

# OLD BASING & LYCHPIT PARISH COUNCIL MINUTES

<b>Meeting:</b>	<b>FACILITIES MANAGEMENT COMMITTEE</b>
<b>Date:</b>	<b>16 November 2021</b>
<b>Location:</b>	Pavilion Committee Room
<b>Time:</b>	7.30 pm
<b>Members Present:</b>	Cllrs. K Tuck, R Doust, M Campbell, S Grassi, S Brown; A Renwick S Richardson (Grounds & Facilities Manager)
<b>Members Absent:</b>	Cllr J Robinson,
<b>In Attendance:</b>	Mrs S Tuck (Clerk), L Orvis (Finance Officer)

Item No	Item	Action
1.	<b>ELECTION OF CHAIRMAN</b> The Vice-Chairman, Cllr Tuck, opened the meeting following the resignation of former Chairman, Richard Barker from the Parish Council. Cllr Renwick proposed the election of Cllr Brown as Chairman – <b>proposal seconded and unanimously agreed</b> . Cllr Tuck remains as Vice-Chairman.	
2.	<b>APOLOGIES FOR ABSENCE</b> Apologies were received from Cllr Robinson who is attending another meeting.	
3.	<b>CONFIRMATION OF MINUTES</b> Minutes of the meeting held on 21 September 2021 had been circulated. The suggested sign in item 12.1 should be changed to read “No wet wipes”. Subject to this the Minutes were <b>agreed</b> as a true record of the business conducted.	
4.	<b>DECLARATIONS OF INTEREST</b> The Chairman, Cllr Brown, declared an interest in item 13.1 as an allotment holder.	
5.	<b>PUBLIC PARTICIPATION SESSION</b> No members of the public were present.	
6.	<b>CHAIRMAN’S COMMUNICATIONS</b> No Chairman’s items.	
7.	<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. The Parish Council comments have been submitted and the Club is currently reviewing this. <b>Ongoing</b></li><li>Court resurfacing – completed and minor issues resolved. <b>Close.</b></li><li>Archery Club SLA &amp; Lease Review – Lease prepared and awaiting dated copies from the solicitors. <b>Ongoing.</b></li><li>Memorial Cherry Tree – ordered – awaiting delivery – <b>Close.</b></li><li>Cricket Square replacement works – completed. <b>Close.</b></li><li>Tarmac at rear of workshop – work completed. <b>Close.</b></li><li>DofE Memorial Oak. With Borough Council - Clerk to chase.</li></ul>	

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	<ul style="list-style-type: none"> <li>• Unauthorised use of grounds – no further action taken – currently monitoring.</li> <li>• Tankerage of Pumping Station – completed. <b>Close.</b></li> <li>• Xylem Contract – not due to expire until 2023 – consider changing to Hartley Services at that time. <b>Close.</b></li> <li>• Electrical work – completed. <b>Close.</b></li> </ul>	
<b>8.</b>	<p><b>GROUND &amp; FACILITIES MANAGER’S REPORT</b></p> <p>The Grounds Manager reported on plumbing problems in the toilets at Lychpit Hall that have involved a considerable amount of work and warned that the invoice for repairs is likely to be high.</p> <p>A quote for £870.00 has been obtained from a local builder to re-build the wall at the entrance to recreation ground which appears to have been hit by a reversing vehicle. The cost will be met by budgeted grounds maintenance funds. <b>Quote agreed.</b></p>	<b>Grounds Mgr</b>
<b>9.</b>	<p><b>LYCHPIT COMMUNITY HALL</b></p> <p>The Clerk advised members that Lychpit Hall will be closed for the Christmas period from 24 December – 1 January inclusive due to possible caretaking difficulties.</p>	
<b>10.</b>	<p><b>ALLOTMENTS</b></p> <p>The Clerk’s report on the allotment inspection in October was received and noted. The Grounds Manager outlined the problems with overgrowth and trees and will obtain a quote for a contractor to carry out the work. Replacement of the broken gates identified in the inspection report was discussed. No decision was made as to whether these should be wood or metal and quotes for both options are being obtained.</p>	<b>Grounds Mgr</b>
<b>11.</b>	<p><b>CEMETERY</b></p> <p>The Clerk reported on the cemetery inspection in October and issues raised by a relative and action taken to resolve the complaint. This will involve writing to relatives prior to items being removed and inspections being increased to monthly to ensure problems are followed up. To allow the placing of additional tributes on graves at Christmas this will start from February.</p>	
<b>12.</b>	<p><b>CLUBS &amp; ORGANISATIONS</b></p> <p>No items.</p>	
<b>13.</b>	<p><b>FACILITIES MANAGEMENT BUDGET 2022/23</b></p> <p><b>13.1</b> The proposed changes to fees and charges for 2022/23 relating to Facilities Hire, allotments and cemetery were <b>discussed and agreed.</b></p> <p><b>13.2</b> The Finance Officer presented the club charges for 2022/23 based on the contractor’s quote. It was noted that there will be an increase in charges to some Clubs which reflects additional work requested by the clubs and included in the grounds maintenance schedule. As agreed at the Finance &amp; Resources Committee Meeting in August, it was agreed that any increase should not be</p>	

