



**MEMBERS OF ODIHAM PARISH COUNCIL'S AMENITIES AREAS COMMITTEE  
ARE SUMMONED TO ATTEND THE AMENITIES AREAS COMMITTEE MEETING WHICH WILL  
BE HELD AT THE BRIDEWELL, THE BURY, ODIHAM, RG29 1NP  
TUESDAY 19<sup>th</sup> SEPTEMBER 2023 at 8.30pm (or following conclusion of full Council)**

8<sup>th</sup> September 2023

*Andrea Mann, Parish Clerk*

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<b>AA17/23</b>	<b>To receive apologies for absence</b>
<b>AA18/23</b>	<b>To receive declarations of interests and requests for dispensation relating to any item on the agenda</b>
<b>AA19/23</b>	<b>Approval of Minutes</b> To APPROVE the minutes of the Amenities Areas Committee meeting held on 20 <sup>th</sup> June 2023 (AA01/23–AA16/23).
<b>AA20/23</b>	<b>Chairs Announcements</b>
<b>AA21/23</b>	<b>Public Session</b> An opportunity for residents to raise questions and issues with the Parish in accordance with Standing Orders. Please view details at <a href="https://odihamparishcouncil.gov.uk/council/policies-and-publications">https://odihamparishcouncil.gov.uk/council/policies-and-publications</a> or contact the Parish Office for further advice.
<b>AA22/23</b>	<b>Meeting Action Points (page 3)</b> To note the progress on the meeting actions point list.
<b>AA23/23</b>	<b>Report from the annual, independent play inspections (pages 4-11)</b> To note the findings, progress on actions and potential for significant expenditure.
<b>AA24/23</b>	<b>Condition report from the management agent on Chapel Cottage (pages 12-13)</b> To note and agree any actions.
<b>AA25/23</b>	<b>Amenities contract decisions take under the Clerk's delegated authority (pages 14-15)</b> To note contract awards and agree whether this report is helpful for future reporting.
<b>AA26/23</b>	<b>Amenities maintenance contracts for decision (pages 16-18)</b> To consider the contract awards over and above the Clerk's delegated authority.
<b>AA27/23</b>	<b>Biodiversity Action Plan (pages 19-23)</b> To receive a report from the Biodiversity Action Plan review meeting, note progress on actions and consider next steps.
<b>AA28/23</b>	<b>New area of reflection, Odiham Cemetery (pages 24-26)</b> To consider the project proposal for a new area of reflection in Odiham Cemetery.



**AA29/23**

**Business request to use Beacon Field for dog training**

To consider whether dog training is permitted under OPC's policy for hiring open spaces: [Policy-on-community-use-of-OPCs-open-spaces-August-2022.pdf](https://odihamparishcouncil.gov.uk/Pages/Policy-on-community-use-of-OPCs-open-spaces-August-2022.pdf) ([odihamparishcouncil.gov.uk](https://odihamparishcouncil.gov.uk)) and any conditions which should be apply.

**AA30/23**

**Main grounds maintenance contract**

To receive a verbal report from the Clerk and confirm a course of action for continuing the grounds maintenance service from 1<sup>st</sup> April 2024.

**AA31/23**

**To note the dates of the next meeting**

21<sup>st</sup> November 2023.

<b>Amenity Committee</b>				
<b>Date of meeting</b>	<b>Agenda ref no</b>	<b>Cllr to action</b>	<b>Details</b>	<b>Status</b>
Jun-23	AA03/23	Clerk	Change previous minutes to final on website.	Complete
	AA07/23	Clerk/AO	Find alternative to refurbishing bench 18 opposite NW Village Hall.	In progress - Cllr SB to repair.
		Clerk/AO	Research work required for benches in Palace Gate.	In progress - need to clarify ownership of single bench found.
	AA08/23	Clerk/AO/CllrDS	Respond to resident re access through allotments.	Complete. Cllr Sanger met resident and found an amicable solution.
	AA09/23	Clerk	Award contract for increasing emptying cemetery bins.	Complete
	AA10/23	All	Defer decision for carrying out additional work in cemetery zone 1.	On agenda
	AA11/23	AO	Establish maintenance regime for new picnic benches.	In progress, quote requested and will be presented to meeting if returned in time.
	AA12/23	Clerk/Cllr SB	Agree work for next Lengthstman's visit 19.08.23.	Complete
	AA14/23i	Clerk	Award contract for re-pointing Chapel Cottage wall.	Contract awarded. Works scheduled late Sept.
	AA14/23ii	Clerk	Defer decision for further works on Chapel Cottage chimney.	On hold. Monitor.
	AA15/23	All	Meet to discuss progress of Biodiversity Action Plan and draw up list of actions.	Complete

**REPORT ON:** Report from the annual, independent play inspections  
**WRITTEN BY:** Amenities Officer  
**MEETING DATE:** 19<sup>th</sup> September 2023  
**AGENDA ITEMS:** AA23/23




