

# OLD BASING & LYCHPIT PARISH COUNCIL MINUTES

**Meeting:** FACILITIES MANAGEMENT COMMITTEE  
**Date:** 20 JULY 2021  
**Location:** Pavilion Committee Room  
**Time:** 7.30 pm  
**Members Present:** Cllrs. R Barker (Chairman), A Renwick, K Tuck, R Doust, M Campbell, S Grassi, S Brown, J Robinson, S Richardson (Grounds & Facilities Manager)  
**Members Absent:** P Bloyce  
**In Attendance:** Mrs S Tuck (Clerk),

Item No	Item	Action
1.	<b>APOLOGIES FOR ABSENCE</b> Apologies were received from Cllr Bloyce.	
2.	<b>CONFIRMATION OF MINUTES</b> Minutes of the meeting held on 18 May 2021 had been circulated and were <b>agreed</b> as a true record of the business conducted	
3.	<b>DECLARATIONS OF INTEREST</b> There were no Declarations of Interest.	
4.	<b>PUBLIC PARTICIPATION SESSION</b> There were no members of the public present.	
5.	<b>CHAIRMAN'S COMMUNICATIONS</b> The Chairman reported that Cllr Bloyce had decided to withdraw from this Committee due to time constraints.	
6.	<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> <li>• Court resurfacing – work nearing completion - re-painting delayed due to weather. This is now scheduled for w/c 26 July.</li> <li>• Archery Club SLA &amp; Lease Review – Lease prepared and awaiting signature by members of the club.</li> <li>• Allotment &amp; Cemetery Notice Boards – awaiting installation once post-mix can be sourced.</li> <li>• Pavilion Showers – new pumps being installed today. <b>Close</b></li> <li>• Archery Club exclusive use charges – awaiting club agreement.</li> <li>• Village Hall fencing – suitable fencing agreed between Grounds Manager &amp; Village Hall Chairman <b>at</b> minimal cost to be borne by the Parish Council. <b>Close</b></li> </ul>	<p style="text-align: right;"><b>Clerk</b></p> <p style="text-align: right;"><b>Grounds Mgr</b></p>
7.	<b>GROUNDS &amp; FACILITIES MANAGER'S REPORT</b> No report.	
8.	<b>LYCHPIT COMMUNITY HALL</b> No items.	

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<b>9.</b>	<b>ALLOTMENTS</b>	
9.1	The Clerk reported on the inspection on 6 July that resulted in 12 Improvement Letters and 1 Warning Letter being sent. There are currently 12 names on the wait list and 1 plot to be vacated in September.	
<b>10.</b>	<b>CEMETERY</b>	
10.1	An inspection of the Cemetery on 6 July resulted in 10 letters being sent to grave owners reminding them of the rules regarding items placed on graves.	
10.2	A request for a memorial tree in the Cemetery had been received and the Grounds Manager had met the applicant at the Cemetery to identify a suitable site and suggested a Cherry Tree similar to an existing one. <b>The request was agreed unanimously. Grounds Manager to purchase and plant in the Autumn - Clerk to invoice the applicant.</b>	Grounds Mgr Clerk
<b>11.</b>	<b>CLUBS &amp; ORGANISATIONS</b>	
11.1	Following the agreed proposal at the May Facilities Management Meeting to replace the cricket square in readiness for the 2022 season, three quotes were received. All were of a similar value and specification and, based on cost, the company's proximity to the grounds and ability to commence work in September, <b>the quote from S&amp;C Slatter was agreed.</b>	Grounds Mgr
11.2	A quote from Purbeck for resurfacing the area at the rear of the workshop was received. The Grounds Manager has received a higher verbal quote but has been unsuccessful in obtaining a third quote. Following a discussion as to whether to re-lay the existing paving or tarmac a vote was taken. <b>The tarmac option was agreed by 6 votes to 2.</b>	Grounds Mgr
11.3	Following a site meeting with Cllr Renwick to discuss various requests by the Beddington Centre for improvements along Riley Lane, the Grounds Manager reported that he had stabilised one of the light posts and will lay scalplings where and when needed on the footpath. Cllr Renwick reported that the Beddington Centre had also asked whether the installation of a lay-by could be considered at the entrance corner to Riley Lane. He had informed them that, due to the location of various utilities and cost this was not feasible. AR offered a vote of thanks to the Grounds Manager for his work.	
<b>12.</b>	<b>MISCELLANEOUS MATTERS</b>	
12.1	The Clerk's report regarding the implementation of a new contract with The Play Inspection Company commencing in August due to the withdrawal of this service by the Borough Council was <b>received and noted.</b>	
12.2	The quotes for repairs to play surfaces had not yet been received. These will therefore be tabled at a future meeting.	
12.3	Information from the Borough Council's Tree Officer had been circulated and one of the sites indicated on the attached map as being land owned by the Borough Council was agreed and marked	

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	on the map by Cllr Grassi. The procedure for procurement and planting was noted and the Clerk will liaise with the Borough Council. <b>All agreed.</b>	<b>Clerk</b>
<b>12.4</b>	A request from a resident pointing out that 2 seats at the rear of the recreation ground were broken and asking for more seating was received. The Grounds Manager commented that he had now sourced suitable materials and repaired a similar seat at the Cemetery to those at the rear of the recreation ground and was satisfied with the quality and appearance of the wood. He will therefore order sufficient to repair other damaged seats. It was noted that there are 17 seats of various types on the recreation ground site and the Clerk will ascertain where the resident feels another seat is needed. If a suitable site is agreed the Clerk will investigate the possibility of using available S106 funds.	<b>Grounds Mgr</b>  <b>Clerk</b>
<b>13.</b>	<b>CONFIDENTIAL ITEMS</b> No items.	
<b>Meeting closed at 20.30 hrs.</b>		

SIGNED:.....

DATED:.....