



## OLD BASING & LYCHPIT PARISH COUNCIL

### FACILITIES MANAGEMENT COMMITTEE MEETING MINUTES

**Meeting Date:** TUESDAY 23<sup>rd</sup> JANUARY 2024  
**Location:** PARISH OFFICE, OLD BASING  
**Time:** 7.30 PM  
**Members Participating:** Councillors S Brown (Chairman), R Doust, P Bloyce, S Grassi, K Tuck, M Campbell, A Renwick  
**Members Absent:**  
**In Attendance:** Mrs S Tuck (Clerk); Mr L Orvis (Finance Officer); Archery Club representative

Item No	Item	Action
1.	<b>APOLOGIES FOR ABSENCE</b> There were no apologies for absence.	
2.	<b>CONFIRMATION OF MINUTES</b> Minutes of the meeting held on 21 <sup>st</sup> November 2023 had been circulated in advance and were <b>agreed as a true record of the business conducted.</b>	
3.	<b>DECLARATIONS OF INTEREST</b> There were no declarations of interest.	
4.	<b>CHAIRMAN'S COMMUNICATIONS</b> There were no Chairman's communications.	
5.	<b>PUBLIC PARTICIPATION SESSION</b> The Archery Club representative requested consideration is given to junior members when the club fees and non-parishioner levy is discussed.	
6.	<b>MONTHLY MONITORING REPORT</b> The monthly Monitoring Report was received and an updated copy is attached to these Minutes.	
7.	<b>CLUBS &amp; ORGANISATIONS</b> <b>7.1</b> A report and proposal following a review of Club Charges, subsidy and non-parishioner levy had been circulated in advance of the meeting and the following was agreed: <ul style="list-style-type: none"><li>• Proposal 1 – Ground Charges: To extend the Grounds Maintenance Contract with Larkstel for a further 2 years at the end of the 3 year contract period in March 2025 (see Item 11.1). <b>Proposal agreed.</b></li><li>• Proposal 2 – Water Use:</li></ul>	

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	<p>No change to current arrangements but Clerk to investigate the cost of installing check meters. <b>Agreed.</b></p> <ul style="list-style-type: none"> <li data-bbox="411 344 1246 456">• Bowls Club watering system: No decision to be made at this stage until further discussions have taken place with the club.</li> <li data-bbox="411 465 1246 730">• Proposal 3 – Subsidy to Clubs: The percentage should no longer be applied to the subsidy which in future should be a “grant” on a similar basis to the “grass cutting” grant from the Borough Council. It was noted that the Borough Council grant for 2024/25 has not been increased as in previous years, but has been frozen at the previous rate. It was proposed that the amount the Parish Council deducts from the clubs’ ground charges should follow a similar principle and be frozen at the rate budgeted for 2024/25 in future years. <b>Proposal agreed.</b> The Tennis Club’s subsidy on power washing charges will be reviewed when the ETC contract expires in 2026 in accordance with the agreement with the club when it took over management of the courts.</li> <li data-bbox="411 1057 1246 1169">• Proposal 4 – Non Parishioner levy: Proposal – to increase the adult levy to £25.00 p.a. and reduce Junior levy to £15.00 from 1 April 2025. <b>Proposal agreed.</b></li> <li data-bbox="411 1178 1246 1442">• Proposal 5 – Beddington Centre: Proposal – consider reintroducing the charge for ground rent and for the Beddington Centre to be responsible for its own water charges. <b>Agreed to consider both options following discussion with Beddington Centre. There is a check meter for water – this should be read along with other water meters. Clerk to arrange meeting with Beddington Centre.</b> Ground Charges are subject to Larkstel contract and cannot be changed prior to end of contract period.</li> <li data-bbox="411 1532 1246 1644">• Proposal 6 – Village Hall Ground Rent: Ground rent of £200 p.a. paused during COVID to be reintroduced from 1 April 2025. <b>Proposal agreed.</b></li> </ul>	Clerk
8.	<p><b>ALLOTMENTS</b></p> <p><b>8.1</b> Photos of the landscaping work along the cemetery/allotment boundary and plot clearance on the allotments agreed at the November meeting were received and the extent of the work <b>noted.</b></p>	
9.	<p><b>CEMETERY</b></p> <p><b>9.1</b> The Clerk’s report relating to drainage problems at the Cemetery was received. It was agreed that, in the first instance, a survey by a specialist company should be obtained. The Clerk will contact CDS, a company recommended by the ICCM and by another Council that had similar problems.</p>	Clerk

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	<p><b>9.2</b> The Deputy Clerk has reviewed the Cemetery Rules &amp; Regulations booklet and an updated draft had been circulated to Councillors for approval. A quote for 500 copies has been obtained from Greenhouse Graphics. <b>The booklet was agreed as drafted and the quote for £345.00 agreed.</b></p>	<b>Dep. Clerk</b>
<b>10.</b>	<p><b>LYCHPIT COMMUNITY HALL</b> No items.</p>	
<b>11.</b>	<p><b>MISCELLANEOUS MATTERS</b> <b>11.1</b> The Clerk reported that the grounds maintenance contract with Larkstel was due to expire at the end of March 2025 with an option to extend for a further 2 years subject to any agreed revisions between the two parties. Councillors were asked to agree an extension to the contract following which the Clerk will discuss amendments with the Clubs and Larkstel for implementation from March 2025. <b>All agreed – Clerk to re-negotiate following meeting with Clubs.</b></p>	<b>Clerk</b>
<b>12.</b>	<p><b>CONFIDENTIAL ITEMS.</b> No items.</p>	
<b>Meeting closed at 20.41 hrs.</b>		

SIGNED:.....

DATED:.....