



**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 20<sup>th</sup> AUGUST 2024 at 8.30pm (or following conclusion of full Council)**

14<sup>th</sup> August 2024

*Andrea Mann, Parish Clerk*

- 
- AA17/24**      **To receive apologies for absence**
- AA18/24**      **To receive declarations of interests and requests for dispensation relating to any item on the agenda**
- AA19/24**      **Approval of Minutes**  
To APPROVE the minutes of the Amenities Areas Committee meeting held on 20<sup>th</sup> May 2024 (AA01/24–AA16/24).
- AA20/24**      **Chairs Announcements**
- AA21/24**      **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.
- AA22/24**      **Meeting Action Points (page 3)**  
To note the progress on the meeting actions point list.
- AA23/24**      **To note Amenities contract decisions take under the Clerk's delegated authority (pages 4-5)**
- AA24/24**      **To consider new contract awards (page 6)**
- AA25/24**      **Annual play inspection reports (pages 7-16)**  
To note matters arising from the annual independent play inspections and actions taken in the Amenities Officer's report. Full playground inspection reports are available on request.
- AA26/24**      **Accessible public toilet provision in Odiham (pages 17-20)**  
To review concept plans showing how an accessible toilet cubicle could be accommodated in the King St public toilets and consider whether the project should be progressed.
- AA27/24**      **Structural surveys (pages 21-35)**  
To review and note structural surveys for Chapel Cottage, North Chapel, South Chapel and the Parish Room and agree actions.



- AA28/24 Memorabilia on plots (pages 36-38)**
- i) To consider the Cemetery Rules last reviewed February 2023 in respect of memorabilia on plots and how the rules should be implemented [Cemetery-Rules-revised-February-2023.pdf \(odihamparishcouncil.gov.uk\)](https://odihamparishcouncil.gov.uk/Cemetery-Rules-revised-February-2023.pdf).
  - ii) To consider whether site signage should be improved to aide reminder of the cemetery rules to visitors.
- AA29/24 Maintenance of scrubland surrounding allotments site (page 39)**  
To consider best method of maintaining land.
- AA30/24 To note the dates of the next meeting**  
19<sup>th</sup> November 2024.
- AA31/24 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**
- AA32/24 Memorial Application (pages 40-41)**  
To consider one memorial application which falls outside of the office's delegated authority.

Amenity Committee				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
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.	Complete
	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.	On agenda
	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
May-24	AA03/24	Clerk	Change previous minutes to final on website.	Complete
	AA08/24i	Clerk/AO	Obtain second quote for removing spoil at edge of cemetery left by gravedigger.	Quote received but decision on hold pending site meeting with grounds contractor.
	AA08/24ii	Clerk/AO	Arrange for structural surveys to be carried out.	Complete - on agenda.
	AA08/24iii	Clerk/AO	Seek quotes for removing remaining zip wire posts.	Complete - on agenda.
	AA10/24	Clerk/AO	Make enquiries into the feasibility of installing an accessible toilet cubicle in the King St public toilets.	Complete - on agenda.
	AA11/24	Clerk	Arrange purchase and installation of new noticeboard at Hook Rd allotment site.	N/A - agreed by cost to install signage instead of noticeboard due to cost.
	AA12/24	CllrMT	Review reduction opportunity reports, speak to author and action smaller, quick win recommendations.	To be updated at the meeting.
	AA13/24	Clerk	Returned signed LASER agreements to HCC.	Complete.
	AA16/24i	Clerk	Review cemetery grass cutting budget to see whether further cuts can be afforded.	N/A - additional cuts offered by contractor FoC. Trying to schedule site meeting with contractor. Councillors to note for next contract spec.
	AA16/24ii	Deputy Clerk/CllrPV/AO	Progress management of memorabilia on plots.	Ongoing - on agenda.
	AA16/24iii	Deputy Clerk/Clerk	Work to remove unauthorised chippings on plot.	Single plot. ???

**REPORT ON:** Amenities contract awards taken under the Clerk's delegated authority  
**WRITTEN BY:** Parish Clerk  
**MEETING DATE:** 20<sup>th</sup> August 2024  
**AGENDA ITEMS:** AA23/24

## Background

Works	Site	Purpose	Cost	Status of works
Supply and replace swing seat.	Buften Field play area.	Faulty – failed inspection.	£425.00	Complete
Trim overhanging branch.	Beacon Field	Access for beacon lighting.	£40.00	Complete
Fixing wall panel in gents.	King St public toilets	Following damage/ vandalism?	£35.00	Complete
Fit new shelving, top floor office.	The Bridewell	For storage.	£325.00	Complete
Small works to fire doors.	The Bridewell	To comply with issues raised in fire risk assessment.	£165.00	Complete
Additional works to cemetery driveway hedge.	Cemetery	For access. Additional works over & above spec. Note for next contract spec.	£450.00	Complete
Cut back climbing plants overhanging Parish Room/car park wall.	Parish Room	General maintenance and to reduce weight on listed wall.	£350.00	Complete
Electrical installation condition report (EICR)	The Bridewell	Required every 5 years. Agreed by email.	£1,425.00	Due 16.08.24
“ “	King St toilets.	“ “	£250.00	Due 22.08.24
“ “	South Chapel	“ “	£225.00	Due 22.08.24
Supply and fit new site sign.	Allotments	Instead of noticeboard. Agreed by email.	£55.00	Complete
Supply and fit emergency light fitting next to Police office.	The Bridewell	Faulty. Part of emergency light system.	£229.89	Complete
Inspect fire door and replace sealant.	The Bridewell – door into Library Room	Identified on fire risk assessment. Door latch hot to the touch.	£145.00	Complete
Re-instate gate socket.	Recreation Ground play area	Scalpings laid by Lengthsman to remove trip hazard lost socket.	£95.00	
Fill gaps in hedge.	Recreation Ground hedge	To secure site.	£40.00	Complete
Remove gate spring and self closing mechanism and replace with bolts.	Recreation Ground car park pedestrian gate	To respond to complaint from resident about slamming gate. Quotes to replace gate obtained to be considered during 25-26 budget setting process.	£150.00	Complete
Infill trip hazard with soil around trampoline.	Recreation Ground play area	To remove trip hazard identified on play inspection report.	£80.00	
Additional cut to hedge.	Recreation Ground/ Recreation Road	To respond to annual complaints to enable access for refuse lorry. Note consideration should be given to increasing cuts in next contract spec.	£175.00	

<b>Works</b>	<b>Site</b>	<b>Purpose</b>	<b>Cost</b>	<b>Status of works</b>
Supply and fit gate spring and stopper to entrance gate.	Chamberlain Gardens play area	Faulty.	£150.00	
Replace safety surface at entrance gate.	Chamberlain Gardens play area	To remove trip hazard.	£350.00	
Replace 2 x cradle swing seats.	Chamberlain Gardens play area	Seats in poor condition with splits.	£385.00	
Gardening in courtyard and green waste removal.	The Bridewell	Required.	£127.50	Complete
Replace emergency light in corridor next to fuse cupboard.	The Bridewell	Faulty. Part of emergency light system.	£229.89	Complete
Return barriers to North Chapel.	Chapel Pond play area.	Tree hazard removed.	£85.00	Complete
Cut back branches growing into fencing.	Chapel Pond play area.	To remove sharp edges left by above works on neighbouring property.	£40.00	Complete
			<b>£6,027.28</b>	