OPC is required to commission an independent, inspection of play areas to comply with a condition in the insurance policy. The inspections were carried out on 3<sup>rd</sup> July and a summary of key findings is provided below:

Risk rating:


Risk rating		Action
1 - 3	Very Low Risk	Monitor
4 - 7	Low Risk	Monitor and take reasonable action if required
8 - 12	Medium Risk	Take action to reduce if possible
13 - 20	High Risk	Take action ASAP to implement control measures
21+	Unacceptable Risk	Remove or immobilise immediately


## RECREATION GROUND


Fencing and MUGA – work completed (refer to agenda item AA25/23):

	<p>Fencing bolt(s) loose.</p> <p><b>Recommendation:</b> Retighten as required asap.</p>	8
	<p>Pinch point evident to gate due to loose fixing on fencing.</p> <p><b>Recommendation:</b> Repair as soon as possible</p>	12
	<p>Loose fixings evident to fencing.</p> <p><b>Recommendation:</b> Retighten as required and monitor these areas.</p>	8


Play equipment general - work completed (refer to agenda item AA25/23):


	<p>Loose fixings evident in various places of equipment.</p> <p><b><u>Recommendation:</u></b> Retighten immediately Client seen this on the day of inspection.</p>	21
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	<p>As above finding.</p> <p><b><u>Recommendation:</u></b> As above comment.</p>	21
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	<p>As above finding.</p> <p><b><u>Recommendation:</u></b> As above comment.</p>	21
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Trampoline - work completed (refer to agenda item AA25/23):

	<p>Possible foot entrapment around perimeter.</p> <p><b><u>Recommendation:</u></b> Monitor this condition.</p>	7
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	<p>Trip hazard around perimeter.</p> <p><b><u>Recommendation:</u></b> Level surface to a flush condition asap.</p>	8
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Overhead ladder - work completed (refer to agenda item AA25/23)




	<p>End caps missing on overhead ladder.</p> <p><b><u>Recommendation:</u></b> Replace asap.</p>	12
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	<p>As above finding.</p> <p><b><u>Recommendation:</u></b> As above comment.</p>	12
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Up and Over Net Climber repairs – quote received (refer to agenda item AA26/23):

	<p><b>Delamination/rot evident to ramp.</b></p> <p><b>Recommendation:</b> Replace ramp asap.</p>	12
	<p>Decay/rot/splits evident to posts.</p> <p><b>Recommendation:</b> Monitor condition to replace as required.</p>	8
	<p>Slight decay to half logs.</p> <p><b>Recommendation:</b> Monitor condition to replace as necessary.</p>	5
	<p><b>Loose rope fixing(s) evident to ramp.</b></p> <p><b>Recommendation:</b> Retighten loose fixing(s) as required.</p>	8

Zip Line - contract awarded, work to be completed September (refer to agenda item AA25/23):

	<p><b>Traveller unit and cable.</b></p> <p><b>Recommendation:</b> Follow recommended inspection and maintenance schedule as detailed from this supplier.</p>	8
	<p>Slight weathering to half logs on ramp.</p> <p><b>Recommendation:</b> Monitor this condition.</p>	6
	<p><b>Zip-Line cable appears to be slack.</b></p> <p><b>Recommendation:</b> Adjust tension of cable.</p>	7



Matters raised which will be monitored. Note for future budgets:



Flat bay swing unit listed as “limited life unit”



Cradle swing unit listed as “limited life unit”



Trailblazer listed as “limited life unit”




Up & over listed as “limited life unit”




Toddler unit listed as “limited life unit”

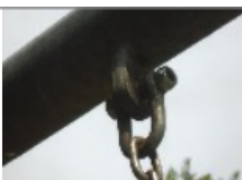
## CHAMBERLAIN GARDENS


Gates and fencing - work completed (refer to agenda item AA25/23)

	<p>Post loose in ground fixing.</p> <p><b><u>Recommendation:</u></b> Re-set as required.</p>	<b>6</b>
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	<p>Sharp nail(s) evident.</p> <p><b><u>Recommendation:</u></b> Remove any exposed nails as required.</p>	<b>8</b>
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Play equipment general - work completed (refer to agenda item AA25/23)

	<p>Thread of bolt in "D" shackle not fully engaged in nyloc nut.</p> <p><b><u>Recommendation:</u></b> Replace with longer bolt or smaller "D" shackle to fully engage into nyloc nut asap.</p>	<b>12</b>
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	<p>Missing plastic cap(s) evident.</p> <p><b><u>Recommendation:</u></b> Replace missing cap(s) as required.</p>	<b>7</b>
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Toddler Tower Unit – contract awarded to replace one slat (refer to agenda item AA25/23). Note current cost of replacing entire bridge is £997.65 for parts plus £225 for fitting – please note for 24/25 budget setting:

