



**MEMBERS OF ODIHAM PARISH COUNCIL'S AMENITIES AREAS COMMITTEE
ARE SUMMONED TO ATTEND THE AMENITIES AREAS COMMITTEE MEETING WHICH WILL
BE HELD AT THE VINE CHURCH, 37 LONDON ROAD, ODIHAM, HOOK, RG29 1AJ
TUESDAY 21st NOVEMBER 2023 at 9pm (or following conclusion of full Council)**

15th November 2023

Andrea Mann, Parish Clerk

AA32/23	To receive apologies for absence
AA33/23	To receive declarations of interests and requests for dispensation relating to any item on the agenda
AA34/23	Approval of Minutes To APPROVE the minutes of the Amenities Areas Committee meeting held on 19 th September 2023 (AA17/23–AA31/23).
AA34/23	Chairs Announcements
AA35/23	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.
AA36/23	Meeting Action Points (page 3) To note the progress on the meeting actions point list.
AA37/23	To note Amenities contract decisions take under the Clerk's delegated authority (page 4)
AA38/23	To consider new Amenities contract awards (pages 5-6)
AA39/23	New area of reflection, Odiham Cemetery i) To agree a site visit to identify a suitable site for the area of reflection following the removal of a tree, scheduled 27 th November ii) To support this project, to consider whether to research legislation and other cemetery rules to allow ashes interments outside of formal interment plots iii) To confirm preferred option for a sculpture, wall or piece of furniture for fixing memorial plaques. These decisions will enable a full project proposal to be researched in time for the next meeting.
AA40/23	Storage in North Chapel To note comments from the office that North Chapel has again become overcrowded with equipment and furniture and to receive suggestions for rectifying the issue in order to provide safe access for users.
AA41/23	To review allotment fees (page 7)
AA42/23	To review cemetery fees (page 8)



AA43/23 **To note the dates of the next meeting**
20th February 2024.

AA44/23 **To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press to consider confidential contractual matters which meet the criteria of Schedule 12A of the Local Government Act 1972 Part 1**

AA45/23 **Cemetery enquiry (circulated to councillors)**
To note correspondence and agree response.


Amenity Committee				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
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.	Complete
	AA08/23	Clerk/AO/CllrDS	Respond to resident re access through allotments.	No further correspondence from resident.
	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.	Work instructed
	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 November.
	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
Sep-23	AA19/23	Clerk	Change previous minutes to final on website.	Complete
	AA23/23	CllrDS	Review playground inspection reports against own assessment of sites.	
		Clerk/AO	Start sourcing quotes for highest priority equipment.	
	AA26/23i	Clerk/AO	Award contract for removal of Yew and complete works.	Work due 27.11.23
	AA26/23ii	Clerk/AO	Award contract for replacing section of chain link fencing at Chapel Pond and complete works.	Contract awarded. Awaiting works.
	AA26/23iii	Clerk/AO	Award contract for gap to be filled between swings and safety surfacing at Chapel Pond play area and complete works.	
	AA26/23iv	Clerk/AO	Award contract for replacing up & over ramp at Rec Ground and complete works.	Contract awarded. Awaiting works.
	AA26/23v	Clerk/AO	Award contract for re-seeding goal area and installing new socket at Rec Ground and complete works	Contract awarded. Awaiting works.
	AA26/23vi	Clerk/AO/CllrDS	Speak to contractor about zoning cemetery into 3 zones and completing zone 1.	Meeting held. Revised quote submitted and included in 24/25 budget.
	AA27/23i	CllrDS	Make enquiries about purchasing 10 x bat and 10 x bird boxes.	
	AA27/23ii	Office/CllrAMc	Progress Greening Campaign Phase II by: planting crocus corms at Peace Garden and Orchard.	Completed 21.10.23
			Progress Greening Campaign Phase II by: recognising and aligning with other OPC health & wellbeing projects.	Ongoing
			Progress Greening Campaign Phase II by: continuing to engage with project.	Ongoing
	AA27/23iii	Clerk/AO/CllrDS	Discuss further biodiversity improvements with grounds contractor at annual review meeting in Autumn.	Complete
	AA28/23i	Clerk/AO	Area off reflection - prepare space by cutting back plants.	Part complete. Further works due 27.11.23
	AA28/23ii	All	Area of reflection - inspect area to identify suitable site.	On agenda
	AA28/23iii	All	Area of reflection - agree type of sculputre.	On agenda

REPORT ON: Amenities contract awards taken under the Clerk's delegated authority
WRITTEN BY: Parish Clerk
MEETING DATE: 21st November 2023
AGENDA ITEMS: AA37/23