**REPORT ON:** Contracts for decision  
**WRITTEN BY:** Parish Clerk  
**MEETING DATE:** 20<sup>th</sup> August 2024  
**AGENDA ITEMS:** AA24/24

Required works	Site	Purpose	Cost
Removal of zip wire	Recreation Ground	Prohibitive ongoing high maintenance costs.	Two quotes provided £825 and £950 (emailed to members separately).
Repair 2 heating valves	The Bridewell	See engineer's report on quote.	£564.80
Replace water heater	Ground floor kitchen at The Bridewell	See engineer's report on quote.	£1,818.75

**Other quotes received, for info, not required at present due to attempted repair. Note potential expenditure if repair fails**

Replace gate with same.	Recreation Ground – gate from car park to field.	Complaints from resident. Gate slamming continually.	£2,500, includes removal of existing.
Replace slam pad on existing gate	“ “	“ “	£267.80
Replace with soft close gate	“ “	“ “	£2,000

## Clerk

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**Subject:** FW: Odiham Toilets - King Street  
**Attachments:** 24070-SK01 - existing.pdf; 24070-SK02 - Wheelchair access cubicle.pdf; 24070-SK03 - proposed layout.pdf; Toilet block - Model space only.dwg

Dear Andrea,

Please find attached our initial study to determine the viability of incorporating a wheelchair accessible toilet on King Street.

SK01 shows the current layout. SK02 shows the 'standard' wheelchair accessible cubicle (Part M of the Building Regulations). As it would only be possible to fit one cubicle within the existing male WC, I have also drawn up SK03, which simply shows the whole room as the wheelchair accessible WC.

The attached drawings demonstrate that it would be possible to turn the existing male WC into a wheelchair accessible toilet and meet Part M of the Building Regulations. As discussed, this is about as far as our advice on the matter (and PI) can go! If you wish to take it further, I would advise engaging a local architect (to that end I have attached a working copy of the Autocad drawings which I am happy for you to pass on). Please note it may also be necessary to make some changes to the female WC to make it appropriate for unisex use.

Kind regards

Consultant  
Structural Engineering

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Project:  
ODIHAM PARIS TOILETS, KING St.

Job Ref:  
24070

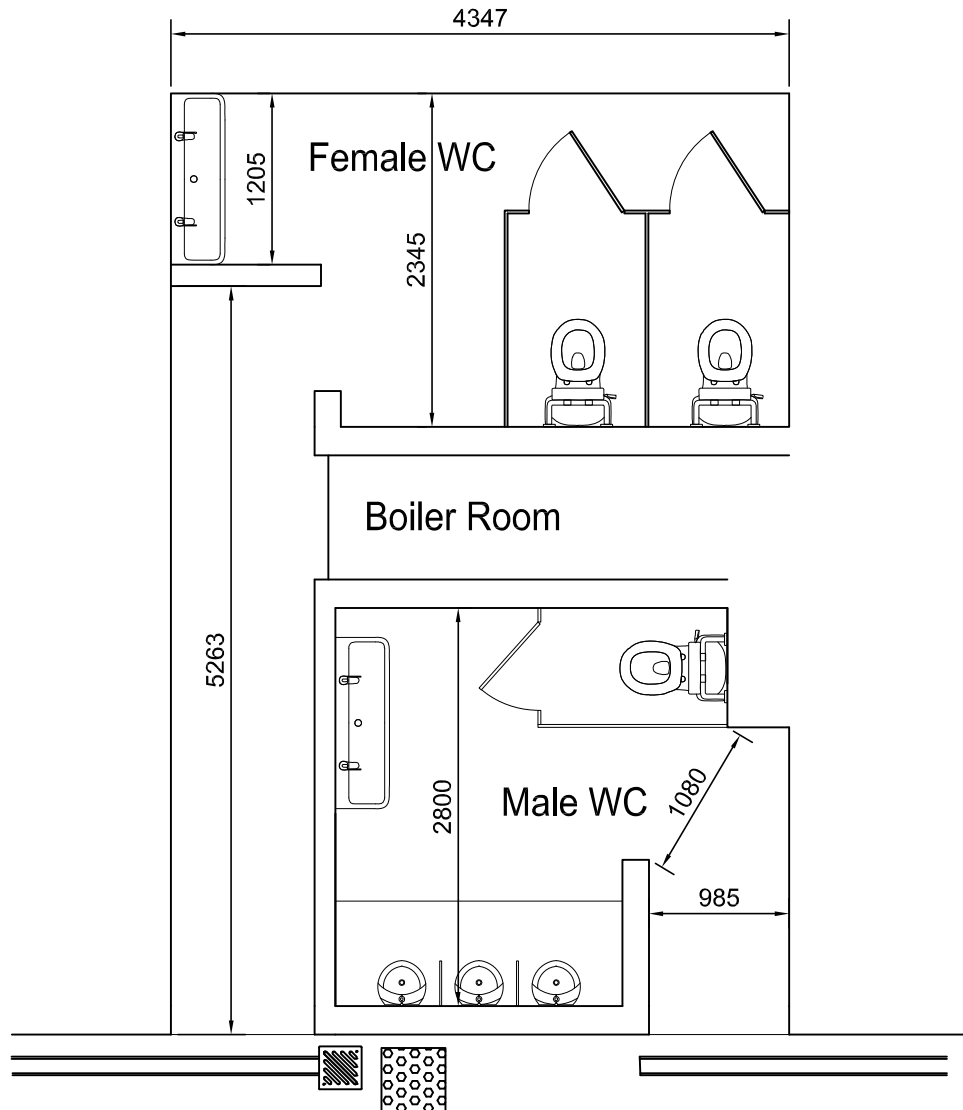
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Sheet No:  
SK.01

Rev:

Element:  
EXISTING TOILET BLOCK LAYOUT

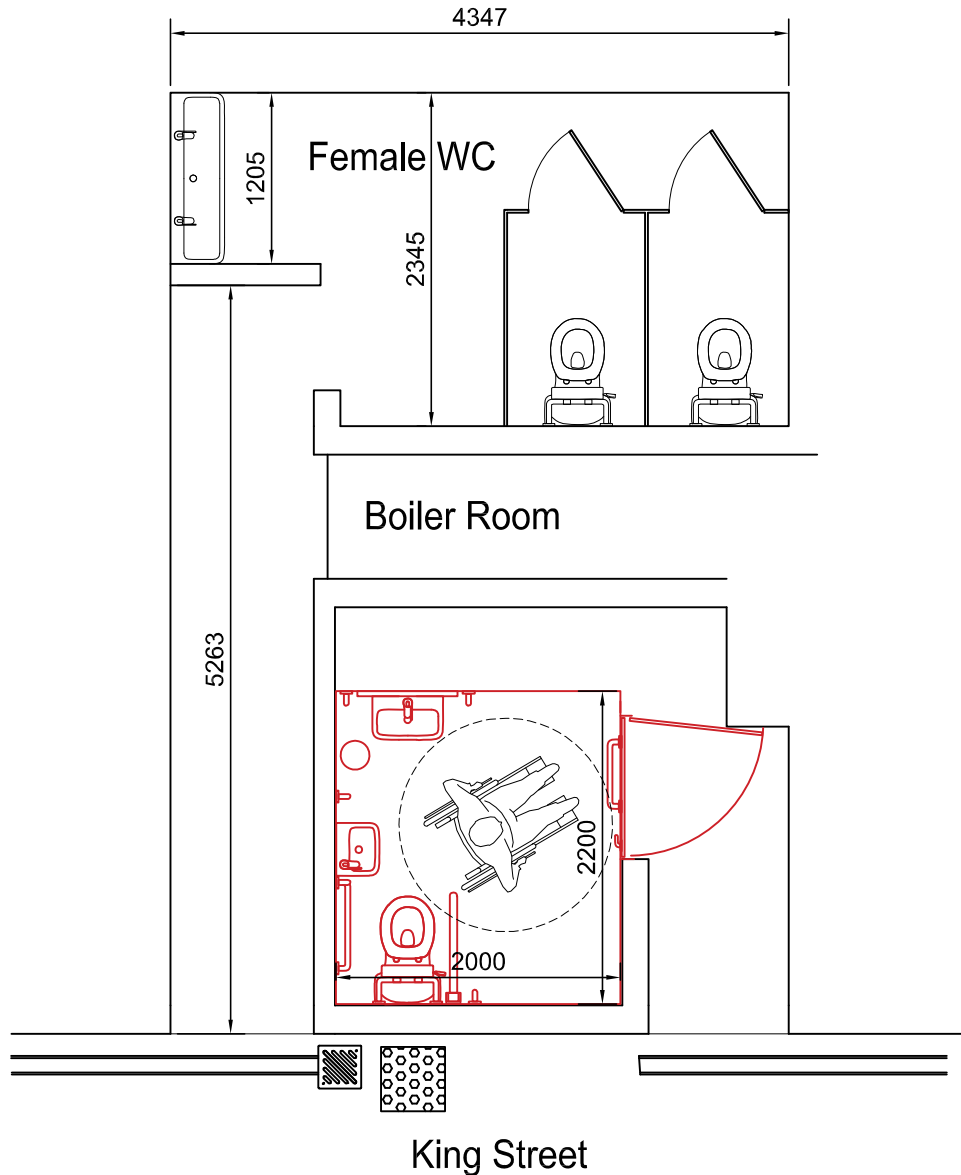
Date:  
JUNE 2024



King Street

Existing Public Toilet  
Layout





Part M minimum footprint for single occupancy  
unisex wheelchair accessible washroom

SINGLE TOILET FACILITY, PART M COMPLIANT

Room size: 2200x2000 min

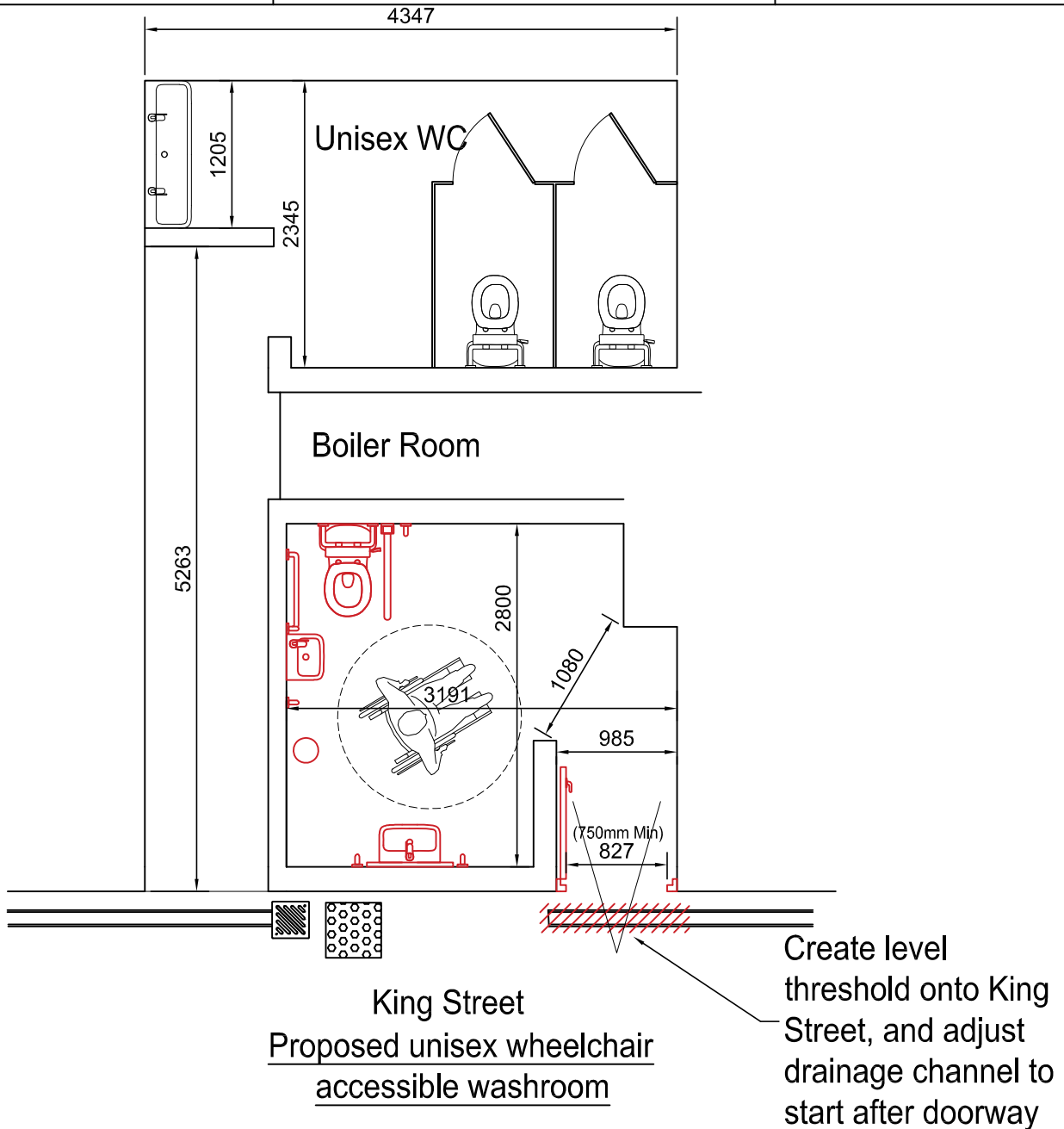
WC: Raised height WC must be 480mm high (to top of seat) with a 750mm projection

Washbasin: Wall hung handrinse washbasin  
Additional standing height washbasin

Tap: Thermostatic mixer tap TMV3 WRAS approved

Grab rails:

- 2 x 600mm vertical grab rails by washbasin
- 2 x 600mm vertical grab rails by standing height washbasin
- Hinged support arm on open side of WC
- 1 x 600mm horizontal grab rail alongside WC
- Horizontal grab rail alongside WC 1 x 600mm
- 1 x 600mm vertical grab rail above and to the side of drop down rail
- 450mm horizontal grab rail on back of door



