



**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 15<sup>th</sup> FEBRUARY 2022 AT 7.30pm**

9<sup>th</sup> February 2022

*Andrea Mann, Parish Clerk*

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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.

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- AA37/21 To receive apologies for absence**
- AA38/21 To receive declarations of interests and requests for dispensation relating to any item on the agenda**
- AA39/21 Approval of Minutes**  
To APPROVE the minutes of the Amenity Area Committee meeting held on 17<sup>th</sup> November (AA17/21–AA36/21).
- AA40/21 Chairs Announcements**
- AA41/21 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.
- AA42/21 Meeting Action Points (page 3)**  
To note the progress on the meeting actions point list.
- AA43/21 Forest School – land at The Firs (page 4-5)**  
To note the update on the actions taken since the previous meeting and consider next steps, as set out in the agenda report.
- AA44/21 Tree Survey (quotation emailed to Councillors separately)**  
To consider approving expenditure totalling £595 from the Tree Works budget to cover a re-assessment of trees on OPC's sites, following a full review in 2016.
- AA45/21 Burial plots at Odiham Cemetery (pages 6-7)**  
To consider delegating authority to the Clerk to instruct works for expanding the burial lawn. Refer to attached report.



**AA46/21**

**Benches in the Cemetery (pages 8-9)**

- i) To consider granting approval for installing 1 new memorial bench in the main cemetery area (location 1).
- ii) To consider accepting a memorial bench in the Cemetery Orchard, donated by The Rotary and Odiham Society, to commemorate the Queen's Platinum Jubilee, accepting installation costs and future maintenance.

**AA47/21**

**Shrub Clearance work at Bufton Field Play Area**

To agree a one off expense of £1,250 to clear the overgrown surrounds of the play area by at least 60% to include cutting down the dogwoods at the correct time of year (March) for maximum visual impact and reduced ongoing maintenance. Removing the two self sown large goat willow and plugging them so they do not come back. Massively reducing the planting infill by the developers that include hypericum, laurel and Ionicera. Litter picking all the rubbish from the cleared undergrowth.

This work can be funded from the Bufton Field Play Area earmarked reserve.

**AA48/21**

**Amenity Area Committee Strategic Projects (pages 10-11)**

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

**AA49/21**

**To note the date of the next meeting**

17<sup>th</sup> May 2022.

**AA50/21**

**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.**

**AA51/21**

**Cemetery Maintenance Grounds Contract (pages 12-14)**

To consider the recommendations in the Clerk's report for final decision by full Council 15.02.22.

**AA52/21**

**Damage to Headstone (page 15-16)**

To consider a donation towards the cost of repair.

Amenity Committee				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
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.	Delay in supply of timber. Scheduled Feb.
	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
Nov 21	19/21	Clerk	Change draft minutes on website to final.	Completed
	23/21	Clerk	Forest School - The Firs - speak to adjacent land owner to seek permission for access.	On agenda
			Progress formal tree survey of The Firs.	On agenda
			Request written information outlining types of activities.	Completed
			Arrange site visit of all sites.	Completed
	24/21	Clerk/AO	Instruct contractor to clean Bufton Field play surfacing.	Completed
	25/21	Clerk	Add revised cemetery fees to website.	Completed
	26/21	Clerk	Revise quote and source comparative quotes for additional burial space; land and interment beds.	In progress
	28/21	Clerk	Include 2022-23 budget provision for picnic benches and research options.	Completed but not approved. Grant application submitted & pending decision.
	29/21	Clerk/Cllr DS	Progress cemetery grounds maintenance contract as per timeline.	Completed. On agenda.
	30/31	Clerk	Ask Hart Countryside team whether they can help with tree inspections.	Emailed. Awaiting response. 2nd enquiry sent.
	36/31	Clerk	Instruct contractor to carry out repairs to Parish Room porch.	Completed.

