



**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
WEDNESDAY 26th FEBRUARY 2025 at 8.30pm (or following conclusion of full Council)**

19th February 2025

Andrea Mann, Parish Clerk

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- AA33/24** **To receive apologies for absence**
- AA34/24** **To receive declarations of interests and requests for dispensation relating to any item on the agenda**
- AA35/24** **Approval of Minutes**
To APPROVE the minutes of the Amenities Areas Committee meeting held on 20th August 2024 (AA17/24–AA32/24).
- AA36/24** **Chairs Announcements**
- AA37/24** **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/wp-content/uploads/2024/11/Standing-orders-revised-January-2025.pdf> or contact the Parish Office for further advice.
- AA38/24** **Meeting Action Points (page 2)**
To note the progress on the meeting actions point list.
- AA39/24** **To note Amenities contract decisions take under the Clerk's delegated authority, since the previous meeting (pages 3-4)**
- AA40/24** **To consider new contract awards (pages 5-6)**
- AA41/24** **To note the dates of the next meeting**
20th May 2025.

Amenity Committee				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
Aug-24	AA19/24	Clerk	Change previous minutes to final on website.	Complete
	AA24/24i	Clerk	Award contract for removal of zip wire.	Complete
			Complete works	Scheduled mid-March
	AA24/24ii	Clerk	Award contract for repair of heating valves at The Bridewell	Complete
			Complete works	Complete
	AA24/24	Clerk	Review 25-26 budget to make provision for better play provision replacement.	Complete. Additional £2,000 for maintenance plus £7,000 towards replacement.
	AA26/24	Clerk	(also full Council). Research other options for accessible toilet provision.	Circulated by email
	AA28/24i	Deputy Clerk	Review cemetery rules and propose simpler revision to manage unauthorised memorabilia on plots.	
	AA28/24ii	Clerk	Research options for cemetery noticeboard and refer back to members for decision.	On agenda
	AA32/24	Deputy Clerk	Report Council decision on memorial application.	Complete
Council	160/24i	Clerk	Award contract to clear spoil and vegetation from Mildmay boundary in cemetery.	Complete
Council			Complete works.	Complete
Council	160/24ii	Clerk	Award contract to level 4 rows of burial plots.	Complete
Council			Request donation of topsoil from Topsoil UK.	Complete
Council			Complete works.	Complete
Council	160/24iii	Clerk	Award contract for safety surfacing repairs at Bufton Field playground.	Complete
Council			Complete works.	Complete
Council	197/24	Deputy Clerk	Award contract to Playscene to paint multi-play unit at Rec.	Complete
Council		Deputy Clerk	Complete works.	Scheduled before Christmas. Weather dependent.
Council	198/24	Clerk/Deputy Clerk	Update website with revised allotment fees from 01.04.25.	Complete
Council		Clerk/Deputy Clerk	Notify all tenants in advance of increase.	Scheduled Jan '25
Council	199/24	Deputy Clerk	Update website with revised cemetery fees from 01.04.25.	Complete
Council	221/24i	Clerk	Update website to show conclusion of accessible toilet provision survey.	Complete
Council	221/24ii	Deputy Clerk	Arrange new signs on King St toilets to show accessible toilet available at Bridewell during opening hours.	Enquiries in progress
Council	221/24iii	Clerk	Research alternative options for accessible toilet provision eg hiring.	Circulated by email
Council	223/24ii	Office	Award contract to Keith Dodd landscapes for tidying up the stocks area.	Complete
Council			Complete works.	
Council	223/24iii	Office	Arrange PAT testing of stocks.	Enquiries in progress. Can't identify electrical feeder supply.




REPORT ON: Amenities contract awards taken under the Clerk's delegated authority
WRITTEN BY: Parish Clerk
MEETING DATE: 26th February 2025
AGENDA ITEM: A39/24