**SINGLE TOILET FACILITY, PART M COMPLIANT**

Room size: 2200x2000 min

WC: Raised height WC must be 480mm high (to top of seat) with a 750mm projection

Washbasin: Wall hung handrinse washbasin  
Additional standing height washbasin

Tap: Thermostatic mixer tap TMV3 WRAS approved




**Grab rails:**

- 2 x 600mm vertical grab rails by washbasin
- 2 x 600mm vertical grab rails by standing height washbasin
- Hinged support arm on open side of WC
- 1 x 600mm horizontal grab rail alongside WC
- Horizontal grab rail alongside WC 1 x 600mm
- 1 x 600mm vertical grab rail above and to the side of drop down rail
- 450mm horizontal grab rail on back of door




**AA25/24 – AMENITIES OFFICER’S REPORT ON THE ANNUAL PLAY INSPECTION REPORT FINDINGS (SEAGRAVE INSPECTION SERVICES 06.06.24)**

SITE	EQUIPMENT	FINDINGS	RISK RATING 8 -12 Medium Risk = take action 13 -20 High Risk = ASAP 21+ Unacceptable = Remove or immobilise	PROPOSED ACTION BY SEAGRAVE	OPC’s RESPONSE Blue approved and to be actioned Green - Actioned
<p><b>Recreation Ground</b></p>	<p><b>Entrance gate</b></p>   	<p>Fencing bolt(s) loose. Recommendation: Retighten as required asap</p> <p>Obscene graffiti</p>	<p>8</p> <p>4</p>	<p>Recommendation: Retighten as required asap</p>	<p>Larkstel to quote:</p> <p>Tighten gate entrance £15</p> <p>2- Sand down graffiti on multi play £50</p>





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SITE	EQUIPMENT	FINDINGS	RISK RATING 8 -12 Medium Risk = take action 13 -20 High Risk = ASAP 21+ Unacceptable = Remove or immobilise	ACTION	SOLUTION
<p><b>Recreation Ground</b></p>	<p><b>Swing</b></p> 	<p>Cracks evident in vertical posts</p>	<p>8</p>	<p>Replace as required</p>	<p>Larkstel &amp; OPC to monitor</p>
		<p>Chain wear evident</p>	<p>8</p>	<p>Replace at 40 % diameter of wear.</p>	<p>Larkstel &amp; OPC to monitor</p>
	<p><b>Cradle Swing</b></p> 	<p>Decay/rot/splits evident to posts/crossbar.</p>	<p>8</p>	<p>Monitor condition to replace as required.</p>	<p>Larkstel &amp; OPC to monitor</p>






**AA25/24 – AMENITIES OFFICER’S REPORT ON THE ANNUAL PLAY INSPECTION REPORT FINDINGS (SEAGRAVE INSPECTION SERVICES 06.06.24)**

SITE	EQUIPMENT	FINDINGS	RISK RATING 8 -12 Medium Risk = take action 13 -20 High Risk = ASAP 21+ Unacceptable = Remove or immobilise	ACTION	SOLUTION
<p><b>Recreation Ground</b></p>	<p><b>Trail Blazer Multi Unit</b></p> 	<p>Decay/rot/splits evident to posts/crossbar</p>	<p>8</p>	<p>Monitor condition to replace as required.</p>	<p>Larkstel &amp; OPC to monitor</p>
	<p><b>Up and Over Net Climber</b></p> 	<p>Decay/rot/splits evident to posts.</p>	<p>8</p>	<p>Monitor condition to replace as required.</p>	<p>Larkstel &amp; OPC to monitor</p> <p>Note half of this the equipment was replaced in 2023.</p> 




**AA25/24 – AMENITIES OFFICER’S REPORT ON THE ANNUAL PLAY INSPECTION REPORT FINDINGS (SEAGRAVE INSPECTION SERVICES 06.06.24)**

SITE	EQUIPMENT	FINDINGS	RISK RATING 8 -12 Medium Risk = take action 13 -20 High Risk = ASAP 21+ Unacceptable = Remove or immobilise	ACTION	SOLUTION
Recreation Ground	<b>Junior metal Multi play unit</b> 	Rot and decay due to strimmer damage	7	Monitor.	Larkstel & OPC to monitor
	<b>Junior metal Multi play unit</b> 	Rust and corrosion	7	Repaint as required.	Quote to be sourced.
	<b>Shelter</b> 	Splits evident to posts	5	Monitor.	Larkstel & OPC to monitor
Recreation Ground	<b>Skate Swing</b> 		8	Monitor to replace at 40% diameter wear	Larkstel & OPC to monitor

**AA25/24 – AMENITIES OFFICER’S REPORT ON THE ANNUAL PLAY INSPECTION REPORT FINDINGS (SEAGRAVE INSPECTION SERVICES 06.06.24)**

SITE	EQUIPMENT	FINDINGS	RISK RATING 8 -12 Medium Risk = take action 13 -20 High Risk = ASAP 21+ Unacceptable = Remove or immobilise	ACTION	SOLUTION
	<p><b>Spinning Dish</b></p>  <p><b>Basket Swing</b></p> 	<p>Dry bearings</p> <p>Splits in posts</p>	<p>6</p> <p>8</p>	<p>Monitor</p>	<p>JP to administer WD 40 - Actioned</p> <p>Larkstel &amp; OPC to monitor New ropes in 2023</p> 
<p><b>Recreation Ground</b></p> <p>Issues regarding the loose metal fixings with a 22 Risk factor have been addressed by Larkstel. This came up last year and was fixed once more in 2024.</p>	<p><b>Large Multi play Unit</b></p>  	<p>Splits evident in posts</p> <p>Obscene graffiti evident</p>	<p>8</p> <p>4</p>	<p>Monitor</p> <p>Remove</p>	<p>Larkstel &amp; OPC to monitor</p> <p>Larkstel to remove.</p>

**AA25/24 – AMENITIES OFFICER’S REPORT ON THE ANNUAL PLAY INSPECTION REPORT FINDINGS (SEAGRAVE INSPECTION SERVICES 06.06.24)**



SITE	EQUIPMENT	FINDINGS	RISK RATING 8 -12 Medium Risk = take action 13 -20 High Risk = ASAP 21+ Unacceptable = Remove or immobilise	ACTION	SOLUTION
	<p><b>Goal Posts</b></p> 	Worn Grass!...obs	4	Consider re-seeding.	Larkstel - top dress and over seed goal mouth Move posts to other position.
Recreation Ground	<p><b>Zip Line</b></p>  	<p>Traveller &amp; seat missing</p> <p>Rot evident on half logs</p>	<p>4</p> <p>6</p>	<p>Follow recommended inspection &amp; maintenance schedule.</p> <p>Monitor.</p>	<p>Quotes received for full removal and making good the ground.</p>






**AA25/24 – AMENITIES OFFICER’S REPORT ON THE ANNUAL PLAY INSPECTION REPORT FINDINGS (SEAGRAVE INSPECTION SERVICES 06.06.24)**