	<p>Decay/rot evident to wooden slats to bridges.</p> <p><b><u>Recommendation:</u></b> Monitor to replace as required.</p>	<b>8</b>
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Matters raised which will be monitored. Note for future budgets:



Fencing listed as "end of life"





Toddler unit listed as “limited life unit”

Further evidence:


	<p>Decay/rot evident to wooden slats to bridges.</p> <p><b><u>Recommendation:</u></b> Monitor to replace as required.</p>	<div>8</div>
	<p>As above finding.</p> <p><b><u>Recommendation:</u></b> As above comment.</p>	<div>8</div>
	<p>Decay/rot evident to all posts, also strimmer damage evident.</p> <p><b><u>Recommendation:</u></b> Monitor to replace as required.</p>	<div>8</div>
	<p>As above finding.</p> <p><b><u>Recommendation:</u></b> As above comment.</p>	<div>8</div>

## CHAPEL POND


Fencing - one small repair has been carried out but another repair is now needed. Contractor has suggested replacing entire strip from laurel hedge to brick wall, quote received (refer to agenda item AA26/23):


	<p>Damaged wire fencing evident in places.</p> <p><b><u>Recommendation:</u></b> Repair as required.</p>	<div>8</div>
	<p>As above finding.</p> <p><b><u>Recommendation:</u></b> As above comment.</p>	<div>8</div>

Secure bin - work completed (refer to agenda item AA25/23)


	Loose litter bin in ground fixing. <b><u>Recommendation:</u></b> Ground fix litter bin.	7
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Tree works required – quote received (refer to agenda item AA26/23):

	Overgrown trees/vegetation in places. <b><u>Recommendation:</u></b> Cut back as required.	8
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	As above finding. <b><u>Recommendation:</u></b> As above comment.	8
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Wet pour edge – quote received (refer to agenda item 26/23):

	Wet pour edge shrinkage evident in places. <b><u>Recommendation:</u></b> Repair as required.	8
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Matters raised which will be monitored. Note for future budgets.



Trailblazer – splits/cracking in timber, listed a “limited life unit”



2 cradle swing – listed as “limited life unit”



2 flat swing – rot decay in most posts, chains worn, splits in wetpour, listed as “limited life unit”. (Refer to agenda item AA26/23 for option for replacing wet pour)

## PROPERTY INTERIM VISIT

ADDRESS Chapel Cottage

DATE 15th August 2023

TIME 11.45am

EXTERIOR PAINTWORK	FRONT <i>Paint flaking to some</i>		REAR <i>Paint flaking to some</i>	
GARDEN	FRONT <i>Good</i>		REAR <i>Good</i>	
FENCE PANELS	FRONT <i>None</i>		REAR <i>None</i>	
GUTTERS (any visable leaks)	FRONT <i>Appear ok</i>		REAR <i>Appear ok - some debris in gulley</i>	
CLOAKROOM	WALLS <i>Good</i>	CEILING <i>Good</i>		FLOORING <i>Good</i>
	SEALANT/GROUT <i>N/A</i>		EXTRACTOR WORKING <i>None</i>	
KITCHEN	GENERAL <i>Good</i>	OVEN <i>Good</i>		HOB <i>Good</i>
	WALLS <i>Good</i>	CEILING <i>Few marks</i>		FLOORING <i>Good</i>
UTILITY ROOM	WALLS <i>Good</i>	CEILING <i>Good</i>		FLOORING <i>Some marks</i>
RECEPTION ROOM ONE <div>no co</div>	WALLS <i>Good</i>	CEILING <i>Good</i>		FLOORING <i>Some marks</i>
RECEPTION ROOM TWO	WALLS <i>Some damp</i>	CEILING <i>Good</i>		FLOORING <i>Good</i>
RECEPTION ROOM THREE <i>N/A</i>	WALLS	CEILING		FLOORING
HALL/STAIRS/LANDING	WALLS <i>Good</i>	CEILING <i>Good</i>		FLOORING <i>Historical pulls</i>
BEDROOM ONE <i>Left to Right</i>	WALLS <i>Some cracks</i>	CEILING <i>Good</i>		FLOORING <i>Good</i>
BEDROOM TWO <div>no co</div>	WALLS <i>Good</i>	CEILING <i>Good</i>		FLOORING <i>Good</i>

