



**MEMBERS OF ODIHAM PARISH COUNCIL AMENITY AREAS COMMITTEE
ARE SUMMONED TO ATTEND THE AMENITY AREAS COMMITTEE MEETING WHICH
WILL BE HELD IN THE LIBRARY ROOM, THE BRIDEWELL, THE BURY, ODIHAM, ON
16th NOVEMBER 2021 AT 8.30pm (or following conclusion of the full Council
meeting)**

10th November 2021

Andrea Mann, Parish Clerk

Members of the public are welcome to attend and are asked to adhere to all Government Covid guidelines which are still in place at the time of this meeting.

AA17/21 To receive apologies for absence

AA18/21 To receive declarations of interests and requests for dispensation relating to any item on the agenda

AA19/21 Approval of Minutes

To APPROVE the minutes of the Amenity Area Committee meeting held on 4th May (AA01/21–AA16/21).

AA20/21 Chairs Announcements

AA21/21 Public Session

An opportunity for residents to raise questions and issues with the Parish in accordance with Standing Orders. Please view details at <https://odihamparishcouncil.gov.uk/council/policies-and-publications> or contact the Parish Office for further advice.

Jenny Pateman has asked to speak to brief Councillors on the new Forest School and request to OPC to use land at The Firs.

AA22/21 Meeting Action Points (page 4)

To note the progress on the meeting actions point list.

AA23/21 Forest School – land at The Firs (page 5-6)

- i) To review the background to the request in the Clerk's agenda report.
- ii) To agree OPC's response regarding use of The Firs land.
- iii) To agree any required actions.

AA24/21 Cleaning Bufton Field Play Area Safety Surfaces

To approve expenditure of £450 from the Play Areas budget to cover the cost of power washing the safety surfacing in Bufton Field play area. Routine brushing is covered under the main grounds maintenance budget but there is a built up of moss and algae which requires water and a bowser.



AA25/21 Cemetery Fees (pages 7)

To consider changes (proposed in red) to take effect from 1st April 2022.

AA26/21 Burial plots at Odiham Cemetery (pages 8-9)

Further to a site visit by Councillors, to agree work required and a 2022-23 budget request for:

- Clearing scrub and vegetation to create 8m additional burial space at the rear of the current burial lawn.
- Installing two further interment planters in the new Garden of Remembrance.
- Cutting back a large hedge at the rear of the cemetery bordering Reyntiens View.

AA27/21 Memorial Testing

To note the 5 year memorial tests are complete. Six memorials failed the topple test and have been staked and banded and two further memorials require minor repairs. Staff are following the report outcomes.

AA28/21 Picnic Benches

To consider future provision on picnic benches on OPC's land and a 2022-23 budget request for consideration as part of the budget setting process.

Examples of products and prices can be viewed at:

https://www.recycledfurniture.co.uk/Picnic-Tables?gclid=Cj0KCQiAsqOMBhDFARIsAFBTN3f5e5yCXJG-w2OJzH9Ekd9LcUOLiPox1I8FpwZn8nnAmnFp_HlzLL0aAgoKEALw_wcB

AA29/21 Cemetery Maintenance Grounds Contract (pages 10-21)

To consider the draft tender pack for publication, covering report and timescale.

AA30/21 Odiham and Broad Oak Common (page 22)

To note the progress report from the Odiham and Broad Oak Commons' Ranger.

AA31/21 Parking at allotment site (pages 23-24)

Further to discussion and decision in February, Cllr G Ball asks Councillors to re-consider allowing residents' parking in the allotment parking area. The plan presented to the February meeting is attached.

AA32/21 Amenity Area Committee Strategic Projects (pages 25-26)

To review and discuss progress on the Amenity Committee's Strategic Projects and agree any additions and deletions.



AA33/21

Amenity Areas Budget (pages 27)

To review the 2021/22 Amenity Areas budget report, end of year estimated and suggested 2022/23 budget provision which will be forwarded to the Finance Committee for consideration in the 2022/23 budget.

AA34/21

To note the date of the next meeting

15th February 2022.

AA35/21

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.

AA36/21

Emergency Repairs to The Parish Room (pages 28-29)

To consider a quote received to repair brickwork on the Parish Room porch following reports of damage.

Amenity Committee				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
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.	Completed
	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.	Completed
		Clerk	Refer cemetery rules back to next meeting.	Completed
	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
May 21	3/21	Clerk	Follow up R Goude's proposal for scheme to manage food waste.	Underway
	4/21	Clerk	Change draft minutes on website to final.	Completed
	6/21	Clerk	Revise Strategic Plan to remove IT upgrade and furniture from Parish Room.	Completed
	7/21	Clerk	Arrange meeting/dialogue for starting work on a Biodiversity Action plan	Underway
	8/21	Clerk	Add revised cemetery rules to website.	Completed
	12/21	Clerk/AO	Arrange replacement swing legs, Chapel Pond Play Area.	Works instructed
	13/21	Clerk/AO	Award contract for regular maintenance cemetery flower beds.	Completed
	14/21	Clerk	Arrange works to replace North Chapel timber flooring.	Completed
	15/21	Clerk	Make further enquiries on repair/replacement of hand dryer, ladies King St toilets.	Completed
	16/21	Clerk	Make further enquiries on damp proof methods appropriate in a listed building.	Pending

REPORT ON: Forest School - land at The Firs

WRITTEN BY: Parish Clerk

MEETING DATE: 16th November 2021

AGENDA ITEMS: AA23/21

Introduction

A local resident has contacted OPC regarding the potential use of land at The Firs for a new Forest School. This resident is planning on attending the meeting to explain their proposals in more detail in the Public Session.