SITE	EQUIPMENT	FINDINGS	RISK RATING 8 -12 Medium Risk = take action 13 -20 High Risk = ASAP 21+ Unacceptable = Remove or immobilise	ACTION	SOLUTION
	<p><b>Trampoline</b></p>  	<p>Foot entrapment</p> <p>Trip hazard</p>	<p>7</p> <p>8</p>	<p>Works to include removing the trip hazard between the two play areas. Not raised in Seagrave report.</p> 	<p>Area infilled with sand &amp; soil to remove trip hazard.</p> <p>Foot entrapment still to be rectified as of 14/8/24</p>
<p>Recreation Ground</p>	<p>Trim Trail – Limited Life</p> 	<p>Numerous splits and cracks</p>	<p>7</p>	<p>Monitor</p>	<p>c</p>
<p>Chapel Pond Reopened 7<sup>th</sup> August</p> <p>Fallen trees removed</p>	<p>Trailblazer</p> 	<p>Cap missing.</p>	<p>8</p>	<p>Monitor and replace as required.</p>	<p>Larkstel Missing cap £10</p> <p>Barriers and the branches left in the chain link fence .</p>




**AA25/24 – AMENITIES OFFICER’S REPORT ON THE ANNUAL PLAY INSPECTION REPORT FINDINGS (SEAGRAVE INSPECTION SERVICES 06.06.24)**

SITE	EQUIPMENT	FINDINGS	RISK RATING 8 -12 Medium Risk = take action 13 -20 High Risk = ASAP 21+ Unacceptable = Remove or immobilise	ACTION	SOLUTION
		Splits and cracks evident	10	Monitor and replace as required.	This maybe a piece of equipment not to be repaired and not replaced.  JP to monitor rope and retape where necessary.
	<b>Cradle Swing</b>	Chain links to be monitored replace at 40% wear	5	Monitor.	<a href="#">Larkstel &amp; OPC to monitor</a>
	<b>Flat Swing</b> 	Decay and rot in posts  Chain wear evident replace at 40%  Wet pour ground surface shows shrinkage	10  8  8	Monitor and replace as required.  Monitor and replace as required.  Repair as required.	<a href="#">Larkstel &amp; OPC to monitor</a>   <a href="#">Revisit suggestion to infill with topsoil.</a>

**AA25/24 – AMENITIES OFFICER’S REPORT ON THE ANNUAL PLAY INSPECTION REPORT FINDINGS (SEAGRAVE INSPECTION SERVICES 06.06.24)**

SITE	EQUIPMENT	FINDINGS	RISK RATING 8 -12 Medium Risk = take action 13 -20 High Risk = ASAP 21+ Unacceptable = Remove or immobilise	ACTION	SOLUTION
	<p><b>Fence and Gate</b></p> 	<p>Fault in chainlink fencing at entrance.</p>	<p>8</p>	<p>Repair.</p>	<p><a href="#">JP temp repair.</a> Larkstel to make good with a few metal rings.</p> <p>Larkstel advised to cut shorter around the gate to support access.</p>
<p><b>Buften Field</b></p>	<p><b>Flat swing</b></p>	<p>Chain link wear evident Replace at 40 %</p>	<p>8</p>	<p>Monitor.</p>	<p><a href="#">Larkstel and OPC to monitor.</a></p>
	<p><b>Cradle Swing</b></p>	<p>Chain connecting links wear evident replace at 40%</p>	<p>7</p>	<p>Monitor.</p>	<p><a href="#">Larkstel and OPC to monitor.</a></p>
	<p><b>Tower Slide</b></p> 	<p>Delamination evident on shelf.</p>	<p>6</p>	<p>Keep rubbed down.</p>	<p><a href="#">Larkstel and OPC to monitor.</a></p>
	<p><b>Turtle Rocker</b></p> 	<p>Wet pour ground surface shows shrinkage in places.</p>	<p>5</p>	<p>Monitor</p>	<p><a href="#">Larkstel and OPC to monitor.</a></p>

**AA25/24 – AMENITIES OFFICER’S REPORT ON THE ANNUAL PLAY INSPECTION REPORT FINDINGS (SEAGRAVE INSPECTION SERVICES 06.06.24)**

SITE	EQUIPMENT	FINDINGS	RISK RATING 8 -12 Medium Risk = take action 13 -20 High Risk = ASAP 21+ Unacceptable = Remove or immobilise	ACTION	SOLUTION
Chamberlain Gdns	Gate post loose in the ground		6		Larkstel to return to repair when ground less hard.
	<b>Fencing – End of Life</b>	Rot and decay evident on numerous posts as there were last year.	8	Monitor and replace as required.	<a href="#">Recommend to budget for replacement.</a>
	<p><b>Toddler Tower Unit</b></p>  	Rot and decay on posts and wooden slats on the bridge. One slat was replaced last year.	8	Monitor and replace as required.	<a href="#">Larkstel and OPC to monitor.</a>  Larkstel advised fencing is a higher priority than replacement of this unit.
		Missing cap	7		<a href="#">Larkstel to replace.</a>

**ODIHAM PARISH COUNCIL**

**STRUCTURAL SURVEYS**

**SFK Consulting**  
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**Website:** [www.sfkconsulting.co.uk](http://www.sfkconsulting.co.uk)

**Odiham Parish Council**

## ODIHAM PARISH COUNCIL

## STRUCTURAL SURVEYS

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## 1. OVERVIEW

Odiham Parish Council (OPC) have asked SFK Consulting to review the properties below with a view to understanding their current structural condition and any immediate or ongoing maintenance that is likely to be required.

- Chapel Cottage (King Street, Odiham, Hampshire, RG29 1NH)
- North Chapel (King Street, Odiham, Hampshire, RG29 1NH)
- South Chapel (King Street, Odiham, Hampshire, RG29 1NH)
- Parish Room & Adjacent wall. (The Bury, Odiham, Hampshire, RG19 1NB)

The surveys were carried out on 11<sup>th</sup> June 2024 (Weather was warm with clear skies and no rain).

## 2. CHAPEL COTTAGE

Chapel cottage is located within Odiham cemetery, immediately on the left when reaching the end of the entrance driveway.

The Cottage is a listed building, the following being an extract from the entry on Historic England's database.

**Heritage Category:** Listed Building  
**Grade:** II  
**List Entry Number:** 1244357  
**Date first listed:** 25-Jun-1987  
**List Entry Name:** CEMETERY LODGE

### Location

**Statutory Address:** CEMETERY LODGE, KING STREET  
**County:** Hampshire  
**District:** Hart (District Authority)  
**Parish:** Odiham  
**National Grid Reference:** SU 74325 50860

### Description

1860. 2 storeyed house with gabled facades. Red tile roofing: 2 Tudor brick stacks. Flint walls with red brick quoins, cambered openings, plinth. Casements. Plain door, with tile roof single-pitched canopy on brackets. Date plaque.

**Listing NGR:** SU7411251055





## 2.1 Observations

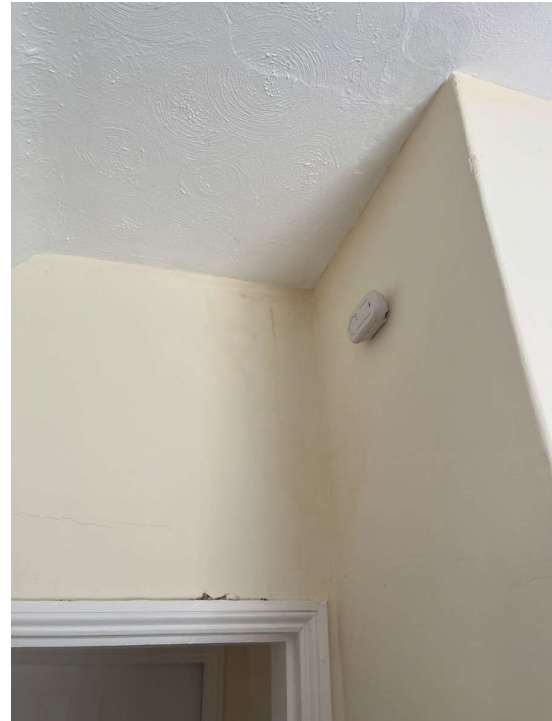
The property is in a very good state of repair and is clearly well maintained and looked after.

