

OLD BASING & LYCHPIT PARISH COUNCIL MINUTES

Meeting: FACILITIES MANAGEMENT COMMITTEE
Date: 18 January 2022
Location: Meeting held via Zoom
Time: 7.30 pm
Members Present: Cllrs. S Brown, K Tuck, R Doust, M Campbell, S Grassi, A Renwick, Cllr J Robinson,
S Richardson (Grounds & Facilities Manager)
Members Absent:
In Attendance: Mrs S Tuck (Clerk), L Orvis (Finance Officer)

Item No	Item	Action
1.	APOLOGIES FOR ABSENCE All members were present.	
2.	RECEIPT OF MINUTES Minutes of the meeting held on 16 November 2021 had been circulated in advance and were received and noted.	
3.	DECLARATIONS OF INTEREST No declarations of interest.	
4.	PUBLIC PARTICIPATION SESSION No members of the public were present.	
5.	CHAIRMAN'S COMMUNICATIONS No Chairman's items.	
6.	MONTHLY MONITORING REPORT <ul style="list-style-type: none">Tennis Club – The Lease covering the Clubhouse and Courts has been drafted. Parish Council comments have been submitted and the Club has appointed solicitors who will liaise with PC solicitors. OngoingArchery Club SLA & Lease Review – Final Lease received. The Club has been sent a copy and advised to register its interest with the Land Registry. Close.DofE Memorial Oak. Agreed by Borough Council - Clerk to chase. Ongoing.Unauthorised use of grounds – no further action taken – currently monitoring. Ongoing.Repairs to wall at entrance to play area – weather unsuitable. Ongoing.Installation of wall mounted water bottle refill station – CC Grant received – awaiting grant confirmation from Borough Councillor – expected installation late January/early February. Ongoing.Removal of vandalised sanitisers. Done. Close.	
7.	GROUNDS & FACILITIES MANAGER'S REPORT No items to report	
8.	LYCHPIT COMMUNITY HALL The date of the next Working Group meeting – 24 January – was noted.	

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9.	ALLOTMENTS The Grounds Manager has met one contractor – quote still awaited. He asked if anyone could recommend another contractor. Cllr Renwick will provide details after the meeting.	AR Grounds Mgr
10.	CEMETERY A family has requested a memorial tree to commemorate a relative and had met with the Grounds Manager to identify a site within the Cemetery and discuss a suitable species (a 3.5m Redwood). No objections were raised.	Grounds Mgr
11.	CLUBS & ORGANISATIONS No items.	
12.	FACILITIES MANAGEMENT BUDGET 2022/23	
12.1	The Clerk’s report and quotes relating to repairs to play equipment identified in the Annual Audit was discussed. The Clerk explained that the extent of the work was due to only essential repairs being carried out in the past. It was noted that the cost of repairing the Kompan unit at Belle Vue is almost as much as purchasing a new item and therefore not cost effective. The recommendation is not to repair it but monitor and remove it when it is no longer safe and install a new unit when sufficient funds are available. The Finance Officer confirmed sufficient funds are available in the current facilities management budget for all the recommended repairs and the committee’s unanimous view was that the work should go ahead.	Grounds Mgr
12.2	Quotes for replacement of/repairs to benches located in the cemetery and on the recreation ground were received and noted. Funds are available in the current facilities management budget to cover the cost. All the benches are well used, particularly in the summer and, due to the nature of the repairs, the Clerk’s recommendation to go ahead with the work was accepted.	Grounds Mgr
	Actions under Items 12.1 and 12.2 will be formally agreed at the next face to face meeting. In the meantime, under the Scheme of Delegation the Clerk will progress the required actions.	
12.3	The Clerk confirmed that the proposed bench on the grass area adjacent to Gt Binfields Road will qualify for S106 funding and asked if a plaque commemorating the Queen’s Platinum Jubilee should be added. It was decided not to include a plaque at this stage but to arrange for the bench to be installed as soon as possible.	Clerk
13.	CONFIDENTIAL ITEMS. No items.	
Meeting closed at 20.05 hrs.		

SIGNED:.....

DATED:.....