



**MEMBERS OF ODIHAM PARISH COUNCIL'S AMENITIES AREAS COMMITTEE  
ARE SUMMONED TO ATTEND THE AMENITIES AREAS COMMITTEE MEETING WHICH WILL  
BE HELD AT THE OLD SCHOOL, 37 LONDON ROAD, ODIHAM, RG29 1AJ  
TUESDAY 20<sup>th</sup> JUNE 2023 at 8.30pm (or following conclusion of full Council)**

14<sup>th</sup> June 2023

*Andrea Mann, Parish Clerk*

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<b>AA01/23</b>	<b>To receive apologies for absence</b>
<b>AA02/23</b>	<b>To receive declarations of interests and requests for dispensation relating to any item on the agenda</b>
<b>AA03/23</b>	<b>Approval of Minutes</b> To APPROVE the minutes of the Amenities Areas Committee meeting held on 21 <sup>st</sup> February 2023 (AA48/22–AA59/22).
<b>AA04/23</b>	<b>Chairs Announcements</b>
<b>AA05/23</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>AA06/23</b>	<b>Meeting Action Points (page 3)</b> To note the progress on the meeting actions point list.
<b>AA07/23</b>	<b>Progress on 2020 bench audit and next actions (pages 4-16)</b> To review progress on identified actions and agree next priorities.
<b>AA08/23</b>	<b>Access through allotments (pages 17-19)</b> To consider a request form a neighbour to create a temporary access to their property via the allotment site.
<b>AA09/23</b>	<b>Cemetery bin contract</b> To consider the recommendation from the grounds contractor, supported by Officers, that the weekly collection of the 2 bins in the cemetery is increased to 4 bins, creating additional expenditure of £12 per week, £624 per year. Adequate budget is available in the 23/24 bin emptying budget.
<b>AA10/23</b>	<b>Improvements to Cemetery landscaping</b> To consider contract award in the value of £950 for improvements to Zone 1 as shown in the report circulated to Councillors. Budget provision has already been allocated in the 23/24 budget. The contractor has advised that, if approved, the works will be completed in the Autumn.



**AA11/23**

**Storage of the new picnic benches**

To consider whether the 5 new, timber, picnic benches should be moved into storage over the Winter months. OPC's main grounds contractor has offered to move the benches into their yard in October and re-site them in the Spring @ £500 which can be funded from the Benches project budget code.

**AA12/23**

**Parish Lengthsman (page 20)**

To review the Parish Lengthsman's work list, note the latest work carried out on 15<sup>th</sup> June (6 hours) and to agree jobs for the next works day on 12<sup>th</sup> August (12 hours).

**AA13/23**

**Metal detecting on OPC owned land**

In response to a recent enquiry to the Parish Office, to consider OPC's policy on metal detecting on OPC owned land. Should Councillors agree to grant consent, a new policy will need to be drafted for a future meeting.

**AA14/23**

**Chapel Cottage (pages 21-23)**

- i) To consider a quote received to repoint showing signs of damp and to redecorate the internal wall. Expenditure will utilise all available allocated funds for Chapel Cottage.
- ii) To consider a quote received for further repairs to the chimney, as recommended by the Structural Surveyor (if received).

**AA15/23**

**Biodiversity Action Plan <https://odihamparishcouncil.gov.uk/council/climate-emergency/biodiversity-action-plan>**

To agree Councillors to meet and review the progress on the Biodiversity Action Plan adopted August 2022 and to draw up a list of recommendation for the next meeting.

**AA16/23**

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

12<sup>th</sup> July – tour of Amenities sites for all Councillors.  
15<sup>th</sup> August.