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	<p>passed on to the clubs until 2023/24 to allow time for them to budget.</p> <p>The cost of maintaining the grounds of the Beddington Centre was also noted and it was agreed that, to ease financial pressure on the centre, this should be levied at 50% for 2022/23 with the remaining 50% being added in 2023/24.</p> <p>The inflation increase to the clubs was also discussed and it was agreed to keep this at 3% for 2022/23.</p> <p>Cllr Brown proposed the above recommendations are included in the overall budget to be agreed by the Finance &amp; Resources Committee at the end of the month - <b>Proposal unanimously agreed.</b></p>	
13.3	<p>The Finance Officer presented the overall Facilities Management budget for 2022/23 which was <b>agreed for recommendation to The Finance &amp; Resources Committee.</b></p> <p>The Chairman expressed thanks to the Finance Officer for his work in preparing the budget papers.</p>	
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14.	<b>MISCELLANEOUS MATTERS</b>	
14.1	<p>The inspection and audit of the play and exercise equipment at the recreation ground and Belle Vue Play areas had taken place in August and the report from The Play Inspection Company was discussed. The Grounds Manager explained the content of the report and those items that were in more urgent need of work such as the Multi-play unit at Belle Vue which is coming towards end of its life and should be replaced in the next few years. Other items include minor repairs and general replacement and cleaning works. The entrance gate needs to be upgraded for safety reasons and he is obtaining a quote. There is no contact information sign at the recreation ground site and he will get a quote.</p> <p>He voiced his concern about the adult exercise equipment which is relatively new and where welding has failed and will take this up with the manufacturer.</p> <p>Funds have been allocated in the 2022/23 budget which it is hoped will cover all the main repairs required.</p> <p><b>The report was received and noted.</b></p>	
14.2	<p>The Clerk explained that, following agreement at the September meeting to the quote from Redlynch to repair the damaged safety surfaces, a further quote had been received from Vita Play which was £120.00 more expensive. The work has therefore been offered to Redlynch as previously agreed. No date has yet been set for the work to take place.</p>	
14.3	<p>Two quotes relating to the installation of a wall-mounted bottle filling station were received together with the Clerk's report recommending this is considered to reduce the amount of discarded plastic bottles on the recreation ground. The Clerk suggested it may be possible to obtain grant funding for the project which would be a small way in which the Parish Council could contribute to the Climate Emergency initiative. The Clerk will</p>	<b>Clerk</b>

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	pursue the possibility of obtaining grant funding from Borough Councillors. <b>A vote was then taken to agree the Hydrachill quote with 5 voting in favour and 1 against.</b>	
14.4	The Clerk reported that cleaning in the public toilets had been reduced to 3 days per week due to reduced use during the winter. Daily cleaning will resume at the beginning of April.	
14.5	A verbal quote for £4,500.00 to create an internal door and access from the ground floor office to the tea room had been received. It had not been possible to obtain additional quotes due to the minor nature of the work and sufficient funds to cover the cost are available in the Building Fund. <b>The quote was therefore agreed subject to receipt of a written quote.</b>	
14.6	The Grounds Manager reported that the sanitisers in the public toilets, at the recreation ground and Belle Vue had all been vandalised on several occasions and proposed they should now be removed – <b>proposal agreed.</b>	<b>Grounds Mgr</b>
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15.	<b>CONFIDENTIAL ITEMS.</b>	
	No items.	
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	<b>Meeting closed at 21.05 hrs.</b>	
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SIGNED:.....

DATED:.....