

**OLD BASING & LYCHPIT PARISH COUNCIL  
MINUTES**

**Meeting:** FACILITIES MANAGEMENT COMMITTEE  
**Date:** 18 AUGUST 2020  
**Location:** Held via Zoom  
**Time:** 7.30 pm  
**Members Present:** Cllrs. R Barker (Chairman), S Brown, A Renwick, R Doust, K Tuck, P Bloyce  
**Members Absent:**  
**In Attendance:** Mrs S Tuck (Clerk), S Richardson (Grounds & Facilities Manager), L Orvis (Finance Officer)  
 1 Archery Club and 1 Tennis Club representative.

Item No	Item	Action
1.	<p><b>RESIGNATION &amp; APOLOGIES FOR ABSENCE</b></p> <p>The resignation of Cllr Mark Osczyk was noted. Cllr Bloyce had advised that he was on leave and was unsure if he would be able to join the meeting or that he may be late joining.</p>	
2.	<p><b>CONFIRMATION OF MINUTES</b></p> <p>Minutes of the meeting held on 30 June 2020 had been circulated and were agreed as a true record of the business conducted.</p>	
3.	<p><b>DECLARATIONS OF INTEREST</b></p> <p>No declarations submitted.</p>	
4.	<p><b>PUBLIC PARTICIPATION SESSION</b></p> <p><b>The Chairman suspended standing orders and invited the club representatives to speak.</b></p> <p>Both representatives said they were attending as observers but may wish to comment on matters discussed in Item 11.1. The Chairman reserved the right to suspend Standing Orders again at that point if required.</p> <p><b>Standing orders were resumed.</b></p>	
5.	<p><b>CHAIRMAN’S COMMUNICATIONS</b></p> <p>The Chairman advised that, in response to the Clerk’s letter regarding the adjacent field, the farmer/owner of the field had contacted the office to suggest discussing further.</p>	
6.	<p><b>MONTHLY MONITORING REPORT</b></p> <ul style="list-style-type: none"> <li>• Tennis Club – No further progress on Lease – Clerk to chase solicitors. Clerk</li> <li>• Court resurfacing - See item 11.3.</li> <li>• Archery Club SLA &amp; Lease Review – Solicitors instructed – no progress – Clerk to chase. Clerk</li> <li>• Draft SLA– meeting in process of being arranged. Clerk</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Riley Lane Car Park – landscaping. SR had site meeting with Highways Officer who advised that planning consent is necessary and suggested funding may be available for this type of project. SR will prepare a specification. No progress.</li> <li>• Cricket Club SLA – to be agreed in conjunction with Archery Club at joint meeting in process of being arranged.</li> <li>• Covid-19 working group meeting took place on 8 July – Action Plan circulated. Next meeting to take place end September – Clerk to arrange date.</li> <li>• Review of Club Charges – meeting date at end September to be arranged.</li> <li>• Beddington Centre – outstanding payment – Clerk to chase.</li> </ul>	<p style="text-align: right;">Clerk</p> <p style="text-align: right;">Clerk</p> <p style="text-align: right;">Clerk</p> <p style="text-align: right;">Clerk</p>
<b>7.</b>	<p><b>7. GROUNDS &amp; FACILITIES MANAGER’S REPORT</b></p> <p>The Grounds &amp; Facilities Manager reported as follows:</p> <ul style="list-style-type: none"> <li>• Four benches have been vandalised , some may be beyond repair and may have to be scrapped. The Grounds Manager will carry out what repairs he can.</li> <li>• Comments from the contractors following repairs to the newly resurfaced footpath were explained and noted. The Grounds Manager will carry out further checks on the existing path edging to verify the comments.</li> </ul>	<p style="text-align: right;">GM</p> <p style="text-align: right;">GM</p>
<b>8.</b>	<p><b>8. LYCHPIT COMMUNITY HALL</b></p> <p>No items.</p> <p>Cllr Doust queried whether the new café had permission to set out tables/chairs in the Courtyard and, if so, for how many. Clerk to check with HCC.</p>	<p style="text-align: right;">Clerk</p>
<b>9.</b>	<p><b>9. ALLOTMENTS</b></p> <p>No items.</p>	
<b>10.</b>	<p><b>10. CEMETERY</b></p> <p><b>10.1</b> The Grounds Manager explained the problem of spoil currently dumped at the rear of the Cemetery when new graves are dug. Members agreed the Parish Council’s policy should require all spoil to be removed from site. The Clerk will arrange for local Funeral Directors to be informed.</p>	<p style="text-align: right;">Clerk</p>
<b>11.</b>	<p><b>11. CLUBS &amp; ORGANISATIONS</b></p> <p><b>11.1</b> Minutes of the recent meeting with the Manager of Basing Rovers Football team had been circulated and were noted. Cllr Doust queried what information had been received regarding the DBS checks. The Clerk offered to forward him the information provided.</p> <p><b>Cllr Bloyce joined the meeting during item 11.1 and apologised for his late attendance.</b></p>	<p style="text-align: right;">Clerk</p>

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11.2	Draft SLAs for both Archery and Cricket Clubs have still to be agreed. The Clerk is in the process of setting a date for a joint meeting with the 2 clubs.	Clerk
11.3	<p>The Grounds Manager reported on the recent meeting with Mike Ditch and explained the resurfacing work required. An updated quote for the work, including repairs and repainting Court 1 had been circulated. Cllr Renwick proposed accepting the quote plus the cost of consultancy fees – <b>all voted in favour</b>. The Tennis Club representative/Chairman, Robyn Lewin, queried who would pay for the work on Court 1 as this was also used by the public.</p> <p>Re-opening Court 1 for public use was discussed Robyn Lewin suggested a “pay and play” booking system through the LTA which the Club would manage to enable the Club to comply with LTA Covid-19 guidelines. She confirmed that the Tennis Club Committee’s intention was that the Club should take over management of all courts but that this would need to be put to members. Cllr Kate Tuck expressed the hope that Court 1 would still be available for public use if managed by the Club.</p> <p>After considering how the pay &amp; play system would work with a nominal fee charged to cover LTA fees and Club repair costs, <b>it was agreed Court 1 should be made available for public use on the suggested “pay &amp; play” system</b>. The Grounds Manager will fit a coded padlock prior to the system being introduced.</p>	GM
<b>12.</b>	<b>MISCELLANEOUS MATTER</b>	
12.1	Recent extensive use of the front of the recreation ground was discussed and a report by Cllr Barker had been circulated. As this is a public area the Parish Council cannot charge for use but needs to manage activities. Advice from the PC’s insurance company is that organisers of group activities should seek permission and produce evidence of insurance and risk assessment. On occasions when permission is sought they are told that as it is a public area they have no authority to ask anyone in the way of their activity to move. Cllr Kate Tuck suggested re-visiting a previous proposal to install an automatic gate at the entrance to the grounds.	
<b>Meeting closed at 8.55 pm.</b>		

SIGNED:.....

DATED:.....