The resident is in the process of setting up a Forest School in Odiham. Just to briefly explain what that means - Forest School involves taking young people into woodland environments for play, exploration and learning things like traditional crafts and shelter building.

They are already delivering Forest School sessions at Buryfields alongside a Forest School partner. They are also planning to set up a social enterprise (CIC) to run sessions independently, and looking for a woodland site to use. They would like to discuss with OPC whether using the Firs could be a possibility? Leapfrogs has said they might be interested in us running sessions in the Firs for their children, and we would also like to run sessions which are open to the public.

Their vision for the CIC is to create a community group that helps children and adults find joy and wellbeing in the great outdoors, while nurturing local green spaces for the benefit of both wildlife and local people.

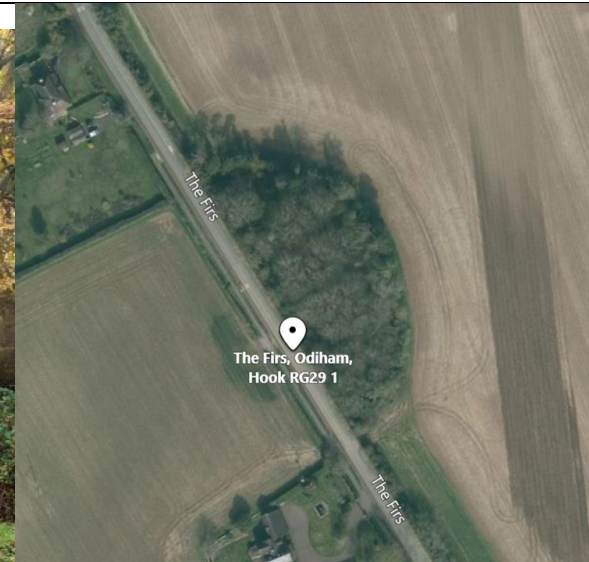
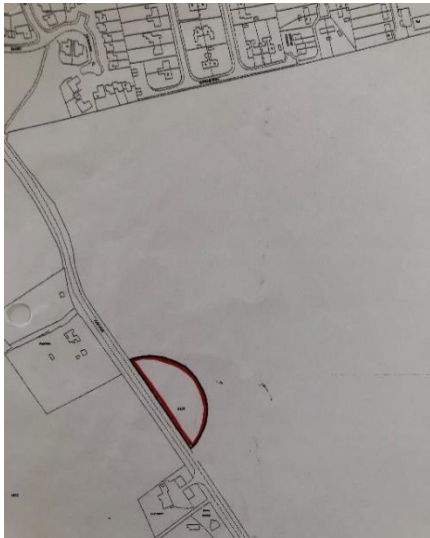
Details of The Firs land is shown in OPC's Asset Portfolio and attached to this report.

For Decision

- i) To agree OPC's response regarding use of The Firs land.
- ii) To agree any required actions.

The Firs

Address	The Firs, Odiham
Land Registry	HP646744 (land on NE side of The Firs)
History	Copse created and planted in 1790 in conjunction with general remodelling of landscaping on Dogmersfield Estate. Previously use as beacon site for celebrations until a new site was created at Beacon Field, Chamberlain Gardens.
Current uses	None. Currently overgrown.
Valuation	
Management costs/income (approx.)	None.
Opportunities	Ecology project which improves access to nature and walking. Heritage project which promotes heritage value. S106 funding through Crownfields NP development site.
Constraints	No visible access from The Firs, overgrown. No pavement on north east side of road. No visible crossing point from other side. LR Title – restrictive covenant relating to OPC/SE Water covenant 10.02.93.





CEMETERY FEES AS OF 1 March 2020

INTERMENT

	£	
First burial in any grave space		
<u>Registered elector</u>		
Exclusive rights of 50 years – to include headstone approval	785	800
<u>Non registered elector</u>		
Exclusive rights of 50 years – to include headstone approval	1,800	1,840
 <u>Subsequent burial in any grave space including ashes</u>		
Registered elector – to include permission to change inscription	195	200
Non registered elector - to include permission to change inscription	455	465
 Interment of ashes in the new garden of remembrance		
<u>Registered elector</u>		
Exclusive rights of 50 years – to include memorial stone approval subject to transfer of the exclusive rights	525	535
<u>Non registered elector</u>		
Exclusive rights of 50 years – to include memorial stone approval subject to transfer of the exclusive rights	1,045	1,065
 Subsequent interment of ashes in the new garden of remembrance		
Registered elector - to include permission to change inscription	135	140
Non registered elector - to include permission to change inscription	265	270
 Subsequent additional inscription to a memorial for an interment which took place before 31 March 2010 and approval of renovations or repairs to existing memorials	40	
 Transfer of Exclusive Rights	60	

Notes

- The parish council reserves the right to alter the scale of fees without prior notice. Fees are reviewed annually on 1 October.
- A registered elector is defined as a person who was a registered elector for the civil parish of Odiham and North Warnborough immediately prior to their death. **In exceptional circumstances, OPC may offer the 'registered elector' fee to a 'non-registered elector' who has left the parish (up to a maximum of 5 years) when a strong local connection can be demonstrated.**

REPORT ON: Burial Plots, Odiham Cemetery

WRITTEN BY: Parish Clerk

MEETING DATE: 16th November 2021

AGENDA ITEMS: AA25/21

Introduction

There are different areas in Odiham Cemetery which are designated for different purposes:

- New burial lawn
- Old burial lawn
- War graves
- Old garden of remembrance (flower beds)
- New garden of remembrance (planters)
- Wildflower area for biodiversity



The new burial lawn and garden of remembrance are nearing capacity and OPC will need to agree where and how future plots are provided.