BEDROOM THREE	WALLS <i>Good</i>	CEILING <i>Good</i>	FLOORING <i>Good</i>
BEDROOM FOUR <i>N/A</i>	WALLS	CEILING	FLOORING
BEDROOM FIVE <i>N/A</i>	WALLS	CEILING	FLOORING
BATHROOM	WALLS <i>Good - dark green</i>	CEILING <i>Good</i>	FLOORING <i>Good</i>
	SEALANT/GROUT <i>Good</i>		EXTRACTOR WORKING <i>Yes</i>
ENSUITE <i>N/A</i>	WALLS	CEILING	FLOORING
	SEALANT/GROUT		EXTRACTOR WORKING
WINDOWS	INTERNAL <i>Paint flaking bed 2 &amp; 3</i>		EXTERNAL <i>Paint flaking bed 2 &amp; 3</i>
GARAGE (if applicable)	<i>N/A</i>		
DRIVEWAY (if applicable)	<i>Good</i>		
SMOKE ALARMS	DOWNSTAIRS <i>Hall (exp. Sep 33)</i>	1ST FLOOR <i>Landing (exp. )</i>	2ND FLOOR
CO DETECTOR	LOCATED <i>Kitchen (no date)</i> <i>Bed 3 (unable to reach)</i>		BOILER LOCATION <i>Kitchen</i>
COMMUNAL AREAS (if applicable)	<i>N/A</i>		
COMMENTS	<i>Property appears to be kept in an acceptable condition</i>		
TENANTS PRESENT	<i>Yes - Mother</i>		
MAINTENANCE RAISED BY TENANT	<i>1. Outstanding issue with damp</i> <i>2. Tenants would like the chimney to be swept nearer to winter</i>		
ADDITIONAL MAINTENANCE NOTED	<i>1. COs required in Rec 1 and Bed 2</i>		
ADDITIONAL COMMENTS	<i>All smoke alarms and CO detector were tested and working</i>		






**REPORT ON:** Amenities contract awards taken under the Clerk's delegated authority  
**WRITTEN BY:** Parish Clerk  
**MEETING DATE:** 19<sup>th</sup> September 2023  
**AGENDA ITEMS:** AA25/23




## Background


Works	Site	Purpose	Cost	Status of works
Anchor the bin into the ground.	Chapel Pond play area	H&S - identified on play inspection.	£200	Complete
One off cut of vegetation.	Boundary hedge in Chapel Pond Play area	Boundary not on grounds maintenance spec and vegetation now encroaching on play equipment.	£250	Contract awarded
Dig out the gate post and re install	Chamberlain Gardens play area	H&S - identified on play inspection.	£250	Complete
Remove nails and screws from the fence	" "	H&S - identified on play inspection.	£50	Complete
Supply and replace the d shackles to the x2 bay swings	" "	H&S - identified on play inspection.	£250	Complete
Supply and install the cap to the multi	" "	H&S - identified on play inspection.	£10	Complete
Remove the tree stump and fill in with soil and seed.	" "	H&S risk. Identified on Amenities tour.	£75	Complete
Remove the sycamore tree and plug along with the other rubbish dumped in the corner and the footpath.	Recreation Ground	H&S - identified on Amenities tour.	£150	Complete
Fix loose bolt in fencing	Rec play area	H&S - identified on play inspection.	£20	Complete
Sand down the graffiti on the summer house	" "	H&S - identified on play inspection.	£50	Complete
Fill in soil around the trampoline	" "	H&S - identified on play inspection.	£100	Complete
Re-tension zip wire only (recommended)	" "	H&S - identified on play inspection.	£295	Schedule September
Supply and replace the missing caps on the gym equipment	" "	H&S - identified on play inspection.	£50	Complete
to supply and fit 30 x 0.6m high tree guards around trees.	Peace Garden and Orchard	Recommended to reduce strimmer damage.	£170	Contract awarded
reduce remainder of hedge in line with works carried out in 2022.	Cemetery hedge bordering Reynteins View.	Requests from residents - to complete works started in 2022 on a hedge with approx 20 year's growth.	£420	Contract awarded
To lift all trees to 5.5m	Orchard		£395	Contract awarded

Annual contract for boiler and hydroboil unit.	The Bridewell	Price increase notified by contractor	Increase from £250 to £278.64	Authorised
Key for toilet door	“ “	Required to prevent access for other users.	£103.38 + £40 for repair	Complete but requires a repair
Repair to window in MP's suite	“ “	Requested by MP. Hole in window frame.	£55	
Install soap and towel dispenser	“ “	New toilet	£20	
Build new outdoor furniture	“ “	New furniture	£20	
New lock and keys	North Chapel	Lock failed.	£165.05	Complete
To purchase and instal Heras fencing	South Chapel	To deter unlawful access	£170	Installed
To remove debris	Cemetery	Animal carcass	£31	Complete
Biodiversity signs	All sites	To support Biodiversity Action Plan	£150	Complete – signs installed and spare signs ready for next year.
To refix the handrail with relevant fixings.  To supply and fit replacement swan neck kitchen tap.	Chapel Cottage	Requested by tenant	£243	Complete
To supply and replace 5 lights in ladies WC and PIR/timer. To supply and replace 3 lights in gents WC.	King St toilets	Repairs required	£846 (in consultation with chair of Amenities)	Contract awarded
			£4,857.07	

**REPORT ON:** Amenities contracts – for decision  
**WRITTEN BY:** Parish Clerk  
**MEETING DATE:** 19<sup>th</sup> September 2023  
**AGENDA ITEMS:** AA26/23

