

**OLD BASING & LYCHPIT PARISH COUNCIL  
MINUTES**

**Meeting:** FACILITIES MANAGEMENT COMMITTEE  
**Date:** 19 JULY 2022  
**Location:** PAVILION MEETING ROOM  
**Time:** 7.30 pm  
**Members Present:** Cllrs. S Brown, S Grassi, A Renwick, P Bloyce, R Doust, M Campbell  
**Members Absent:** Cllr K Tuck  
**In Attendance:** Mrs S Tuck (Clerk)

Item No	Item	Action
	<b>Due to the exteme weather conditions the meeting was held in the Pavilion Tea Room.</b>	
<b>1.</b>	<b>APOLOGIES FOR ABSENCE</b> Apologies were received from Cllr Tuck attending another meeting. Cllr Campbell had submitted apologies due to attending another meeting but joined this meeting during item 7.	
<b>2.</b>	<b>CONFIRMATION OF MINUTES</b> Minutes of the meeting held on 17 May 2022 had been circulated in advance and were <b>agreed as a true record of the business conducted.</b>	
<b>3.</b>	<b>DECLARATIONS OF INTEREST</b> No declarations of interest.	
<b>4.</b>	<b>PUBLIC PARTICIPATION SESSION</b> No members of the public were present.	
<b>5.</b>	<b>CHAIRMAN’S COMMUNICATIONS</b> The Chairman reported on a notification from the Beddington Centre Committee that, following the closure of the Bolton Under 5’s pre-school group, the Old Basing Village Nursery would take over their slot at the Beddington Centre running this alongside their existing facility at the Old Basing Village Hall.	
<b>6.</b>	<b>MONTHLY MONITORING REPORT</b>	
	<ul style="list-style-type: none"> <li>• Tennis Club – The Lease covering the Clubhouse and Courts has been drafted and minor amendments agreed. The solicitors are currently drawing up a new plan.</li> <li>• Repairs to play equipment and new entrance gate – all completed.</li> <li>• LH heating system – survey and assessment of lifespan – HCC use Corrigenda and VH use a local gas engineer. Clerk to contact Corrigenda.</li> <li>• Allotment gates &amp; fencing at far end of Riley Lane – completed.</li> <li>• Extension of Cricket Club Lease – quote for legal fees obtained &amp; club contacted – no response to date.</li> <li>• LH deep/high clean – booked for 23-25 August.</li> <li>• LH decorating – booked for 16-19 August.</li> <li>• CCTV – cemetery car park – installed but bin still being used by allotment holders resulting in overweight charges being incurred.</li> </ul>	<p style="text-align: right;"><b>Ongoing</b></p> <p style="text-align: right;"><b>Close</b></p> <p style="text-align: right;"><b>Ongoing</b></p> <p style="text-align: right;"><b>Close</b></p> <p style="text-align: right;"><b>Ongoing</b></p> <p style="text-align: right;"><b>Ongoing</b></p> <p style="text-align: right;"><b>Close</b></p>