All Amenity Committee members were invited to a site visit on 10th November and this report makes recommendation in line with Councillors suggestions.

For Decision

- i) To request 2022-23 budget provision of £1,700 to remove scrub and vegetation from the back of the new burial lawn to create an extra 8m of burial space.
- ii) To request 2022-23 budget provision of up to £3,000 to install two further interment beds in the new Garden of Remembrance.
- iii) To request 2022-23 budget provision of ??? to cut back a large hedge at the rear of Odiham Cemetery along the boundary with Reynteins View.

REPORT ON: Cemetery Maintenance Grounds Contract

WRITTEN BY: Parish Clerk

MEETING DATE: 16th November 2021

AGENDA ITEMS: AA27/21

Introduction

There are two main grounds contracts covering the maintenance of OPC's land; one covering the cemetery and one for the remainder of OPC's sites. The main grounds contract was awarded early 2021 and runs from 01.04.21 to 31.03.24. The Cemetery contract was awarded in 2018 for a two year period and extended by a further year, ending on 31.03.22. Due to the value of contracts, both are subject to the Public Contracts Regulations 2015 which means a full public, tender process is necessary.

Proposal

To advertise a 3 year contract on Contracts Finder, as per the attached draft Specification and following the timeline below:

- i) Committee to approve specification 16.11.21.
- ii) Advertise on Contract Finder by 19.11.21 for 4 weeks, ending 17.12.21.
- iii) Clerk to review responses in consultation with Committee Chair 20-23.12.21 and the Finance Committee Chair to ensure sufficient 2022-23 budget provision.
- iv) Committee and Clerk to interview shortlisted responses early January and recommend contract award to full Council preferably 18.01.22 or 15.02.22 at the latest. Note that the value of this contract determines this requires a full Council decision.
- v) New contract to start 01.04.22.

For Decision

- i) To approve the draft specification.
- ii) To approve the timeline and delegated authority outlined above.

ODIHAM PARISH COUNCIL
CEMETERY MAINTENANCE CONTRACT 2021-24
TECHNICAL SPECIFICATION



CONTENTS

- 1 General Introduction**
- 2 Grassed Areas**
- 3 Vegetation Control and Pesticide Application**
- 4 Hedge and Shrub Maintenance**
- 5 Litter Picking**
- 6 Additional Works**
- 7 Map**

1. General Introduction

Introduction

- 1.1.1 Odiham Parish Council owns and manages the Cemetery on King Street Odiham and is committed to maintaining this space to a high quality for use by local residents and visitors and in respect of those interred there.
- 1.1.2 This specification includes details of the number of expected maintenance visits throughout the annual cycle, to be undertaken as a minimum. Contractors should allow however for additional maintenance visits that they consider necessary in order to achieve the standards set out in this specification.

Performance management

- 1.1.3 This specification is based on a performance model and the site will be regularly inspected by Council staff.

Works to be undertaken

- 1.1.4 The work to be undertaken is fully described in the Specification and Schedule.
- 1.1.5 All works as specified are to be provided by the Contractor within the Annual Sum except where otherwise provided in this specification or elsewhere in the Contract Documents.
- 1.1.6 The whole of the work shall be carried out in accordance with the principles and practices of accepted and recognised horticultural standards.
- 1.1.7 The Contractor must ensure that the Council's property and that of the memorial owners is protected against accidental or negligent damage which may be occasioned through undertaking the works specified.
- 1.1.8 Any damage occasioned by the Contractor in carrying out the works contracted shall be immediately reported to the Council. The property shall be made safe and further repaired to the satisfaction of the owner or agent of the property at the earliest convenient time, or as directed, and at the sole cost of the Contractor.
- 1.1.9 The Contractor shall be responsible for acquiring any necessary permits to complete the Schedule and any repair works.
- 1.1.10 Any proposals relating to tree surgery on the site are to be referred to the Council for their consideration and prior agreement.

Waste disposal

- 1.1.11 The Contractor shall ensure that all waste collected, produced or arising from the undertaking of the works is correctly and properly disposed of off site, making use of licensed and approved tips or incinerators as appropriate.

Access

- 1.1.12 The Contractor shall have free access to enter the land, but bearing in mind the need for sensitivity given the use of the area for interment.
- 1.1.13 The Council undertakes to advise the Contractor when the Cemetery is planned to be utilised for an interment.
- 1.1.14 The Contractor is encouraged to undertake their works on the same day of the week on each occasion.
- 1.1.15 Public access must not be denied or impeded by Contract activity unless previously approved by the Council but the Contractor shall have the right to

sensitively ask members of the public to move so that works may be undertaken.

- 1.1.16 At all times the entire site right up to boundaries shall be kept in a clean and tidy condition.

Ground and weather conditions

- 1.1.1 The Contractor shall make due allowance for climatic variations which may impact on their scheduled programme of operations.
- 1.1.2 Work shall not be carried out with any machinery when ground conditions are such that puddling, deep rutting, or any other detrimental effects may occur.

