



**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL'S
AMENITIES AREAS COMMITTEE HELD IN THE LIBRARY ROOM, THE BRIDEWELL,
THE BURY, ODIHAM, RG29 1NB ON 15th NOVEMBER AT 8.16PM**

Present: Cllrs R Coleman (Chair), T Griffith, D Sanger and P Verdon.

In attendance: Cllr Seabrook and Andrea Mann (Parish Clerk).

AA32/22 To receive apologies for absence

Received from Cllrs Ball and McFarlane.

AA33/22 To receive declarations of interests and requests for dispensation relating to any item on the agenda

None received.

AA34/22 Approval of Minutes

The minutes of the meeting held on 16th August (AA17/22–AA31/22) were approved as a true record of the meeting and signed by the Chair.

(Proposed by Cllr Coleman, seconded by Cllr Verdon, 3 in favour).

AA35/22 Chairs Announcements

None.

AA36/22 Public Session

There were no members of the public present.

AA37/22 Meeting Action Points

The progress on the meeting actions point list, as presented with the agenda, was reviewed and noted.

AA38/22 Amenities Areas Committee Strategic Projects

The latest update on the Amenities Areas Committee pages of the Strategic Plan were reviewed and the following additions were agreed:

- i) Area of reflection in Odiham Cemetery including a 2023/24 budget request of £3,000.
- ii) Purchasing picnic benches, starting with 5 benches; 2 at Beacon Field, 2 at Chamberlain Gardens and 1 at Chapel Pond Drive, including a 2023/24 budget request of £2,000.

It was agreed to defer consideration of projects listed in the Biodiversity Action Plan to the December full Council meeting when Cllr McFarlane would have the opportunity to update Councillors on research.

AA39/22 Grounds and Cemetery Maintenance Contract Review

The Clerk reported that the annual review meeting had taken place with the grounds contractor who held the main grounds contract and cemetery contract. It was evident the contractor was doing a good job but the number of cuts



specified by OPC was considered to be too low and raised concerns during late spring to early summer. In response, two additional cuts in the cemetery had been included in the draft 2023-24 budget.

Councillors agreed to the contractor's recommendation of zoning the cemetery and tackling longstanding work one zone at a time.

Other matters arising were included elsewhere on the agenda.

AA40/22

Amenity Officer's Site Report and Clerk's recommendations

The Amenity Officer's site report was reviewed and noted. The following matters listed in the report were agreed:

- i) Chapel Pond Play Area
 - Trailblazer – Councillors agreed to remove the broken sections and infill the mulch and would consider expenditure under the next agenda item.
 - Entrance gate – Councillors agreed a new gate should be installed and would consider expenditure under the next agenda item.
 - Overhanging branches on southern boundary – it was agreed that the trees were not rooted on OPC land but OPC should consider the quote provided to carry out tree works on the overhanging limbs only.
- ii) Chamberlain Gardens play area
 - Rotten fence posts – Councillors agreed to proceed with the repair works and would consider the quote under the next agenda item.
 - Crown lifting – Councillors agreed it was not necessary to crown lift the trees listed in the agenda report. Instead, the grounds contractor should be instructed to not cut under the trees because the long grass would encourage biodiversity.
 - Cllr Sanger agreed to inspect the specimen trees on the site.
- iii) Cemetery
 - Councillors noted the drop down bollard had been damaged and agreed it should be re-installed. The quote would be considered under the next agenda item.
 - Interment beds – one or two accessible interment beds were agreed as close to the entrance as possible. The Clerk would instruct the successful contractor to re-locate either one or two of the new beds, depending on available space. A new management policy would be referred to the next meeting.
 - Western boundary hedge with Reynteins View – Councillors considered the proposal to award a contract in line with available budget to complete as much work as possible within a 3 day work schedule.
- iv) Parish Room
 - Councillors agreed it was not necessary to carry out a hard cut back of the shrubs surrounding the Parish Room, a normal prune would be sufficient.



