

**OLD BASING & LYCHPIT PARISH COUNCIL  
MINUTES**

<b>Meeting:</b>	<b>FACILITIES MANAGEMENT COMMITTEE</b>
<b>Date:</b>	<b>18 MAY 2021</b>
<b>Location:</b>	Royal British Legion Hall, Old Basing
<b>Time:</b>	7.30 pm
<b>Members Present:</b>	Cllrs. R Barker (Chairman), A Renwick, K Tuck, P Bloyce, R Doust, M Campbell, S Grassi, S Richardson (Grounds & Facilities Manager),
<b>Members Absent:</b>	Cllrs S Brown, J Robinson
<b>In Attendance:</b>	Mrs S Tuck (Clerk), 1 allotment holder, 1 Archery Club representative.

Item No	Item	Action
1.	<b>APOLOGIES FOR ABSENCE</b> Apologies were received from Cllrs Brown and Robinson.	
2.	<b>APPOINTMENT OF CHAIRMAN &amp; VICE CHAIRMAN</b> 2.1 Cllr Bloyce proposed re-electing the current Chairman, Cllr Barker. <b>Proposal seconded by Cllr Doust and agreed unanimously.</b> 2.2 It was noted that the current Vice-Chairman, Cllr Brown, was absent and therefore not available to stand for re-election. Cllr Renwick nominated Cllr Tuck as Vice-Chairman. No other nominations were put forward and the nomination was <b>seconded by Cllr Barker and agreed unanimously.</b>	
3.	<b>REVIEW OF TERMS OF REFERENCE</b> The Terms of Reference were reviewed and no changes were considered necessary. <b>The current Terms of Reference were therefore ratified.</b>	
4.	<b>CONFIRMATION OF MINUTES</b> Minutes of the meeting held on 16 March 2021 had been circulated and were <b>agreed</b> as a true record of the business conducted	
5.	<b>DECLARATIONS OF INTEREST</b> Cllr Grassi declared an interest in Item 13.3 as a Trustee of the Village Hall Committee.	
6.	<b>PUBLIC PARTICIPATION SESSION</b> <b>The Chairman resolved to suspend Standing Orders to allow those members of the public attending to address the meeting.</b> The holder of allotment plot 8a put forward her reasons for creating and wishing to keep the pond on her plot prior to discussion taking place under item 11.2 on this Agenda. The former tenant's agreement states that ponds "are not permitted due to H&S issues". This was not a deliberate contravention of the Rules as the "no ponds clause" was omitted from the agreement for the current plot holder and she was prepared to make it less obtrusive. PB queried what was there before and it was noted that the previous tenant had done very little work on the plot. The Chairman moved the meeting forward and said a decision would be reached at the appropriate point on the Agenda.	

# OLD BASING & LYCHPIT PARISH COUNCIL MINUTES

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	<p>The Archery Club representative confirmed her interest in item 13.2 and queried whether the “Exclusive Use” charge would apply to 2020 during lockdown. The Clerk confirmed that she had written to the Club Chairman stating that the charge had been waived. The Club has now reviewed the Lease which has been returned to the solicitors.</p> <p><b>No further points were raised and the Chairman resolved to resume Standing Orders.</b></p>	
<b>7.</b>	<b>CHAIRMAN’S COMMUNICATIONS</b>	
	There were no Chairman’s Communications.	
<b>8.</b>	<b>MONTHLY MONITORING REPORT</b>	
	<ul style="list-style-type: none"> <li>• Tennis Club – The joint Lease for the Clubhouse and Courts has been drafted by the solicitors and Parish Council comments submitted.</li> </ul>	<b>Clerk</b>
	<ul style="list-style-type: none"> <li>• Court resurfacing – work nearing completion.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Archery Club SLA &amp; Lease Review - The Archery Club has reviewed the draft Lease and returned it to the solicitors.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Allotment boundary clearance – cleared. <b>Close.</b></li> </ul>	
	<ul style="list-style-type: none"> <li>• Cemetery Notice Board – ordered – delivery delayed due to Covid working restrictions. Progress chased on 11/05.</li> </ul>	<b>Clerk</b>
	<ul style="list-style-type: none"> <li>• Tennis Club resurfacing work around Clubhouse - completed. <b>Close.</b></li> </ul>	
	<ul style="list-style-type: none"> <li>• Play Area Inspections – Information received today. Start date for new system delayed until June. Clerk to attend further meeting with BDAPTC to discuss joint arrangement with other parishes to obtain discounted rates. Quote also obtained from a play inspection company as a comparison.</li> </ul>	<b>Grounds Mgr</b>
	<ul style="list-style-type: none"> <li>• Borough Council in process of arranging training for grounds staff to carry out weekly inspections.</li> </ul>	<b>Clerk</b>
	<ul style="list-style-type: none"> <li>• Pavilion Showers – still waiting for pumps.</li> </ul>	<b>Grounds Mgr</b>
	<ul style="list-style-type: none"> <li>• Repairs to play equipment – all parts received and work completed. Some surfaces are badly in need of repair – quotes being obtained.</li> </ul>	<b>Grounds Mgr</b>
<b>9.</b>	<b>GROUNDS &amp; FACILITIES MANAGER’S REPORT</b>	
	Bolton U5’s – 10 July Summer Fair – using top area of recreation ground next to Beddington Centre – <b>noted and agreed.</b>	
<b>10.</b>	<b>LYCHPIT COMMUNITY HALL</b>	
	<p><b>10.1</b> The first meeting of the Lychpit Hall Working Party took place on 7 May to discuss the terms of the Lease which is due for renewal in 2025 and possible improvements/changes to the heating system to reduce costs. A note of the meeting prepared by Cllr Moore and circulated in advance was <b>received and noted.</b> Next meeting in November. In the meantime bookings will be monitored.</p>	
<b>11.</b>	<b>ALLOTMENTS</b>	
	<p><b>11.1</b> The Clerk reported that the first allotment inspection for the year had been carried out on 14 April with the Grounds &amp; Facilities Manager and that the allotments generally were looking better than would be expected at this time of year, possibly due to plot holders</p>	