Works	Site	Purpose	Cost
<p>Cut down and remove the yew tree next to the interments and plug the root to kill it off.</p> 	Cemetery	<p>The roots are damaging and lifting the curb edges on an interment plot and the tree is overbearing the seating area.</p> <p>This expenditure would fall under the Clerk's delegated limits but members are asked to confirm this work should go ahead as it will change the appearance of this part of the cemetery.</p>	Contractor 1 £95 or contractor 2 £250.
<p>To replace the chain link mesh from the entrance gate all the way to the laurel hedge on the left. All bushes will also be removed.</p>  	Chapel Pond play area	<p>H&amp;S – identified on annual inspection. Chain link mesh has perished leaving sharp edges exposed. Patch repair has already taken place and failed. Contractor suggests replacing entire strip.</p>	£1,250

Works	Site	Purpose	Cost
<p>Supply and lay approx. 21sqm of 2no colour Mulchbond overlay chase cut into grass.</p> 	2 flat swing - Chapel Pond play area	<p>H&amp;S – identified on annual inspection. The edges to the swing base are a potential trip hazard. Noted last year in the report and monitoring.</p> <p><b>Please note play inspection report lists this as “limited life”.</b></p>	£2,157.70
<p>Replace ramp on “up and over net climber”</p> 	Rec ground play area	<p>H&amp;S - identified on annual inspection. The timber is rotting.</p> <p><b>Please note play inspection report lists this as “limited life”.</b></p>	Contractor 1 £1,700 or contractor 2 £1,756.79
<p>Supply and install a pair of new sockets for the goal, then fill in the old area and over-seed. The current goal sockets will be left and contractor will supply two caps for them.</p> 	Rec ground	<p>H&amp;S – identified on annual play inspection. This work will enable goals to be alternated and only light repairs required.</p>	£600

Works	Site	Purpose	Cost
<p>To zone the cemetery into 3 zones and complete additional grounds maintenance works in zone 1.</p> 	Cemetery	As proposed by the grounds contractor and in response to comments from visitors.	£950

#### Impact on budgets:

Budget	Current budget	Less committed spend	Less estimated spend to end of year	Estimated available	Proposed spending
Tree works	£4,500	£1,385	Unknown	£3,115	£250
Play equipment:	<p>Main budget £4,208  Project budget £3,000*  <u>Reserve £1,730*</u>  £8,938  *Note this budget is intended for play area replacement.</p>	£1,775	£6,000	£1,163	£5,707.70
	<p>Note there is £3,553 in the grounds maintenance earmarked reserve which could be vired to the play equipment budget.</p>				
Cemetery maintenance	£11,603		£10,000	£1,603	£950



**REPORT ON:** Biodiversity Action Plan  
**WRITTEN BY:** Parish Clerk  
**MEETING DATE:** 19<sup>th</sup> September 2023  
**AGENDA ITEMS:** AA27/23

### **Introduction**

As agreed by the last Amenities meeting, Cllrs McFarlane, Sanger and Verdon met with the office staff to review progress on the Biodiversity Action Plan (adopted August 2022) and the priorities agreed December 2022:

- [odihamparishcouncil.gov.uk/wp-content/uploads/2022/08/Odiham-Parish-BAP-2022-DRAFT-v2.pdf](https://odihamparishcouncil.gov.uk/wp-content/uploads/2022/08/Odiham-Parish-BAP-2022-DRAFT-v2.pdf)
- [Progressing-the-OPC-Biodiversity-Action-Plan-December-2022.pdf](https://odihamparishcouncil.gov.uk/wp-content/uploads/2022/12/Progressing-the-OPC-Biodiversity-Action-Plan-December-2022.pdf) ([odihamparishcouncil.gov.uk](https://odihamparishcouncil.gov.uk))

It was agreed that the review should focus on years 1-2 and consideration of proposed year 3 actions should take place August 2024.

### **Conclusion**

The general feeling was that OPC has achieved or is on track to achieve the priorities agreed December 2022

#### Workstream 1 – projects within current maintenance regime

- The grass cutting regime for the orchard was changed so that the main grass area is left to promote biodiversity. Pathways are cut to give access through the site and to the benches.
- The grass cutting regime for the recreation ground was changed so that a 3m area running alongside the hedge is left uncut to create a “ecotone”, which supports a variety of insects.
- The bank in the Peace Garden is also left uncut where possible and further planting is planned (see below).

It was agreed that better promotion of these areas was required. Signs have now been installed with a QR code which links to a new dedicated webpage and an article will be published in the Autumn newsletter.

#### Workstream 2 – projects that require additional resources

- OPC has accepted a donation from the Rotary for crocus corms and a planting day is scheduled 21<sup>st</sup> October. Further planting of snowdrops and other plug plants is considered for planting in the Spring.
- Hedging whips were planted in the new cemetery bund at the rear of the main burial lawn. A better maintenance regime will be discussed with the contractor in the Autumn.
- Making bird and bat boxes for the orchard, the older section of the cemetery and land at Colt Hill – this report includes a project proposal.

