



**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 4 MAY 2021 at 8.30pm**

**(or following the conclusion of the Annual Council Meeting commencing at 7.30pm)**

28<sup>th</sup> April 2021

*Andrea Mann* Parish Clerk

**MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND**

---

Join Zoom Meeting

<https://us02web.zoom.us/j/82657038139?pwd=SnJuSm9QZEFsV1IHZElsSytCU0dydz09>

Meeting ID: 826 5703 8139

Passcode: 551673

---

- AA01/21 To receive apologies for absence**
- AA02/21 To receive declarations of interests and requests for dispensation relating to any item on the agenda.**
- AA03/21 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.
- AA04/21 Approval of Minutes**  
To APPROVE the minutes of the Amenity Area Committee meeting held on 16<sup>th</sup> April (AA39/20–AA56/20).
- AA05/21 Meeting Action Points (page 3)**  
To note the progress on the meeting actions point list.
- AA06/21 Amenity Area Committee Strategic Projects (pages 4-5)**  
To review and discuss progress on the Amenity Committee's Strategic Projects.
- AA07/21 Biodiversity Action Plan – Task Group**  
In connection with agenda item AA06/21, to consider the formation of a small task group to work with the Clerk to research and develop a Biodiversity Action Plan. This work will involve liaising with and seeking advice from external organisations and community representatives and should consider



OPC's position on Climate Change and aligning the work with OPC's other ongoing projects.

- AA08/21 Cemetery Rules (pages 6-10)**  
As agreed at the previous meeting, to re-consider proposed changes to the Cemetery Rules last reviewed 26 July 2019. Proposed changes are shown in red.
- AA09/21 National Tree Charter**  
To consider a recommendation from Winchfield Parish Council to sign up to the National Tree Charter (email circulated to Councillors separately).
- AA10/21 To note the date of the next meeting**  
17<sup>th</sup> August 2021.
- AA11/20 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.**
- AA12/21 Replacement Swing Legs, Chapel Pond Drive Play Area (page 11-15)**  
Further to discussion at previous meetings where it was agreed to fund the cost of replacing timber posts on the swings, further research has been carried out and Councillors are asked to consider a revised quotation from the original supplier to supply and fit two swing poles. Work can be funded from the 2021/22 Play Areas budget.
- AA13/21 Odiham Cemetery - regular maintenance of the Rose Garden (page 16)**  
To consider the Admin Officer's agenda report including quotes received to maintain the older rose beds in the Garden of Remembrance, funded from the 2021/22 Cemetery Maintenance budget.
- AA14/21 North Chapel – emergency repairs to timber flooring (pages 17-18)**  
To consider one quotation received to carry out emergency repairs to the timber flooring in the North Chapel, similar to works previously carried out in the South Chapel, funded from the Chapel Maintenance earmarked reserve.
- AA15/21 Repairs to hand dryer, ladies King St toilets (page 19)**  
To consider the quote to repair the hand dryer in the ladies, King St toilets, funded from Amenity Equipment Repairs earmarked reserve.
- AA16/21 Damp testing, King St toilets (page 20)**  
To consider a quote received to test an alternative method of treating the damp in the King St toilet walls.

