



**MEMBERS OF ODIHAM PARISH COUNCIL'S AMENITIES AREAS COMMITTEE
ARE SUMMONED TO ATTEND THE AMENITIES AREAS COMMITTEE MEETING AT
THE BRIDEWELL, THE BURY, ODIHAM, RG29 1NB
TUESDAY 20th FEBRUARY 2024 at 8.30pm (or following conclusion of full Council)**

14th February 2024

Andrea Mann, Parish Clerk

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| AA46/23 | To receive apologies for absence |
| AA47/23 | To receive declarations of interests and requests for dispensation relating to any item on the agenda |
| AA48/23 | Approval of Minutes
To APPROVE the minutes of the Amenities Areas Committee meeting held on 21 st November 2023 (AA32/23–AA45/23). |
| AA49/23 | Chairs Announcements |
| AA50/23 | 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. |
| AA51/23 | Meeting Action Points (page 3)
To note the progress on the meeting actions point list. |
| AA52/23 | To note Amenities contract decisions take under the Clerk's delegated authority (pages 4-5) |
| AA53/23 | To consider a quote to repair the zip wire (page 6) |
| AA54/23 | New area of reflection, Odiham Cemetery
To consider a donation, as explained in email correspondence. |
| AA55/23 | Update on the Hampshire Forest Partnership project (page 7-8)
To note the update provided and receive a verbal update from Cllr Bell. |
| AA56/23 | Accessible public toilet provision in Odiham (page 9)
To discuss the Clerk's report and consider whether it is feasible to include an accessible public toilet in King St toilets. |
| AA57/23 | To note the dates of the next meeting
20 th February 2024. |



AA58/23 **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**

AA59/23 **Appeals on cemetery enquiries**

- i) Memorial application (pages 10-15)
- ii) Request for burial in RAF section of cemetery (pages 16-17).

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.	Complete
	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.	Complete
	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.	Complete
		Clerk/AO	Start sourcing quotes for highest priority equipment.	Complete
	AA26/23i	Clerk/AO	Award contract for removal of Yew and complete works.	Complete
	AA26/23ii	Clerk/AO	Award contract for replacing section of chain link fencing at Chapel Pond and complete works.	Complete
	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.	Complete
	AA26/23v	Clerk/AO	Award contract for re-seeding goal area and installing new socket at Rec Ground and complete works	Complete
	AA26/23vi	Clerk/AO/CllrDS	Speak to contractor about zoning cemetery into 3 zones and completing zone 1.	Complete
	AA27/23i	CllrDS	Make enquiries about purchasing 10 x bat and 10 x bird boxes.	In progress
	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.	Complete
	AA28/23ii	All	Area of reflection - inspect area to identify suitable site.	Complete
	AA28/23iii	All	Area of reflection - agree type of sculpture.	On agenda
Nov-23	AA34a/23	Clerk	Change previous minutes to final on website.	Complete
	AA38/23	Clerk	Research budgets for laying weed suppressant on garden of remembrance beds.	Complete
	AA40/23	AO/Cllrs	Inspect North Chapel and suggest improvements for storage.	Complete
	AA41/23	Clerk/AO	Add new allotment fee to website and charge new rate April 2024.	Complete
	AA42/23	Clerk	Add new cemetery fees to website and charge from April 2024.	Complete

REPORT ON: Amenities contract awards taken under the Clerk's delegated authority
WRITTEN BY: Parish Clerk
MEETING DATE: 20th February 2024
AGENDA ITEMS: AA51/23

Background

Works	Site	Purpose	Cost	Status of works
Cut back laurel	Cemetery	General maintenance	35.00	Complete
Call out charge for failed boiler	Bridewell	Required	145.00	Complete. Repair works also complete.
Repairs flush systems	King St toilets, ladies	Fault reported to office	100.00	Complete. Plumber advised if fault re-occurs new flush syphons will be required
Replace caps on play equipment	Chamberlain Gardens play area	Identified during inspection	50.00	Complete
Repair fence	Recreation Ground	Required	33.00	Complete
Repair to water heater	Bridewell	Required	135.00	Complete
New coat hanger unit and fitting	Bridewell	To replace broken stand	77.00	Complete
Replace heating programmer	Bridewell	Required	364.23	Complete
Fell dead pine	The Firs	Identified during inspection	110.00	Complete
Test dig of grave plot	Cemetery	Required for research into missing burial record	150.00	Complete
Purchase heras fencing	North Chapel	Requested by Council	496.55	Complete
Install heras fencing	North Chapel	Requested by Council	128.00	Complete
Take down trolley on zip wire	Recreation Ground	Emergency fault identified	285.00	Complete
Infill gap in hedge	Cemetery	Identified during inspection	100.00	Complete
Repair to basket swing	Recreation Ground	Identified on inspection	480.00	Complete
Property valuations	All buildings	For insurance and asset review	450.00	
Fell lime tree	Cemetery	Basal decay	1050.00	Awaiting decision on replacement tree.
Replace tiles and remove moss	North Chapel	Repairs required	215.00	Complete
Remove fallen tree over road	The Firs	Required following storm	190.00	Complete
Cut up tree and move from path to wooded area	Colt Hill	Required following storm	60.00	Complete
Cut up and stack fallen pine	The Firs	Required following storm	95.00	Complete
Tree works	Beacon Field	Required following storm	250.00	Awaiting planning permission
Tree works	Chamberlain Gardens	Required following storm	335.00	Awaiting planning permission
Soap dispensers	King St toilets	Damaged or vandalised	32.45	Complete
Fit soap dispensers	King St toilets	Damaged or vandalised	33.00	Complete

