



Odiham
Parish Council

The Bridewell
The Bury
Odiham
Hampshire
RG29 1NB

**MEMBERS OF ODIHAM PARISH COUNCIL AMENITY AREAS COMMITTEE
ARE SUMMONED TO ATTEND THE AMENITY AREAS COMMITTEE MEETING
WHICH WILL BE HELD VIRTUALLY VIA ZOOM
ON TUESDAY 19th MAY 2020 FOLLOWING THE CONCLUSION OF THE FULL COUNCIL
MEETING COMMENCING AT 7:30PM**

**MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND
(Please refer to the full Council agenda for details of how to join the Zoom meeting)**

13th May 2020

Andrea Mann Parish Clerk

<u>Agenda Number</u>	<u>Agenda Item</u>	<u>Page Number</u>
	This meeting will be chaired by the Amenity Area Committee Chair who will be appointed at the full Council meeting preceding this meeting.	
AA1/20	To receive and accept apologies for absence.	
AA2/20	To receive declarations of interests and requests for dispensation relating to any item on the agenda.	
AA3/20	Public Session An opportunity for residents to raise questions and issues with the Parish in accordance with Standing Orders. Please view details at http://www.odiham.org.uk/your-council/policies/ or contact the Parish Office for further advice.	
AA4/20	Approval of Minutes To APPROVE the minutes of the Amenity Area Committee meeting held on 10 th March (AA86/19 – AA95).	
AA5/20	To consider Matters Arising from the Minutes not elsewhere on the Agenda and to review the Full Council Action Points list (attached)	3
AA6/20	To review and discuss the arrangements for maintaining OPC's Amenity Areas during the Covid-19 pandemic	4
AA7/20	Chapel Cottage Tenancy To receive an update on the Chapel Cottage tenancy and minute the decisions taken by the Clerk and Amenity Committee Chair under delegated authority.	5

- AA8/20 **To note the minutes of the Allotments Group Meeting held on 10th March.** 6-7
- AA9/20 **To note the date of the next meeting**
Tuesday 18th August 2020 following the full Council and Community Committee meetings.

Amenity Committee				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
Dec-19	71/19	Clerk and AO	Review new cemetery regulations	Complete
		Clerk and AO	Review cemetery charges	Complete
Feb-20	79/19	Clerk/Cllr Raw	Follow up damp toilet walls with contractor and report back to Amenity Committee.	Report in progress
		Clerk/AO	Ensure electrical and fire extinguisher testing is completed.	Completed
		Clerk/AO	Arrange for contractor to replace broken timber post outside Parish Room.	
		Clerk	Report back to Amenity Committee whether on memorial testing.	
	80/19	Clerk/AO	Instruct Lotus Landscapes to carry out hedge works at rec.	Complete
	81/19	Clerk/AO	Add Child Funeral Fund link to OPC website.	
		Clerk/AO	Revise OPC classification for child burials to aged 18 and under.	
		Clerk/AO	Fully review rules for reclaiming costs of child funeral and discuss internal process.	
		Clerk/AO	Add revised fees to website and implement new fees.	
	82/19	Cllr Raw	Respond to Oak Tree Close resident with decision that OPC will not install a bin.	Complete
		All	Councillors to feedback to Cllr Raw on bin suggestions in their area.	
		Clerk	Add any bin recommendations to June agenda.	
	85/19	Clerk	Respond to McCarthy Holden: agree to replace stair carpets, empty cesspit once p/a, revised offer declined.	Completed
		Clerk/AO	Arrange for stair carpet to be replaced (subject to proposed tenants accepting lease).	N/A
Mar-20	89/19	Clerk	Change draft minutes on website to final.	Completed
	90/19	Clerk	Receive results from damp tests in King St toilets, review recs & refer to next meeting.	
	91/19	Clerk/AO	Source quotes for independent play area inspections.	Completed
		Clerk/AO/Cllr Raw	Inspect low level timber posts in cemetery and discuss options.	
	92/19	Clerk/AO	Inform McCarthy Holder offer accepted for Chappel Cottage & progress 85/19.	Completed
	95/19	Clerk/Cllr Raw	Meet with Lotus Landscapes and report back to committee.	

REPORT ON: ARRANGEMENTS FOR MAINTAINING OPC'S AMENITY AREAS DURING THE COVID-19 PANDEMIC

WRITTEN BY: Andrea Mann, Parish Clerk

MEETING DATE: 19th May 2020

AGENDA ITEMS: AA6/20

Introduction

Members are required to review the table below giving detail of OPC's Amenity Areas with an update on current service provided by each contractor:

Area	Open	Maintained by	Current service
Play areas	No, government instruction still requires play areas to be closed	Equipment inspected by OPC staff Annual play equipment inspections now due Grass cutting & litter picking by Lotus Landscapes	None required Quotes sourced. Could proceed Limited
Recreation Ground	Yes	Grass cutting by Lotus Landscapes	Limited service due to safe working conditions meaning only one person in vehicle. Priority given to keeping walking routes and entrance/exit points open.
MUGA	Yes	Inspected by OPC staff External contractor for repairs as required	Reduced Would need to research when required
King St Toilets	Yes	CJH Cleaning	Full service
King St Cemetery	Yes	Nigel Jeffries	Full service
Parish Room	No	OPC	None. To be discussed by Staffing Committee. Room not available for external bookings.