Amenity Committee				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
Aug-20	13/20	Clerk	Change draft minutes on website to final.	Completed
	16/20	Clerk	Revise Lengthsman's schedule and circulate by email for approval.	Completed
	17/20	EO	Award contract and complete works for H&S repairs to the War Memorial.	Completed
		Clerk/AO	Research funding for repainting lettering and cleaning War Memorial.	Move to 2021
	19/20	Clerk	Make enquiries on Chapel Cottage lease and report to full Council Oct '20.	Completed
	20/20	AO/Clerk	Review annual play inspection reports and source quotes where necessary.	Completed
			Forward matters with substantial expenditure for approval.	Completed
			Complete works.	
	23/20	Clerk	Consider cost of dampproofing at King St toilets during 2021-22 budget process	Completed
	24/20	Clerk/AO	Start Grounds Contracts renewal process as soon as possible.	Completed
Nov-20	28/20	Clerk	Change draft minutes on website to final.	Completed
	29/20	Clerk	Ensure outstanding grass cutting complete.	Completed
	30/20	Clerk	Add Community Orchard at Cemetery meadow to Strategic Plan.	Completed
	32/20	AO/Clerk	Seek quotations and remedy issues arising from play inspection report.	Completed
			Include 2021/22 budget to cover play area repairs & maintenance as per specified list.	Completed
	33/20	Clerk	Implement full open tender process for ground contract.	Completed
			Award Nigel Jeffries one additional years contract for cemetery grounds maintenance.	Completed
	36/20	AO/Clerk	Arrange cemetery tree works.	Completed
	37/20	AO/Clerk	Arrange Bufton Field Play Area tree works/shrub maintenance.	Completed
	38/20	AO/Clerk	Arrange for Playscene to carry out repair to play equipment at Bufton Field Play Area.	Completed
Feb 21	42/20	Clerk	Change draft minutes on website to final.	Completed
	43/20	Clerk	Confirm King St toilet repair resolved.	Completed
	44/20	Clerk/AO	Research source of Cemetery meadow designation as burial space and research constraints for orchard.	Underway
		Clerk/AO	Arrange for North Chapel floor repair.	On agenda
	45/20	Clerk	Promote OPC funding for the Hart DC Ranger in the next newsletter.	Completed
	47/20	AO/Cllr RC	Make further enquiries regarding number of interments in cemetery rules.	On agenda
		Clerk	Refer cemetery rules back to next meeting.	On agenda
	49/20	AO	Issue 2021 allotment invoices (zero increase).	Completed
	50/20	Clerk	Update Parish Lengthsman's schedule in preparation for next work day.	Completed
	52/20	AO	Award contract for play equipment repairs.	Completed
	55/20	AO	Award contract for Odiham Cemetery fencing repairs.	Completed
		AO	Source revised quote for Odiham Peace Garden fencing repairs and award contract.	Completed
	56/20	Clerk	Notify Hart DC OPC does not want to proceed with bin emptying SLA.	Completed
		Clerk	Award bin emptying contract to Larkstel Ltd.	Completed

**3. Amenity Area Committee Priorities**

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

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

Dates of meetings: 04.05.21, 17.08.21, 16.11.21, 15.02.22, 17.05.22.

Strategic Priority	Available budget/EMR	Project Name	Details of Project	Barriers/threats	Last quarter (Q4 2020/21)		This quarter (Q1 2021/22)		Next quarter (Q2 2021/22)	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.		Write full specification.						
					Obtain 3 quotes.						
		Cemetery biodiversity area	Manage willflower area	Inform contractor	Mark out wildflower area before cutting.	Completed.	Mark out wildflower area before cutting.				
		Cemetery Meadow	Community Orchard		Research feasibility	Unlikely to be possible as area listed as burial land.	Continue to research feasibility of change of use to allow Community Orchard on Cemetery Meadow land.	Early discussions due with the Odiham Consolidated Charties re OPC's property portfolio.			
							Biodiversity Policy/Statement.	Overall policy required by OPC which includes management of OPC's land, future projects and also incorporates Climate Change and whether OPC should make a climate emergency declaration. Professional advice offered at APA. Suggest forming a small working group to progress this work when time permits.			
				Consider General Biodiversity Policy							
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.	Consider asking Hart DC for a Deed of Variation.	15.09.20 - OPC agreed not to do this at current time.	Research on taking on Montford Space open space.	Hart DC has not issued certificate of practical completion to Persimmons due to the landscaping not being managed in accordance with the establishment phase detailed in the Landscape Management Plan. OPC in discussion with Landscape Architect consultant to support OPC in determining feasibility of managing land in accordance with Landscape Management Plan and calculating future management costs.			
				Residents objections.	Research on taking on Montford Space open space.	Discussions held with Hart DC 29.01.21 - awaiting response.	Research S106 limitations on land.	Support offered from Hart DC, awaiting progress report.			
				Feasibility.	Research S106 limitations on land.		Continue to attend Canal Basin Working Group meetings and report back to OPC.				
				Funding.							
				S106 terms.							
Enhancement of and	Cemetery	Replacement bollards	To replace low level timber posts on the grass		Instruct works.	Complete					v

