



**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 18 AUGUST 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)**

12th August 2020

Andrea Mann Parish Clerk

- AA10/20 To receive apologies for absence**
- AA11/20 To receive declarations of interests and requests for dispensation relating to any item on the agenda.**
- AA12/10 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.
- AA13/20 Approval of Minutes**
To APPROVE the minutes of the Amenity Area Committee meeting held on 13th May (AA01/20–AA09/20).
- AA14/20 Meeting Action Points (page 3)**
To note the progress on the meeting actions point list and to note outstanding matters.
- AA15/20 Amenity Area Committee Strategic Projects (page 4-5)**
To review and discuss progress on the Amenity Committee's Strategic Projects and update the list as required.
- AA16/20 Parish Lengthsman (page 6)**
To note the work completed on 12th August and agree the tasks for the remaining workdays in 2020.
- AA17/20 War Memorial (page 7-8)**
To consider the Parish Clerk's report including the recommended actions and delegated authority.
- AA18/20 Bins**
Following the decision made by the Committee in February, to note that no suggestions for new bins have been received.



AA19/20

Chapel Cottage Tenancy

In May 2020 OPC entered into a 6 month direct tenancy for Chapel Cottage due to the management agent not operating during Covid lockdown. At the time, OPC resolved to agree a 6 month tenancy and noted McCarthy Holden's interest in taking over management of the lease at the end of the tenancy period, 31st October.

As the next Amenities Committee meeting is not scheduled to take place until after 31st October, Members are asked to consider how OPC should proceed from 1st November? Staff will then carry out the necessary research and present report to full Council on 20th Council with any matters requiring a decision.

AA20/20

Annual Play Inspections

To note the receipt of the 2020 Annual Play Inspection report (circulated to Members only) which Staff will action as soon as possible and obtain quotes where required.

AA21/20

To note the date of the next meeting

17th November 2020.

AA22/20

To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press to consider confidential contractual matters which meet the criteria of Schedule 12A of the Local Government Act 1972 Part 1.

AA23/20

Damp Proof Coursing at King St toilets (page 9-15)

To consider the Parish Clerk's covering report including the contractor's survey report and quotation.

AA24/20

Grounds Contract Update

To receive a verbal update from the Parish Clerk.

Amenity Committee				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
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.	Due 13.08.20
		Clerk	Report back to Amenity Commtitee 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.	Complete
		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.	Complete
	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.	No responses
		Clerk	Add any bin recommendations to June agenda.	Complete
	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.	Report received & on August agenda
	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 are report back to committee.	Delayed due to Covid
May-20	4/20	Clerk	Change draft minutes on website to final.	Completed
	6/20	Clerk	Query Lotus Landscapes % increase and defer additional payment.	Completed
		Clerk	Arrange Zoom meeting with Lotus Landscapes to discuss above.	Requested
		AO	Review biodiversity area in cemetery to ensure it is not cut.	
	7/20	Clerk/AO	Arrange Gas Safety Certificate for Chapel Cottage.	Completed
	8/20	AO	Rent space in allotments as new plot.	Completed

3. Amenity Area Committee Priorities

Membership: Cllr J Raw (Chair), Cllr K Ball, Cllr J Coffey, Cllr R Coleman, Cllr M Killick, Cllr W MacPhee, Cllr A McFarlane and Cllr D Stewart.

Objectives: To research, deliver and monitor Amenity Area strategic projects.

Dates of meetings: 19.05.20, 18.08.20, 17.11.20, 16.02.21, 18.05.21.

Strategic Priority	Available budget/EMR	Project Name	Details of Project	Barriers/threats	Last quarter (Q4 2019/20)		This quarter (Q1 2020/21)		Next quarter (Q2 2020/21) Actions to c/f	Project complete	Future monitoring & matters arising
					Actions required	Monitoring notes	Actions required	Update			
Increasing biodiversity through 'meadow' or tree planting	£1,000	The Firs	General tree/shrub maintenance to open up view of Odiham, improve entrance and pathways through shrub clearance, installation of bench and interpretation board. Consider a route as part of Hart's Green Loop.		Obtain 3 quotes.	3 quotes requested. Need to re-visit original specification and arrange site visit with contractors.	Site visit to understand site.	Completed. Cllrs AM, PV and Clerk.	Write full specification.		
							Research funding options.	Initial research carried out: Hart DC Green Loop or Hants CC Countryside Access Small Grants. Awaiting further guidance from Hart DC.			
Canal Basin Project	0	Canal Basin Project	This project is led by the Basingstoke Canal Society. OPC is a member of the Working Group in order to be best informed before OPC makes a decision on whether to give up part of POS land for this purpose.	Subject to land at Montford Place being passed to OPC. Residents objections. Feasibility. Funding. S106 terms. OPC scheme approval. Planning approval.			Appoint representatives to Working Group.	Completed. Cllrs Stewart and Verdon appointed.			
								First meeting held. Actions noted, to be progressed.			
							Research S106 limitations on land.	Actions noted at first meeting, to be progressed with Hart DC. Suggest further meeting with Hart DC to discuss.			
Enhancement of and access to sporting and leisure facilities	Cemetery maintenance £2,000	Replacement bollards on grassed areas.	To replace low level timber posts on the grass verges as many are broken, rotten or missing.			Obtain 3 quotes.					
		Benches and noticeboards £2,000	Replacement noticeboards	Replace OPC noticeboards.			Identify which noticeboards need replacing and obtain 3 quotes.				
		Bufton Field	Support for sports pitches Possible biodiversity area	Support HCC application and lobbying for community use							

