



**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 21st FEBRUARY AT 8.30pm (or following conclusion of full Council)**

15th February 2023

Andrea Mann, Parish Clerk

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- AA48/22 To receive apologies for absence**
- AA49/22 To receive declarations of interests and requests for dispensation relating to any item on the agenda**
- AA50/22 Approval of Minutes**
To APPROVE the minutes of the Amenities Areas Committee meeting held on 15th November 2022 (AA32/22–AA47/22).
- AA51/22 Chairs Announcements**
- AA52/22 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.
- AA53/22 Meeting Action Points (page 3)**
To note the progress on the meeting actions point list.
- AA54/22 Amenity Officer's Site Report on resolutions made at the previous meeting and matters arising (pages 4-9)**
To review and note the Amenity Officer's site report and consider matters arising (highlighted in blue).
- AA55/22 Benches (page 10-25)**
To review the Clerk's covering report and consider:
i) To note the £1,000 donation from a resident towards the maintenance of the Parish Council owned benches.
ii) A quote in the value of £1,240 to repair the bench at Chamberlain Gardens (emailed to Councillors separately).
iii) The next priority work in the bench audit 2021.
iv) A draft memorial bench policy (pages 22-24)
v) Delegation to the Clerk to purchase picnic benches in line with 2023/24 budget to ensure delivery before the King's Coronation weekend. (research is circulated to Councillors separately).
- AA56/22 Cemetery Rules (page 26-30)**
To consider proposed changes in the Cemetery Rules, last updated in 2021.



AA57/22 **To note the date of the next meeting**
16th May 2023.

Confidential Matters

AA58/22 **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.**

AA59/22 **Fencing on Chapels**
To consider next steps to deter sleeping in the South Chapel porch.




Amenity Committee				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
Aug-22	17/22	Clerk	Change previous minutes to final on website.	Completed.
	20/22	Clerk	Add Chapel Cottage tenancy to next available agenda, recommend to set up working group.	Completed.
	24/22	Clerk/AO	Complete installation Jubilee benches.	Completed.
			Promote in Autumn newsletter.	Completed.
	25/22	Clerk	Add policy on hiring OPC's land and equipment to website.	Completed.
	26/22a	Clerk	Award contract to Playscene to repair the zip wire at the Recreation Ground and rub down and re-paint play equipment at Bufton Field and Chapel Pond.	Completed.
			Complete works.	Zip wire completed. Painting deferred to Spring 2023.
	26/22b	Clerk	Award contract to Larkstel Ltd to replace 2 cradle swings and chains at the Recreation Ground.	Completed.
			Complete works.	Completed.
	26/22c	Clerk	Award contract to Premier Grounds to remove trip hazards around the recreation ground path edges	Completed.
			Complete works.	Completed.
	26/22ii	Clerk/AO	Source quotes for new fencing and replacement gate at Chapel Pond Drive.	Completed.
	27/22	Clerk	Finalise land at Colt Hill lease and issue to Forest School.	Completed.
			Receive signed lease and implement.	Completed.
	28/22	Clerk/AO	Award contract for tree works at Colt Hill, The Firs, Cemetery and Chapel Pond Drive.	Completed.
			Complete works.	Completed.
	29/22	Clerk	Add revised allotment rules and fees to website.	Completed.
		Clerk	Add agenda item to next meeting to consider how to enforce non-approved structures on allotments.	Refer to 47/22.
	30/22	Clerk/AO	Update Parish Lengthsman's work schedule.	Completed.
		Clerk/AO	Confirm next Parish Lengthsman's work date.	Completed. Awaiting next work date.
Nov-22	34/22	Clerk	Change previous minutes to final on website.	Completed.
	38/22	Clerk	Update Strategic Plan and refer 2 projects to 23/24 budget (area of reflection & picnic benches)	Completed.
	39/22	Clerk	Confirm to contractor zoning of cemetery and 2 additional cuts from 23/24.	Completed.
	40/22i	AO	Remove sections of trailblazer at Chapel Pond Play area.	Completed.
	40/22ii	AO	Arrange for entrance gate to be replaced.	Completed.
		AO	Arrange for trees overhanging southern boundary to be cut back.	Completed.
	40/22ii	AO	Arrange for rotten fence posts to be replaced Chamberlain Gardens play area.	Completed.
	40/22iii	AO	Arrange for drop down post at cemetery to be re-installed.	Completed.
		AO	4 new interment beds to be installed - 2 accessible.	Completed.
		AO/CllrDS	Arrange for boundary hedge with Reynteins View to be cut back. 3 x days.	Completed.
	40/22iv	AO	Arrange for missing tiles on Parish Room to be replaced.	Completed.
	40/22v	AO	Window cleaning and clear gutters.	
	42/22	Clerk	Add revised cemetery fees to website.	Completed.
	43/22	Clerk	Add revised allotment plot fee to website.	Completed.
	47/22	Clerk/AO	Write to allotment tenants re non-permitted structures.	





