



**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 MAY 2025 at 8.30pm (or following conclusion of full Council)**

14th May 2025

Andrea Mann, Parish Clerk

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- AA1/25 To receive apologies for absence**
- AA2/25 To receive declarations of interests and requests for dispensation relating to any item on the agenda**
- AA3/25 Approval of Minutes**
To APPROVE the minutes of the Amenities Areas Committee meeting held on 26th February 2025 (AA33/24–AA41/24).
- AA4/25 Chairs Announcements**
- AA5/25 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.
- AA6/25 Meeting Action Points (page 2)**
To note the progress on the meeting actions point list.
- AA7/25 To note Amenities contract decisions take under the Clerk's delegated authority, since the previous meeting (page 3)**
- AA8/25 Chapel Cottage - to review a report from a damp specialist and agree any actions (circulated to councillors)**
- AA9/25 Bridewell water heater (quotes circulated to councillors)**
To consider options and quotes for replacing the water heater in the ground floor kitchen.
- AA10/25 New bird bath at Odiham Cemetery (page 4-9)**
To review the Deputy Clerk's report on the new bird bath, generously donated by Haven Memorials,
- AA11/25 To note the dates of the next meeting**
19th August 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	Complete
	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.	No progress. Cemetery area has improved.
	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.	Complete
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.	Complete
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.	To be fitted week commencing 12.05.25.
Council	221/24iii	Clerk	Research alternative options for accessible toilet provision eg hiring.	Circulated by email. Refer to Council agenda 20.05.25.
Council	223/24ii	Office	Award contract to Keith Dodd landscapes for tidying up the stocks area.	Complete
Council			Complete works.	No response from contractor. Enquiries in progress with alternative contractors.
Council	223/24iii	Office	Arrange PAT testing of stocks.	Enquiries in progress. Can't identify electrical feeder supply. Further electrical testing required.
Feb-25	AA35/24	Clerk	Change previous minutes to final on website.	Complete
	AA40/24i	Clerk/Deputy Clerk	Arrange for additional works at cemetery to clear self-seeded trees and areas not covered by main contract.	Complete
	AA40/24ii	Clerk/Deputy Clerk	Source quotes from Scandor for new noticeboard in cemetery.	Requested

REPORT ON: Amenities contract awards taken under the Clerk's delegated authority
WRITTEN BY: Parish Clerk
MEETING DATE: 20th May 2025
AGENDA ITEMS: AA7/25

Background

Works	Site	Purpose	Cost	Status of works
Move fallen tree from path and cut up for habitat stack	Colt Hill	Access and biodiversity	£65	Complete
Repainting hopscotch	Recreation Ground	Hop scotch painting had worn away	£136	Complete
Annual independent play inspections	All play areas	Insurance requirement	£610	Due June
Repairs to Parish Room roof and car park wall	Parish Room	Required and requested by Odiham Society	£2,200	Scheduled end May
PAT testing	The Bridewell and Parish Room	H&S requirement	£126	Complete
Accessible toilet signs to direct to The Bridewell	King St public toilets	Requested by Council	£150	Scheduled week commencing 12.05.25
Window repair	Chapel Cottage	Reported by tenant	£136.45	Complete
Damp survey	Chapel Cottage	Requested by tenant and estate agent	£270	Complete. Report on agenda 20.05.25
Shelf for meeting room	Bridewell	Required for new display screen	£25.99	Fitted by Amenity Officer.
			£3,719.44	

REPORT ON: Birdbath for Odiham Cemetery
WRITTEN BY: Deputy Clerk
MEETING DATE: 20th May 2025
AGENDA ITEM: AA10/25

Background

Haven memorials are kindly donating a birdbath to OPC for the cemetery. The family have history with Chapel Cottage and want to give something back to Odiham. The idea of the birdbath is that it is an area of reflection to remember loved ones that are not buried in Odiham Cemetery. There will be plaques on all four sides of the birdbath for loved ones to purchase and have inscribed by Haven memorials.

They have suggested the area in the photograph as the best location as it is flat and does not disrupt any existing tablets or memorials. The location is just on the right hand side of the path as you walk through the hedge to the cemetery.

At the time of the meeting instillation was likely by the end of May/beginning of June.



For discussion and decision

1. If there is the need for filler around the base of the birdbath what material would be preferred? Slate- like that already used in the rose garden, or gravel like the interment beds.
2. To consider an addition to the cemetery rules (in red).
3. To consider a fee – it is proposed that this is an admin fee of £52 (see <https://odihamparishcouncil.gov.uk/wp-content/uploads/2024/11/Cemetery-Fees-from-01.04.25.pdf>) plus the charge from Haven Memorials, currently £210, to cover their administration, removal and refixing of an individual plate and letter.
4. To note intention to promote this donation online and in the next edition of the newsletter using a write up provided by Haven Memorials.



ODIHAM PARISH COUNCIL

CEMETERY RULES

The following rules have been introduced by Odiham Parish Council (OPC) so that high standards of grounds maintenance and appearance can be maintained. They have been adopted to ensure the proper peaceful benefit of the amenity, also importantly safety and welfare of all visitors, contractors and staff.

Where relevant, the rules apply to both the interment of remains and ashes.

The cemetery is a historic and sensitive site, your cooperation in complying with these rules is greatly appreciated.

The cemetery is open to the public daily between 7am and 8pm during the months of April to October and between 7am and 4.30pm during the months of November to March, however the cemetery will be locked on the first Saturday of every year, in order to preserve the right of private access to the cemetery.

1. The Lawned Burial Area

Odiham cemetery has a lawn style layout - this means that headstones only are installed and the area around them is turfed and mown. Consequently, kerb sets, railings and fencing cannot be placed around plots. We believe that maintaining a lawned cemetery promotes a feeling of peace and tranquillity.