access to sporting and leisure facilities	maintenance £2,000 Benches and noticeboards £2,000	on grassed areas. Replacement noticeboards	verges as many are broken, rotten or missing. Replace OPC noticeboards.		Request quotes to upgrade and make watertight.	Enquiry made with local carpenter. No response.	Request quotes to upgrade and make watertight.				
	Bufton Field	Support for sports pitches	Support HCC application and lobbying for community use		Support Planning application.	✓	Continue to lobby HCC for input to the community use agreement.				
	Dunleys Hill	Possible biodiversity area			Consider biodiversity area as part of Dunley's Hill development.	Presentation with developer 05.01.21 and OPC responded with interest in developing the plans but not the housing element. To be covered under P&D Committee until further approach from developer.	Start to think about best/preferred use of the POS land ready for a further approach from developer.	Work in consultation with P&D and consider as part of the Biodiversity Plan. Consider discussing further by the Strategy Working Group 12.05.21.	OPC to take view on whether to take on the management of this space.		
Protection, enhancement of and access to local heritage.	Chapel building maintenance £30,000	Chapel refurbishments	i. To protect buildings into further state of disrepair. ii. To transform chapels into usable space.		Review 2012 survey reports.	Initial discussion held with Surveyor. Agreed to prioritise The Bridewell.	Repair North Chapel timber flooring as a matter of urgency - H&S risk.	Quote to be considered by AA Committee 04.05.21.			
							Strategy Working Group to agree clear objective of future use of Chapels.	To be discussed by Strategy Working Group 12.05.21. Consider enquiry from Odiham Consolidated Charities and whether storage is the best use for a Grade II listed asset.			
							Ensure proper Conservation Officer advice.				
	War memorial maintenance £2,000	War memorial refurbishment	Stage 1 - structural repairs - complete. Stage 2 - clean memorial, improve quality of inscriptions.	Funding.			Update quotes	Stone mason advised enamelling of letter works should be carried out after prolonged dry spell.			Regularly post condition survey on War Memorials Online.
							Research funding				
	Parish Room maintenance £1,000	Parish Room refurbishment	Re-decoration due 2021 1 year early due to Covid to include new meeting table to accommodate full Council and better use of room and screen for presentations and planning applications.	Cost	Consider replacement table and screen.	Face-to-face meetings not likely until May. Suggest putting this	Consider replacement table and screen.	Strategy Working Group to discuss future of OPC's property portfolio 12.05.21.			
Future of Odiham Library building.				Consider plasma screen.		Third varnish required Spring 2021.					
				Investigate Wifi connection.		Consider internal decoration as part of 2021/22 budget.					



## **ODIHAM PARISH COUNCIL**

### **CEMETERY RULES**

The following rules have been introduced by Odiham Parish Council (OPC) so that high standards of grounds maintenance and appearance can be maintained. They have been adopted to ensure the proper peaceful benefit of the amenity, also importantly safety and welfare of all visitors, contractors and staff.

Where relevant, the rules apply to both the interment of remains and ashes.

The cemetery is a historic and sensitive site, your cooperation in complying with these rules is greatly appreciated.

The cemetery is open to the public daily between 7am and 8pm during the months of April to October and between 7am and 4.30pm during the months of November to March, however the cemetery will be locked on the first Saturday of every year, in order to preserve the right of private access to the cemetery.

#### **1. The Lawned Burial Area**

Odiham cemetery has a lawn style layout - this means that headstones only are installed and the area around them is turfed and mown. Consequently, kerb sets, railings and fencing cannot be placed around plots. We believe that maintaining a lawned cemetery promotes a feeling of peace and tranquillity.

Plastic pieces and stone chippings could become embedded and hidden in the grass. This could be dangerous when the area is being mown or strimmed and may cause serious injury, consequently they are not permitted in the lawned area of the cemetery.

Headstones may incorporate a maximum of two flower containers. The planting of shrubs, trees and flowers, including annual plants and bulbs, in the grave space would interrupt the lawn-style layout and so cannot be permitted. If an adjacent grave space is being opened it is essential that a mechanical digger has unhampered access to the grave and on-going maintenance can be carried out efficiently.