2 Grassed Areas

2.1 General Conditions (Grass Cutting)

- 2.1.1 The Contractor shall make full provision within the Tendered Rates for all costs incurred in maintaining the areas specified for Grass Cutting and for the periodic tasks that are stipulated in the Schedule.
- 2.1.2 Grass cutting shall take place whenever required to ensure standards are met throughout the full calendar year.
- 2.1.3 A rota of grass cutting shall be submitted to the Parish Clerk for approval and agreement annually. Once agreed the Contractor shall keep to the rota (where possible) and ensure all areas are cut on this basis.
- 2.1.4 Grass shall be cut up to the hedges, roadways, buildings and memorials, all obstacles shall be cut around and beneath to the same height as the majority of the site at each visit.
- 2.1.5 All temporary obstacles e.g. wreaths and flowers etc. may be moved to facilitate cutting and replaced immediately the grass beneath has been cut. The Council will endeavour to ensure that faded wreaths etc. are removed in order to facilitate mowing. Glass and other fragile receptacles may be removed to the porch of the North Chapel for safety.
- 2.1.6 The Contractor should allow for any temporary obstacle on the site (e.g. mounded earth from recently dug graves) and allow for returning to the site to tidy such sites when the obstacle has been removed.
- 2.1.7 The bases of all seating, monuments etc. should be cleared of vegetation.
- 2.1.8 Extreme care shall be taken when cutting around tree bases to avoid damage to tree or plant material.
- 2.1.9 Prior to grass cutting, inspect all areas to be mown and remove litter, including dog faeces and all items and obstructions which may cause damage or injury to people, property or machinery. Where hypodermic needles etc. are encountered, take all necessary handling and disposal precautions.
- 2.1.10 All grass shall be cut cleanly and evenly to the same height as per table 1 and without damaging the existing surface. The finish shall be free of ribbing, skids, ruts, excessive tyre marks, or divots. Any accumulations of arising's in areas that are mown with un-boxed mowers shall be removed. Soft vegetative growth other than grass shall be deemed to be part of the agreement where it falls within the sites of grass.
- 2.1.11 All persons operating grass maintenance machinery must be satisfactorily trained, conversant with relevant legislation, including all relevant Health & Safety Legislation and competent in the operating methods.
- 2.1.12 Ensure that all blades, guards, belts and boxes are of the correct type with the correct fixing nuts or bolts and all equipment is used entirely in accordance with the manufacturer's instructions.

- 2.1.13 All non-grass areas shall be kept free from arisings created by any grass cutting operation and any arisings deposited on non-grassed areas shall be removed immediately.
- 2.1.14 Inform the Parish Office immediately if local site ground conditions prevent cutting and as a result excessive grass growth occurs.
- 2.1.15 The Contractor shall ensure that mowing regimes are adhered to, using all relevant forms of cutting equipment.

Table 1: Grass Areas – Performance Standard for Grass Maintenance

Feature	Summer season cutting height (April– end of October)		Winter season cutting height (November – end of March)	
	Min.	Max.	Min.	Max.
Cemetery Areas	10mm	30mm	20mm	35mm

2.2 Growth Regulators

- 2.2.1 During the period of the Contract no growth regulators of any form shall be applied to any area of grass without the Council sanctioning such applications.

2.3 Subterranean Animals

- 2.3.1 Clear all soil arisings where moles are active prior to cutting of site. Areas which present mowing difficulties or become potentially injurious to members of the public must be communicated to the Council staff.

2.4 Variation to Grass Cutting Schedules

- 2.4.1 In normal weather conditions the Contractor shall be expected to keep to the schedule and programme which has been submitted and which he has determined shall enable the required standards to be achieved. However, variations to these schedules/programmes for grass cutting may arise, normally due to the weather conditions.
- 2.4.2 Should the Contractor cause damage to the surface or levels of the ground, during grass cutting operations, the Contractor shall make good such damage to the satisfaction of the Council staff.
- 2.4.3 During periods of drought Council staff may instruct that grass cutting operations be suspended and may require the omission of a planned cut or cuts.

2.5 Strimming

- 2.5.1 The Contractor shall be required to trim or clip around all obstacles within the confines of the various categories of grass areas described in this Specification, to maintain the height of grass to the mean level of the grass on the surrounding areas, all at no additional cost to the Parish Council. No quantity of obstacles

are detailed, it is for the tenderer/contractor to determine at tender stage the full implications of this task.

3 Vegetation Control and Pesticide Application

3.1 General

3.1.1 The Contractor shall make full provision within the Tendered Rates for all costs that the Council shall incur in maintaining Vegetation Control and any necessary Pesticide Application.

3.1.2 All herbicides and growth regulators to be used in the undertaking of the works shall be approved for use in public areas.

3.2 Legislation

- The Health and Safety at Work Act etc 1974;
- The Food and Environment Protection Act 1985 Part III;
- The Control of Pesticides Regulations (as amended) 1986;
- The Plant Protection Products Regulations 2005;
- The Control of Substances Hazardous to Health Regulations as amended (COSHH) 2002;
- Environmental Protection Act 1990;
- The Water Resources Act 1991.

Codes of Practice

- The Code of Practice for Using Plant Protection Products 2005
- The DEFRA Code of Practice for Suppliers of Pesticides to Agriculture, Horticulture and Forestry (PB3529)
- The Safe Use of Pesticides for Non-Agricultural (L9 Rev.)
- Code of Practice for the Use of Approved Pesticides in Amenity and Industrial Areas - The Orange Code - (British Agrochemicals Association and the National Association of Agricultural Contractors).
- All operatives engaged in undertaking the application of any "pesticides" as defined within the terms of The Act shall be in excess of 18 years of age, and shall hold a certificate from a training establishment recognised by the Minister of Agriculture as being an approved assessment centre under the terms of The Act.

