Minutes of the Meeting of the Facilities Management Committee held at the Parish Office on Tuesday 14th July 2026

Present:

Phil Bean (PB) - **CHAIR**	P	Sheena Grassi (SG)	NP
Martin Keyte (MK)	P	Les Orvis (LO)	P
Cathy Robinson (CR)	P		

Present (P) Not Present (NP) Part Present (PP)

Also Present: Kate Hope, Parish Clerk/RFO (Clerk)

In attendance: One member of the public (MoP)

1. Apologies for absence

SG sent apologies as she was attending a Borough Council meeting at the same time.

2. Declarations of Interests and Dispensations

None reported.

3. Minutes of the Previous Meeting

The Committee received minutes of the Facilities Management Committee meeting held.

Members briefly discussed the Council's discretionary grant funding and the importance of ensuring recipients understand that grants are awarded at the Council's discretion and are not guaranteed annually. Councillors also supported improving transparency around the level of grant funding provided to local organisations. It was noted that budget information is now being presented more clearly and that future reviews will provide an opportunity to consider grant arrangements, transparency, and value for money for parishioners.

DECISION: RESOLVED to accept the minutes as an accurate reflection of the events which took place at the Facilities Management Committee meeting held on 9th June 2026.

4. Chair's Communications

The Chairman reported that no correspondence had been received since the last meeting but raised the possibility of the Recreation Ground being considered for a Green Flag Award, following notification that several parks within the borough had recently received the accreditation. Members noted that the potential for applying for the award had previously been identified within the Recreation Ground Strategy. It was suggested that a future agenda item would be brought forward to consider the award in more detail, including the application process, any associated costs, resource implications, and potential benefits.

5. Public Participation

One member of the public attended in relation to item 13; the discussion has been minuted under that item.

6. Facilities Management Monitoring Report

Members received and noted the Facilities Management Monitoring Report. An update was provided on the Lychpit Hall lease renewal, with Hampshire County Council's confirmation awaited before a photographic condition survey is commissioned, as previously approved by the Council. Members were reminded of the background to the

proposed lease, including the risks and benefits associated with assuming full repairing responsibilities and the measures being considered to mitigate future liabilities, including insurance provision and earmarked reserves.

Members noted that planning permission had been obtained for the removal of a dead tree within the conservation area, with replacement planting agreed and works scheduled. It was also reported that the draft Service Level Agreement had been issued to Old Basing Bowls Club, although a response was still awaited despite follow-up requests.

Further updates were received on ongoing projects, including cemetery drainage works, which remain subject to the accumulation of earmarked reserves, and rabbit-proof fencing at the Bowls Club, where additional quotations are being sought with a report expected at the September meeting. It was also noted that the railway sleeper boundary replacement would be considered as part of the next budget-setting process.

The report was received and noted.

7. Facilities Budget Report

Members received and reviewed the Facilities Budget Monitoring Report and welcomed the introduction of the new reporting format, which was considered a positive step towards improving financial transparency and oversight. Discussion focused on understanding budgeted and actual income and expenditure figures, with Members noting variances within several budget lines. It was explained that the lower-than-budgeted income from the Bowls Club reflected an agreed change to end-of-season renovation charges, which had been removed from standard fees for the current year and may be recovered later depending on maintenance requirements.

Members felt that the reports would assist future budget setting and provide greater visibility of facility performance throughout the year. It was suggested that quarterly reporting would be more useful than monthly monitoring, allowing trends and variances to be assessed more effectively. The Clerk noted that reporting formats remain under review to ensure information is presented as clearly and usefully as possible. Members were encouraged to raise any questions on the reports in advance of meetings where possible to allow sufficient time for investigation and response.

It was further suggested that, once the preferred reporting format has been established, the Facilities Committee's budget monitoring reports should be published alongside meeting papers to support transparency and public accountability. **The report was received and noted.**

8. Grounds Maintenance Contract Retender – Stage Two

Members considered feedback received from resident clubs on the draft grounds maintenance specification as part of the second stage of the contract re-tendering process.

It was reported that the Archery Club was satisfied with the revised line-marking arrangements already agreed and requested that these changes be reflected in the new specification.

Feedback from the Tennis Club was noted, with Members acknowledging that any additional maintenance requirements would be likely to increase costs and would require further discussion regarding responsibility for funding.

Extensive comments had been received from the Bowls Club. Members noted that several of the requested additions could significantly increase maintenance costs and, in some cases, exceeded the standards currently recommended by the Council's grounds maintenance contractor. It was also noted that the bowling green continues to be maintained to a standard suitable for county-level matches.

Members agreed that the Council should rely on the professional advice of its appointed contractor when determining the required maintenance regime and that no substantive changes should be made to the specification based on the Bowls Club's comments at this stage.