Part of the survey entails looking for evidence of building movement which could be due to ground conditions (subsidence or heave), poor resistance to wind loads or deterioration of the building fabric. There was no such evidence visible at Chaple Cottage.

Whilst carrying out the survey it was noted that there was damp around the internal chimney breast on the first floor (see photos below) of the northern most stack. This is likely to be evidence of water ingress via the chimney stack above. OPC's Amenity officer advised that the brickwork on the lower section of the stack had recently been repointed, although the exact date wasn't known.

We would advise that the chimney breast is redecorated internally and then monitored for any signs of further water ingress. If moisture does re-appear the following should be checked.

- The pointing on the upper sections of the chimney stack.
- Correct capping to the pots (dependant on whether the chimney is in use and the type of fire).
- The lead flashing around the base of the stack (these may well have been replaced when the lower section of the stack was repointed).



Water damage around chimney breast in main bedroom



### 3. NORTH & SOUTH CHAPELS

The North & South Chapels are located within Odiham Cemetery, at the end of, and either side of the entrance driveway.

The Chapels are listed buildings (Joint listing), the following being an extract from the entry on Historic England's database.

**Heritage Category:** Listed Building

**Grade:** II

**List Entry Number:** 1244356

**Date first listed:** 25-Jun-1987

**List Entry Name:** CEMETERY CHAPELS, CHAPEL (A) EAST OF LODGE AND CHAPEL (B) SOUTH EAST OF LODGE

#### Location

Statutory Address: CEMETERY CHAPELS, CHAPEL (A) EAST OF LODGE AND CHAPEL (B) SOUTH EAST OF LODGE, KING STREET

**County:** Hampshire

**District:** Hart (District Authority)

**Parish:** Odiham

**National Grid Reference:** SU 74347 50862

#### Description

Mid C19. Octagon with steep pyramid red tile roof. Flint walls with stone dressings; cill band, angle stepped buttresses, plinth. Projecting porch with gable, raised coping and finial, gothic arch to entrance, buttresses. 2 tall side gables have coupled cusped lights and tracery; other faces have small single-light cusped windows. Interior has exposed arch-braced timber roof, with centre pendant.

**Listing NGR:** SU7411251055



### 3.1 Observations.

SFK have previously visited the Chapels to carry out monitoring of cracks in the internal walls. 'Tell-tales' were attached across the cracks and readings taken in May and August of 2023. Further readings were taken during this visit. As can be seen from the tables on the following page variation in readings at each of the six survey points is less than 1mm, which would suggest that there is no ongoing movement, and the buildings are stable.

Given that there is minimal movement in the cracks it would be an appropriate time to repair them (highly advised but not essential). Any repair work should be carried out by stone masons rather than a general builder. Cliveden Conservation are one company we would be happy to recommend and can advise of others is required.

Similar to the cottage both Chapels look to be well maintained and in a very good state of repair. We particularly noted the excellent condition of the timber roof structures.

Part of the survey entails looking for evidence of building movement which could be due to ground conditions (subsidence or heave), poor resistance to wind loads or deterioration of the building fabric. There was no such evidence visible at either chapel.

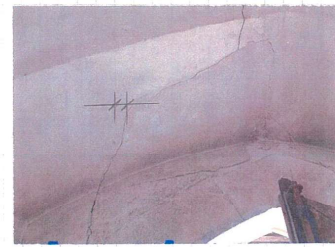
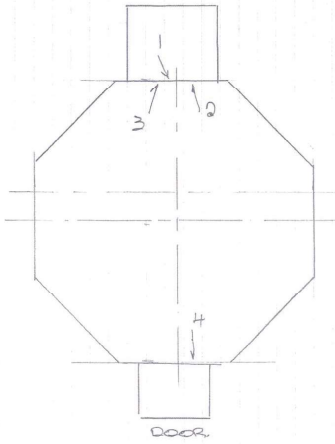
The plaster on the walls of both Chapels has blown in several places. Given that the buildings are unheated and poorly insulated spaces the internal environment will be subject to quite a wide temperature and humidity range, and it is not surprising that the plaster finish has suffered over time. We do not consider this a structural issue, but the council may wish to repair these areas for aesthetic reasons.

In South Chapel there is a small damp patch on one of the walls (north side, see photo). There is no obvious cause for this, the condition and pointing on the corresponding external wall looks to be very good. We would advise cleaning the area with a mould remover and monitoring for any signs of return. The issue does not seem to be significant, however if the dampness does return and the Council wish to remedy it more intrusive investigations will be required.

We also noted that there is a horizontal timber member missing from the 'A' framed roof truss adjacent to the entrance into the South Chapel (see photo). This does not seem to be having any detrimental effect on the performance of the roof; however, it would be prudent to replace it, or at the very least tidy up the damage to the sloping rafters and treat the exposed timber.

We did note that ivy was growing on the walls to the south side of the South Chapel and would advise that this is removed as it will only be detrimental to the fabric of the building.

NORTH CHAPEL



**SFK consulting**  
structural engineers • historic building specialists

Project: ODHAM PARISH COUNCIL  
NORTH + SOUTH CHAPELS

Job Ref: 23045

Drawn:

Scale:

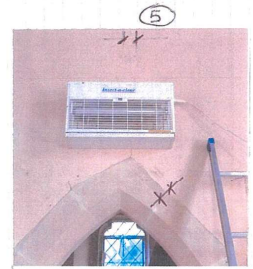
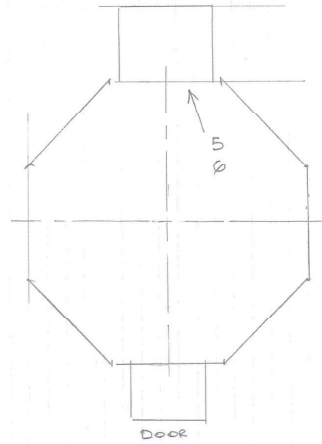
Sheet No: SK 1 /