3.3 Health and Safety

3.3.1 The Contractor shall ensure that employees engaged in such works are suitably qualified and provided with all protective clothing (PPE) applicable to the materials being applied, and shall give their staff access to such washing and cleaning facilities necessary.

3.3.2 The Contractor shall ensure that all materials are properly stored and transported, providing secure storage as required under current legislation.

3.3.3 All machinery used in the application of materials shall be carefully maintained throughout the period of the Contract to ensure correct application takes place, and that no leakage occurs.

3.3.4 The Contractor shall ensure that the method of application and the undertaking of such works proceeds in such a manner as to cause no damage or injury to desirable plants or vegetation, animal, machine or item of equipment. Any such damage shall be held to be the responsibility of the Contractor and he shall be

required to make good any damage and shall be responsible for any claims for compensation arising from his actions or omissions.

- 3.3.5 In carrying out mixing of chemicals the Contractor shall ensure that no spillage of chemical takes place so that no damage results to vegetation, surfaces, plants or equipment. Any such damage shall similarly be held to be the responsibility of the Contractor. In carrying out the application of materials the Contractor shall ensure that no area is over dosed, and that dosages of each particular treatment are in accordance with the manufacturer's recommendations.
- 3.3.6 The timing of works shall be such that no spraying takes place during inclement weather, or when rainfall is expected or within a time period which is less than that specified by the manufacturer of the chemical being used.
- 3.3.7 The Contractor shall ensure that the method of application and the undertaking of works does in no way lead to the pollution of any water course or water supply. Any such pollution shall be held to be the responsibility of the Contractor and he shall be required to make good any damage and shall be held to be responsible for any claim for compensation arising from his actions or omissions.
- 3.3.8 The Contractor shall ensure that all waste containers and chemicals are disposed of correctly and safely in accordance with current legislation.
- 3.3.9 The Contractor shall undertake the works in such a manner as to avoid contamination of any person, animal or property, and take particular care to protect water, wildlife and natural habitats.
- 3.3.10 No spraying work of any kind shall take place when sites are in use if this is likely to endanger or inconvenience users, and the Contractor shall modify his working cycles to take this limitation into account.
- 3.3.11 Treatment of Obstructions and Bases of Buildings shall be carried out in such a manner that growth of all vegetation is controlled for a period of 12 months from the date of application to a maximum width of 0.3 metres.

3.4 Herbicide of Hedge Bases

- 3.4.1 At times indicated within the Specification, Schedules or as appropriate to the material supplied and the area being treated, liquid based herbicides shall be used such that all weeds are controlled for a period of 12 months from the date of application. Any weeds emerging after treatment shall be treated using a contact herbicide, all works being undertaken at the Contractor's expense.
- 3.4.2 The application of such material shall be carried out in such a way that the effect of the herbicide is confined to an area of ground corresponding to the length and width of the hedges.

4 Hedge and Shrub Maintenance

- 4.1.1 The Contractor shall make full provision within the Tendered Rates for costs that the Council shall incur in maintaining hedges & shrubs as specified in the Schedule of Works.
- 4.1.2 All hedge and shrub maintenance should fall outside the bird nesting season as per EU ruling.
- 4.1.3 The Contractor shall remove all cuttings and debris and dispose of these appropriately off site.

Table 2: Hedge Cutting – Performance Standards for Hedge Cutting

Feature	Height after cutting		Detail
	Min.	Max.	
Hedges A and B	2.0m	2.7m	Cut on both sides so that the drive side is in line with the road edging
Hedge C	3.0m	3.7m	Maintain hedge width in line with the back of the bench, so it does not overhang the burial plots. Height to be maintained along the entire length
Hedge D	3.0m	3.7m	Maintain the hedge along the entire length in line with Hedge C. The width should not overhang or interfere with burial plots.

5 Litter Picking

- 5.1.1 The Contractor shall make full provision within the Tendered Rates for the costs that may incur in litter picking the site as specified in the Schedule of Works.
- 5.1.2 The Contractor shall empty the bins monthly, take away and dispose of said waste in accordance with the Contractor's own Waste Carrier Licence.
- 5.1.3 The Contractor shall provide all necessary equipment associated with litter picking.

6 Additional Works

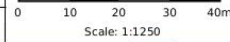
- 6.1.1 The Council may from time to time issue an Instruction Notice to the Contractor requiring him to undertake Additional Works at the specified rates provided by the Contractor on the Schedule of Charges.
- 6.1.2 For work outside the Schedule of Charges, the Contractor may provide an hourly rate or quotation which must be approved by the Council before any works are carried out.

7 Odiham Cemetery Map

Odiham

Author:

Date: 10/11/2021



ODIHAM PARISH COUNCIL - CEMETERY SCHEDULE OF WORK 2021-24, A

	A	M	J	J	A	S	O	N	D	J	F	M	Anticipated number of visits
Cemetery													
All Grave areas A,B,C,D & L & Grass Path (crossing W/E) - Mow	1	1	1	1	1	1		1				1	8
War Graves include in general mowing schedule													
All gravestones, kerbed areas, building footings and drive/path edges - Strim	1	1	1	1	1	1		1				1	8
Gravelled paths and areas, drives & abandoned kerbed graves - Treat for Weeds													
Hedges - Marked A & B on Map								1					
Hedge marked C on Map								1					
Hedge marked D on Map								1					
Understorey of all hedges, trees and shrubs - Strim and treat for Weeds	1		1		1		1				1		5
Area to the Front of the Cottage - Mow, Maintain shrubs	1	1	1	1	1	1		1				1	8
Garden of Remembrance - Ashes interment plots - Weed gravel	1		1		1		1						4
Garden of Remembrance Ashes interment plots in grass - Mow	1	1	1	1	1	1		1				1	8
Wildflower Area - marked with stakes- Mow					1								1
Wildflower Area - marked with stakes- Rake Off and dispose off site						1							1
Shrubs and trees - General maintenance	1					1							
TOTAL													