Gas safety inspection	Chapel Cottage	Landlord's responsibility	125.00	Complete
Fit 2 Co2 detectors	Chapel Cottage	Landlord's responsibility	114.24	Complete
Unblock drains	Chapel Cottage	Required	88.00	Complete
Key cutting	Bridewell	To replace broken and spare	12.00	Complete
Fire stickers and safety log	Bridewell	Raised in fire risk assessment	39.88	Complete
Repairs to fencing	Chapel Pond Play Area	Damage during storms	250.00	Contract value £650, remainder reclaimed through insurance reclaim.
			6,028.00	

REPORT ON: Zip wire repair
WRITTEN BY: Parish Clerk
MEETING DATE: 20th February 2024
AGENDA ITEMS: AA53/23

Required works

Required works	Site	Purpose	Cost
Repairs to zip wire	Recreation Ground	Further fault identified by contractor when carrying out repair already authorised.	To supply and install new aerial cableway zip wire trolley, rubber seat, hose and chain £645.00.

Budgets

The current financial position combining all related play area budgets are as follows:

	2023/24	2024/25
Main budget provision	7,000	10,000
Donation	2,500	
Estimated end of year spend	<u>9,491</u> -9*	
Play area replacement budget	3,000	2,000
Earmarked reserve	1,791	

*over and underspends on main budget codes are adjusted at year end. They can either be re-coded to other related budgets which has less impact on the final end of year position or left so the under/overspends are just reflected in general reserves.

Summary

Since 2019, OPC had pledged to build an earmarked reserve for future play area replacement and increased general maintenance budget provision. However, maintenance costs continue to leave little earmarked reserves at the end of the year. Full details of play area repair costs over the last 3 years are provided to councillors – costs are spread across all sites and largely due to failing timber equipment with the exception of the zip wire which continues to incur high maintenance costs.

For decision

The Finance Committee 19.01.23 resolved to ask the Amenities Committee to prioritise play equipment to ensure the play area repairs & maintenance budget stays within budget, noting this may lead to equipment being taken out of use.

It is evident that the set budgets are managing to maintain current equipment but failing to build a sufficient earmarked reserve for future replacement.

Members are asked to consider the information provided in this report and agree how to proceed.

Subject: FW: Hampshire Forest Partnership - update for sharing

From:
Subject: Hampshire Forest Partnership - update for sharing

Dear

I would like to share with you the following update about the Hampshire Forest Partnership (see below).

Our success with external funding applications means we have lots of trees available. We are keen to get the word out about the opportunities for communities to work with us.

Do get in touch with Emily Roberts if you have a potential scheme in mind. Many thanks!

Hampshire Forest Partnership update

The Hampshire Forest Partnership is having a busy planting season. So far, we have planted 24,300 trees and hedges which is more than double what we achieved in our first year. We have an ambition to plant one million trees by 2050 and so we are determined to keep building each year. I would like to highlight two exciting opportunities to work with the Hampshire Forest Partnership:

Free Elm Trees available! We have purchased 700 disease-resistant elms and we are still looking for homes for about 600 of them. Please help us by coming forward with a request for up to 20 Elm trees in your patch! The English countryside was once dominated by elms, but since the 1960s these trees have been ravaged by Dutch elm disease, accidentally introduced to Europe in the early 20th century. The Hampshire Forest Partnership with support from The Tree Council are funding disease resistant hybrid elm trees to help local nature recovery. Selective breeding of elms now means that we can bring these back to Hampshire; trials have shown that these hybrids show resistance to the disease and also support our native wildlife. We are particularly interested to plant the trees within hedges, in community spaces and as specimens in areas that have lost trees from ash dieback.