Members further noted the addition of annual power washing requirements for the Garden of Remembrance area and confirmed that this should be incorporated within the specification.

DECISION: RESOLVED to approve the grounds maintenance specification for tender and to authorise the Clerk to proceed with the procurement process in accordance with the agreed timetable.

It was also agreed that the Parish Clubs should be informed of the Committee's decision and offered the opportunity for further discussion if required before the Invitation to Tender is finalised.

9. Estate – Groundsman's Cottage

Members noted receipt of the routine property inspection report for the Groundsman's Cottage. No significant issues were identified, and the current tenants remain in occupation.

Members were reminded that earmarked reserves are being built up to cover potential future costs associated with the property, including redecoration and refurbishment works that may be required when the tenancy eventually ends.

The report was received and noted, with a further update to be brought to a future meeting.

10. Facilities - Recreation Grounds

10.1 Members **received and noted the latest external inspection reports for the Recreation Ground and Bellevue Road play areas**. The reports identified a number of minor maintenance and safety issues, including signage and equipment components requiring attention. Members noted that routine weekly inspections are already undertaken by the Council's grounds maintenance contractor and queried why some of the matters highlighted in the external reports had not been identified through those inspections.

10.2 The Committee considered the renewal of the external inspection contract and discussed whether the current programme of quarterly inspections represented value for money, given the weekly inspections already undertaken. While some Members felt that quarterly inspections may be excessive, others were of the view that regular independent inspections provide important assurance regarding playground safety.

ACTION: Clerk to obtain further information from the Grounds Contractors regarding the scope of the weekly inspections and the differences between those and the quarterly inspection reports.

ACTION: Clerk to share the quarterly inspection reports with the Grounds Contractors for comment.

DECISION: RESOLVED to delegate a decision on the future inspection frequency to the Committee Chair and Parish Clerk once feedback has been gathered. Members agreed that a reduction from quarterly to six-monthly inspections would be appropriate if satisfactory assurances regarding ongoing safety monitoring can be obtained.

11. Facilities – Cemetery

Members **received and noted the Cemetery Report**. It was reported that the cemetery remained in good order, with no drainage issues arising during the recent dry weather. Members welcomed progress being made on the cemetery mapping project, including the development of a detailed digital plan of the Garden of Remembrance and surrounding areas, which will assist the Council in meeting its statutory record-keeping obligations.

The Committee noted burial and interment activity and discussed the ongoing management and future capacity of the cemetery. It was also reported that the number of hazardous or non-compliant items being removed from graves had reduced significantly, indicating improved compliance with cemetery regulations by grave owners.

Members were advised that the Garden of Remembrance would benefit from aesthetic improvements, with a budget provision having been identified for planting enhancements. Quotations are being sought for potential works, which will be considered by the Committee in due course. Various community involvement opportunities were discussed, although no decisions were made at this stage.

12. Sports – OB Archery Club

The Chair of the Archery Club presented a request to install a fifth outdoor target at the rear of the recreation ground, positioned in front of the earth bund alongside the existing targets. Members were advised that the current outdoor targets have been stored in this location for several years without any significant incidents of vandalism or damage, and that the additional target would assist the growing membership of the

club. The Club confirmed that the target would be secured in the same manner as the existing targets and that all costs associated with the installation, including the provision of an additional concrete post by the Council's Grounds Contractor, would be met by the Club, with no cost to the Council. Councillors noted that the proposed location would not impact the cricket pitch and that sufficient space existed along the bund for the additional target.

DECISION: RESOLVED unanimously to approve the Archery Club's request for a fifth outdoor target, subject to it being installed adjacent to the existing targets in front of the earth bund and secured appropriately.

The Council also noted that no spring liaison meeting had taken place with OB Archery Club this year but that both parties were satisfied that arrangements for the Club's use of the recreation ground were continuing to operate smoothly.

13. Lychpit Bench

Members considered ongoing issues with the newly installed bench at Lychpit, which has been affected by bird fouling from the overhanging trees, rendering it unsuitable for regular public use and generating adverse public comment. Temporary cleaning measures had been undertaken, but Members agreed that this was not a practical long-term solution and that Council staff should not be expected to carry out routine cleaning of this nature.

It was reported that the Borough Council had indicated no objection to the bench being relocated a short distance from its current location. Members noted the estimated cost of approximately £1,350 to remove the existing base, reinstate the area and relocate the bench. While acknowledging the additional expense, Members considered that relocation represented the most appropriate solution and would demonstrate a prompt response to a recognised problem.

DECISION: RESOLVED unanimously to relocate the bench to a more suitable location nearby and to authorise the necessary works.

14. Date of Next Meeting - Tuesday 15th September 2026 at 7.30pm in the Parish Office

MEETING ENDED AT 8.35PM

SIGNED:..... DATED:.....