Rev: B

Element:  
MOVEMENT MONITORING

Date: 23.05.23

SOUTH CHAPEL

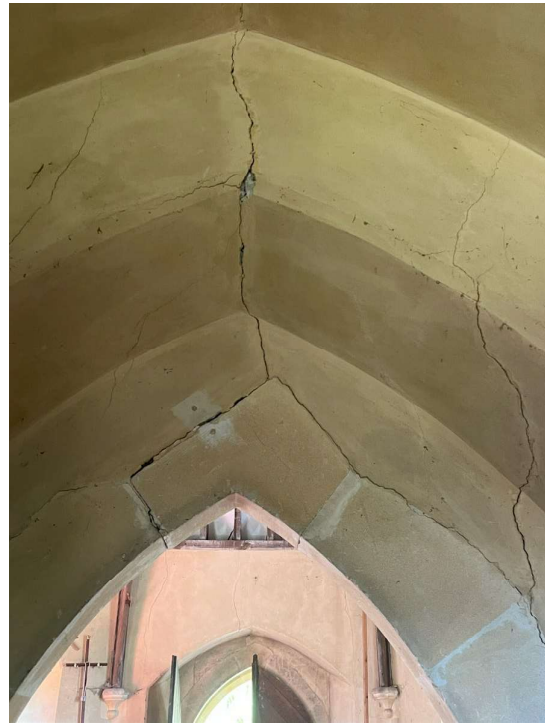


	E	W
23.5.23	50.75	58.90
01.08.23	52.50	58.86
11/06/24	52.61	58.80

	1	2	3	4
23/5/23	59.8	59.22	58.33	49.77
01/08/23	60.01	58.64	58.27	50.00
11/06/24	59.98	58.60	58.35	50.12



The following is a selection of images showing some of the internal cracking and blown plaster:



#### 4. PARISH ROOMS

The Parish rooms are located on The Bury, adjacent to a small public car park and just across from the Parish Council offices.

The Parish Room is a listed building, the following being an extract from the entry on Historic England's database.

**Heritage Category:** Listed Building

**Grade:** II

**List Entry Number:** 1272690

**Date first listed:** 25-Jun-1987

**List Entry Name:** PARISH ROOM

##### Location

**Statutory Address:** PARISH ROOM

**County:** Hampshire

**District:** Hart (District Authority)

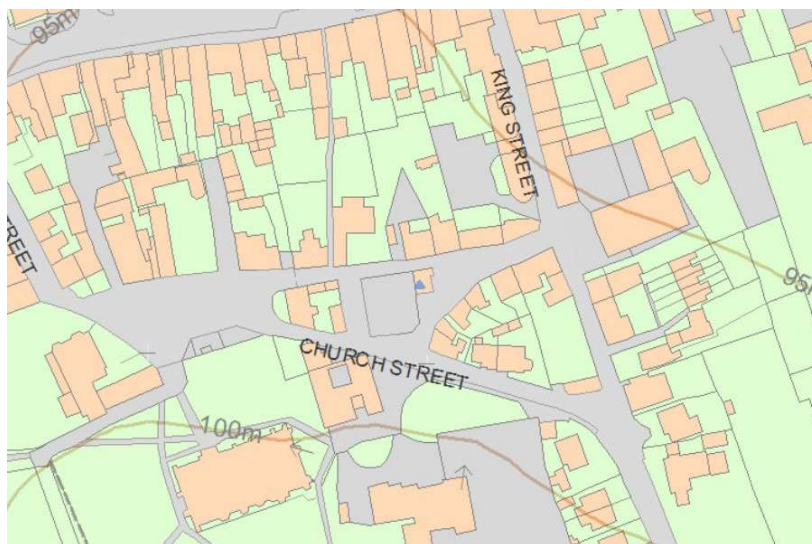
**Parish:** Odiham

**National Grid Reference:** SU 74095 50984

##### Description

c 1900. Small rectangular block in red brickwork (painted on east) with a slate roof. The north elevation has a gable with a moulded frame, above a 10-light mullioned and transomed window, the east side being the entrance door beneath a canopy on brackets. On the south side, the wall is projected (as a half-hexagon) and above this is a dormer, the west side of the bay is continued into a triangular porch.

**Listing NGR:** SU7410250965





## 4.1 Observations

The property is in a very good state of repair and is clearly well maintained and looked after.

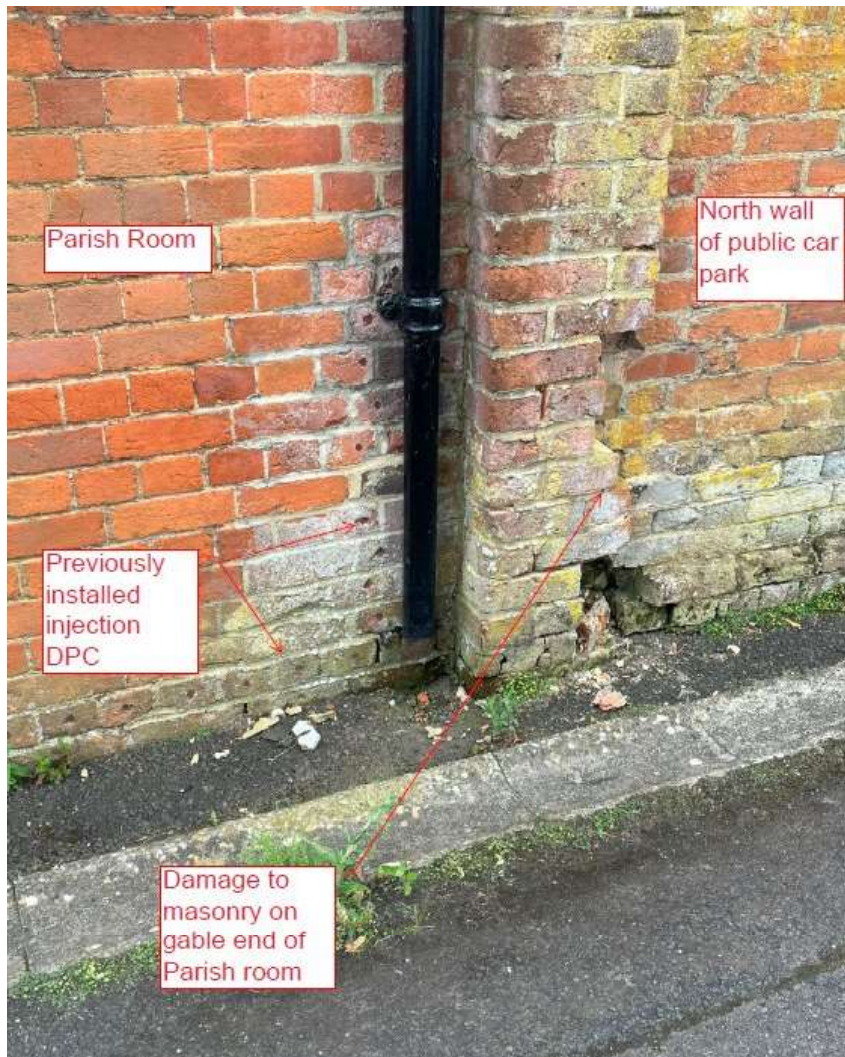
Part of the survey entails looking for evidence of building movement which could be due to ground conditions (subsidence or heave), poor resistance to wind loads or deterioration of the building fabric. There was no such evidence visible at the Parish Room.

We note that an injection DPC has been installed around the entire perimeter of the building, probably within the last 20 years. We assume this was done due to the presence of rising damp, and it appears to be effective as no evidence of dampness was found at the base of the walls.

A small area of dampness was noted in the Northwest corner of the room (see photo). The corresponding external photo shows the leadwork around the concealed gutter, as this immediately adjacent to the section of damp wall internally it is most likely that moisture is finding its way through the leadwork and/or poor pointing behind. A roofing contractor should be appointed to inspect and remedy the leadwork.