#### Workstream 3 – projects in the wider community

- OPC has signed up for The Greening Campaign Phase II and attended an introductory workshop.

- The Chair has written an article on “make space for nature” in peoples’ gardens which will be published in the Autumn newsletter.

### Climate, biodiversity and environment budget

Budget	Available budget
Project budget	£1,832
Earmarked reserve	<u>£614.50</u>
	£2,446.50

### Proposed next steps

- i) Bird and bat boxes –  
To purchase materials and liaise with community organisations for making 10 bird and 10 bat boxes. See separate pages for guidance.
- ii) The Greening Campaign Phase II –  
To progress Phase II by:
  - promoting “make space for nature”
  - recognising other OPC health & wellbeing projects which align to The Greening Campaign objectives
  - Continue to liaise with the Green Campaign for new opportunities.
- iii) To receive further suggestions for changes to grounds maintenance contract which will promote biodiversity. These will be referred to the contractor’s annual review meeting in the Autumn.
- iv) To receive recommendations for other projects listed in the Plan which require research and costing and can either be considered as part of the 24/25 budget setting process or considered for external funding. (Note that the Clerk is booked to attend a training course on 10<sup>th</sup> October to learn about sources of external funding for environmental themed projects).

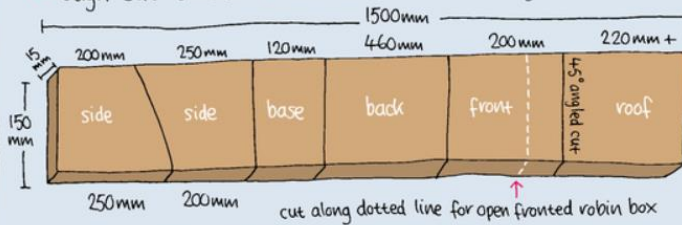


# How to make a nest box



## What you need:

- rough cut timber
- some old rubber or a hinge
- 20mm nails
- tools:



- ▶ saw
- ▶ hammer
- ▶ hand brace or drill
- ▶ pencil, ruler and scissors

always get an adult to help with tools!

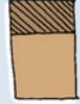
### 1 Mark out and saw panels

Use diagram above, and write the name of each panel onto the marked out wood.

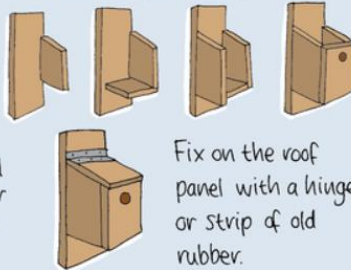
### 2 Choose your box type



hole fronted box:  
blue tits (25mm)  
great tits (28mm)  
sparrows (38mm)  
starlings (45mm)



open fronted box for robins



Fix on the roof panel with a hinge or strip of old rubber.

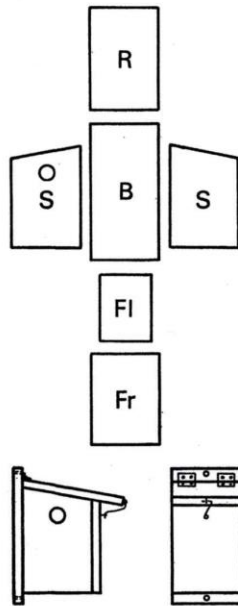
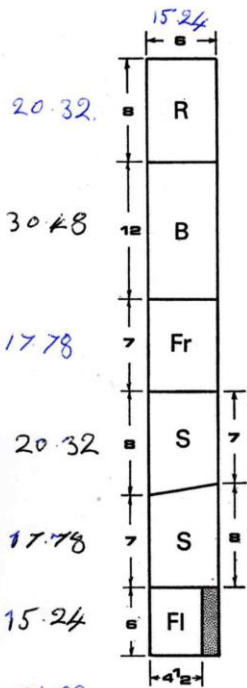
### Where to put it:

2-5 metres above the ground, somewhere sheltered.



2-5m above ground

4' plank x 6" plank



Hole-nesters: small

160x = 4' x 6" = plank.  
8 121.92 cm x 15.24 cm

#### A1

#### HOLE NESTERS—SMALL

##### Species

Certainly this is a most versatile basic nestbox design, the one which beginners are advised to try and one which the more experienced designers, modifiers or experimenters will most commonly use as a basic pattern. The list of species is long, and by no means yet complete: Great Spotted Woodpecker, Wryneck, Great Tit, Blue Tit, Coal Tit, Crested Tit, Marsh Tit, Nuthatch, Treecreeper, Wren, Pied Flycatcher, Redstart, Starling, House Sparrow, Tree Sparrow.