REPORT ON: Amenity Officer's Site Report on resolutions made at the previous meeting and matters arising






WRITTEN BY: Parish Clerk




MEETING DATE: 21st February 2023


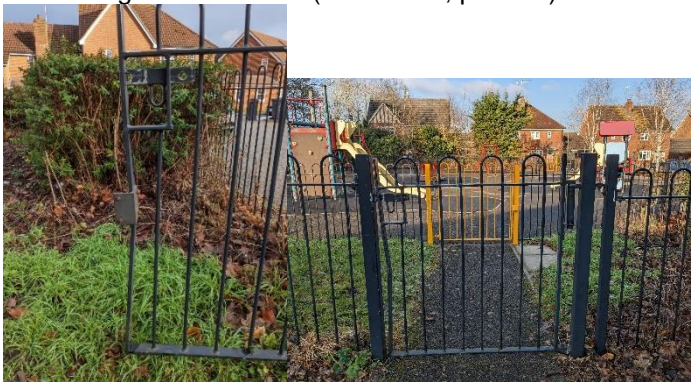
AGENDA ITEM: AA54/22




Site	Action agreed at previous meeting	Status	Photo	New matter arising Decisions required in blue
Chapel Pond Play Area	Trailblazer – remove posts and infill mulch.	Complete		
	Remove existing chain link gate due to safety risk and replace with bowtop gate.	Complete		
	General tree maintenance on southern boundary to reduce overhang on both sides.	Complete		

Site	Action agreed at previous meeting	Status	Photo	New matter arising Decisions required in blue
Chamberlain Gardens Play Area	Replace 3 rotten fencing posts, 12 stumps and some repairs to rails.	Complete Actual x6 posts/ panels replaced /repaired		
Cemetery	3 x days hedgeworks on boundary with Reynteins View.	Complete	  <p>Tree with the arrow is within residents garden.</p>	<p>Driveway swept by hand to clear build up under hedges:</p> <p>New product 'Wet and Forget' to be used by Larkstel to remove moss is scheduled.</p> 

Site	Action agreed at previous meeting	Status	Photo	New matter arising Decisions required in blue
Cemetery	Cont ... 3 x days hedgeworks on boundary with Reynteins View.	Small section outstanding		
	4 x new interment beds installed		<p>Complete (inc 2 accessilble):</p>  	<p>Repair to Garden of Remembrance sign instructed £412.50:</p>  

Site	Action agreed at previous meeting	Status	Photo	New matter arising Decisions required in blue
	Re-install drop down security post:	Complete	Hard cut back hedge at entrance: 	Remedial works required to Wellingtonia. Costs to be researched. 
				Planting of cemetery bund to support biodiversity. Planting yet to be agreed and scheduled. New site for burial spoil to be agreed.
Parish Room		Internal door repair		
Defibrillators	Tennis club manages its own. Cottage hospital has a different model	Coop,Leapfrogs,Esso have had software upgrade by Wel Medical at no cost.		

Site	Action agreed at previous meeting	Status	Photo	New matter arising Decisions required in blue
Allotments		New plot holder to plot 7		<p>Water trough repair by plot holder. To be inspected to determine if further works required.</p> 
Buften Fields Play Area				<p>Entrance gate vandalised (made safe, photo 2):</p> 

Site	Action agreed at previous meeting	Status	Photo	New matter arising Decisions required in blue
Buften Fields Play Area				<p>Vandalised new cradle seat (monitor):</p> 
Orchard	3 fruit trees to be moved from the shade of trees to the rows nearer the bench.			<p>Mulch around tree bases undertaken late 2022: Request for the same spring or autumn 2023?</p>  <p>Should the interpretation posts be oiled?</p> 

REPORT ON: Benches
WRITTEN BY: Parish Clerk
MEETING DATE: 21st February 2023
AGENDA ITEM: AA55/22

Introduction

There are now at least 50 benches in the parish, most of which are owned and managed by the Parish Council. These were documented and reviewed in 2021 and some maintenance work was agreed. However, it has been incredibly difficult to find a small works contractor prepared to take on the work.