**REPORT ON:** Forest School

**WRITTEN BY:** Parish Clerk

**MEETING DATE:** 15<sup>th</sup> February 2022

**AGENDA ITEMS:** AA43/21

### **Introduction**

As agreed at the previous meeting, a site visit has now taken place to look at The Firs, land at Colt Hill and Chamberlain Gardens. Feedback from the visit is shown below along with further details on the planned activities, as requested by Councillors.

“As we mentioned, we are already running Forest School sessions at Buryfields, and we hope to start at Mayhill soon. Following on from meeting with you, Jill and I have discussed our priorities and decided the next direction we want to take is running our own sessions independently. Client groups would include children under 5, home-schooled children and adult wellbeing groups.

Although I previously favoured The Firs, with a view to running sessions for Leapfrogs, on reflection we now think the best direction for us would be running independent sessions at Colt Hill Wharf. If all goes well, we may wish to revisit Leapfrogs and the Firs in future, but we'll put it on the back-burner for now.

So we would love to move forward with Colt Hill if OPC are amenable. From our perspective we would see the next steps as follows:

1. **Tree inspection** – before we can start sessions, the trees need to be inspected for safety and any tree work identified needs to be carried out. This is usually the landowner's responsibility.
2. **Lease** – consider what kind of agreement between OPC and ourselves is required. I recall from my initial meeting with the Amenity Areas Committee that a Lease was discussed, in line with those of the Tennis and Bowls clubs.
3. **Insurance** – OPC would need to check their public liability insurance cover. We have also started getting quotes for our own liability insurance.
4. **Car park permission** – we will contact the owners of Colt Hill car park (the Basingstoke Canal Authority, I believe) to check whether our clients would be permitted to park there.

Let us know your thoughts on this and any additional steps from your perspective. Presumably once we agree on the initial steps, they will need to be costed and presented to the council?”

## Land at Colt Hill



### For Decision

1. Tree inspection – refer to agenda item A44/21.
2. Whether to grant a user licence to use land at Colt Hill. Note a lease is not possible as we cannot guarantee sole use of this space.
3. Insurance – advice received  
“The Forest School’s insurance will pick up any activity that arose due to their activities, e.g a child was hurt during a school led activity. This would not be covered under the Council’s insurance.

The Council’s policy will pick up on any incident that occurred due to incidents within the control of the council, e.g the state of the land due to lack of maintenance.