##### Construction

The basic box is made from a rough-sawn plank 48in. by 6in., 3/4in. thick. Following the cutting diagram, construction is relatively simple, joints being held with screws or with 2in. oval nails. The entrance hole is normally positioned in one side to allow a little extra depth, but a front entrance may be used and the fastening catch moved to the side of the box. This does give the entrance the protection of the roof overhang. The lid may be hinged with a rustless metal or plastic hinge, or a leather or plastic strip hinge, or held under a metal flange (in which case a suitable small retaining block should be fixed in an appropriate position on the underside of the roof). Details of hole diameters and shapes can be obtained from the summary table on page 39. Remember that an entrance 1 1/4in. diameter will suit many species, but while excluding House Sparrows will admit Tree Sparrows.

##### Siting

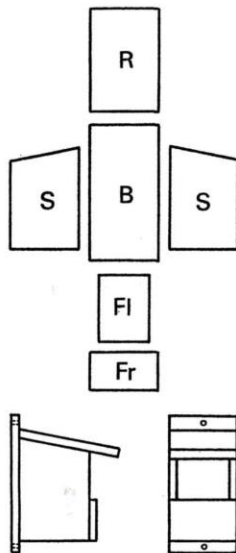
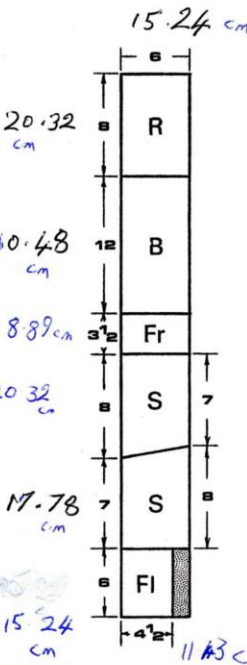
For most of the species above, boxes may be positioned at between 4 and 16 or more feet, to trees or buildings, and in these circumstances the convenience of inspection must be carefully assessed in the light of the need to protect boxes from human or predator interference. Additional guidance may be obtained from the sections 'Siting and Density' and 'Predators and Parasites'.

##### Modifications

The problem of the lack of a roof overhang sheltering the entrance hole can be overcome using a modified cutting diagram—the roof is extended to 9in. and mounted sideways, and an overhang of 2in. over the hole and 1in. at the other end is obtained. Other users prefer to reduce the height of the back to 8in. and mount the box on a back-batten 1ft. 4in. x 2in. x 1in., which keeps the box well clear of water currents on the tree trunk. Others, with aesthetic considerations in mind, finish their boxes with bark panels, giving a rustic appearance (see p. 11 and Plate 9).

For Wrynecks, as well as the oval entrance hole, it has been found that a concave base to the box encourages occupation. This is most easily achieved by fitting a standard budgerigar nest base.

If the box is sawdust-filled, or blocks of expanded polystyrene inserted (Plate 4) Willow Tits and Great Spotted Woodpeckers may be encouraged to excavate a nest. For woodpeckers a deeper box may be desirable (up to perhaps 2 feet) and the cutting diagram should be adjusted accordingly. This is a field in need of increased exploration. The upper block can be removed to allow inspection of the nest, but to allow this the lid fixing may need modification.



Open-fronted: small

160x = plank.  
37' x 6"  
or 101.92 cm x 17.7 cm

#### B1

#### OPEN-FRONTED—SMALL

##### Species

The small design of the open-fronted nestbox is suitable for Robin, Spotted Flycatcher, Pied Wagtail and when carefully sited may be used by Redstart, Wren, Grey Wagtail and Dipper.

##### Construction

The cutting diagram illustrates how this open-fronted box can be made from a plank of 3/4in. rough-sawn timber 43in. long by 6in. wide. Note that the cutting plan follows closely that of the standard enclosed nestbox but differs in several respects: the entrance hole is omitted, the roof is nailed on and only half the front panel is used. The base of this standard open-fronted box is 4 1/2in. x 6in. Slightly larger open-fronted boxes with a floor area 7in. square and height at front of 9in. have been used with success in Belgium to attract Dippers. Grey Wagtails will use similar boxes temptingly situated.

##### Siting

The positioning of open-fronted boxes requires some care. Robin and Wren in particular prefer boxes placed in concealed positions among vegetation on the side of tree trunks, garden walls, houses, etc., but this may increase the vulnerability of the nest to predators (see 'Predators and Parasites'). Spotted Flycatcher and Pied Wagtail will use open-fronted boxes in more exposed positions.

##### Modifications

A structurally simple and very useful modification of this standard design to allow boxes to be hung on walls is illustrated in Plate 5. At this site, some of the many Pied Wagtails nesting among sludge-beds on a sewage farm were attracted to the nestboxes.