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	<ul style="list-style-type: none"> <li>• Fence around cricket square – contribution from club agreed – currently in course of construction.</li> <li>• Repairs to Bowls Club gate – completed.</li> <li>• Electrical works – Pavilion changing rooms – completed.</li> <li>• Repairs to memorial bench – completed.</li> </ul>	<p><b>Ongoing</b></p> <p><b>Close</b></p> <p><b>Close</b></p> <p><b>Close</b></p>
<b>7.</b>	<b>LYCHPIT COMMUNITY HALL</b>	
	<p><b>7.1</b> The Agenda noted a request from Cllr Grassi to form a Lychpit Hall Management Committee however, Cllr Grassi said that she had since reconsidered this and felt that a group such as “Friends of Lychpit” might be more appropriate.</p> <p>Cllr Renwick commented that there had been a management committee in the past that was dispensed with and that, in his view, re-forming this would not serve any useful purpose.</p> <p>It was agreed, however, that the Parish Council would be supportive of a “Friends of Lychpit” group and that Cllr Grassi would need to liaise with Hampshire CC as it owns the Lychpit Centre site. It was also agreed that the support of Cllr Elaine Still would be helpful.</p>	
<b>8.</b>	<b>ALLOTMENTS</b>	
	<p><b>8.1</b> The Clerk reported on the inspection on 14 July as follows:</p> <p style="padding-left: 20px;">Improvement letters: 19</p> <p style="padding-left: 20px;">Warning letters: 2</p> <p style="padding-left: 20px;">Notices to Quit: 2</p> <p style="padding-left: 20px;">The waitlist currently stands at 4</p>	
<b>9.</b>	<b>CEMETERY</b>	
	<p><b>9.1</b> The Clerk reported that the Cemetery inspection took place on 12 July. 5 glass containers were removed and 5 sacks of broken items or dead arrangements but otherwise the area was in good order.</p> <p><b>9.2</b> A request for a headstone in the shape of an apple had been received. Photos of various existing headstones were viewed and the Clerk said the proposed headstone complied with the required size and fixing criteria. <b>Based on the information provided all agreed the headstone was acceptable and no objections were raised.</b></p>	
<b>10.</b>	<b>CLUBS &amp; ORGANISATIONS</b>	
	No items.	
<b>11.</b>	<b>MISCELLANEOUS MATTERS</b>	
	<p><b>11.1</b> A quote for £4,750 for tree planting at 4 locations around the recreation ground was received. The original intention had been to plant oak trees to commemorate the Platinum Jubilee, but due to disease oaks are no longer available and Councillors were asked to consider other species. The Clerk pointed out that the quote is for mature trees and the cost would be covered by S.106 open spaces funds. <b>Cllr Renwick proposed going ahead and all voted in favour.</b></p> <p><b>11.2</b> A quote for £1,493.58 to supply and fit replacement sanitary ware in the Pavilion changing rooms was received. The Clerk said that she had contacted another plumbing company for a comparative</p>	<p><b>Clerk</b></p>

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	quote but they had not responded. The contractor that had quoted has carried out work for the Parish Council previously and it was therefore agreed he should be offered the work which will be carried out during the winter.	Clerk
11.3	A recent inspection had highlighted that the Combi adult exercise item was loose in the ground. Two quotes had been obtained from the supplier (Fresh Air Fitness). The Clerk said that the cheaper option was not acceptable as this would leave the original fixings and concrete surround in the ground posing a safety hazard. The only option is for the fixings to be excavated and the item re-installed at a cost of £831.60. Consideration was also given to removing the item altogether and making good the ground and the Clerk will obtain a quote for this from Larkstel. It was also suggested the Clerk contact the Borough Council for advice on suitable suppliers for a replacement item.	Clerk Clerk
11.4	Whilst the contractor was erecting the new gates and fencing at the end of Riley Lane between the Cemetery and allotments, the opportunity was taken to ask for a quote for the proposed extension of the fencing to the main allotment gate to be included in the 2022/23 budget. This quote is for £2,980.00 which is within the current budget and the Clerk therefore recommended going ahead with the work as soon as possible due to the increasing cost of materials. <b>Recommendation proposed and unanimously agreed.</b>	Clerk
11.5	Photos of damage to the birch trees and picnic bench at the recreation ground due to vandalism over the Jubilee weekend had been circulated. The picnic bench is being restored but it is uncertain whether the trees will survive. The grounds contractor's recommendation is to leave them and see what happens. <b>Noted.</b>	
11.6	A draft Policy & Procedure relating to Memorial Benches had been circulated and Councillors asked to comment prior to this being ratified by full Council. Cllr Bloyce expressed reservations due to ongoing costs related to vandalism. However it was agreed such benches were an asset and the <b>draft agreed for recommendation to full Council.</b>	
12.	<b>CONFIDENTIAL ITEMS.</b> No items.	
<b>Meeting closed at 20.28 hrs.</b>		

SIGNED:.....

DATED:.....