



**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
MONDAY 20th MAY 2024 at 8.30pm (or following conclusion of full Council)**

14th May 2024

Andrea Mann, Parish Clerk

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- AA01/24** **To receive apologies for absence**
- AA02/24** **To receive declarations of interests and requests for dispensation relating to any item on the agenda**
- AA03/24** **Approval of Minutes**
To APPROVE the minutes of the Amenities Areas Committee meeting held on 20th February 2024 (AA46/23–AA59/23).
- AA04/24** **Chairs Announcements**
- AA05/24** **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.
- AA06/24** **Meeting Action Points (page 3)**
To note the progress on the meeting actions point list.
- AA07/24** **To note Amenities contract decisions take under the Clerk's delegated authority (pages 4)**
- AA08/24** **To consider new contract awards (page 5)**
- AA09/24** **To review the Councillors' review of playgrounds and consider the proposed equipment priorities for future repairs and maintenance (page 6)**
- AA10/24** **Accessible public toilet provision in Odiham (report from last meeting page 7)**
To discuss the feasibility of installing an accessible toilet cubicle in the King St public toilets following Cllr McFarlane's meeting with a resident.
- AA11/24** **Noticeboard at the Hook Road allotment site**
To consider a suggestion to install a noticeboard in the car park of the Hook Road allotment site and whether to delegate authority to the Clerk arrange the purchase and installation. The noticeboard will be used to raise awareness of environment and climate change issues and can be funded from the relevant earmarked reserve.
- AA12/24** **Energy Reduction Opportunity reports (reports circulated to councillors)**
To review reports for The Bridewell and King St toilets and agree any actions.



- AA13/24 Laser Gas & Electricity Framework 2025-2029 (emailed to members separately)**
To consider correspondence asking for confirmation of OPC's membership by 14th June. (Note comments in reports AA12/24).
- AA14/24 To note the dates of the next meeting**
20th August 2024.
- AA15/24 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**
- AA16/24 Issues relating to plots in Odiham Cemetery**
To receive an update from the Clerk on issues relating to individual plots which are being followed up in accordance with the Cemetery Rules.


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.	Complete
	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.	Complete
	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.	Received. Some boxes distributed to schools and others will be installed by grounds contractor and Cllr Sanger.
	AA27/23ii	Office/CllrAMc	Progress Greening Campaign Phase II by: planting crocus corms at Peace Garden and Orchard.	Complete
			Progress Greening Campaign Phase II by: recognising and aligning with other OPC health & wellbeing projects.	Ongoing. Included in Spring newsletter.
			Progress Greening Campaign Phase II by: continuing to engage with project.	Ongoing. Included in Spring newsletter.
	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.	Complete
Nov-23	AA34a/23	Clerk	Change previous minutes to final on website.	Complete
	AA38/23	Clerk	Research budgets for laying weed supressant 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
Feb-24	AA48/23	Clerk	Change previous minutes to final on website.	Complete
	AA53/23	CllrsAMc/PV/CS	Members to review each playground and suggest which pieces of equipment should be repaired if budgets don't allow repair of all.	On agenda
	AA54/23	Clerk/AO	Accept offer from Haven for a memorial bird bath.	Ordered. Awaiting design visuals. Final installation expected later Summer/early Autumn 2024.
	AA55/23	Clerk/Cllr Bell	Facilitate meeting with landowners who maybe interested in the Shoots along the Routes scheme.	N/A. Agreed to promote locally instead of taking leading role.
	AA56/23	Clerk/Cllrs	Review measurements of King St public toilets to access whether an accessible cubicle can be accommodated in availabe space.	Enquiries in progress. Cllr McFarlane met with local resident.
	AA59/23i	Deputy Clerk	Notify plot holder of Council's decision re memorial application.	Complete
	AA59/23ii	Clerk	Respond to enquiry for burial in RAF section of cemetery.	Complete
			Meet with above to agree location.	No response

REPORT ON: Amenities contract awards taken under the Clerk's delegated authority
WRITTEN BY: Parish Clerk
MEETING DATE: 20th May 2024
AGENDA ITEMS: AA07/24

