



OLD BASING & LYCHPIT PARISH COUNCIL

FACILITIES MANAGEMENT COMMITTEE MEETING MINUTES

Meeting Date: TUESDAY 18 JULY 2023

Location: PARISH OFFICE, OLD BASING

Time: 7.30 PM

Members Participating: Councillors S Brown (Chairman), A Renwick, R Doust, P Bloyce, S Grassi, K Tuck, M Campbell

Members Absent:

In Attendance: Mrs S Tuck (Clerk); L Orvis (Finance Officer); Bowls Club Chairman & Treasurer

Item No	Item	Action
1.	APOLOGIES FOR ABSENCE There were no apologies for absence.	
2.	ELECTION OF CHAIRMAN & VICE-CHAIRMAN Cllr Brown indicated his willingness to stand again as Chairman and was nominated and seconded by Cllrs Campbell and Renwick. There were no other nominations and Cllr Brown was duly re-elected as Chairman. Cllr Doust indicated he was willing to stand again as Vice-Chairman and was nominated and seconded by Cllrs Campbell and Bloyce. There were no other nominations and Cllr Doust was duly re-elected as Vice-Chairman.	
3.	TERMS OF REFERENCE The current Terms of Reference were received. No changes were considered necessary and the existing Terms of Reference were adopted for a further year.	
4.	CONFIRMATION OF MINUTES Minutes of the meeting held on 2 nd May 2023 had been circulated in advance and were agreed as a true record of the business conducted.	
5.	DECLARATIONS OF INTEREST Cllr Doust declared an interest in Item 9.1 as a member of the Bowls Club.	
6.	CHAIRMAN'S COMMUNICATIONS There were no Chairman's communications.	
7.	PUBLIC PARTICIPATION SESSION The Treasurer of the Bowls Club then addressed the meeting stating that he and the Chairman were attending regarding the Item 9.1 - replacement of the irrigation system timer. He indicated that the Club was willing, as a	

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	goodwill gesture. to offer 50% of the cost of replacing the timer. Whilst admitting the historical information on ownership of the system is vague, they do not consider it belongs to the Club but that it is part of the Maintenance Contract with Larkstel.	
8.	MONTHLY MONITORING REPORT	
	<ul style="list-style-type: none"> Tennis Club Lease – no further progress. This is now being dealt with by full Council and should be removed from this report. Lychpit Hall heating system – revised quote agreed to repair control panel – work still outstanding. Clerk to chase progress. Trees – no progress. KT & RD to try to source suitable specimens. Lychpit Hall floor repairs/refurbishment – booked for w/c 7 August – hall closed. Multi-play unit at Belle Vue – booked for w/c 31 July – 4 August. Meeting on 27 July to discuss installation process. Pig damage – no response from farmer. Small Claims Court to be considered. Clerk to chase one more time. 	<p>Remove</p> <p>Ongoing Ongoing</p>
9.	CLUBS & ORGANISATIONS	
9.1	<p>The Clerk’s report and information relating to the Bowls Club Irrigation System circulated in advance of the meeting was received and noted. Councillors were asked to consider the current quote for a replacement control panel and determine who is responsible for the cost of replacement parts. It was noted that the Maintenance Agreement with Larkstel only covers the seasonal work required to start up and close down the system carried out by a specialist contractor – Irrigation Technical Services – managed by Larkstel. The Maintenance Agreement does not cover replacement parts and historical information indicates the system was paid for by the Bowls Club and that the Parish Council at that time agreed the Club should take ownership of the system.</p> <p>Councillors were concerned not to set a precedent but agreed that as the PC had contributed towards repairs previously a precedent had already been set and that a reasonable contribution should be agreed whilst not accepting ownership of the system or setting a precedent for other clubs.</p> <p>Cllr Bloyce suggested 25% was reasonable and this was agreed by all except Cllr Renwick.</p> <p>On being invited to comment, the Club Treasurer said that ongoing maintenance cannot be carried out without a water system and reiterated the Club’s offer of 50% for this and future replacement parts.</p> <p>The matter was left unresolved with 25% of the costs still to be agreed.</p> <p>The Club representatives will give this further consideration. The Clerk will liaise with the Club and prepare an agreement to suitably cover similar situations in the future.</p>	<p>Club Clerk</p>
10.	ALLOTMENTS	
10.1	Allotment Inspections took place on 11 July resulting in 13 Improvement Letters and 2 Warning Letters being sent.	

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	<p>There are currently 3 vacant plots and 4 people on the waiting list. The Clerk & Deputy Clerk had taken the decision that plots that were just overgrown should be offered to new tenants at a 50% reduced rental for the 1st year if they agree to clear this themselves to enable them to be handed over and cleared quickly.</p> <p>The Clerk explained the extenuating circumstances relating to the owner of plot 45. All agreed that a sensitive approach was needed and Cllrs Doust and Grassi volunteered to visit the plot and tenant to agree a mutually acceptable solution.</p>	RD/SG
11. CEMETERY	<p>11.1 The Cemetery Inspection took place on 12 July. The Clerk reported that this was in relatively good order with just 2 glass vases removed. There are currently 3 interments booked for the Garden of Remembrance.</p>	
12. LYCHPIT COMMUNITY HALL	<p>12.1 The Clerk had been approached by the Lychpit Community Residents/Friends of Lychpit Hall Group to consider the installation of CCTV at the Hall following several instances of anti-social behaviour in the Courtyard at the rear and on the steps overlooking the Tesco Express store. This request was reinforced by Cllr Doust. The Clerk reported that this had been considered in 2014 but that some hirers providing classes for children were not in favour. There is still wiring from the original obsolete CCTV system that may be utilised.</p> <p>Cllr Tuck queried whether it was worth doing this now with just 2 years to run on the lease. The Clerk will check whether HCC would approve and Cllr Doust will speak to the Tesco Express Manager to ascertain what is covered by the store's CCTV.</p> <p>The general view was that it was not necessary to go ahead at this stage but Cllr Grassi proposed it should be considered.</p> <p>The Clerk was asked to obtain a quote from Careguard.</p>	
13. MISCELLANEOUS MATTERS	<p>13.1 A report by the Clerk on security at the recreation ground following recent instances of suspicious activity and anti-social behaviour had been circulated in advance of the meeting.</p> <p>The Clerk reported on the most recent instance on Sunday evening when the public toilets had again been "trashed". On this occasion the cleaner was on site and saw two youths enter and leave. Not wishing to confront them he waited until they left before taking photos and clearing up the mess. CCTV images and photos have been passed to the CSPO and police.</p> <p>More concerning is what appears to be drug dealing late into the evening at the same time as youths are on site.</p> <p>Various additional security measures are recommended in the report. Cllr Renwick proposed a working party to agree what additional security measures are necessary. The proposal was</p>	

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	<p>agreed and the working party will consist of Cllrs Doust (Chair), Renwick, Brown & Grassi plus the Clerk and Grounds Contractor. Cllr Bloyce proposed taking up the Property Security Group offer to lock the existing gate each evening until end October to prevent vehicle access whilst other measures are considered. This proposal was unanimously agreed. Clerk to make necessary arrangements with the Security Company and Larkstel and advise the Clubs.</p>	<p>Clerk</p>
<p>14. CONFIDENTIAL ITEMS.</p>	<p>No items.</p>	
	<p>Meeting closed at 20.47 hrs.</p>	

SIGNED:.....

DATED:.....