NB: All arisings to be removed and deposited off site

APRIL-MARCH, YEARS 1-3

Price per visit	Total	Comments
£0.00	£0	
		NB Also additional maintenance by a specialist contractor at specific times of the year
£0.00	£0	
		Contractor to advise on frequency
£0.00	£0	Maintain height to no more than 2.7metres
£0.00	£0	Maintain height to no more than 3-3.7m along the entire length
£0.00	£0	Width should not overhang or interfere with burial plots
£0.00	£0	
£0.00	£0	NB Gravel area at rear maintained by tenants
£0.00	£0	
£0.00	£0	
£0.00	£0	Mow late August / early September
£0.00	£0	All to have been raked away and disposed of by end of September
£0.00	£0	Trim and prune as required according to species
	£0	

REPORT ON: Odiham & Broad Oak Common

WRITTEN BY: Parish Clerk

MEETING DATE: 16th November 2021

AGENDA ITEMS: AA30/21

Introduction

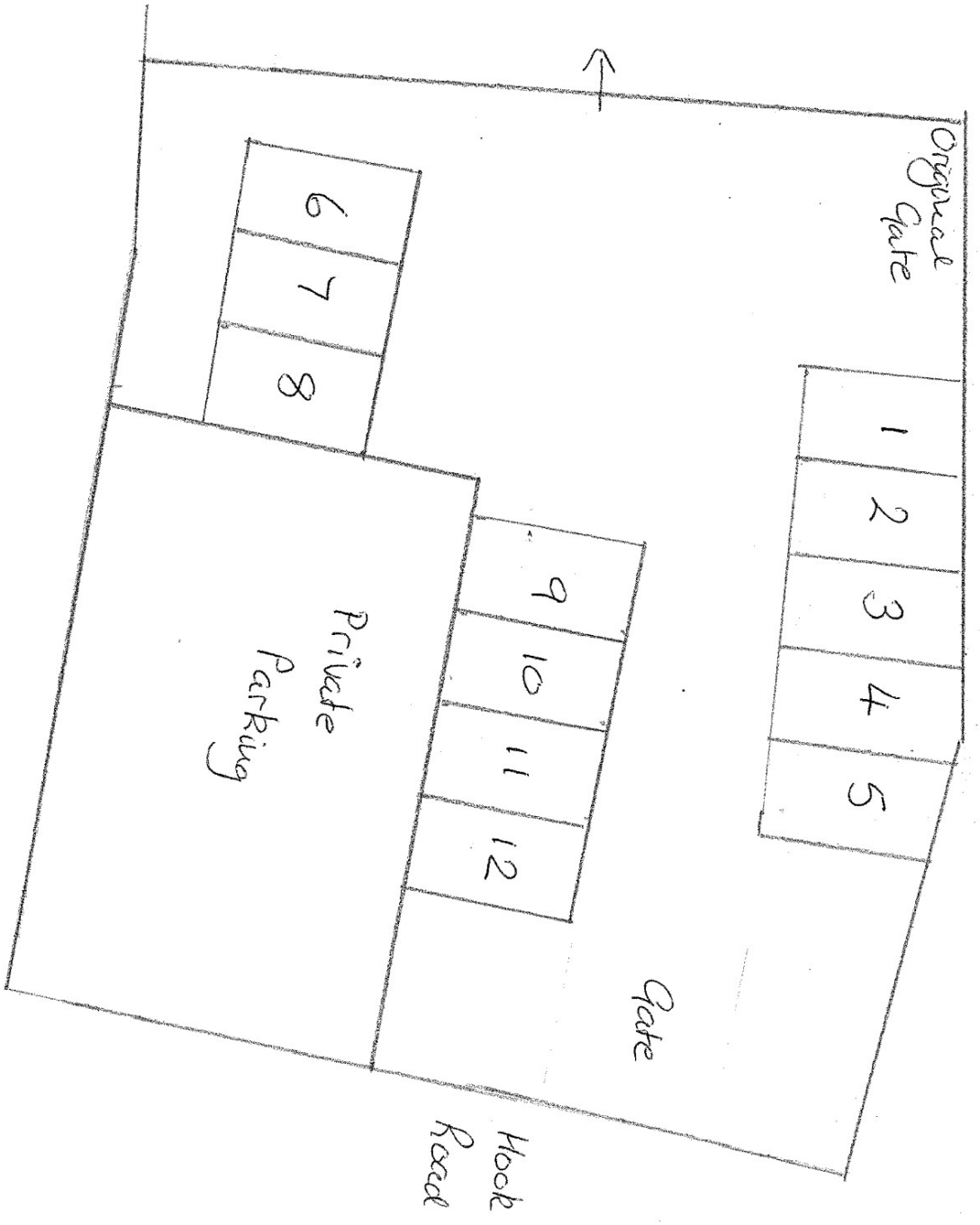
OPC makes an annual contribution towards the Hart DC Ranger responsible for Odiham and Broad Oak Commons. The contribution is £1,500; £1,000 for Odiham Common and £500 for Broad Oak Common.

