



OLD BASING & LYCHPIT PARISH COUNCIL

FACILITIES MANAGEMENT COMMITTEE MEETING MINUTES

Meeting Date: WEDNESDAY 5 OCTOBER 2022
Location: PAVILION MEETING ROOM, OLD BASING
Time: 7.30 PM
Members Participating: Councillors S Brown (Chairman), A Renwick, R Doust, P Bloyce, K Tuck
Members Absent: Councillors S Grassi, M Campbell
In Attendance: Mrs S Tuck (Clerk); L Orvis (Finance Officer)

Item No	Item	Action
1.	APOLOGIES FOR ABSENCE Apologies were received from Cllr Grassi who is unwell and Cllr Campbell due to personal commitments.	
2.	CONFIRMATION OF MINUTES Minutes of the meeting held on 19 July 2022 had been circulated in advance and were agreed as a true record of the business conducted.	
3.	DECLARATIONS OF INTEREST The Chairman, Cllr Brown, declared an interest in Item 9.1 as an allotment holder and Cllr Doust in Item 11.1 as a member of the Bowling Club.	
4.	PUBLIC PARTICIPATION SESSION No members of the public were present.	
5.	CHAIRMAN'S COMMUNICATIONS No items.	
6.	2023/24 FACILITIES MANAGEMENT BUDGET	
6.1	The Finance Officer presented the draft Facilities Management Budget for 2023/24 which had been circulated to members in advance of the meeting. He explained that the only changes to the figures circulated are that these now reflect the 6 month actuals . No queries were raised and the budget as drafted was agreed.	
6.2	A list of fees and charges for 2023/24 drafted by the Clerk had also been circulated in advance of the meeting and the following decisions made: i) Recreation Facilities (pitch fees, hire of tea room and/or changing rooms – 10% increase agreed. ii) Allotment fees – A 5% increase was suggested despite costs increasing by 10% or more. It was also noted that the increased fee would not be payable by existing plot holders until	

Item No	Item	Action
	September next year. A 5% increase was agreed and will be reviewed in 6 months or on completion of the working group's investigation into plot clearance costs.	
	iii) Cemetery fees – Cllr Renwick expressed considerable concern regarding the proposed increase in fees for parishioners and suggested maintaining the current rates. After discussion it was an increase of 10% line with inflation was agreed.	
	iv) Hire of Lychpit Community Hall – agreed as drafted with provision to review in 6 months.	
	v) Club Charges – a 10% inflation increase was agreed.	
7. MONTHLY MONITORING REPORT		
	• 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. SB/AR/ST to meet with Club Chairman to discuss court cleaning issues and move the lease forward.	Ongoing
	• LH heating system – survey and assessment of lifespan - Corrigenda contacted – awaiting response.	Ongoing
	• Extension of Cricket Club Lease – quote for legal fees obtained & club contacted – no response to date.	Remove
	• LH deep/high clean – completed.	Close
	• LH decorating – completed.	Close
	• Fence around cricket square – contribution from club agreed – completed.	Close
	• Jubilee Trees at recreation ground – Larkstel quote received – 2 further quotes required to obtain S106 funding – Hortus Loci & Hilliers contacted – Hilliers quote for supply only also received.	Ongoing
	• Extension of allotment fencing along Riley Lane – work to start 25 October.	Ongoing
	• Replacement sanitaryware in changing rooms – work to start w/c 24/10.	Ongoing
8. LYCHPIT COMMUNITY HALL		
8.1	The Clerk reported on a recent problem with the heating system at Lychpit Hall following the discovery of several leaks in the boiler room. A quote for £1814.13 from Corrigenda for replacement of the pressurisation unit had been agreed as a matter of urgency and the work authorised as, until replaced, the hall has no heating or hot water. The need for regular checks on the boiler room was discussed – Cllr Doust volunteered.	RD
9. ALLOTMENTS		
	The Clerk's report regarding the increasingly high costs and the complexity surrounding plot clearance was noted together with the recommendation to form a working group. It was suggested the group should consist of 2 Councillors, the 2 Clerks and 2 allotment holders plus the Grounds Manager if required. The group will be asked to review current procedures, identify existing problems and possible costs and suggest solutions. Councillors Brown & Renwick offered to join the group. The Clerk will seek volunteer plotters and arrange an initial meeting at the earliest opportunity.	Clerk

Item No	Item	Action
	The inspection scheduled for today had been postponed due to the weather but the Clerk reported there were currently 5 vacant plots awaiting clearance/re-letting and 5 on the waitlist.	
10. CEMETERY	There were no items to raise. The Clerk reported that the final inspection of the year had taken place the previous day and there were no issues.	
11. CLUBS & ORGANISATIONS		
11.1	Details of repairs required to the main feed from the bowling green tank to the irrigation system had been circulated in advance together with a quote for repairs. Members were asked to consider whether the Parish Council or the Bowling Club should be responsible for the cost of repairs bearing in the mind the implications of taking responsibility for this should problems occur in the future. The Clerk was asked to check the archives for the history relating to the installation of the system for further consideration at the November meeting.	Clerk
11.2	Members were advised that the Tennis Club had asked for the bowed fencing adjacent to court 3 to be repaired and a quote from ETC was noted together with the comment that the damage had possibly been due to a banner or wind break being fixed to the fence causing the struts to buckle in windy weather. It was decided that this should be discussed with the Club at a future meeting.	
11.3	A proposal by the Cricket Club to replace the doors and carry out other improvements to the front of the clubhouse was noted and all agreed this would be an improvement to the appearance of the building.	
12. MISCELLANEOUS MATTERS		
12.1	Further to discussions at the July meeting regarding re-installation of the combi exercise equipment, Larkstel had been asked to inspect the item to advise on how this could be safely re-installed or whether it should be removed completely. The cost of secure re-installation is £1115.00 + VAT or to remove, level the ground and overseed is £550 + VAT. As this is a well-used item and, properly installed, should last for several more years it was agreed to accept the re-installation quote.	
12.2	The Clerk reported that the 3 vandalised silver birch trees had been inspected again and were not expected to recover and should be removed (planning application is pending). Members were also asked to decide whether the trees should be replaced at a cost of £1605 + VAT. After some discussion Cllr Bloyce's proposal to "wait and see what happens" was agreed by 4 votes with 1 abstention.	
12.3	A proposal and quote for waste disposal and comparison with current disposal costs was received and noted and the change to the new supplier agreed.	
12.4	A report and quote relating to a Legionella Risk Assessment on the Cottage was noted and agreed.	

Item No	Item	Action
13.	CONFIDENTIAL ITEMS. No items.	
Meeting closed at 21.05 hrs.		

SIGNED:.....

DATED:.....