

**MINUTES OF THE AMENITY AREAS COMMITTEE MEETING OF ODIHAM PARISH COUNCIL  
HELD VIRTUALLY VIA ZOOM ON  
TUESDAY 19<sup>th</sup> MAY 2020 COMMENCING AT 8.58PM**

**Present:** Cllrs J Raw (Chair), J Coffey, R Coleman, A McFarlane, W MacPhee and D Stewart.

**In attendance:** Andrea Mann (Parish Clerk)

Action

AA1/20 **Apologies**  
Cllr M Killick.

AA2/20 **Declarations of Interest**  
None.

AA3/20 **Public Session**  
None.

AA4/20 **Approval of Minutes**  
The minutes of the Amenity Area Committee meeting held on 10th March were unanimously APPROVED as a true record of the meeting to be signed by the Chairman in person at a later date.

AA5/20 **Matters Arising from the Minutes not elsewhere on the Agenda and a review of the Amenity Areas Committee Action Points list, as presented with the agenda**

AA79/19 – damp walls in the King St toilets – the Clerk reported that the damp survey report had been received the same day which would be reviewed and circulated to committee Members.

Action:  
Clerk to review report and circulate.

AA6/20 **Arrangements for maintaining OPCs Amenity Areas during the Covid-19 Pandemic**

Members reviewed and discussed the Parish Clerk's report including details on how OPC's amenity areas were being managed throughout the Covid-19 lockdown. The following matters were noted in addition to the report submitted with the agenda:

- Following observations that grass cutting had not taken place, confirmation was given that the Recreation Ground had been cut.
- The Clerk was asked to query and hold back payment of the Lotus Landscape's additional % fee which OPC had not yet agreed to. It was suggested that a Zoom meeting could be held to discuss the increase.
- Following complaints, Officers were asked to review the biodiversity area in the cemetery to ensure it is not cut.
- King St toilets – a discussion took place on whether the toilets should remain open during the Covid-19 restrictions. The cost of cleaning was raised as a concern and that OPC had a duty of care to users. It was suggested that notices could be erected to inform

Actions:  
Clerk to follow up % increase with Lotus Landscapes.  
Officers to follow up with grass cutting contractor.

users of Covid-19 risks. Councillors voted on whether the toilets should remain open and the Chair used his casting vote to agree that the toilets should remain open.

**AA7/20 Chapel Cottage Tenancy**

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

This report sets out details of how a direct 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 using a government model agreement and signed by both parties.
- Tenancy length: 1<sup>st</sup> May to 31<sup>st</sup> October 2020.
- £1,050 per calendar month.
- £3,150 was received before 1<sup>st</sup> May which covers 1 month rental, £1,211 as a deposit and £889 in advance of the June rental.
- £1,211 had been registered with [www.mydeposits.co.uk](http://www.mydeposits.co.uk)
- McCarthy Holden had been informed and expressed an interest in resuming management of the tenancy at the end of the tenancy term.
- The tenants provided details of faults found as soon as they moved in.
- It was not possible to arrange for the Gas Safety Certificate prior to moving in but the government had relaxed rules on this and Council staff were arranging for this to take place as soon as possible.
- Missing roof tiles had been replaced.
- A plumber had been appointed to repair a leaking tap.

**AA8/20 Minutes of the Allotments Users Group Meeting held on 10<sup>th</sup> March**

The minutes of the above meeting were reviewed and the following matters arising noted:

- All tenants had paid for 2020/21.
- Staff were in the process of renting the small unused piece of land as a new plot.

**AA9/20 Date of the next meeting**

The date of the next meeting was noted as Tuesday 18<sup>th</sup> August 2020 following the full Council.

There being no further business the meeting closed at 21.21pm.

**Signed..... Date.....**