<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>
Nov-22	34/22	Clerk	Change previous minutes to final on website.	Complete
	38/22	Clerk	Update Strategic Plan and refer 2 projects to 23/24 budget (area of reflection & picnic benches)	Complete
	39/22	Clerk	Confirm to contractor zoning of cemetery and 2 additional cuts from 23/24.	Complete
	40/22i	AO	Remove sections of trailblazer at Chapel Pond Play area.	Complete
	40/22ii	AO	Arrange for entrance gate to be replaced.	Complete
		AO	Arrange for trees overhanging southern boundary to be cut back.	Complete
	40/22ii	AO	Arrange for rotten fence posts to be replaced Chamberlain Gardens play area.	Complete
	40/22iii	AO	Arrange for drop down post at cemetery to be re-installed.	Complete
		AO	4 new interment beds to be installed - 2 accessible.	Complete
		AO/CllrDS	Arrange for boundary hedge with Reynteins View to be cut back. 3 x days.	Complete
	40/22iv	AO	Arrange for missing tiles on Parish Room to be replaced.	Complete
	40/22v	AO	Window cleaning and clear gutters.	Complete
	42/22	Clerk	Add revised cemetery fees to website.	Complete
	43/22	Clerk	Add revised allotment plot fee to website.	Complete
	47/22	Clerk/AO	Write to allotment tenants re non-permitted structures.	
Feb-23	50/22	Clerk	Change previous minutes to final on website.	Complete
	54/22i	Clerk/AO	Measure cemetery bund and order mixed native hedging whips.	Complete
		AO/Volunteers	Complete planting.	Complete
	54/22ii	AO	Arrange for mulching around orchard trees.	Complete
	54/22iii	AO	Oil orchard interpretation boards.	
	54/22iv	Clerk	Update quote for remaining cemetery/Reynteins View hedge and refer to agenda later in year.	
	55/22ii	AO	Obtain quote for removing Chamberlain Gardens bench and replacing with new.	Complete
	55/22iii	AO	Obtain quote to replace wooden slats in bench opposite NW Village Hall & award contract/refer to committee/complete works.	
		AO	Obtain quote to repair memorial bench next to ford & award contract/refer to committee/complete works.	Complete
		AO	Obtain quote to sand down and oil 2 benches either side of stocks & award contract/refer to committee/complete works.	Complete
	55/22iv	Clerk	Add new memorial bench and trees policy to website.	Complete
	55/22v	Clerk/AO	Award contract for 5 x picnic benches and ensure delivery before 7th May.	Complete
	56/22	Clerk	Add revised Cemetery Rules to website.	Complete
	59/22	Clerk/AO	Arrange for heras fencing around Chapels to be secured.	Complete
		Clerk/AO	Continue research and liaison with relevant authorities.	Ongoing

## Bench Survey – July 2021

Councillors Verdon (PV) and Coleman (RC)

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

### Updated June 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.



Work complete 2023



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.

Consider increasing & improving outside seating as part of Bridewell project



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

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

Works in progress



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.

Work complete 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 40<sup>th</sup> 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.

Cleaning & repainting with Sadolin – works instructed £90



Bench 16 - Dunleys Hill (PV)

Queen Victoria’s Jubilee, 1877

Fair condition, repaint needed at some point,

Clearance work completed by Conservation volunteers

Repainting in progress



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

Queen’s Jubilee

Needs a clean

Rub down and paint works instructed £90



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

Wooden, not metal as on spreadsheet.

Needs a clean

Quote received:

2 coats of sadolin on 7 lengths of wood

Remove wood & rub down frame with sandpaper

Paint frame with hammerite

Re-attach wood & plaque

£520



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.

Cleaning & repainting with Sadolin – works instructed £90



Bench 25a - Tunnel Lane, (PV)

OK

In memory of Ted Harding



Bench 25b - Tunnel Lane, (PV)

In memory of Corinne Barrett

Action required:

Broken leg.

Work complete 2023



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.

Privately owned



Bench 34 – Cemetery, area A (PV)

Needs cleaning and treatment.

In memory of Harry West & Henry Helsby 1984/1989

Privately owned





Bench 35 – Cemetery, Garden of Remembrance (PV)

OK

In memory of Stan Richardson 1931-2002

Privately owned



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

Privately owned



Bench 38 – Cemetery, near RAF area (PV)

Bench OK, tree completely dead.

In memory of Bertram and Lucy Elcock

Privately owned



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

Repainted 2023



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



### Benches 51-52 – Beacon Field

Picnic benches installed 2023  
(not fixed)



### Bench 53 – Chapel Pond Drive play area

Picnic bench installed 2023  
(not fixed)



### Benches 54-55 – Chamberlain Gardens

Picnic benches installed 2023  
(not fixed)





**REPORT ON:** Access through allotments  
**WRITTEN BY:** Parish Clerk/Amenities Officer  
**MEETING DATE:** 20<sup>th</sup> June 2023  
**AGENDA ITEMS:** AA08/23

### Introduction

The request is to provide access to the rear garden of 4 Nursery Terrace via their neighbours and through the allotment site to remove 5 tons of hardcore thus avoiding taking the waste through the house which has no rear access.

Their property is next-door-but-one to the allotment. Access has been granted by their neighbour to cross over the rear of their property to reach the garden in question.

The request also includes access for a digger and to site a skip in the allotment parking area, next to the benches.

Access will involve entering the allotment site via the small gate using a small digger. If the gate is not wide enough the works will involve removing the gate and refit once finished. The digger would need access between the plots 3 and 4 using the grass path. If weather is poor then ground protection will be required.

The 2 bar perimeter fence would need one set of horizontal 2 bars removed to give access to the rear of both gardens. The rotten lap fence on the boundary would be removed and replaced.