Background

Works	Site	Purpose	Cost	Status of works
Check power failure	King St toilets	Power failure	£90	Complete. Failure due to water heater fault.
Install barriers to fence off safety concern due to fallen trees	Chapel Pond play area	To fence off area of play area to enable park to be opened prior to the tree works being completed by Deer Park.	£85	Awaiting tree works before barriers can be removed.
Install new socket	Library Room	Broken socket due to bookshelves being stored against wall.	£109.46	Works complete. Need to purchase new cable.
Replace lights	MP's office suite	Identified through emergency lighting inspections.	£720	Works complete. Included upgrading lights to energy efficient lighting.
Install new defib	NW Village Hall	Required by 12 th May as per terms of grant.	£550	Complete
Unblock drain	Chapel Cottage	Required	£88	Complete
Key cutting	Various	Required	£22.50	Complete
PAT testing	The Bridewell and South Chapel	Required	£220.50	Complete
Fire extinguisher test and 2 new extinguishers	The Bridewell	Required	£224.32	Complete
Confirmation of no gas leak	Chapel Cottage	Requested by tenant/lettings agency.	£80	Complete
Inspected fridge	Chapel Cottage	Requested by tenant/lettings agency.	£84	Fridge beyond repair.
New fridge	Chapel Cottage	Tenant	£229.50	Complete
			£2,503.16	

REPORT ON: Contracts for decision
WRITTEN BY: Parish Clerk
MEETING DATE: 20th May 2024
AGENDA ITEMS: AA08/24

Required works	Site	Purpose	Cost
To remove spoil from grave plots and level ground.	Cemetery	<p>Requested by plot holder.</p> <p>The spoil generated from the grave digger is building up on the verge running parallel with the cemetery/Mildmay boundary.</p> 	<p>£750 to remove spoil and level ground.</p> <p>Quote provided by main grounds contractor. Original quote £950 reduced to £750 on request.</p> <p>Work can be funded from the 24-25 cemetery maintenance budget.</p>
Structural surveys	Parish Room and car park wall. North Chapel. South Chapel. Chapel Cottage.	<p>Requested by Council.</p> <p>“To survey the four buildings and the wall will likely be a day on site (including travel). At this stage, the survey would be visual only (ie no opening of finishes) should we find any areas of particular concern that require further investigation and opening up works we will advise this in the report.</p> <p>I’d propose putting the findings into one report, with each building having its own section. Any areas of concern/immediate action will be clearly highlighted, we’d then run through areas that should be monitored over time as well as providing a structural overview of each building.”</p>	<p>£1,585 (inclusive of expenses).</p> <p>Surveys can be funded from the Chapel building maintenance earmarked reserve.</p>
Repairs to zip wire This quote is re-presented to the Committee in the new 24-25 financial year.	Recreation Ground	Further fault identified by contractor when carrying out repair already authorised.	<p>To supply and install new aerial cableway zip wire trolley, rubber seat, hose and chain £645.00.</p> <p>Repairs can be funded from the 24-25 play areas budget.</p>

