

**OLD BASING & LYCHPIT PARISH COUNCIL
MINUTES**

Meeting: FACILITIES MANAGEMENT COMMITTEE
Date: 29 SEPTEMBER 2020
Location: Held via Zoom
Time: 7.30 pm
Members Present: Cllrs. R Barker (Chairman), S Brown, A Renwick, K Tuck,
P Bloyce
Members Absent: R Doust
In Attendance: Mrs S Tuck (Clerk), S Richardson (Grounds & Facilities Manager),
L Orvis (Finance Officer)
2 Archery Club and 1 Cricket Club representative.

Item No	Item	Action
1.	APOLOGIES FOR ABSENCE There were no apologies for absence.	
2.	CONFIRMATION OF MINUTES Minutes of the meeting held on 18 August 2020 had been circulated and were agreed as a true record of the business conducted.	
3.	DECLARATIONS OF INTEREST Cllr Brown declared an interest as an allotment holder in Item 9.1.	
4.	PUBLIC PARTICIPATION SESSION The Chairman suspended standing orders and invited the club representatives to speak. Geoff McCann (Chairman of the Archery Club) said the Club was reasonably happy with the draft SLA after seeking assurance that the regular Shoots would not be adversely affected. Standing orders were resumed.	
5.	CHAIRMAN'S COMMUNICATIONS The Chairman advised members that the NHS QR Codes were now live and the Clerk confirmed these were installed at Lychpit Hall, the Tea Room and the Office. He drew attention to the following correspondence which been received after publication of the Agenda: An email regarding Basing Rovers' plans for football pitches at the rear of the recreation ground. No action is deemed necessary until formal plans are submitted. Clerk to circulate email to all Councillors. A letter from the Borough Council advising that, from 1 April 2021, a charge of £500.00 per site per annum will be levied for Playground Inspections. After discussion it was agreed the Grounds Staff should carry out the weekly inspections with an independent annual inspection being commissioned. The saving would cover the cost of ROSPA training and the annual audit inspection.	Clerk

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6.	MONTHLY MONITORING REPORT	
	<ul style="list-style-type: none"> • Tennis Club – No further progress on Lease – Clerk to chase solicitors. Court resurfacing – Contract documents received from Mainwaring Ditch this week for placement on Contracts Finder website. Further meeting to be arranged with Tennis Club Committee. • Archery Club SLA & Lease Review – Agenda item. • Riley Lane Car Park – landscaping. Remove from this report due to lack of time and funds and include in the 3 Year Plan. • Cricket Club SLA – revised draft to be discussed with Club representatives at a meeting tomorrow evening. • Covid-19 working group meeting took place on 16 September – Minutes to be ratified by full PC on 6 October. • Review of Club Charges – review by Covid-19 Working Group – to be ratified by full PC on 6 October. • Beddington Centre – outstanding payment – Paid. • Lychpit Courtyard – seating for café. Permission had been given and spread of seating is likely to be due to social distancing guidelines. • Cemetery spoil removal – Funeral directors informed – to be monitored going forward. • Basing Rovers – DBS checks. After discussion it was agreed sufficient information had been provided. 	<p style="text-align: right;">Clerk</p> <p style="text-align: right;">Remove</p> <p style="text-align: right;">Remove</p> <p style="text-align: right;">Remove</p> <p style="text-align: right;">Remove</p> <p style="text-align: right;">Remove</p> <p style="text-align: right;">Remove</p>
7.	GROUNDS & FACILITIES MANAGER'S REPORT There were no items to report.	
8.	LYCHPIT COMMUNITY HALL 8.1 The Clerk reported that some regular hirers had returned, 4 regular hirers had been lost and 4 were still unable to return due to current Covid-19 restrictions.	
9.	ALLOTMENTS 9.1 New documentation prepared by the Assistant Clerk had been circulated in advance of the meeting. These included a new Rules & Regulations booklet and separate Tenancy Agreement to ensure all plot-holders signed the same Agreement regardless of any future changes to the Rules. Cllr Renwick said he was still reviewing the Rules Booklet but all agreed in principle to the proposed changes. The Chairman thanked the Assistant Clerk for the amount of work involved in producing the new documents.	AR
10.	CEMETERY There were no items for discussion. The next inspection is due w/c 6 October.	
11.	CLUBS & ORGANISATIONS 11.1 The Grounds Manager reported that the recent Health & Safety Inspection had highlighted insecure paving slabs around the Tennis Clubhouse as a tripping hazard. Previous estimates had indicated a cost of £5,000.00 to tarmac the area which would wear better than paving	

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	slabs. There is no provision in the current or next year's budget. Cllr Renwick proposed adding this to the Finance & Resources Committee Agenda for the October budget meeting.	
11.2	The Tennis Club's request that the Parish Council cover the cost of replacing the net on Court 1 was discussed. A summary showing the extent of funding provided by the Parish Council to the Club since 2009 had been circulated and was noted and it was agreed that if the Club wished the Parish Council to cover the cost of a replacement net (approximately £120.00) this should be met from the earmarked reserves currently held on behalf of the Club.	Clerk
11.3	The Clerk reported that the Archery Club SLA had been re-drafted and submitted to the Club and that the Cricket Club SLA had also been re-drafted and will be discussed with the Club at tomorrow's meeting.	
12.	MISCELLANEOUS MATTER	
12.1	Following recent suspicious activity members discussed the possibility of installing an automatic gate at the entrance to the recreation ground. The Grounds Manager advised that this had been considered previously and not pursued due to the cost of running electricity to the gate (approx. £15,000), ongoing repair & maintenance costs, the fact it would not deter anyone determined to access the grounds and would just move the problem to the Village Hall car park. It was therefore agreed activity should be monitored and no further action taken.	
13.	CONFIDENTIAL ITEMS	
	The Chairman resolved to exclude members of the press and public from the meeting.	
13.1	The Finance Officer outlined the proposed Facilities Management budget agreed with the Clerk and Grounds & Facilities Manager and highlighted expected losses due to Covid-19 mainly due to loss of Lychpit Hall bookings and the ongoing high cost of maintaining the hall. The Grounds Manager said the alarm system costs were higher due to the enhanced measures and several instances of false alarms. He also raised concerns regarding the lack of budget for repairs to play equipment and the extensive damage to the safety surfaces. The Chairman thanked the Finance Officer for his work in preparing the Facilities budget which will now be considered by the Finance & Resources Committee in October.	
Meeting closed at 8.53 pm.		

SIGNED:.....

DATED:.....