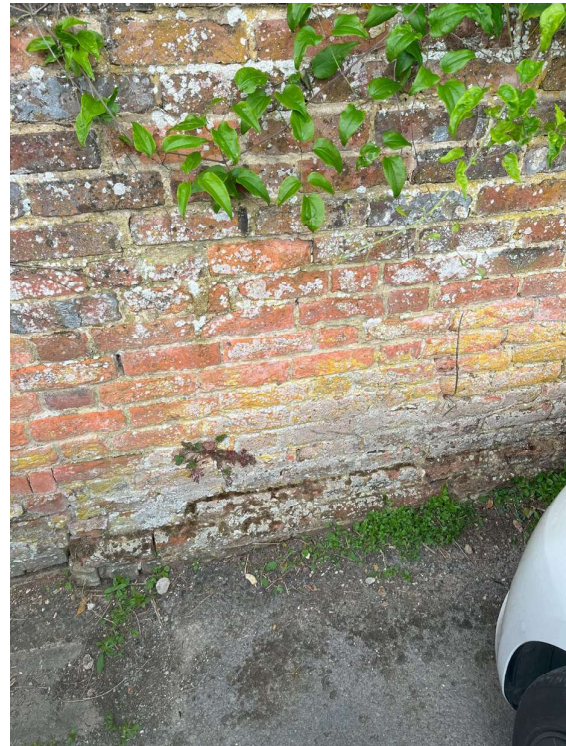
There is some damage, and loss of bricks, externally, to the gable wall at the Northwest corner. It would be prudent to repair this damage within say the next 12 months. The masonry of the gable wall appears to be toothed into the wall which runs along the North end of the public car park. We understand that the Council do not have responsibility for this section of wall, and as such the owner should be consulted before any work is undertaken.



The Council are responsible for the external wall which runs along the east side of the public carpark and adjoins the Parish room. The wall is in reasonable condition and does not show signs of leaning / movement, we don't not believe there are any structural concerns at present.

The west face of the wall does show areas of grout loss and algal growth. Would advise that this face of the wall is clean and re-pointed within say they next 24 months.

We would note that the east face of the wall is covered almost entirely with vegetation. From a structural perspective it would be preferable to remove this vegetation, however we appreciate that council may prefer its visual impact. If the vegetation remains, then it should be noted that damage to the masonry and mortar courses could occur more rapidly than if it were removed.



REPORT ON: Cemetery site signage  
 WRITTEN BY: Parish Clerk  
 MEETING DATE: 20<sup>th</sup> August 2024  
 AGENDA ITEMS: AA28/24ii

**Current signage**



1. King St entrance.



2. On verge next to entrance into open Section of cemetery (very old and leaks).

**Examples of new signage for consideration (quotes can be sourced for next meeting)**



**Curved Classic Top Entrance Sign on Posts**

£341.00

Fully weatherproof personalised traditional style entrance sign with aluminium posts

SKU: SS-02446

Size \* 80cm x 40cm (32" x 16") ▾

Background colour \* Black ▾

Text Colour \* White ▾

Post Length \* 1.5m - 59" ▾

[https://www.jafgraphics.co.uk/curved-classic-top-entrance-sign-on-posts?gad\\_source=1&gclid=Cj0KCQjwq\\_G1BhCSARIsACc7NxqSqXAoIM1VfqBU5-an3T8Yp-TOBJN952Gf8L21ae5bb7KscO5QCf4aAuCjEALw\\_wcB](https://www.jafgraphics.co.uk/curved-classic-top-entrance-sign-on-posts?gad_source=1&gclid=Cj0KCQjwq_G1BhCSARIsACc7NxqSqXAoIM1VfqBU5-an3T8Yp-TOBJN952Gf8L21ae5bb7KscO5QCf4aAuCjEALw_wcB)



**Economy 9 x A4, H105 X  
W75cm Single Door**

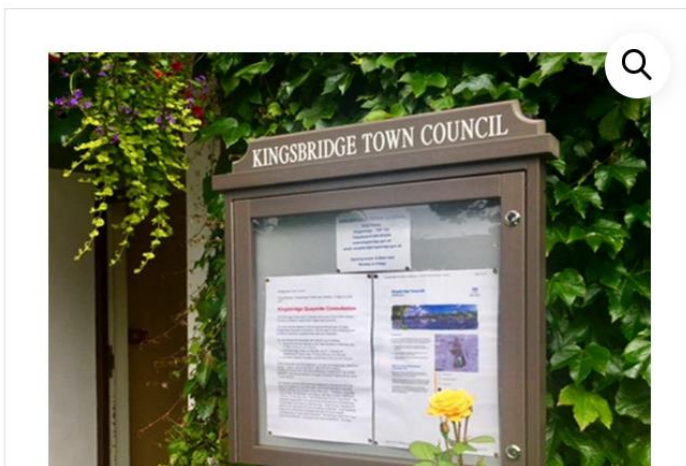
£276.00 Inc. VAT

[https://www.earth-anchors.com/product-category/aluminium-notice-board/economy-notice-boards/?\\_gl=1\\*1ab9x16\\*\\_up\\*MQ..&gclid=Cj0KCQjwq\\_G1BhCSARIsACc7NxqYI\\_v02sT95pL2ooSu5yEr\\_yzH8WI-MRRSsKEeS1Lbx5vAJYjh9iSwaAuJ2EALw\\_wcB](https://www.earth-anchors.com/product-category/aluminium-notice-board/economy-notice-boards/?_gl=1*1ab9x16*_up*MQ..&gclid=Cj0KCQjwq_G1BhCSARIsACc7NxqYI_v02sT95pL2ooSu5yEr_yzH8WI-MRRSsKEeS1Lbx5vAJYjh9iSwaAuJ2EALw_wcB)



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[Home](#) > [Shop](#) > [External Noticeboards](#) > [Man-Made Timber Noticeboards](#) > [6 x A4 Man-made Timber](#)



**6 x A4 Man-made Timber**

**From: £582.65** (excl VAT)

Single-bay, 6 x A4, external, lockable format, glazed. Can be wall, post or freestanding. Display capacity 6 x A4 sheet

With the recent increase in the amount of notices displayed by local authorities, this is a popular choice for councils and town committees.

<https://www.greenbarnes.co.uk/product-category/external-noticeboards/man-made-timber-noticeboards/>



## 2-bay, 4 x A4 oak noticeboard (

From: £1,363.23 (excl VAT)

2-bay, 4 x A4, external, lockable oak noticeboard, post or railing-mounted. Overall dimensions 490mm x 1190mm (without header). Display dimensions 490mm x 1190mm. Capacity 4 x A4 sheets in portrait orientation.

If there is such a thing as a typical parish council noticeboard, this is it. The countless sad examples of similar boards that have been seen down the years...

<https://www.greenbarnes.co.uk/product-category/external-noticeboards/oak-noticeboards/>

**REPORT ON:** Maintenance of scrubland surrounding allotments site  
**WRITTEN BY:** Parish Clerk  
**MEETING DATE:** 20<sup>th</sup> August 2024  
**AGENDA ITEMS:** AA29/24

To consider the best way to manage the perimeter of the allotment site marked in yellow. Original site plans show it was intended to be grassland but the grounds contractor says it's too small an area to properly manage. They have asked whether OPC will consider weed treatment 4 x per year instead of the current 2 x strims. This agenda item has been added following reports of rats at the site.