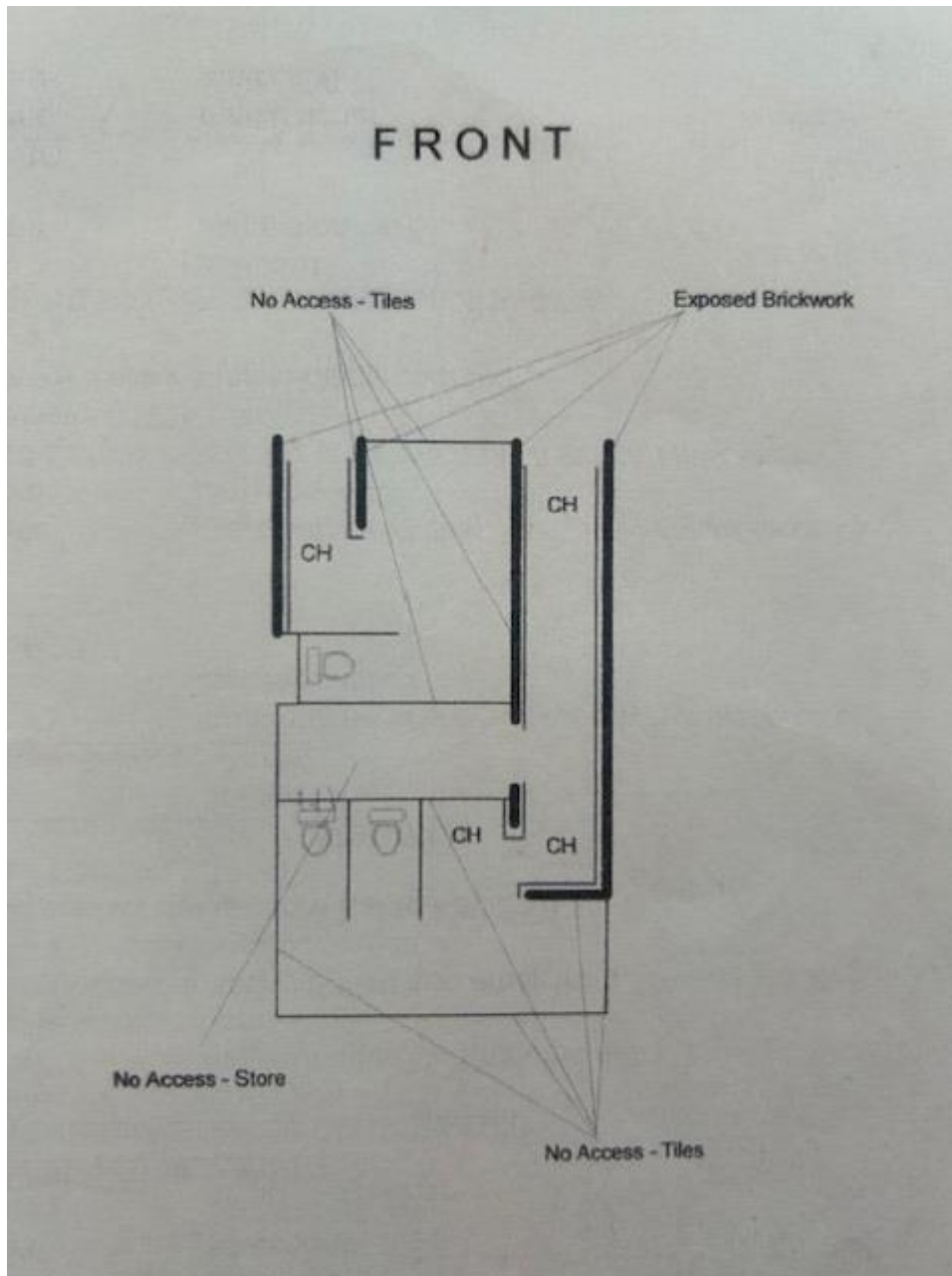
Shoots along the Routes scheme seeks more projects. This scheme aims to improve landscape connectivity outside woodland areas. We'll be providing free trees to landowners and land managers to create over 630km of new green networks across the county. These networks will follow the routes of several A and B-roads across Hampshire. The scheme will also support eligible tree

planting schemes within a 2km wide corridor along the routes to boost nature recovery.

If you are interested in proposing a location for either of the above, please email treeplanting@hants.gov.uk. And by the way, it is the same email address for Community Orchards and Mini Forests! We have funding for both so we can provide trees, stakes, guards and even information panels.

REPORT ON: Accessible public toilet provision in Odiham
WRITTEN BY: Parish Clerk
MEETING DATE: 20th February 2024
AGENDA ITEMS: AA56/23

This paper is for discussion purposes. Members are asked to view the King St public toilet plan below and agree whether it looks feasible to provide an accessible toilet within the available space.



If Members consider this may be possible, it will be considered by Council as an agreed priority and included in the new Business Plan which will lead to further research.

https://www.theguardian.com/society/2024/feb/02/britons-on-the-scarcity-of-public-toilets?CMP=Share_iOSApp_Other

<https://riseadapt.co.uk/cp-hub/finance/funding/>