**REPORT ON:** Extension of main burial lawn

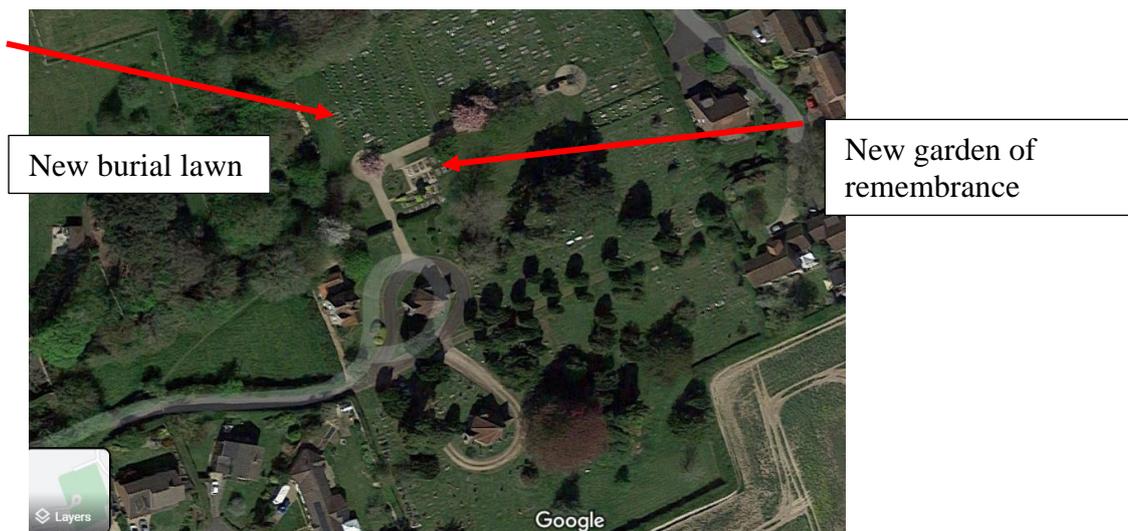
**WRITTEN BY:** Parish Clerk

**MEETING DATE:** 15<sup>th</sup> February 202

**AGENDA ITEMS:** AA45/21

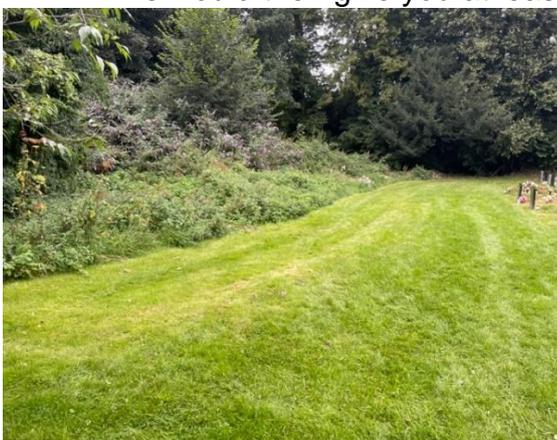
### Introduction

The previous Committee meeting agreed to allocate 2022-23 budget for works to extend the main burial lawn and instal 4 additional interment beds:



We would like to complete works for extending the main burial lawn as soon as funds are available at the start of the financial year, the optimum time of year for this work. Works will include:

- Cutting back and removing all scrub and waste land adjacent to the current burial lawn. This has had large amounts of spoil from the graves dumped on this land.
- Regrade the ground to match the existing.
- Removing old spoil and moved along the back to create a natural mound/bund.
- Grass seed to the entire area.
- This would then give you at least an additional 8 meters of land.



We have so far received one quotation indicating maximum expenditure is £1,800.

**For Decision**

Staff will strive to source 2 further quotations before April.

Councillors are asked to consider delegating authority to the Clerk, in consultation with the Amenities Committee Chair, to select and award contract at the start of the 2022-23 financial year.

**REPORT ON:** Benches in Cemetery

**WRITTEN BY:** Parish Clerk

**MEETING DATE:** 15<sup>th</sup> February 2022

**AGENDA ITEMS:** AA46/21

**Introduction**

This report seeks approval for locating benches in Odiham Cemetery:



1. Location 1 is a new request.



2. Locations 2 & 3 in the new Community Orchard are suggested locations from the Odiham Society and Rotary who will, jointly, donate one bench to commemorate the Queen's Platinum Jubilee. They propose:



[https://uk.glasdon.com/seating/recycled-materials-seating/lowther-seat?qclid=CjwKCAiA6Y2QBhAtEiwAGHYbPbBjWUGx2Xk1M0isrse7V47itaKWiks32WsQ7UYJvWEyuPMq2BxkFxoCtyUQAvD\\_BwE](https://uk.glasdon.com/seating/recycled-materials-seating/lowther-seat?qclid=CjwKCAiA6Y2QBhAtEiwAGHYbPbBjWUGx2Xk1M0isrse7V47itaKWiks32WsQ7UYJvWEyuPMq2BxkFxoCtyUQAvD_BwE) (Timberpol slats + fixings = £677).

OPC has been asked to consider funding installation costs. One quotes has been received totalling £950. This will involve digging out, installing a timber edging and filling with concrete to ground level then fixing with supplier approved fixings). Comparative quotes have been requested. Paving slabs were suggested but the contractor advised against this in a public open space.

There is an estimated £900 in the combined Benches & Noticeboards main budget and earmarked reserve but there are outstanding bench repairs.

