



**MEMBERS OF ODIHAM PARISH COUNCIL'S AMENITIES AREAS COMMITTEE
ARE SUMMONED TO ATTEND THE AMENITIES AREAS COMMITTEE MEETING
WHICH WILL BE HELD IN THE LIBRARY ROOM, THE BRIDEWELL, THE BURY,
ODIHAM, ON 31st MAY 2022 AT 8.30pm**

26th May 2022

Andrea Mann, Parish Clerk

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- AA01/22 To receive apologies for absence**
- AA02/22 To receive declarations of interests and requests for dispensation relating to any item on the agenda**
- AA03/22 Approval of Minutes**
To APPROVE the minutes of the Amenities Areas Committee meeting held on 15th February (AA37/21–AA52/21).
- AA04/22 Chairs Announcements**
- AA05/22 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.
- AA06/22 Meeting Action Points (page 3)**
To note the progress on the meeting actions point list.
- AA07/22 Amenities Areas Committee Strategic Projects (pages 4-5)**
To review the latest update on the Strategic Plan and agree any recommendations to be forwarded to the Strategy Working Group meeting on 7th June.
- AA08/22 Grass cutting (page 6-7)**
- i) To consider a request from a resident that OPC reviews it's grass cutting regime and agree a process which acknowledges cost, contractual obligations, duty to provide public open space and OPC's Climate and Environment Action Plan.
 - ii) To consider a recommendation from the grounds contractor to revise the cemetery grass cutting schedule - to reduce grass cutting in areas A & B and increased in areas D & L as a one off this year before considering a permanent change in 2023.
 - iii) To clarify a request from an allotment tenant who reminds OPC that an Allotment User Group meeting in 2020 agreed OPC should fund grass cutting to the sides and rear of each allotment plot. The grass cutting contract spec will be circulated to Councillors for information.



- AA09/22 Jubilee Bench (page 8)**
To consider the recommendations set out in the Deputy Clerk's report.
- AA10/22 Request to use the Recreation Ground for a community event**
To consider a request from All Saints Church to hold a community event on the Recreation Ground on 31st July 2022. (Email circulated to Councillors only).
- AA11/22 Trees in Peace Garden**
To consider whether to replace the 5 dead trees, which are soon to be removed from the Peace Garden. The 2022/23 Tree Works budget is currently £3,050, before expenditure arising from the tree inspection. Photos will be circulated to Councillors.
- AA12/22 Policy for event parking on OPC's grassed, open spaces (page 9)**
To consider the Clerk's report and future policy for dealing with requests to park on OPC owned land.
- AA13/22 Parish Lengthsman's 2022-23 work schedule (page 10)**
To review and confirm the list of tasks for the Parish Lengthsman.
- AA14/22 To note the date of the next meeting**
16th August 2022.
- AA15/22 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**
- AA16/22 Flatbed swing unit at Chamberlain Gardens Play Area (pages 11-19)**
To consider the Clerk's report and attached quotation to replace flatbed swing unit legs at the Chamberlain Gardens Play Area.

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.	Project removed. Not possible to progress.
	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	Strategy Working Group meeting 07.06.22.
	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. Update on agenda.
	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.
Feb '22	43/21	Clerk/AO	Liaise with Forest School re approval in principle to use land at Colt Hill for Forest School.	Ongoing. Awaiting tree survey.
	44/21	Clerk/AO	Appoint tree inspection and report findings back to committee.	Inspection completed. Awaiting survey report.
	45/21	Clerk/AO	Appoint contractor to extend burial lawn.	Contract placed. Works due September.
		Clerk/AO	Appoint contractor to install further interment beds.	In progress. Awaiting final costs from contractor.
	46/21	Clerk/AO	Allow installation of memorial bench in cemetery.	Completed. Bench installed.
		Deputy Clerk	Research other options for Jubilee bench in orchard.	On agenda.
	47/21	AO	Award contract to thin shrubs around Bufton Field Play area and complete works.	Contract awarded. Most work complete, selective shrub clearance outstanding.

3. Amenity Area Committee Priorities

Membership: Cllr R Coleman (Chair), Cllr K Ball, Cllr L Cornall, Cllr A McFarlane, Cllr D Sanger.
 Objectives: To research, deliver and monitor Amenity Area strategic projects.
 Dates of meetings: 31.05.22, 16.08.22, 15.11.22, 21.02.23.