Odiham Parish Lengsman Scheme

YEAR	PROJECT	NOTES/STATUS
2020/21		
1	Recreation Ground hedge - trim back branches which overhanging highway, pay particular attention to car park entrance.	Normal annual hedge cut scheduled to be carried out by contractor November. To be completed 12.08.20
2	War memorial hedge - cut back hedges either side of memorial in preparation for Remembrance.	Hedges owned by Hart DC - permission given. To be completed 12.08.20
3	Temporary repair to recreation ground entrance by filling large hole next to car park entrance with scalplings.	Urgent H&S concern.
3	Colt Hill amenity land - trim back branches/foliage which overhang footpath.	Not on routine grounds maintenance schedule.

Other matters from 2018 and 2019 for consideration		
	Clearance of weeds on the pavement at top of Dunley's Hill down for approx 200m from Alton rd roundabout, opposite Texaco garage.	Open
	Removal of leaves Oct/Nov along High Street and Dunleys Hill	Open
	Clearance work Love Lane footpath	Nettles at cricket pitch end and overhanging branches full length, leaf clearnace in Oct/Nov
	FP31 from Alton Road to Rec	Nettles and weeds near Alton Road end
	Grass cutting alongside the FP on the Firs	
	Cleaning of Street signs	
	Clearance of vegetation around the street signs in North Warnborough, Deptford Lane area mainly if not completed by Highways	
	Clearance of FP7 between Laurel Close and Bufton Field and Robert Mays school	
	FP31 from Alton road to church	Clearance of nettles around trees just west of churchyard
	Installation of grasscrete near Leapfrogs	Review requirement - reorder grasscrete if necessary
	Basic clearance of FP71 North Warnborough The Mill to Common	
	Hammer in the aluminium strips on poost and rail fence at Priors Corner and Peace Garden	



REPORT ON: War Memorial

WRITTEN BY: Parish Clerk

MEETING DATE: 18th August 2020

AGENDA ITEM: AA17/20

Introduction

As agreed in OPC's Strategic Plan, Officers have researched the work required to tidy up the War Memorial in time for the 2020 Remembrance Service.

Having reviewed the files, I am now a little clearer on what was originally proposed:

- i. Cleaning
- ii. Re-painting lettering
- iii. Re-laying and re-pointing paving
- iv. Re-pointing walling
- v. General tidying, grounds maintenance works

I understand this work was held up pending enquiries with the Hart DC Conservation Officer to establish composite materials, which dictates the appropriate cleaning & building materials, and whether Listed Planning Consent is required for this work in the Conservation Area.

Initial quotes indicated these total works will cost in the region of £4,000.

Current Research

There is a War Memorial earmarked reserve of £2,000 which, based on a 2019 quote, would cover the urgent H&S work (iii and iv). I have asked for this quote to be updated.

Funding is available through the War Memorial Trust. I have completed the first stage by registering a current Conditions Survey which returned guidance from War Memorials Online:

"Thank you for providing a condition update for the Odiham war memorial in which you stated that the condition of the memorial is Poor.

From the images provided, it appears as though the memorial may require re-pointing with an appropriate lime-based mortar, the names require repainting and the slabs should be re-laid. I cannot make an assessment of whether it is an appropriate time to clean the memorial as the image is too low quality. War Memorials Trust advises that the intention of cleaning should be to keep the memorial in a stable condition which allows it to perform its



commemorative function. The purpose of cleaning should not be to create a pristine 'like new' appearance because the majority of war memorials are historic monuments and that age

should be reflected in their appearance. In addition, over-cleaning can cause damage and reduce the life-time of the memorial. It does appear as though some level of detail from the memorial has already been lost, for example the wreath, and therefore if a need for cleaning is established, this should be limited to hand cleaning with natural bristle brushes.

As the memorial is listed we recommend that you contact the Local Planning Authority prior to undertaking any works as they will be able to advise if Listed Building Consent is required.

War Memorials Trust administers grant schemes for the repair and conservation of war memorials across the United Kingdom. At present we can potentially offer grants of up to 75% of a project's eligible cost, up to a maximum grant of £30,000. However, please be aware that there is high demand for this funding and all grant applications are subject to available funding.

Further information on grant schemes and what can be funded can be found online at www.warmemorials.org/grants including a step-by-step guide to making an application. If you wish to apply please complete and return the simple Grants Pre-application form which can be found on the War Memorials Online record, www.warmemorialsonline.org.uk/memorial/grants/pre-application/102843/add/. War Memorials Trust is unable to fund works which have already started or are finished, so please do not start work prior to receiving a decision on a grant application.

Please let me know if you have any questions.”

The memorial mortar is currently being tested to establish whether a lime-based mortar should be used.

At the time of writing this report, I am still waiting to make contact with the Hart DC Conservation Officer.

For decision

In order to progress this work so the Memorial is looking in the best state for 2020 Remembrance service, it is therefore proposed:

- The Clerk, in consultation with the Amenity Committee Chair, be delegated authority to spend the £2,000 War Memorial earmarked reserve to complete the works causing a H&S concern.
- Councillors consider whether the Memorial should be cleaned and lettering re-painted.
- Subject to above, to consider funding either by requesting funding from 2021/22 budget or seeking external funding.