The annual invoice will soon be submitted and the Ranger has submitted the following supporting report:

“Please find below is a list of works for on Odiham & Broad Oak that have been carried out since the previous invoice for works. I will arrange an invoice to be raised our end for the usual value of £1500. Please let me know if you have any questions. We are also happy to have a catch-up meeting if there is anything you want to discuss or ask about the ongoing management plans for Odiham/Broad Oak.

- Meadow cuts & bail (both sites)
- Coppice works (Odiham)
- Hazardous tree works inc tree safety survey (both sites)
- Footpath cuts and clearance (both sites)
- Installation of wooden dragon teeth on Bagwell lane to prevent vehicles on site
- Veteran Tree survey and management plan for 79 trees (Odiham)
- Glades and ride cut in September
- Holly (scrub) clearance in winter (Odiham)
- Application (Odiham) and admin work for Countryside Stewardship for the sites (both)
- Pond improvements on Broad Oak in September
- General grounds maintenance (amenity mowing and strimming)
- Responding to resident enquiries (both sites)”

Allotment
Plots



3. Amenity Area Committee Priorities

Membership: Cllr J Raw (Chair), Cllr G Ball, Cllr K Ball, Cllr C Brown, Cllr R Coleman, Cllr A Fraser, 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 (Q2 2021/22)		This quarter (Q3 2021/22)		Next quarter (Q4 2021/22)	Project complete	Future monitoring & matters arising	
					Actions required	Monitoring notes	Actions required	Update				Actions to c/f
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.	No progress. No response from Hart DC. Project has taken different path due to Climate Action Plan and request from Forest School. Refer to current quarter.	Ask Hart DC for an update on Hart's Green Loop.		Include in new Environmental & Climate Action Plan.			
		Cemetery biodiversity area	Manage willflower area				Consider use by Forest School and agree required actions.	To be discussed 16.11.21.	Include in new Environmental & Climate Action Plan.			
		Cemetery Meadow	Community Orchard	Inform contractor	Mark out wildflower area before cutting and ensure Autumn cut & rake.	Completed.	Ensure maintenance of wildflower area is included in new Cemetery maintenance spec.	New draft contract spec on agenda 16.11.21.	Include in new Environmental & Climate Action Plan.			
					Research feasibility of change of use to allow Community Orchard and respond to expression of interest for land.	Completed.	Deliver OPC's agreed project to plant a community orchard.	Funding secured, trees ordered. Proposed planting date week commencing 13.12.21.	Include in new Environmental & Climate Action Plan.			
									Ensure proper maintenance regime.			
				Consider General Biodiversity Policy	Develop Environmental and Climate Action Plan		Overall policy required by OPC which includes management of OPC's land, future projects and also incorporates Climate Change.	Underway. Cllr McFarlane leading project.	Hold first meeting.	Scheduled 22.11.21.		
							Consider whether OPC should make a climate emergency declaration.	Completed.	Start developing plan.			
							Small Task & Finish Group formed.	Completed.				
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.	Continue to attend Working Group meetings.					
				Residents objections.	Research on taking on Montford Space open space.	Hart not issued certificate of practical completion due to the landscaping not being managed in accordance with the establishment phase detailed in the Landscape Management Plan. OPC obtained a Landscape Architects report on planting which was forwarded to Hart DC and residents.						
				S106 terms.	Research S106 limitations on land.	Support offered from Hart DC, awaiting progress report.						
Enhancement of and access to sporting and leisure facilities	Benches and noticeboards £2,000	Replacement noticeboards			Request quotes to upgrade and make watertight.	No response.				✓		

		Bench repairs		Ask local woodwork group or Mens Shed for support. Research quotes for replacement boards.	No interest.					
				Carry out audit of all benches.	Complete and orders placed.	Install new boards with updated maps and map dispensers.	Estimated delivery date 22.11.21.			
				Source quotes to repair 3 highest priorities.	Completed by Cllrs Coleman & Verdon.	Repair 3 highest priorities.	War memorial - completed. Chamberlain Gardens - ? , next to quarry - ?.			Ensure sufficient budget provision for ongoing maintenance program.
					Complete	Source quotes to repair next 3 highest priorities. Consider picnic benches as part of 2022-23 budget.	On agenda 16.11.21.			
	Buften Field	Support for sports pitches	Support HCC application and lobbying for community use		No progress	Continue to lobby HCC for input to the community use agreement.				
	Dunleys Hill	Possible biodiversity area		Continue to lobby HCC for input to the community use agreement. Consider biodiversity area as part of Dunley's Hill development following presentation from developer 05.01.21.	No update on progress of application.	Start to think about best/preferred use of the POS land ready for a further approach from developer.	Consider area as part of the Environment and Climate Action Plan so a clear plan is ready should an application come forward.			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.	i. Repair North Chapel floor.	Complete.					
				Protect North Chapel flooring.	Complete					
				ii. Strategy Working Group to agree clear objective for future use of chapels.	No update.	ii. Strategy Working Group to agree clear objective for future use of chapels.				
	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.	Update quotes ready for work in Spring 2022.			