Strategic Priority	Available budget/EMR	Project Name	Details of Project	Barriers/threats	Last quarter (Q4 2021/22)		This quarter (Q1 2022/23)		Next quarter (Q2 2022/23)	Project complete	Future monitoring & matters arising
					Actions required	Monitoring notes	Actions required	Update			
Increasing biodiversity through 'meadow' or tree planting		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.				
					Consider use by Forest School and agree required actions.	Now researching land at Colt Hill.					
		Cemetery biodiversity area	Manage wilflower area	Inform contractor	Ensure maintenance of wilflower area is included in new Cemetery maintenance spec.	✓ Added to new grounds contract.				✓	
		Cemetery Meadow	Community Orchard		Planted and formal opening.	✓				✓	
		General Biodiversity Policy	Develop Environmental and Climate Action Plan		Policy development	✓				✓	
							Biodiversity surveys 18.05.22.				
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.		Update 09.05.22 - HDC still not issued certificate of practical completion. Awaiting update form developer.			
				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	✓				✓	
					1 new noticeboard, North Warnborough	✓				✓	
		Bench repairs			Carry out audit of all benches.	✓	Complete works for bench repairs.	Chamberlain Gardens - ?, next to quarry - ?.			
					Arrange repairs for 3 highest priorities.	War memorial bench - completed.	Review bench audit to identify next 3 priorities.				
		Picnic benches			Provide 2022-23 budget.	Not approved. Grant application sent to Hart DC to hire benches 2022 - pending.	Install temporary benches using grant funding.	Due to be delivered 13.05.22.			Consider funding for 2023/24.

[illegible]

ODIHAM PARISH COUNCIL - SCHEDULE OF WORK 2022-25, APRIL-MARCH, YEARS 1-3

	A	M	J	J	A	S	O	N	D	J	F	M	Anticipated number of visits	Comments
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														NB Also additional maintenance by a specialist contractor at specific times of the year
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														Contractor to advise on frequency
Hedges - Marked A & B on Map								1					1	Maintain height to no more than 2.7metres
Hedge marked C on Map								1					1	Maintain height to no more than 3-3.7m along the entire length
Hedge marked D on Map								1					1	Width should not overhang or interfere with burial plots
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	NB Gravel area at rear maintained by tenants of cottage
Garden of Remembrance - Ashes interment plots - Weed gravel	1		1		1		1						4	Contractor to advise on frequency of herbicide use
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	Mow late August / early September
Wildflower Area - marked with stakes- Rake Off and dispose off site						1							1	All mowings to have been raked away and disposed of by end of September
Shrubs and trees - General maintenance	1					1							2	Trim and prune as required according to species
Weeding and watering Community Orchard in Cemetery meadow (30 trees)		1	1	1	1	1							5	
TOTAL														

Grave Area D
85-284

285



wild may
out.

Grave Area D

1-84

tree

RAF 1st
x start

11 Stone



10th York
Messant

Grave Area C

1-477

9 rows

rectilinear across

RAF extension
finish

Grave Area D
nos 285-801

tree



Grave Area L

1-177 current.

Grave Area

Numbered

B 1-240

Grave Area B

1-239

Non-Conformist
Area

Grave Area A

old +

Consecrated ground -

(wildlife
area)

field

Grass Path.

Grave Path

101 →

Garden of
Remembrance

1-100

① x

old
Rose Garden

tree

NORTH
CHAPEL

SOUTH
CHAPEL

A

Post 1901

old Rose
Garden

COTTAGE

Oddham Cemetery
Grave Areas Plan



REPORT ON: Jubilee Community Bench Request

WRITTEN BY: Deputy Parish Clerk

MEETING DATE: 31st May 2022

AGENDA ITEM: AA09/22

Introduction

In February 2022 the Odiham Society and Rotary Club separately approached OPC with the suggestion to install a memorial bench in the community to commemorate the Queen's Platinum Jubilee.

In April a resident after visiting the Community Orchard also approached OPC about offering to help financially to install a bench in the orchard.

Odiham Society and Rotary Club

Representatives met with OPC to discuss the location and it was agreed that the new Community Orchard would be a fitting place for the bench but that it would be more fitting if the bench was in keeping with the orchard environment.

OPC put the representatives in contact with Rob Beckinsale, the sculptor who had been commissioned by OPC to carve the post for the Queen's Green Canopy commemorative plaque.

After further investigation the Odiham Society decided against funding this type of bench due to the cost, required maintenance and perceived lack of comfort to those seated on the bench and agreed to donate £700 towards the cost of a 'standard manufactured all Teak seat with a suitable memorial plaque marking the Queen's Jubilee'

Odiham Resident

The Odiham resident emailed OPC to compliment the new Community Orchard and to offer support to install a community bench in the orchard.

