manager and Clerk were very comprehensive and should enable this matter to move forward in a positive way.</p> <p>Cllr Doust reinforced the request that the Football Club should liaise with the Archers regarding use of pitch 1 when there is no football and queried what the club did when matches were cancelled due to</p>	

OLD BASING & LYCHPIT PARISH COUNCIL MINUTES

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	<p>weather affecting the pitch. The Football Club Chairman said that the good condition of the pitches meant this had not been necessary in the past but acknowledged that in such situation a match would have to be cancelled.</p> <p>The Chairman proposed accepting the Grounds Manager's proposal for the 2021/22 football season which was agreed by 6 votes with 1 abstention (Cllr Bloyce).</p>	
12.	MISCELLANEOUS MATTERS	
	<p>A quote for work on the showers in readiness for the cricket season had been circulated in advance. The Clerk explained the lengthy delay in finding a suitable solution and a contractor prepared to tackle the problem and the fact that under the SLA with the Cricket Club the Parish Council was obliged to provide suitable facilities. All agreed the quote and voted in favour of the proposed works. Cllr Brown suggested that timers might be fitted to stop showers being left on inadvertently. Clerk to ask the Grounds Manager to check whether this is possible.</p>	Clerk Grounds Mgr
12.2	<p>Costs relating to the repair of play equipment were noted. It was acknowledged that without these repairs the equipment would either have to be closed down or removed. The Clerk confirmed what items of equipment needed repairs and that the estimated cost could be covered by funds allocated to play areas and equipment. All voted in favour of the work going ahead.</p>	Grounds Mgr
12.3	<p>Two quotes for resurfacing the Riley Lane footpath had now been obtained and had been circulated in advance of the meeting. The second option was considered more environmentally friendly and suitable for the rural setting. The Clerk reported that the Beddington Centre Committee had been approached regarding a contribution towards the costs as its hirers were the main users of the path. The Chairman had indicated a willingness to contribute. Cllr Tuck and Cllr Bloyce were very much opposed to the work which would necessitate cutting into the bank and removing trees. Cllr Bloyce confirmed that the Planning Committee were considering suitable signage restricting speed. After much discussion it was agreed that the rural nature of Riley Lane should be protected, there appeared to be little support from the majority of residents for the work and on this basis all members voted against the work going ahead. Clerk to advise those concerned. At this point the Archery Club representative said that she had been overlooked and wish to make a comment.</p> <p>The Chairman again suspended Standing Orders.</p> <p>She commented that the Football Club had no historical link to the previous Basing Rovers Football Club but was just using the name. She also said that the club's advertising placed no restriction on members being resident outside the parish.</p> <p>The Clerk responded to say that if membership of any of the clubs was restricted to parishioners, it is likely some clubs would not survive.</p> <p>Standing Orders resumed.</p>	Clerk

**OLD BASING & LYCHPIT PARISH COUNCIL
MINUTES**

Item No	Item	Action
13.	CONFIDENTIAL ITEMS No items.	
<hr/> Meeting closed at 9.29 pm. <hr/>		

SIGNED:.....

DATED:.....

DRAFT