REPORT ON: CHAPEL COTTAGE TENANCY

WRITTEN BY: Andrea Mann, Parish Clerk

MEETING DATE: 19th May 2020

AGENDA ITEMS: AA7/20

Introduction

Due to the Covid-19 pandemic, McCarthy Holden was unable to progress the tenancy agreed by OPC in February plus a further related decision in March. The proposed tenants contacted the Council directly and were keen to still meet the previously agreed moving date of 1st May.

This report sets out details of how the tenancy was successfully achieved through email communication with Councillors and using the delegated authority by the Amenity Committee Chair and Clerk:

- An assured short hold tenancy agreement was drawn up from a model agreement and signed by both parties.
- Tenancy length: 1st May to 31st October 2020.
- £1,050 per calendar month.
- £3,150 was received before 1st May which covers 1 month rental, £1,211 as a deposit and £889 in advance of the June rental.
- £1,211 has been registered with www.mydeposits.co.uk
- McCarthy Holden have been informed and are keen to resume management of the tenancy at the end of the tenancy term.
- The tenants have provided details of faults found.
- It was not possible to arrange for the Gas Safety Certificate prior to moving in but the government has relaxed rules on this and Council staff are
- Missing roof tiles have been replaced.
- A plumber has been appointed to repair a leaking tap.

Details of the above should be formally agreed and minuted.

**NOTES OF THE ODIHAM AND NORTH WARNBOROUGH
ALLOTMENT MEETING
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
TUESDAY 10 MARCH 2020 AT 2.00 PM**

PRESENT: Cllr John Raw (Chair of Amenities Committee)
Mrs Catherine Ryle (Admin Officer)
9 allotment tenants

Cllr Raw opened the meeting which would be informal with comments invited from those present. He suggested the following topics:

- Information-sharing
- Water troughs
- Allotment competition
- Community plot

Information-sharing

Some tenants had asked whether contact details could be shared. This would enable contact on items of interest such as bulk-buying compost and manure or sharing wood chippings which had recently been offered free of charge. One option would be to share email details and another suggestion was for a Facebook page. Angela McFarlane offered to take the lead on setting up a WhatsApp group and anyone interested was invited to contact her.

As the OPC office holds contact details for all tenants, anyone wishing to share information to include those not on the group could ask the Admin Officer to send out an email (contact addresses would remain confidential).

Action: Admin Officer to email all tenants about WhatsApp group.
Angela McFarlane to set up group.

Water troughs

It had been reported that water had overflowed from the troughs and continued to flow from the supply. Cllr Raw explained that he had turned off the water supply using the tap at the bottom of the troughs as it was difficult to adjust the ballcocks. This would save water during the winter. Tenants are asked to turn off the taps if overflow is a problem in future. Currently the water overflow appeared to be a result of the heavy rain.

Allotment competition

Cllr Raw asked whether any tenants would be interested in an allotment competition. There was some interest but no firm idea of what form this would take. Should there be categories such as 'largest marrow' or should the plots be judged for overall appearance?

Community plot

The empty area at the end of the plots had originally been set aside as a community area with the aim of providing a communal shed. During the development of the site, the shed had been dropped from the plans for a number of reasons including concerns over security.

Should this be kept as a community plot and how would it be used? The area had not been used during the last year and cutting the grass/weeds added to maintenance costs. As there is a short waiting list for plots, should this area be converted to an additional plot for rental? It was thought that this option should be explored.

Action: Refer to Amenities Committee

Comments/Suggestions

- How often are the strips of grass between the plots cut? The Admin Officer thought that this was the responsibility of allotment tenants (Allotment Rules 2.12). The grass behind the plots (around the perimeter) is included in the scheduled cutting. It was suggested that regular maintenance cutting could be stopped and just the car park area could be cut by contractors.
- Gate at the side by Priors Row. Admin Officer to check on replacement padlock and key.
- Hard to find things to improve, said one tenant. Perhaps a shared wheelbarrow to transport items onto plots. This could probably be sorted out by tenants.

Rents

Several of those present paid their annual rent and this was recorded. It was intended to issue invoices as a reminder that the annual rent is due on 1 April 2020. The rent had not been increased this year.

Action: Admin Officer to issue invoices and reminder about rents.