

**OLD BASING & LYCHPIT PARISH COUNCIL**  
**Monthly Action Monitoring Report - Full Parish Council Meeting**

**AGENDA ITEM NO: 9**  
**February 2024**

Action Date	Item for Action	Person Actioning	Completion Date	Progress to date	Status
2023 Feb  2023 April  2023 Dec  Jan Feb	Bake Shop Parking Letter to Chief Constable Start process for yellow lines via County Councillor/HCC Highways Clerk to follow up with owner re Basing House parking Clerk to ask Highways to consider erecting bollards on footpath  Clerk to write to Chief Constable and the Bake Shop owner. Cllr Maritan to re-visit the decision regarding bollards.	Clerk  Clerk FM		County Councillor contacted re yellow lines. Update received from Bake Shop owner on long-term plans Letter to Chief Constable still outstanding Basing House parking not feasible Owner currently implementing measures to ease parking Responses from HCC and BDBC Planning received – no solution offered Crown Pub has made its car park available to Bake Shop customers to try to ease the problem. No improvement - FM wishes to further investigate the installation of bollards and the Clerk will send a strongly worded letter to the owner and write to the Chief Constable.  <b>Letter to Chief Constable drafted – not yet sent.</b>  <b>PCSO to meet with Councillors to discuss this and other issues.</b>	<b>Ongoing</b>
2023 April  2023 Dec 2024 Jan	Tennis Club Lease • Clerk to contact solicitor with amendments  Clerk to chase progress.	Clerk		<ul style="list-style-type: none"> <li>• Final draft with Club Solicitors together with a side letter re floodlights/subsidy as agreed.</li> <li>• Tennis Club has requested side letter is dispensed with and is ready to sign the Lease.</li> <li>• Final draft now agreed and awaiting signature.</li> <li>• Clerk to chase progress.</li> <li>• <b>Discussion prior to Christmas with solicitor re the club’s solicitor’s request to reinstate reference to the subsidy due to the side letter no longer being required.</b></li> </ul>	<b>Ongoing</b>
2023 April  2023 Sept  2024 Jan	CLPM Survey – Action Plan <ul style="list-style-type: none"> <li>• Obtain planning consents for workshop and Beddington</li> <li>• Seek quotes for insulation, solar panels, heat pumps &amp; enviro controls &amp; heating &amp; new workshop door and check against budget!</li> <li>• Start installation, checking &amp; monitoring</li> <li>• Clerk to forward Ignite cost saving projections to CB</li> <li>• DW to determine brief for solar panel/heat pump contractors</li> </ul>	DW/ SB	DW/Clerk/ Dep. Clerk	<ul style="list-style-type: none"> <li>• Action Plan agreed.</li> <li>• SB progressing possible grants for solar panels/heat pumps</li> <li>• Planning applications for solar panels &amp; heat pump submitted</li> <li>• Loft insulation in Pavilion completed.</li> <li>• Cavity Wall insulation in the Cottage completed – Beddington Centre still outstanding.</li> <li>• Planning Consent received for solar panels/heat pumps – proposals/quotes to be sought</li> <li>• 1 proposal received from BES</li> <li>• Tender invitation now placed on Contracts Finder.</li> <li>• <b>Following a huge response, Invitation to Tender sent to 7 applicants – closing date for receipt of tenders 29 January.</b></li> </ul>	<b>Ongoing</b>

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2024 Feb				<ul style="list-style-type: none"> <li>• <b>1 tender received – for solar panels only</b></li> </ul>	
2023 Aug 2024 Jan	Footpath between Little Basing/Olivers Walk <ul style="list-style-type: none"> <li>• Clerk to chase resurfacing with HCC</li> </ul>	Clerk		<ul style="list-style-type: none"> <li>• Work to be carried out in “this financial year” as advised to LCRA</li> <li>• No further progress.</li> <li>• <b>A resident (LCRA Secretary) is in direct touch with HCC Officer responsible and receiving ongoing updates – work still scheduled for this financial year.</b></li> </ul>	<b>Ongoing</b>
2023 Oct 2024 Jan 2024 Feb	Music Festival <ul style="list-style-type: none"> <li>• Clerk to submit letter of objection to BDBC Licensing Team.</li> </ul>	Clerk	6 Oct	<ul style="list-style-type: none"> <li>• Highways Officer has agreed to meet PC to discuss TMP on 8<sup>th</sup> December. PB/MC to attend.</li> <li>• <b>Clerk following up with Highways Officer to check what action (if any) the PC can take pending receipt of the TMP and first SAG meeting.</b></li> <li>• <b>Response from Highways Officer attached.</b></li> </ul>	
2024 Feb	Broadhurst Grove Village Green	Clerk		<ul style="list-style-type: none"> <li>• Clerk to contact solicitors to arrange transfer of ownership.</li> </ul>	
2024 Feb	Promotion of Local Plan Consultation & Reg. 18	MC	Feb	<ul style="list-style-type: none"> <li>• Cllr Campbell to write article for February Basinga.</li> <li>• Published.</li> </ul>	<b>Close</b>
2024 Feb	Neighbourhood Plan Questionnaire	DW	Jan 17 Mtg.	<ul style="list-style-type: none"> <li>• Cllr Whiter to distribute to working group to process responses.</li> <li>• <b>517 responses received and now being processed.</b></li> </ul>	