Background

Works	Site	Purpose	Cost	Status of works
Supply and install new brakes	The Rec	Brakes repair/upgrade	£285	Playscene Awarded Awaiting works
Rub down and treat	X 5 Picnic Benches	Maintenance, staying outside for Winter	£375	Keith Dodd Awaiting completion
Wooden Bench	Palace Gate	Maintenance	£95	Keith Dodd Completed
Buxus Hedge prune	War Graves at cemetery	Annual maintenance pre Remembrance	£120	Keith Dodd Completed
Accessible toilet	The Bridewell	Radar key for disabled access	£405.60	Croma Completed
Chip and stack fallen tree	Chamberlain Garden	Fallen tree	£320	Larkstel Completed
Spray weed killer to gravel path	Allotment	New to 2024/5 budget x4 visits	£250	Larkstel
Clear unscheduled access to the Beacon Field	Beacon Field	Vehicular access for Spooktacula. To be added to 24/25 annual contract (as part of budget setting process).	£400	Larkstel Completed
Assist JP with poppy lamppost installation	High st & NW	Remembrance	£70	Keith Dodd Complete
Defibrillators	Cottage Hospital & Leapfrogs	Replace Pads and 9v battery	£116	Defib World Completed
Fell 2 x cherry trees	Cemetery	To fell dead trees	£305	NP Tree Management Awarded Awaiting works
Spray moss in play area	Buften Field play area	Safety concerns. To be added to 24/25 annual contract as part of budget setting process).	£175	Larkstel
Treat 5 picnic benches with wood preserver	Various sites	To prolong life of benches	£375	Keith Dodd
			£3,291	

REPORT ON: Amenities contracts – for decision
WRITTEN BY: Parish Clerk
MEETING DATE: 21st November 2023
AGENDA ITEMS: AA38/23

Works	Site	Purpose	Cost
Weeding interment beds	Cemetery	To rectify lack of routine maintenance.	Contractor 1: £135 per visit = £540 annually Contractor 2: £550 as part of current contract
Or			
To weed, lay weed suppressant matt and mulch, slate or gravel with metal edging.		To tidy area and reduce need for regular weeding.	<p>Contractor 1: Remove weeds and cut back roses, Lay woven ground sheet, hammer in plastic pegs and tuck under edges, Fix the metal edging in place, lay the shingle and rake level - Total - £1510 Total with slate - £1650 Total with bark - £1570 Total - £860</p> <p>Contractor 2: Re shape the beds so they are both the same size and shape. Use a metal lawn edge around the turf. Remove all weeds and level the area and lay a weed membrane £2,300</p> <p>To add to the cost of option two</p> <p>1- wooden mulch £250 2- 20 mm shingle to match the drive £450 3- slate aggregate £900</p>

Impact on budgets:

Budget	Current budget	Less estimated spend to end of year	Estimated available
Cemetery maintenance	£11,603	£10,500	£1,103

REPORT ON: Allotment Fees
WRITTEN BY: Parish Clerk
MEETING DATE: 21st November 2023
AGENDA ITEMS: AA41/23

The Hook Road allotment site was created in 2019. All 20 plots are let and there is a waiting list of ?

	2019	2020	2021	2022	2023	For decision			
						2024			
						No increase	3%	6.70%	10%
Annual rent	50	50	50	50	55	55	56.65	58.685	60.5
Total annual income	100	1185	1150	810	1100	1100	1133	1173.7	1210
Deposit (refundable subject to plot being returned in a satisfactory condition)	50	50	50	50	0	0	0	0	0
Key deposit (refundable)	10	10	10	10	10	10	10	10	10
Management costs	1847	645.25	575.25	1359.45	1150	1900			
					(budget)				

REPORT ON: Cemetery Fees
WRITTEN BY: Parish Clerk
MEETING DATE: 21st November 2023
AGENDA ITEMS: AA42/23

	2019	2020	2021	2022	2023	For decision			
						2024			
						0 increase	3% rounded 3% up/down	6.7% rounded 0.07 up/down	
<u>INTERMENT</u>									
First burial in any grave space									
Registered elector				800	825	825	849.75	850	880.28
Exclusive rights of 50 years – to include headstone approval									880
<u>Non registered elector</u>									
Exclusive rights of 50 years – to include headstone approval				1840	1895	1895	1951.85	1952	2021.97
									2022
<u>Subsequent burial in any grave space including ashes</u>									
Registered elector – to include permission to change inscription				200	210	210	216.3	216	224.07
Non registered elector - to include permission to change inscription				465	480	480	494.4	494	512.16
									512
Interment of ashes in the new garden of remembrance									
<u>Registered elector</u>									
Exclusive rights of 50 years – to include memorial stone approval subject to transfer of the exclusive rights				535	550	550	566.5	567	586.85
									587
<u>Non registered elector</u>									
Exclusive rights of 50 years – to include memorial stone approval subject to transfer of the exclusive rights				1065	1100	1100	1133	1133	1173.70
									1174
Subsequent interment of ashes in the new garden of remembrance									
Registered elector - to include permission to change inscription				140	145	145	149.35	149	154.72
Non registered elector - to include permission to change inscription				270	280	280	288.4	288	298.76
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	45	46.35	46	48.02
									48
Transfer of Exclusive Rights				60	70	70	72.1	72	74.69
									75
Annual management costs	12013.12	13915.63	21163.24	18417.8	20935	2290			
				(new contract)					
Annual income	11245	12761	15280	8185	12000	12000			
				(budgeted)					