If a grave space becomes neglected, overgrown or encroaches on adjacent grave spaces, OPC will take such measures as it considers necessary to tidy the grave space.

#### **2. Exclusive Right of burial in the Lawned Burial Area and Garden of Remembrance**

OPC's cemetery is currently open for the interment of both registered electors and those not on the electoral role for the parish. The Exclusive Right of burial is issued after interment and may be transferred by following the required process. Exclusive Rights will be issued in one name only.



## ODIHAM PARISH COUNCIL

The formal granting of an Exclusive Right of burial does not give land ownership, but allows the Grantee the right to decide who shall be interred in the grave space or space in the garden of remembrance allocated at that time, as well as the right to apply to install a headstone or tablet. The tenure is currently for a period of 50 years and after such time OPC reserves the right to re-use the space if the Exclusive Rights are not renewed. One further interment in the same grave space may be made provided that the depth of the first interment was sufficiently deep. In the Garden of Remembrance, ~~3 further interment of ashes may be made.~~ **In the Garden of Remembrance further interments may be allowed should space permit and subject to the advice from a funeral director.'**

### *Note (for information)*

*The reason for this revision is due to the funeral director explaining that they normally prepare the plot for the first interment of ashes to allow a further interment on top of the ashes casket and expressed concern that he did not know how the existing plot had been prepared as this had been done by another company. Previous information has suggested that ashes are placed at different points of the plot. This revision has now been researched and discussed between Cllr Coleman and Admin Officer.*

### **3. Notice of Intended Interment**

It is essential to give notice of an intended interment to OPC at least four working days prior to the interment; a variation to this rule will only be made in exceptional circumstances. The notice must be on the correct form which is available on OPC's website [www.odiham.org.uk](http://www.odiham.org.uk). Fees and charges must be paid by the applicant to OPC prior to interment.

A grave space number will be allocated and sent to the applicant. Interments must take place between 9.30 am and 3 pm on weekdays only and are not permitted on public holidays.

The certificate of the Registrar of Deaths or, in cases where an inquest has been held, the certificate of the coroner must be given to OPC prior to interment.

### **4. Interment in the Lawned Burial Area**

The grave space allocated for each interment is a maximum of 2.6 m long by 1.3 m wide. Interment may only take place in the grave space allocated by OPC. It is the responsibility of the applicant to ensure that the correct grave space is used and in the event of any error the applicant must remedy such error at their own cost. Grave spaces may not be purchased in advance.

Applicants are responsible for engaging gravediggers and for ensuring that they work in a responsible and safe manner and observe all relevant legislation in force at the time of the work. Anyone employed (including a grave digger) or retained by the applicant is the responsibility of the applicant who is liable for any injury or damage caused by such person employed or retained.

No grave space can be excavated by a person other than one approved by OPC. OPC reserves the right to remove adjacent memorials prior to a grave space being excavated.



## ODIHAM PARISH COUNCIL

All excess grave spoil is to be placed in an allocated area and the grave space must be left in a tidy condition.

All coffins are to be constructed of bio-degradable material.

### 5. Maintenance of Grave Spaces

The holder of Exclusive Rights is responsible for removing all the flowers and wreaths from the grave space two to three weeks after the interment. Please do not leave wreaths and floral arrangements on other graves.

The soil within the grave space will naturally settle over time. The holder of Exclusive Rights must inspect for settlement, top up if necessary and arrange turfing within 12 months of the burial. After the grave space has been levelled and turfed it will be mowed by OPC.

Christmas wreaths and other seasonal tributes may be placed from 1 December and removed by the first day of February in the following year.

### 6. Memorials

The headstone must be placed at the head of the grave space precisely aligned with other headstones in that row and also be aligned with the headstone in the row in front. Headstones must be within the following dimensions: 1 metre high by 65 cm wide and 35 cm deep.