### **For Decision**

- i) To agree granting permission to install a memorial bench at location 1.
- ii) To agree to accepting a memorial bench donated by the Odiham Society and Rotary.
- iii) Subject to ii), to consider funding some or all of the installation costs – suggested 50%, up to £475.
- iv) Subject to ii), to acknowledge and accept future maintenance costs.

**3. Amenity Area Committee Priorities**

Membership: Cllr D Stewart (Chair), Cllr K Ball, Cllr C Brown, Cllr R Coleman, Cllr L Cornall and Cllr A McFarlane.

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 (Q3 2021/22)		This quarter (Q4 2021/22)		Next quarter (Q1 2022/23)	Project complete	Future monitoring & matters arising	
					Actions required	Monitoring notes	Actions required	Update				Actions to c/f
Increasing biodiversity through 'meadow' or tree planting	£275	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.	Write full specification.		Include in new Environmental & Climate Action Plan.			
					Consider use by Forest School and agree required actions.	Committee agreed to research 16.11.21	Potential use by The Forest School.	Report back from site visit with The Forest School. Is this site preferred? What needs to be researched and implemented to enable use of this site?	Include in new Environmental & Climate Action Plan.			
		Cemetery biodiversity area	Manage willflower area	Inform contractor	Ensure maintenance of wildflower area is included in new Cemetery maintenance spec.	Complete.	Arrange site visit with new grounds contractor to discuss proper regime for wildflower area		Include in new Environmental & Climate Action Plan.			
					Deliver OPC's agreed project to plant a community orchard.	Planted.	Formal opening	Scheduled 28.03.22. Interpretation board under development. Request for memorial benches on agenda 15.02.22.	Include in new Environmental & Climate Action Plan.			
		Cemetery Meadow	Community Orchard				Ensure proper maintenance plan					
					Develop Environmental and Climate Action Plan	Policy development	Underway. Cllr McFarlane leading project.					
		Consider General Biodiversity Policy					Consider whether OPC should make a climate emergency declaration.	Completed.				
							The Greening Campaign (work poss to fall under Community Committee?)	Signed up for Phase 1. Expressed interest in funding for Phase 2.	Start project including attending monthly meetings.			
Canal Basin Project		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.	On hold					
				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 £1,465.83	Replacement noticeboards			2 new noticeboards, High Street	Complete				v		
					1 new noticeboard, North Warnborough	Complete						

		<b>Bench repairs</b>			Carry out audit of all benches.	Completed by Cllrs Coleman & Verdon.	Complete works for bench repairs.	Chamberlain Gardens - ?, next to quarry - ?.		
		<b>Picnic benches</b>			Arrange repairs for 3 highest priorities.	War memorial - completed.	Review bench audit to identify next 3 priorities. Provide 2022-23 budget.	Not approved. Grant application sent to Hart DC to hire benches 2022 - pending.		
	Bufton Field	<b>Support for sports pitches</b>	Support HCC application and lobbying for community use		Continue to lobby HCC for input to the community use agreement.	No progress	Continue to lobby HCC for input to the community use agreement.	Submitted request through Hart DC planning officer.		
	Dunleys Hill	<b>Possible biodiversity area</b>			Consider biodiversity area as part of Dunley's Hill development following presentation from developer 05.01.21. Start to think about best/preferred use of the POS land ready for a further approach from developer.	No update on progress of application.  Consider area as part of the Environment and Climate Action Plan so a clear plan is ready should an application come forward.	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.	
<b>Protection, enhancement of and access to local heritage.</b>	Chapel building maintenance £9,085	<b>Chapel refurbishments</b>	i. To protect buildings into further state of disrepair. ii. To transform chapels into usable space.		North Chapel	Flooring complete. No further works scheduled.	Develop clear strategy for South Chapel			
	War memorial maintenance £1,116	<b>War memorial refurbishment</b>	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.			