# How to make a bat box



## You will need

- an adult to help you
- untreated, rough-sawn timber



- tape measure and pencil



- saw

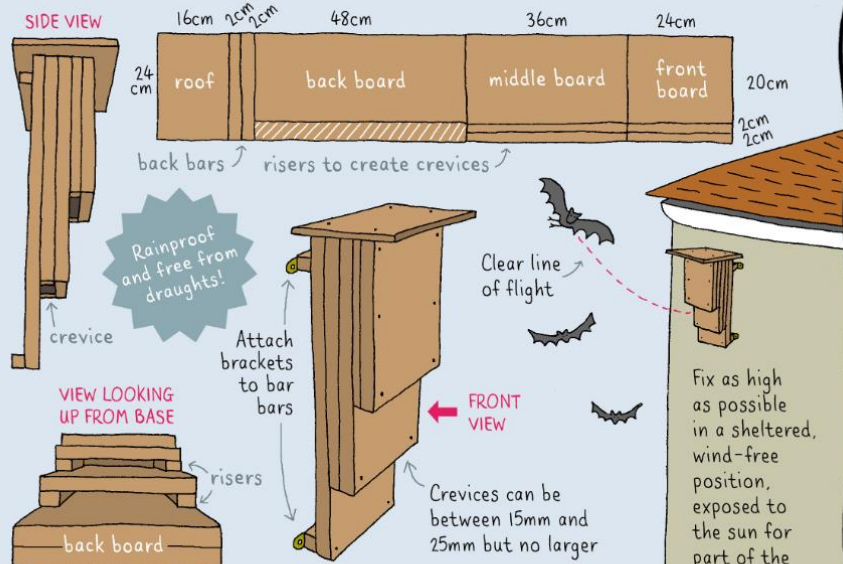


- hammer and nails



Do not use  
wood stain or  
preservative  
on your box

It is illegal to disturb bats without a license - do not inspect boxes if you think bats are using them. Look for droppings below to check for occupancy.





**REPORT ON:** New area of reflection, Odiham Cemetery  
**WRITTEN BY:** Parish Clerk  
**MEETING DATE:** 19<sup>th</sup> September 2023  
**AGENDA ITEMS:** AA28/23

## Background

Following several enquiries to the office, it was agreed to allocate £3,000 from the 2023/24 budget to create a new area of reflection in the cemetery. The purpose of this project is to provide local families somewhere to sit and remember a loved one with a memorial plaque, for someone not interred in Odiham Cemetery.

The 2022 paper to the Amenities supporting this budget provision, reads:

“Following enquiries, other cemeteries offer a similar service with different designs and guidelines. A suggestion is a centre sculpture/feature which is large enough to affix memorial plaques, seating and planting. This could be a new area on the available lawn section eg next to the Garden of Remembrance or in an existing area eg under recently planted rowan tree on the main gravel path. Here are some examples and guide prices:



Bird bath, guide price £1,500 to £2,000  
 (A bird bath will also meet an action in OPC's Biodiversity Action Plan action)



Granite memorial column, guide price £1,750 to £2,000



Granite bench, guide price £3,500



Teak bench (as installed in orchard & Beacon Field. Installed price approx £900"



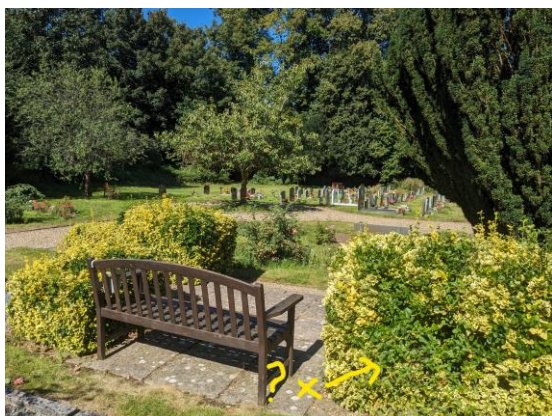
## Proposed site

During the councillors' amenities tour in July, it was proposed that the existing Garden of Remembrance provides the perfect setting, without the need for a new, landscaped area.

Looking at the picture below, a suitable space was identified which could meet the objective of this project by making small changes to the bench area:



1. By moving the bench further back
2. By removing the Yew (refer to agenda item AA26/23 for this recommendation)
- 3-4. By cutting back or removing the bushes either side of the bench (see below)



5. By installing a bird bath or other suitable sculpture which is designed to accommodate plaques fitted to the base.

**Cost**

The 2022 prices need to be refreshed. Further quotes have been requested, including a different bird bath design which is bespoke to accommodate plaques in a specified size. It is hoped that costs will be available for the meeting.

**For decision**

In order to move this project forward, please can councillors consider:

1. Is this a suitable location?
2. What vegetation clearance or reduction should take place?
3. Type and location of birdbath or other sculpture suitable for mounting plaques.
4. Preferred birdbath or other sculpture (if quotes are received in time for the meeting).

The rules and proposed fee for displaying a plaque will be presented to the next meeting as part of the cemetery fees annual review.