Now, two years on, the revised survey report is re-presented to:

- i) To note the £1,000 donation from a resident towards the maintenance of the Parish Council owned benches.
- ii) Consider a quote in the value of £1,240 to repair the bench at Chamberlain Gardens (quote emailed to Councillors separately).
- iii) Agree the next priority work in the bench audit 2021.
- iv) Consider a draft memorial bench policy
- v) Consider delegation to the Clerk to purchase picnic benches in line with 2023/24 budget to ensure delivery before the King's Coronation weekend. (research is circulated to Councillors separately).
- vi) Note the annual £500 budget allocation for benches should be increased in future years.

Bench Survey – July 2021

Councillors Verdon (PV) and Coleman (RC)

Numbering taken from Excel spreadsheet – “Bench survey - updated June 2015”.

Updated February 2023

Bench 1 – Close to War Memorial in front of Gospel Green House (RC)

Action required.

This is a black metal bench and is in need of stripping for rust treatment before re-painting.

Work complete 2022



Bench 2 – Outside George Hotel (RC)

No action required.

This wooden bench, with metal arms and legs, is in good condition.

Work complete 2020



Bench 3 – Outside no 81 High Street (RC)

No action required.

This wooden bench, with metal arms and legs, is in good condition.

In memory of Phil Pellett ("Skip")

Work complete 2020



Benches 4 & 5 - The Bury adjacent to the stocks (RC)

Action required.

Both these wooden benches are in fair condition but have some green mold/mildew and would benefit from some cleaning up and treatment.



Bench 6 - The Bury, rear of Parish Room (RC)

No action required.

Wooden curved bench. Good condition.

Work complete 2020



Bench 7 - The Bridewell (RC)

No immediate action required.

This wooden bench is within the courtyard garden and is in fair condition, however there is moss growing at the base of some of the vertical slats. It will probably need treating in the next couple of years.



Bench 8 – Chamberlain Gardens, near play park (PV)

Bad condition, broken on one side, needs wood treatment.

Quote received £1240. To be decided.



Bench 9 – Chamberlain Gardens, in play park (PV)

Condition OK, wood preservative in future



Bench 10 - In corner of field at rear of Quarry (RC)

Immediate action required.

This wooden bench, with concrete legs, is in an out of the way position and is in a very poor state of repair. It was difficult to find but can be accessed via an overgrown footpath just to the north of Thimrowe Cottage on Alton Road (at the top of the track down to the quarry). When the path forks, take the right fork towards RAF station.

When I found the bench there was a young man sitting on it who said and he has enjoyed sitting on it for many years. When I said I was carrying out a survey for OPC he said "does that mean it will get fixed?" and showed me the front horizontal slat which is completely loose.

Contract awarded (funded by private donation).
Work expected late Feb 2023



Bench 11 - Top of Palace Gate - opposite Greenaway Cottage (RC)

No immediate action required.

This wooden bench, with metal arms and legs, is in fair condition. It will probably need treating in the next couple of years.



Benches 12 & 13 - By pond at lower end of Palace Gate (RC)

Action required to position.

Black wooden bench with metal arms and legs. I could only find one bench and not in the position I expected from the description. It is against a wall on the patch of green on the opposite side of the road to the pond. I assume it is an OPC bench rather than belonging to the Palace Gate complex. It is in good condition and looks as though it has been treated within the last couple of years. However, it is on uneven ground and consequently is rocky so could be dangerous for elderly people to get up from.



Bench 14 – End of Broad Oak (RC)

Action required.

This is a green metal bench and dates from 1887 – Queen Victoria's Golden Jubilee.

It is in need of stripping for rust treatment before re-painting.



Bench 15 - Top end of High St (near West St) (RC)

Action required.

This is a wooden bench with concrete legs and dates from 1992 to commemorate the 40th anniversary of Queen Elizabeth II's accession to the throne.

The wood is in good condition but it has quite a bit of green mold/mildew so is not very inviting to sit on. Needs cleaning up to make it more attractive.



Bench 16 - Dunleys Hill (PV)

Queen Victoria's Jubilee, 1877

Fair condition, repaint needed at some point,



Bench 17 – North Warnborough, opposite village hall (PV)

Queen's Jubilee

Needs a clean



Bench 18 - North Warnborough, opposite village hall (PV)

Wooden, not metal as on spreadsheet.

Needs a clean



Bench 19 – North Warnborough, close to pub (PV)

Couldn't find this one either near the Anchor or the Swan

Bench 20 – Dunley's Hill, in Peace Garden (PV)

Good condition



Bench 21 – Dunley's Hill, in Peace Garden (PV)

Good condition



Benches 22 & 23 NW, adjacent play area Hook Road (PV)

No longer a play area - now allotments

Bench 24 - West St, opposite The Firs (RC)

Action required.