The following types of stones are permitted –

- Limestone - Derbyshire (Hopton Wood), Nabresina, Portland, Purbeck, and York stone
- Slate - Welsh Blue, Black, and Westmoreland Green
- Granite - Grey or Black

Memorials should be predominantly rectangular in shape. Honed and polished finishes are permitted. This applies to new installations or additions to an existing grave space.

Other colours and shapes may be considered by the council.

All memorials must be installed in accordance with the current NAMM (National Association of Memorial Masons) specification by a stone mason who is a registered member of BRAMM (British Register of Accredited Memorial Masons). The name of the stone mason, their contact details and the grave number must appear on the reverse of the headstone within a plaque not exceeding 10 cm x 7 cm and not contain any wording which may be construed as advertising. The stone mason is required to notify OPC in writing in advance of commencing any work.





## ODIHAM PARISH COUNCIL

All memorials, alterations and inscriptions and their installation are subject to the prior approval of OPC in writing and payment of the required fees. Unless written approval has been given a memorial cannot be erected, re-erected or altered on the grave space.

No objects such as model people, animals or toys, windmills or jangling trinkets of any material are permitted.

Memorials remain the property and responsibility of those who provided them. OPC cannot accept responsibility for damage or loss from whatever cause.

### **7. Interment of Cremated Remains.**

Ashes may be interred in a grave space for which an Exclusive Right of burial has previously been granted.

All other ashes shall be interred in the new garden of remembrance.

### **8. The New Garden of Remembrance**

The first 100 plots comprise a formal chequered pattern providing a section for a memorial tablet and a similarly sized area for plants. The tablet must be within 45 cm x 38 cm x 5 cm and be installed in portrait orientation. The garden part of each plot is for planted flowers or small shrubs, but care should be exercised to ensure that flowers or shrubs do not encroach over adjacent plots. Neutral coloured tablets and chippings should be used. Coloured glass pebbles or coloured stones are not permitted, nor can there be any edgings at the sides of the plot.

Plots 101 onwards will consist of a space for a memorial tablet within 45 cm x 38 cm x 10 cm only, which is required to be set in a portrait orientation facing the long edge of each 10-space area. The tablet may contain one vase for fresh or silk flowers as an integral part of the memorial. The new layout in plots 101 onwards does not include any additional space for planting.

Full details of all proposed tablets and inscriptions are to be submitted to OPC for prior written approval. Unless such written approval has been given a tablet may not be installed. Permitted materials for memorial tablets are as listed for headstones.

### **9. The old Garden of Remembrance Rose Gardens**

This area is no longer available for the interment of ashes.



## ODIHAM PARISH COUNCIL

The only memorial permitted is a tablet set in the flowerbed of the design specified and permitted by OPC. OPC has provided rose bushes and no other planting or placing of flowers or objects of any description is permitted.

It should be noted that all rules relevant to this area still apply.

### 10. Other Information

- No dogs other than assistance dogs are permitted in the cemetery.
- OPC reserves the right to remove flowers which have become unsightly.
- All vehicles must be parked in the designated area. The open areas of grass in the lawn cemetery must not be used for parking.
- Any requests, suggestions or complaints by members of the public must be made to OPC via the Parish Office, including by email if out of office hours to [admin.officer@odiham.org.uk](mailto:admin.officer@odiham.org.uk) and not to any personnel employed at the cemetery, these will be dealt with appropriately, if necessary using the OPC complaints procedure.
- OPC reserves the right as the burial authority to remove anything which contravenes the rules for health and safety or maintenance reasons.
- OPC requests that the Parish Office is kept informed with up-to-date contact details of holders of Exclusive Rights.
- Any glassware may constitute a hazard and should be avoided. Any hazardous items may be removed by OPC.

The current rules and fees are available on OPC's website at [www.odiham.org.uk](http://www.odiham.org.uk) or by request from the Parish Office. OPC reserves the right to review and amend the Rules and Table of Fees at any time, but usually reviews the fees annually in October. It is the responsibility of the applicant to ensure a current fees list is used.

### 11. Exclusion of Liability

OPC does not accept any responsibility for, or liability in respect of, any damage or injury to any person or property arising from any work done in the cemetery, except that arising from work carried out by its own contractors or personnel.