- Councillors asked for the missing tiles to be replaced as soon as possible.
- v) Chapel Cottage
 - It was agreed to leave the trees and shrubs surrounding Chapel Cottage in situ because they provided screening to the property.
 - The Clerk was asked to arrange for the window cleaner to clear the guttering on the main house.

AA41/22 Amenity Area expenditure

Further to agenda item AA40/22, the following financial expenditure was agreed.

Site	Expenditure	Amount/Contractor	Available budget
Chapel Pond Play Area	i) Trailblazer – remove posts and infill mulch.	£676 Playscene Ltd.	Play area replacement project budget/EMR
	ii) Remove existing chain link gate and replace. Option 1 – bowtop gate.	£1,635 Playscene Ltd	Play area replacement project budget/EMR
	iii) General tree maintenance on southern boundary to reduce overhang on both sides.	£320 NP Tree Management	Tree works budget
Chamberlain Gardens Play Area	iv) Replace 3 rotten fencing posts, 12 stumps and some repairs to rails. Materials Labour	£385 £750 Premier Grounds	Play area replacement project budget/EMR
Cemetery	Re-install drop down security post: Dig out and remove mud stone etc to a depth of 100mm and 1 1/2 foot square, Build a wooden frame, Hammer in x2 - 1 1/2 to 2 foot lengths of scaffold pole either end to make the concrete slab solid, Pour in post mix, Remove wooden frame, Bolt/screw security post in place.	£120 Keith Dodd	Cemetery maintenance
Cemetery	Works to hedge on boundary with Reynteins View. 3 x day rate @ £1,000 per day to include 3 team members and waste removal. OPC to hold site meeting with contractor and adjacent property prior to works to agree achievable works. Cllr Sanger to join the meeting.	£3,000 NP Tree Management	Burial plot provision project budget

(Proposed by Cllr Coleman, seconded by Cllr Sanger, all in favour).



AA42/22

Cemetery fees from 1st April 2023

RESOLVED

The following fees were agreed to take affect from 1st April 2023.

INTERMENT

First burial in any grave space	Current	New
Registered elector		
Exclusive rights of 50 years – to include headstone approval	800	825
<u>Non registered elector</u>		
Exclusive rights of 50 years – to include headstone approval	1,840	1,895
<u>Subsequent burial in any grave space including ashes</u>		
Registered elector – to include permission to change inscription	200	210
Non registered elector - to include permission to change inscription	465	480
Interment of ashes in the new garden of remembrance		
<i>Registered elector</i>		
Exclusive rights of 50 years – to include memorial stone approval subject to transfer of the exclusive rights	535	550
<u>Non registered elector</u>		
Exclusive rights of 50 years – to include memorial stone approval subject to transfer of the exclusive rights	1,065	1,100
Subsequent interment of ashes in the new garden of remembrance		
Registered elector - to include permission to change inscription	140	145
Non registered elector - to include permission to change inscription	270	280
(a)		
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	45
Transfer of Exclusive Rights	60	70

(Proposed by Cllr Coleman, seconded by Cllr Sanger, all in favour).

AA43/22

Allotment fees from 1st April 2023

RESOLVED

To increase allotment fees by 10% to £55 per plot per annum from 1st April 2023.

(Proposed by Cllr Coleman, seconded by Cllr Verdon, all in favour).

AA44/22

Amenity Areas 2023/24 budget

It was agreed that this agenda item wasn't required because the budget amounts had been minuted under agenda item AA38/22.

AA45/22

To note the date of the next meeting

21st February 2023.



Confidential Matters

AA46/22 **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 and staffing matters which meet the criteria of Schedule 12A of the Local Government Act 1972 Part 1.**
(Proposed by Cllr Coleman, seconded by Cllr Verdon, all in favour).

AA47/22 **Structures on allotments**
Councillors considered whether OPC should request removal of structure which breached the Allotment Rules.

RESOLVED

To request removal of structures on one plot and review the previous decision to remove the deposit fee to the next meeting.
(Proposed by Cllr Coleman, seconded by Cllr Verdon, all in favour).

Being no further business the meeting closed at 9.40pm.

Signed.....

Date.....