This is a wooden bench with metal arms and legs. It is sound but has lichen growing on it so is not very inviting to sit on. Needs treatment.



Bench 25 - Tunnel Lane, (PV)

OK

In memory of Corinne Barrett

Enquiry received from original donor. This picture is not the correct bench, actual plaque reads "in memory of Ted Harding". – no record on file evidencing OPC manages the bench in photo.



Believe this is the correct bench which has rotten post. Note invoice for maintenance £200 in 2013 + £133 for future maintenance.



Bench 26 - Tunnel Lane (PV)

OK

Need to confirm this photo is the correct bench.



Bench 27 - Outside the George (RC)

No immediate action required.

Wooden seat in good condition but will probably need treating in the next couple of years.

In memory of Peter Fountain



Bench 28 - Bufton Field play area (PV)

OK

All hedges surrounding park very overgrown and not possible to see in. One entrance gate completely overgrown.

All shrubs cut back 2022



Bench 29 - Bufton Field play area (PV)

OK

All shrubs cut back 2022



Bench 30 - Bufton Field play area (PV)

OK

All shrubs cut back 2022



Benches 31 & 32 – Tennis Courts (PV)

These belong to the Odiham Tennis Club not the Parish Council and are inside the fences.

Bench 33 – Cemetery, area A (PV)

Needs cleaning and treatment.



Bench 34 – Cemetery, area A (PV)

Needs cleaning and treatment.

In memory of Harry West & Henry Helsby 1984/1989



Bench 35 – Cemetery, Garden of Remembrance (PV)

OK

In memory of Stan Richardson 1931-2002



Bench 36 – Cemetery, Garden of Remembrance (PV)

Couldn't see this anywhere

Bench 37 – Cemetery, along gravel path by cherry tree (PV)

OK, could do with treatment



Bench 38 – Cemetery, near RAF area (PV)

Bench OK, tree completely dead.

In memory of Bertram and Lucy Elcock



Bench 39 – Cemetery, against Mildmay Court hedge (PV)

Good condition

In memory of Mark King, 1995

Hedge cut back 2021/22



Bench 40 – Cemetery (PV)

Concrete bench. Couldn't find this.

Bench 41 – Not on list

Bench 42 - Chapel Pond Drive play area (PV)

Bad condition. Needs repainting



Bench 43 – Recreation Ground (RC)

No immediate action required.

Wooden picnic table and benches.

Good condition but treatment required in the next couple of years.



Bench 44 – Recreation Ground (RC)

No immediate action required.

Green metal bench in good condition but would benefit from a coat of paint in the next couple of years



Bench 45 – Recreation Ground (RC)

No action required

Blue metal bench. Good condition



Benches 46-47 Recreation Ground by MUGA

Both in good condition



Bench 48 – Recreation Ground inside play area

Good condition



Bench 49 – Orchard

Jubilee memorial bench donated by Rotary 2022



Bench 50 – Beacon Field



Jubilee memorial bench donated Odiham Society 2033



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MEMORIAL BENCHES AND TREES POLICY

Adopted on ????

1. Introduction

When a loved one dies their friends and relatives may wish to commemorate them with a lasting memorial. Often this will be in the form a bench or tree which also provides a place to remember the loved one as well as an improvement to the local environment. Odiham Parish Council (OPC) is fortunate to own many open spaces in the parish which are suitable locations for memorial assets and will consider such requests.

This policy explains the rules on what is permitted and the process OPC will follow when determining requests for memorial benches and trees.

Applicants should note the different rules for memorial assets within Odiham Cemetery and refer to OPC's Cemetery Rules <https://odihamparishcouncil.gov.uk/wp-content/uploads/2021/05/Cemetery-Rules-agreed-04.05.21.pdf>.

2. Legal framework

- 2.1 The installation of memorial benches, planting of trees, or other, is a private arrangement between the family/friends making the application and OPC.
- 2.2 OPC can only grant permission for memorial assets on OPC owned or managed land. OPC may support applications for memorial assets on other land, such as the public highway, but permission will be required from the relevant authority such as Hampshire County Council, as the highway authority.
- 2.3 Generally speaking, benches and trees will not be subject to planning permission but other restrictions may apply, such as covenants or landowners responsibility of land adjacent to the highway or watercourse.
- 2.4 OPC has a duty to consider its activities under the Crime and Disorder Act 1998 which may deem a location unsuitable if OPC considers it likely to attract antisocial behaviour.
- 2.6 Once a memorial bench or similar is permanently fixed or tree is planted, it becomes the property of the Council and the donor does not retain any right to determine its future management.
- 2.7 OPC reserves the right to repair, remove and write-off any memorial assets which are deemed unsafe or beyond economic repair. As a guide, this is more than half the cost of the original purchase value.
- 2.8 OPC has a responsibility to ensure memorial benches are in keeping with their surroundings and in safe condition while they remain. The initial payment covers maintenance for ten years. Once the condition deteriorates after that time they will be removed.
- 2.9 Memorial trees will require maintenance including watering in their first year and may require subsequent trimming to remain safe and healthy. Initial payment must cover these costs.