Works	Site	Purpose	Contractor		Cost	Status of works
Site signage	Hook Road allotments	Security & direction	Alphabet Signs	Aug-24	£55.00	Complete
Garden maintenance	The Bridewell courtyard	General maintenance	Keith Dodd Landscapes	Aug-24	£127.50	Complete
Cutting back brambles	Chapel Pond play area	Official notice issued by HCC re vegetation overhanging highway.	Keith Dodd Landscapes	Aug-24	£125.00	Complete
Sand down & repaint bollard	Cemetery	General maintenance	Keith Dodd Landscapes	Oct-24	£60.00	Complete
Plans for accessible cubicle	King St toilets	Research	KCD Architechtrual Designs	Oct-24	£300.00	Complete
Cut back shrub blocking entrance to play yarea	Chamberlain Gardens play area	Access	Keith Dodd Landscapes	Oct-24	£130.00	Complete
Replace emergency light	The Bridewell	H&S	KBO	Nov-24	£390.00	Complete
Retainer to Keith Dodd Landscapes	Various open spaces	To cover ad hoc works during period of staff shortage.	Keith Dodd Landscapes	Nov-24	£600.00	Complete
Retainer to F Macoski	Building maintenance at The Bridewell	To cover ad hoc works during period of staff shortage.	F Macoski	Nov-24	£400.00	Complete
General maintenance, fence repairs and cleaning poppies	Peace Garden	Visual in time for Remembrance.	Keith Dodd Landscapes	Nov-24	£562.00	Complete
New site signage	King St toilets	Security & direction	Alphabet Signs	Nov-24	£140.00	Complete
Carpet cleaning	The Bridewell	Visual	Sparkle	Nov-24	£180.00	Complete
Annual calibration of legionella equipment	H&S	H&S	Point Safety Ltd	Nov-24	£35.00	Complete
Annual service of water heater	The Bridewell	H&S	Servio	Nov-24	£288.39	Complete
Repaint bench in play area	Chamberlain Gardens	General maintenance. Part of OPC's ongoing maintenance project.	Keith Dodd Landscapes	Nov-24	£225.00	Complete
Repairs to broken fencing	Hook Road allotment site	Security	Keith Dodd Landscapes	Nov-24	£630.00	Complete
New site signage	Chamberlain Gardens play area	Security & direction.	Alphabet Signs	Nov-24	£140.00	Complete
Refill water butt & fix sign	Odiham Cemetery	Water supply for visitors	Keith Dodd Landscapes	Dec-24	£58.00	Complete
3x fills waterbutt	Odiham Cemetery	Water supply for visitors	Keith Dodd Landscapes	Dec-24	£99.00	Complete
Fix down safety surfacing to remove trip hazards	Chamberlain Gardens play area	H&S	Keith Dodd Landscapes	Dec-24	£74.50	Complete
Remove fallen tree blocking path	Land at Colt Hill	Access	Keith Dodd Landscapes	Jan-25	£120.00	Complete
Emergency light repair	The Bridewell	H&S	KBO	Jan-25	£195.00	Complete
Fire alarm system repair	The Bridewell	H&S	KBO	Jan-25	£770.00	Complete
Marker slabs for interment beds	Odiham Cemetery	Admin	Haven Memorials	Jan-25	£85.00	Complete

Works	Site	Purpose	Contractor		Cost	Status of works
Replacement swing seat	Buften Field play area	H&S	Larkstel	Jan-25	£280.00	
Boiler filter replacement	The Bridewell	Essential works	Servio	Jan-25	£326.36	
Tree works	Chamberlain Gardens	H&S and visual	NP Tree Management	Jan-25	£990.00	
Replace broken heating valve	The Bridewell	Essential works	Servio	Feb-25	£564.80	
Remove fallen tree blocking path	Colt Hill	Access	NP Tree Management		tbc	
					£7,950.55	

REPORT ON: Amenities contracts for decision
WRITTEN BY: Parish Clerk
MEETING DATE: 26th February 2025
AGENDA ITEM: A49/24

Proposed works	Site	Purpose	Cost	Available budget
Clearance of self-seeded trees, general tidy of land and areas not covered in the contract. Any tree of shrub cut will be plugged so they will not come back, this will also include crown lifting some of the trees. This price is for one trailer load of rubbish to be removed from site along with three members of staff and all machinery required.	Odiham Cemetery	General maintenance backlog	£950.00	Approx net cemetery maintenance budget remaining until financial year end £3,500
			Additional trailer rubbish removed will be £80 per load	
New noticeboard (refer to separate page for suggestions)	Odiham Cemetery	Display of cemetery rules and to promote news to visitors	Ranging from £914.57 to £1,785.28	See above
To revisit quotes received for identified works to the septic tank.	Chapel Cottage	Advised by contractor	£1,000 - £1140	None

Description	Price with posts & delivery (excludes header)
<p data-bbox="50 196 590 220">Standing wooden notice board 2 bay (2x 4xA4)</p> <p data-bbox="50 220 590 245">https://www.greenbarnes.co.uk/shop/external-noticeboards/oak-noticeboards/2-bay-4-x-a4-oak-noticeboard-ref-dn-o/</p> 	<p data-bbox="590 196 1507 220">£ 1,785.28</p> <p data-bbox="590 245 1507 269">Good design, large capacity, comes standing</p>
<p data-bbox="50 518 590 542">Wooden notice board single bay (4xA4)</p> <p data-bbox="50 542 590 566">https://www.greenbarnes.co.uk/shop/external-noticeboards/oak-noticeboards/4-x-a4-oak-single-bay-external-noticeboard-portrait/</p> 	<p data-bbox="590 518 1507 542">£ 914.57</p> <p data-bbox="590 566 1507 591">Cheap and smallest board, post compatible</p>
<p data-bbox="50 839 590 863">Wooden notice board 2 bay (2x 4xA4)</p> <p data-bbox="50 863 590 888">https://www.greenbarnes.co.uk/shop/external-noticeboards/oak-noticeboards/2-bay-4-x-a4-oak-noticeboard-unglazed-ref-dnu-o/</p> 	<p data-bbox="590 839 1507 863">£ 1,130.58</p> <p data-bbox="590 888 1507 912">Doesn't have posts, may be too big</p>
<p data-bbox="50 1161 590 1185">Standing man-made timber notice board 2 bay (2x 4xA4)</p> <p data-bbox="50 1185 590 1209">https://www.greenbarnes.co.uk/shop/external-noticeboards/man-made-timber-noticeboards/2-bay-4-x-a4-man-made-timber-noticeboard-ref-pdn/</p> 	<p data-bbox="590 1161 1507 1185">£ 1,155.88</p> <p data-bbox="590 1209 1507 1234">Good design, large capacity, comes standing, man-made timber</p>