Decision:

1. To agree response to The Odiham Society - whether an urban bench is suitable and whether there is a suitable location on OPC owned land. Note that OPC cannot grant consent on Hampshire Highway's owned land.
2. To agree to research further a rural style bench suitable for the orchard and liaise with local resident.
3. To ascertain the Rotary Club's intentions.



REPORT ON: Policy for managing requests to use OPC's grassed open spaces for event parking

WRITTEN BY: Parish Clerk

MEETING DATE: 31st May 2022

AGENDA ITEM: AA12/22

Introduction

During May 2022, OPC has received 6 separate requests to use OPC's grass open spaces for event parking:

1. Leapfrogs Jubilee picnic, Recreation Ground, 26th May.
2. Leapfrogs end of term picnic, Recreation Ground, 19th July.
3. Bowling Club open day, Beacon Field, 29th May.
4. Bowling Club Open 4s, Beacon Field, 30th July.
5. Cricket Club celebrity cricket match, Beacon Field, 17th June.
6. Flavourfest, Recreation Ground, 29th August.

I am unaware that OPC has a clear policy or procedure for managing these requests.

For Decision

- i) To consider whether OPC should draw up a clear policy? Eg, considering:
 - Weather conditions.
 - Potential damage to ground.
 - OPC's public liability.
 - Safe procedures for allowing vehicles on recreational open space.
 - Whether a damage deposit is required.
 - The loss of recreational, open space and impact to other residents.
- ii) To agree response to the specific requests listed above.

Odiham Parish Lengthsman Scheme

	PROJECT	NOTES/STATUS
1	Highway sign cleaning - clean algae from signs in North Warnborough (refer to photos saved on F drive).	Photos 01 to 05 are all taken as you enter North Warnborough from Bidden Road Photo 06 is taken at the bottom of Dunleys Hill by the Peace garden Photos 07 and 08 are taken as you enter the Street from Dunleys Hill
2	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 October.
3	War memorial hedge - cut back hedges either side of memorial in preparation for Remembrance.	Hedges owned by Hart DC - permission given. Now added to OPC grounds contract, one cut October. Review whether additional cut required earlier in year.
4	Clearance of FP7 from The Street to Robert Mays school	Part completed during 2021 but needs a full review.
5	Clearance of foliage opposite side of the road to Hatchwood House and is the area around Broad Oak roundabout up to the new housing estate and then from just over the brow of the hill it's the stretch running past the 3 houses called Beggars' Roost	
6	The stretch around the roundabout, to the west side where the underpass comes up, and up to the Hatchwood development gets very overgrown in the summer and could probably do with attention twice a year, maybe June/July and September/October.	15.01.21 - condition fair.
7	The stretch from Hatchwood past Spectro to the first of the 3 houses not visible from the road (I think that one is Steep House) is usually fine and probably only needs attention once a year. Most of it is looked after by the residents.	15.01.21 - condition fair.
8	The stretch past Steep House, Peter Carring and Beggars' Roost gets really bad and could do with attention twice a year	15.01.21 - condition fair.
9	Colt Hill amenity land - trim back branches/foliage which overhang footpath.	Now on OPC grounds contract. Review whether additional cut required earlier in the year.
10	Clear footpath from Salmon's Road to Buffins Corner.	Need to establish exact location.
11	Recreation Ground MUGA - clear leaves & moss on the paths surrounding the MUGA.	
12	Footpath 31 running from the Recreation Ground to Alton Road.	Completed 03.02.22.
13	Footpath 31 running from Alton Road to The Bury.	Completed 03.02.22.
14	Signage in Tunnel Lane - clean signs and move into correct position.	Completed 03.02.22.
Other matters from previous years for consideration		
	<i>Clearance of weeds on the pavement at top of Dunley's Hill down for approx 200m from Alton rd roundabout, opposite Texaco garage.</i>	<i>Open</i>
	<i>Removal of leaves Oct/Nov along High Street and Dunleys Hill</i>	<i>Open</i>
	<i>Clearance work Love Lane footpath</i>	<i>Nettles at cricket pitch end and overhanging branches full length, leaf clearance in Oct/Nov</i>
	<i>Grass cutting alongside the FP on the Firs</i>	
	<i>Clearance of vegetation around the street signs in North Warnborough, Deptford Lane area mainly if not completed by Highways</i>	
	<i>Installation of grasscrete near Leapfrogs</i>	<i>Review requirement - reorder grasscrete if necessary</i>
	<i>Basic clearance of FP71 North Warnborough The Mill to Common</i>	
	<i>Hammer in the aluminium strips on poost and rail fence at Priors Corner and Peace Garden</i>	