The residents say work will be carried out over one dry weekend and are confident there will be no sign of access, just an improvement to the repairs to the lap fence panel.

As a good will gesture a pile of organic manure will be deposited in the grassed car turning space should plot holders wish.

The Amenities Officer has met with the residents and provided the following photos:



Access to land required, padlock key required.



Suggested site for manure deposit.





Suggested site for skip.



Rotten fence panel to be removed it is not fastened currently so not on the boundary. Behind is the new fence installed on the boundary between 4 and 6 Nursery Cottage.



2 bar fence panel to be removed and then replaced to provide access.



Digger route between plots 3 and 4.



**Odiham Parish Lengthsman Scheme**

	PROJECT	NOTES/STATUS
1	Clearance of FP7 from The Street to Robert Mays school.	Completed by Lengthsman 23.11.22.
2	Footpath 31 running from the Recreation Ground to Alton Road.	Completed by Countryside Conservation Volunteer Work Group.
3	Footpath 31 running from Alton Road to The Bury.	Last completed 03.02.22.
4	Overhanging trees/brambles and verges on the stretch of Farnham Road leading into the village from Broad Oak roundabout, starting at the brow of the hill just past Oak Tree Close (on the other side of the road) and going down the hill towards Archery Fields (other side of the road).	
5	Love Lane (reported by residents). Nettles at cricket pitch end and overhanging branches full length, leaf clearnace in Oct/Nov	
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	Footpath from Salmon's Road to Buffins Corner (reported by residents).	Need to establish exact location.
9	Clearance of weeds on the pavement at top of Dunley's Hill down for approx 200m from Alton rd roundabout, opposite Texaco garage.	
10	Removal of leaves Oct/Nov along High Street and Dunleys Hill	
11	Grass cutting alongside the FP opposite the Firs	
12	Clearance of vegetation around the street signs in North Warnborough, Deptford Lane area mainly if not completed by Highways	Completed during 2022.
13	Basic clearance of FP71 North Warnborough The Mill to Common	
14	Clean village gateways on B3349 and cut back vegetation.	
15	Cut back growth overhanging pavement from Colt Hill bridge down to underpass.	





**MSF Historical Restoration Ltd**  
18 Blackberry Walk  
Lychpit  
Old Basing  
RG24 8SN

Marc: 079 888 47123  
msfhistorical@gmail.com

# Q U O T A T I O N

**Andrea Mann**  
**Odiham parish**  
**Chapel Cottage**  
**Odiham**

Ref: MSF: 183

Date: 30<sup>th</sup> May 2023

Dear Andrea,

I am pleased to present my quotation for the following repointing work and internal decorating work at the Chapel cottage.

## **Re-Pointing**

After inspection it is clear that the entire length of the wall behind the bush up to 1m requires raking out and repointing as what is there now has failed.

### Tasks:

- Carefully remove failed mortars using a mortar rake adaptor on a speed-controlled handheld grinder
- Wash through using the Thermatech machine once more
- Re point using St Austier NHL 3.5 and sand 3:1 on site mix
- Churn brush finish
- Keep dampening for 4/5 days after to allow the lime to dry slowly

Labour	£1,200.00
Material	£250.00



### **Internal repairs and paint**

A small localised area on the inside wall behind the above area requires a small amount of plaster to be removed and repaired then a breathable paint finish.

#### Tasks:

- Remove failed plaster (a few small areas)
- Fill using correct lime-based fillers
- Apply mineral paints to specified colour

Labour	£300.00
Material	£100.00

#### **Totals**

Labour	£1,500.00
Material	£350.00

<b><u>Subtotal</u></b>	<b><u>£1,850.00</u></b>
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VAT @ 20%	£370.00
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<b><u>Grand total</u></b>	<b><u>£2,220.00 inc vat</u></b>
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Many Thanks

Marc Foot

Director  
MSF Historical Restoration Ltd





## **Terms of business and payments plan**

These estimates are based on the specifications described and produced. Any changes to drawings or specifications would be treated as a variation and may be subject to a price adjustment. Any additional costs will be agreed between us before any work is completed.

A simple payment plan will be written up for both the client and MSF Historical Restoration Ltd

A deposit will be required before work commences

Work under 30k: 50% deposit before any work commences. Stage payments will be due every 2-3 weeks until fully completed.

Work over 30k: 30% deposit before any work commences. Stage payments will be due every 2-3 weeks until full completion.

Please use the following details for any bank transfer payments:

### **Electronic Bank Payment and Company Details:**

Account Number:	60193060
Sort Code:	30-90-53
Account Name:	Marc Foot
Bank:	Lloyds bank, Basingstoke
Company number:	13058739
Company UTR:	29079 24822
VAT Number:	390259386