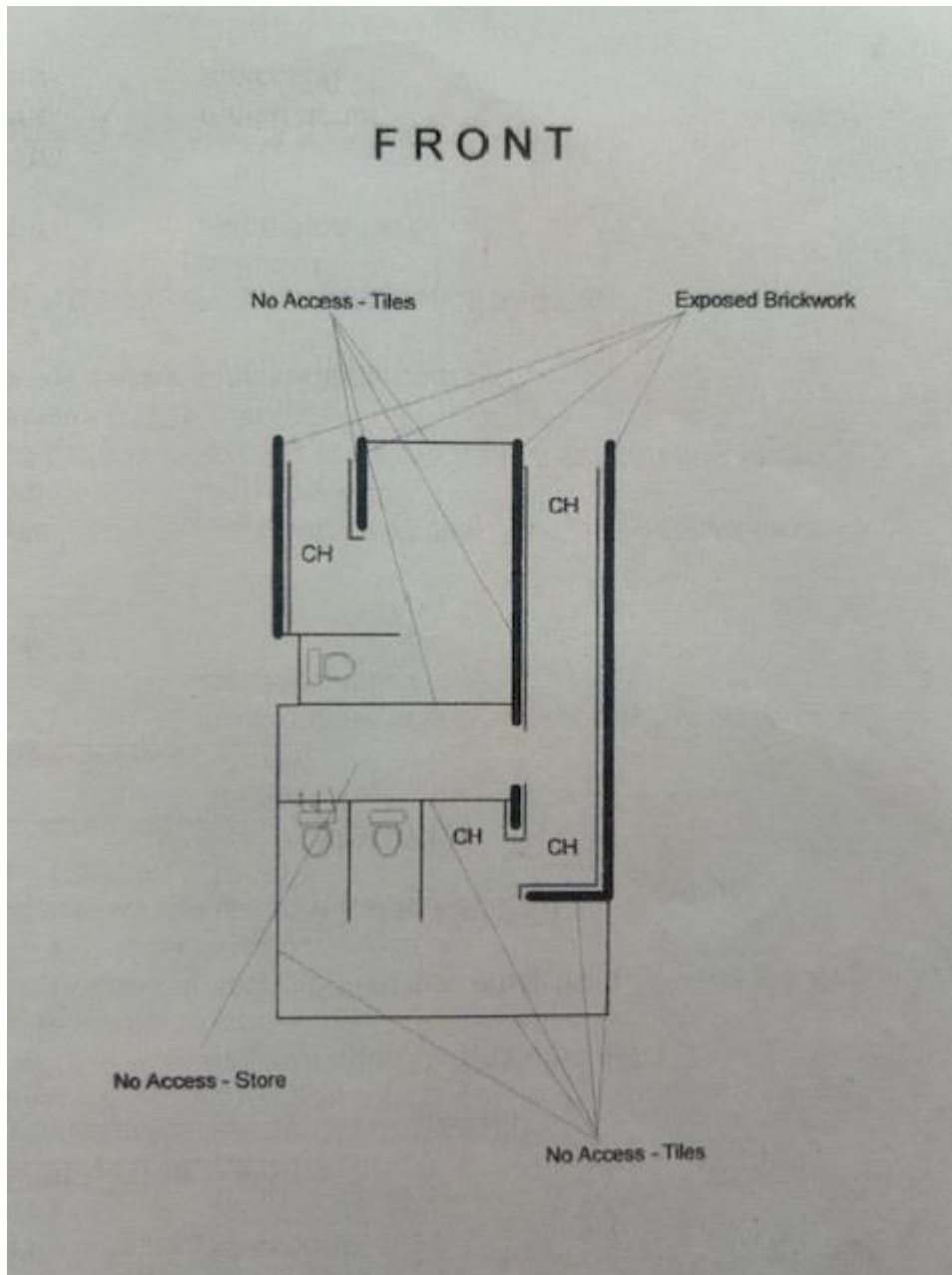
Notes from inspection of play areas by Cllrs Verdon and McFarlane on 4/3/24 following action agreed at OPC on Feb 20th

Areas visited:	Current status at last inspection by Seagrave July 23	Comments after visit – responses to identified high risks Assumes all equipment continues to be monitored and regularly inspected General – all wooden equipment is posing some risk as it wears and splits. Should be taken into consideration when purchasing new equipment. Multi-function units seem to require regular maintenance and each element needs to be kept safe to make the whole usable. In future, separate elements eg swings, slide etc might represent better full life value.
Recreation Ground	Unacceptable Risk	
Up and over net climber – could be removed entirely if no funds to repair but looks like it has been repaired since report		
Trail blazer – first element with double hand rope could be removed cf Chapel pond		
Basket swing – risk was result of third party attaching own equipment to overhead bar. Suggest notice to prohibit same		
Large Multiplay unit – have high risk fixings been replaced ? – also risk of third party equipment needs notice as above		
Zip wire taken out of use		
Fencing (gate) has this been fixed?		
Buften Field	Medium Risk	
Two swing sets – chains will need to be replaced at some point soon and should be prioritised		
Multiplay unit - remove trapeze and replace chain covering as priority		
3 benches need to be rubbed down and preserved – evidence of fungal growth on one and all rather slimy		
Chapel Pond	Medium Risk	
Fencing repaired		
Over hanging trees – removal in progress through discussion with land owner		
Swings – posts rotting, chains wearing. Should prioritise replacement as so little at this site		
Trim trail – has this reached end of life? If S106 successful suggest removal to make space for more child-friendly further equipment to be added (detail TBC) as so sparse at this site		
Chamberlain Gardens	Medium Risk	
1 bay 2 flat swings – bolts to be replaced as a priority		
Toddler tower unit – plastic caps appear to have been replaced as has one slat		
Fencing – protruding nails to be replaced/removed along with loose post to gate,		

COPY OF REPORT FROM PREVIOUS MEETING

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/>