Amenity Area Committee budget calcs

Code	Title	Budget	Actual 31.10.21	Current Budget	Purchase Orders Raised	Estimated Expenditure or income remaining	Estimated EOY Position	EOY Estimate +/- budget	Associated EMR	Comments	Proposed 2022-23 budget request
Expenditure											
47	Parish room - Caretaking	360.00	120.00	270.00		75.00	195.00	-165.00		Plan to stop in new year.	0.00
2,005	Chamberlain Gardens (SC Trust)	2,700.00	1,245.80	1,653.36		2,040.00	3,285.80	585.80		Could vire from Sports Centre Trust a/c at end of year.	3,400.00
2,010	Cemetery Maintenance	12,000.00	6,803.00	6,329.33	10,295.00	2,800.00	19,898.00	7,898.00	Yes	All hedge maintenance put under this code. New contract 2022.	15,000.00
2,015	Cemetery rates and water	1,800.00	2,646.90	-846.90		150.00	2,796.90	996.90		Rates under budgeted - note for 2022/23. Note business rate rebate in 2100.	2,200.00
2,020	Cemetery electricity	200.00	157.34	78.88		75.00	232.34	32.34			250.00
2,030	Memorial testing	1,500.00		1,500.00	660.00		660.00	-840.00	Yes		0.00
2,035	Other amenity areas maintenance	4,000.00	1,911.75	2,420.16		2,600.00	4,511.75	511.75		Difficult to estimate due to unforeseen expenditure.	5,000.00
2,040	Play Areas	7,000.00	3,407.85	3,694.65	4,679.46	2,535.00	10,622.31	3,622.31	Yes	Assumes Larkstel continue playground inspections.	7,000.00
2,050	Allotments - maintenance	700.00	295.25	460.75		336.00	631.25	-68.75		Increased cuts from original contract.	800.00
2,055	Allotments - Water	160.00		160.00		160.00	160.00	0.00			160.00
2,065	Tree works	3,500.00		3,500.00	2,310.00	350.00	2,660.00	-840.00		Retain contingency. Likely to be required by end of year.	3,500.00
2,070	Bin emptying	4,000.00	1,661.66	2,551.73		1,680.00	3,341.66	-658.34		Allow 6 x £280. Retain contingency for additional items. New bin tennis courts.	4,000.00
2,075	Benches and Noticeboards	500.00	220.00	500.00	1,924.54		2,144.54	1,644.54	Yes	Ongoing bench maintenance program.	500.00
2,080	Basingstoke Canal	6,450.00	4,036.00	2,414.00		4,036.00	8,072.00	1,622.00		Over budgeted. Could earmark for next year and note in budget preparation.	4,100.00
2,085	Broad Oak Maintenance	500.00		500.00		500.00	500.00	0.00			500.00
2,090	Commons Ranger	1,000.00		1,000.00		1,000.00	1,000.00	0.00			1,000.00
2,095	Toilets - Maintenance	5,450.00	89.00	5,361.00	195.00		284.00	-5,166.00		Damp proofing solution still to be found. Earmark if unspent at EOY.	1,000.00
2,100	Toilets - Power and rates	2,200.00	1,933.25	498.55		-1,272.45	660.80	-1,539.20		Note business rate relief applied. Refer to overspend on 2015.	2,200.00
2,105	Toilets - cleaning	4,800.00	2,730.00	2,460.00		1,950.00	4,680.00	-120.00			4,800.00
2,110	Parish Room - power and rates	800.00	450.67	349.33		120.00	570.67	-229.33			0.00
2,115	Parish room - maintenance	1,000.00	135.10	864.90		875.00	1,010.10	10.10	Yes	Required for structural repairs. Refer to negative EMR.	1,000.00
2,120	Chapel Cottage Maintenance	1,200.00	307.00	893.00			307.00	-893.00		Retain for adhoc repairs. Move unspent to EMR.	500.00
2,140	Bus Shelter Maintenance	250.00		250.00			0.00	-250.00		Need to follow up formal asset transfer.	250.00
		62,070.00	28,150.57	36,862.74	20,064.00	20,009.55	68,224.12	6,154.12			57,160.00
Income											
2,500	Chapel Cottage rent	12,600.00	6,300.00	-6,300.00		6,300.00	12,600.00	0.00			
2,505	Burial fees	9,000.00	10,020.00	960.00		5,750.00	15,770.00	6,770.00		Estimate £3.5k above known income. Maybe higher.	12,600.00
2,510	Allotment rents	1,000.00	850.00	-150.00			850.00	-150.00			12,000.00
2,515	Allotment Deposits						0.00	0.00	Yes		1,000.00
2,520	Other income	100.00	5.00	-95.00			5.00	-95.00			50.00
		22,700.00	17,175.00	-5,585.00		52,069.10	165,673.24		0.00		25,650.00
8000 - Projects											
8,010	Parish Room	1,000.00		1,000.00			1,000.00		Yes	Retain until structural condition known. Refer to negative emr.	0.00
8,015	Play Area Replacement	5,000.00		5,000.00		3,622.31	1,377.69		Yes	Refer to code 2040. Combine expenditure EOY	5,000.00
		6,000.00	0.00	6,000.00							5,000.00
7000 - Earmarked Reserves											
				Balance			Balance after deductions from above				
	Cemetery Maintenance			2000.00			2000				
	Amenity Equipment Repairs			-390.00			-390				
	Chapel Building Maintenance			9085.00			9085				
	Chapel Cottage Maintenance			1500.00			1500.00				
	War Memorial Maintenance			1116.00			1116.00				
	Play Area Replacement			5000.00			5000.00				
	Bufton Field Play Area			3837.50			3837.50				
	Benches & Noticeboards			2000.00			355.46				
	Parish Room Maintenance			-2320.00			-1330.10				
	Grounds Maintenance			3553.50			3553.50				
	Memorial Testing			736.00			736.00				
	Revaluation of Buildings			725.00			725.00				