3. Determining requests

- 3.1 Requests should be emailed to clerk@odihamparishcouncil.gov.uk.
- 3.2 Applications may take up to 3 months if it is deemed necessary to consult with the Amenities Areas committee.
- 3.3 OPC will respond to requests in writing and OPC's decision will be final.

4. Benches

- 4.1 Applications should include details of the proposed location, size, style, materials and the proposed method of fixing.
- 4.2 Only benches in keeping with the immediate surrounds and of a robust design will be considered.
- 4.3 The exact location of the bench will be agreed with staff at a site visit.
- 4.4 For sites other than Odiham cemetery, the type of fixing will be directed by staff to ensure it is suitable for its surroundings and provides a reasonable level of protection but does not impact on the surrounding environment. Paving slabs and concrete plinths should be avoided.
- 4.5 Where an existing bench with no dedication is in a poor condition, a donor may apply to install a new bench as a replacement.
- 4.6 Details of the memorial plaque or inscription should be discussed and agreed with staff prior to installation.
- 4.7 OPC will take responsibility for ordering the bench and arranging installation.
- 4.8 Donors will take responsibility for supply and fixing any memorial plaque.
- 4.9 Applicants will pay OPC a fee which covers purchase of the bench, installation and 50% of the bench value to cover maintenance for up to 10 years.

5. Trees

- 5.1 Applications should include the species, proposed location and expected size of matured tree.
- 5.2 Native species are preferred.
- 5.3 The exact location of the tree will be agreed with staff at a site visit.
- 5.4 Details of the memorial plaque or inscription should be discussed and agreed with staff prior to installation.
- 5.5 OPC will take responsibility for ordering the tree and arranging planting.
- 5.6 Donors will take responsibility for supply and fixing any memorial plaque.
- 5.7 Applicants will pay OPC a fee which covers purchasing the tree, planting and a set fee of ?? to cover future maintenance.
- 5.8 OPC will endeavour to accommodate any reasonable requests for memorial trees or planting but careful consideration of the surrounding environment and costs of future management will be paramount.

6. Memorial plaques and other remembrance items

- 6.1 Applications should include details of the memorial item and proposed location and an explanation on how the applicant/donor plans to take responsibility for future maintenance.
- 6.2 Any request received will be determined on an individual basis and referred to the Amenities Areas Committee for decision.



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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.

Applicants may notice some plots breach these rules. This is because they were granted consent prior to adoption of these rules and consent will not be granted for applications to replace kerb sets, railings, fencing and chippings.

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.



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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 further interments may be allowed should space permit and subject to the advice from a funeral director.

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. 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.

All excess grave spoil is to be placed in an allocated area and the grave space must be left in a tidy condition **behind the bin store and as advised by council staff.**

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



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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. **100% plastic tributes are not permitted and will be removed.**

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 **from the cemetery** by the first day of February in the following year. **OPC reserves the right to remove and dispose of such tributes from the graves. Please note there are minimal bins provided and families are encouraged to dispose of such items off site.**

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.

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.



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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.

There are 2 accessible interment beds just inside the entrance to the main cemetery area which have been provided to improve access for the disabled. Anyone wishing to purchase a plot in this space should email clerk@odihamparishcouncil.gov.uk and applications will be determined on an individual needs basis.

9. The old Garden of Remembrance Rose Gardens

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

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.



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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 amenitiesofficer@odihamparishcouncil.gov.uk ~~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~~ is not permitted. Any hazardous items may be removed by OPC.
- Families may apply to place a memorial bench in the cemetery area. Applicants should note the design and style must be in keeping with the surroundings and permission will not be granted for permanent fixings. Donors will be responsible for future maintenance and OPC reserves the right to remove and dispose of an unmaintained bench which is deemed unsafe or irreparable. Applications should be sent to amenitiesofficer@odiham.org.uk and each application will be determined separately, depending on the proposed location and available space at the time of request.

The current rules and fees are available on OPC's website at www.odihamparishcouncil.gov.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.