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	<p>having more time due to Covid. Only 4 “Improvement Letters” were necessary.</p> <p>A check on taps, gates and other maintenance issues was also carried out following comments from the Allotment Review and this will be repeated during future inspections.</p>	
<b>11.2</b>	<p>The appeal from the holder of plot 8A was considered in conjunction with a report by the Deputy Clerk circulated in advance of the meeting. RD pointed out that the new tenancy agreement states no “new” ponds. PB queried whether this was in fact a pond. AR drew attention to rule 4.4 in the new Rules booklet – “ponds not permitted under any circumstances”. KT spoke in favour of ponds and said evidence was unclear and felt plot holder should be given the benefit of the doubt. PB expressed concern about setting a precedent. Vote taken - 3 in favour 4 against. Chairman confirmed that whilst sympathizing with the plot holder and acknowledging the considerable improvements to the plot <b>the appeal was not upheld and the pond must be removed.</b></p>	
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<b>12.</b>	<b>CEMETERY</b>	
<b>12.1</b>	<p>An inspection of the Cemetery had also been carried out on 14 April and there were no issues to report.</p>	
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<b>13.</b>	<b>CLUBS &amp; ORGANISATIONS</b>	
<b>13.1</b>	<p>An email from the Chairman of the Cricket Club and note of the recent meeting was received together with a report by the Clerk regarding the Club’s request that the Parish Council considers replacing the astro pitch cricket square after the current season. The existing surface has been in place for over 20 years and the Grounds Manager confirmed that it is now becoming hazardous. An indicative replacement cost would be £12-£15,000 - firm quotes are currently being obtained. The Clerk confirmed the availability of funds and AR proposed supporting the Club in principle subject to quotes. Proposal seconded by RB and all voted in favour.</p>	<b>Grounds Mgr</b>
<b>13.2</b>	<p>A discussion paper prepared by the Clerk regarding charges for “exclusive use” by the Archery Club of the lower football pitch area on Saturday and Sunday mornings had been circulated in advance of the meeting. After consideration of the potential fees and having due regard to the difficulties faced by the club during Covid restrictions, Councillors agreed to a charge based on the minimum number of 10 football matches that could be expected on each day, such charges to also include use of the changing rooms. Clerk to advise the Archery Club. AR proposed acceptance PB seconded – all voted in favour. Clerk to forward the report to Club for information.</p>	<b>Clerk</b>
<b>13.3</b>	<p>A request from the Village Hall Committee for permission to erect a post and rail wooden fence and plant Hawthorne hedging along the perimeter of the car park to prevent children running into the road was received and noted. Cllr Grassi explained the reasons for the request. The Grounds Manager agreed there is a risk but suggested a hedge would screen the bottom of the car park leaving it open to fly-tipping and anti-social behaviour and suggested just installing a</p>	

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	fence. The Clerk suggested the Grounds Manager meet the VH Chairman on site to discuss the options and the Clerk will look at how this can be funded. The request was agreed in principle subject to the outcome of the meeting and costs involved.	
<b>14. MISCELLANEOUS MATTERS</b>		
<b>14.1</b>	A resident's suggestion to purchase and plant an Oak Tree in memory of HRH Prince Phillip, Duke of Edinburgh, had been agreed in principle by the Parish Council and referred to this committee to determine a suitable location. It was agreed that this should be a prominent position and AR proposed a suitable location in Lychpit with permission from HCC. 3 possible sites were Oliver's Walk, the area above The Topiary or the approach to Brickfields Close. The cost of a suitably sized tree would be up to £200.00 and PB mentioned "A Tree for Jubilee" scheme. Clerk to contact County Councillor to speak to HCC.	
<b>15. CONFIDENTIAL ITEMS</b>		
	No items.	
	<b>Meeting closed at 21.00 hrs.</b>	

SIGNED:.....

DATED:.....