Plastic pieces and stone chippings could become embedded and hidden in the grass. This could be dangerous when the area is being mown or strimmed and may cause serious injury, consequently they are not permitted in the lawned area of the cemetery.

Headstones may incorporate a maximum of two flower containers. The planting of shrubs, trees and flowers, including annual plants and bulbs, in the grave space would interrupt the lawn-style layout and so cannot be permitted. If an adjacent grave space is being opened it is essential that a mechanical digger has unhampered access to the grave and on-going maintenance can be carried out efficiently.

Applicants may notice some plots breach these rules. This is because they were granted consent prior to adoption of these rules and consent will not be granted for applications to replace kerb sets, railings, fencing and chippings.

If a grave space becomes neglected, overgrown or encroaches on adjacent grave spaces, OPC will take such measures as it considers necessary to tidy the grave space.

2. Exclusive Right of burial in the Lawned Burial Area and Garden of Remembrance

OPC's cemetery is currently open for the interment of both registered electors and those not on the electoral role for the parish. The Exclusive Right of burial is issued after interment and may be transferred by following the required process. Exclusive Rights will be issued in one name only.

The formal granting of an Exclusive Right of burial does not give land ownership, but allows the Grantee the right to decide who shall be interred in the grave space or space in the garden of remembrance allocated at that time, as well as the right to apply to install a headstone or tablet. The tenure is currently for a period of 50 years and after such time OPC reserves the right to re-use the space if the Exclusive Rights are not renewed. One further interment in the same grave space may be made provided that the depth of the first interment was sufficiently deep. In the Garden of Remembrance further interments may be allowed should space permit and subject to the advice from a funeral director.



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3. Notice of Intended Interment

It is essential to give notice of an intended interment to OPC at least four working days prior to the interment; a variation to this rule will only be made in exceptional circumstances. The notice must be on the correct form which is available on OPC's website www.odiham.org.uk. Fees and charges must be paid by the applicant to OPC prior to interment.

A grave space number will be allocated and sent to the applicant. Interments must take place between 9.30 am and 3 pm on weekdays only and are not permitted on public holidays.

The certificate of the Registrar of Deaths or, in cases where an inquest has been held, the certificate of the coroner must be given to OPC prior to interment.

4. Interment in the Lawned Burial Area

The grave space allocated for each interment is a maximum of 2.6 m long by 1.3 m wide. Interment may only take place in the grave space allocated by OPC. It is the responsibility of the applicant to ensure that the correct grave space is used and in the event of any error the applicant must remedy such error at their own cost. Grave spaces may not be purchased in advance.

Applicants are responsible for engaging gravediggers and for ensuring that they work in a responsible and safe manner and observe all relevant legislation in force at the time of the work. Anyone employed (including a grave digger) or retained by the applicant is the responsibility of the applicant who is liable for any injury or damage caused by such person employed or retained.

No grave space can be excavated by a person other than one approved by OPC. OPC reserves the right to remove adjacent memorials prior to a grave space being excavated.

All excess grave spoil is to be placed in an allocated area and the grave space must be left in a tidy condition behind the bin store and as advised by council staff.

All coffins are to be constructed of bio-degradable material.

5. Maintenance of Grave Spaces

The holder of Exclusive Rights is responsible for removing all the flowers and wreaths from the grave space two to three weeks after the interment. Please do not leave wreaths and floral arrangements on other graves. Plastic tributes are not permitted and will be removed.

The soil within the grave space will naturally settle over time. The holder of Exclusive Rights must inspect for settlement, top up if necessary and arrange turfing within 12 months of the burial. After the grave space has been levelled and turfed it will be mowed by OPC.

Christmas wreaths and other seasonal tributes may be placed from 1 December and removed from the cemetery by the first day of February in the following year. OPC reserves the right to remove and dispose of such tributes from the graves. Please note there are minimal bins provided and families are encouraged to dispose of such items off site.

6. Memorials

The headstone must be placed at the head of the grave space precisely aligned with other headstones in that row and also be aligned with the headstone in the row in front. Headstones must be within the following dimensions: 1 metre high by 65 cm wide and 35 cm deep.



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The following types of stones are permitted –

- Limestone - Derbyshire (Hopton Wood), Nabresina, Portland, Purbeck, and York stone
- Slate - Welsh Blue, Black, and Westmoreland Green
- Granite - Grey or Black

Memorials should be predominantly rectangular in shape. Honed and polished finishes are permitted. This applies to new installations or additions to an existing grave space.

Other colours and shapes may be considered by the council.

All memorials must be installed in accordance with the current NAMM (National Association of Memorial Masons) specification by a stone mason who is a registered member of BRAMM (British Register of Accredited Memorial Masons). The name of the stone mason, their contact details and the grave number must appear on the reverse of the headstone within a plaque not exceeding 10 cm x 7 cm and not contain any wording which may be construed as advertising. The stone mason is required to notify OPC in writing in advance of commencing any work.

All memorials, alterations and inscriptions and their installation are subject to the prior approval of OPC in writing and payment of the required fees. Unless written approval has been given a memorial cannot be erected, re-erected or altered on the grave space.

No objects such as model people, animals or toys, windmills or jangling trinkets of any material are permitted.

Memorials remain the property and responsibility of those who provided them. OPC cannot accept responsibility for damage or loss from whatever cause.

7. Interment of Cremated Remains.

Ashes may be interred in a grave space for which an Exclusive Right of burial has previously been granted. All other ashes shall be interred in the new garden of remembrance.

8. The New Garden of Remembrance

The first 100 plots comprise a formal chequered pattern providing a section for a memorial tablet and a similarly sized area for plants. The tablet must be within 45 cm x 38 cm x 5 cm and be installed in portrait orientation. The garden part of each plot is for planted flowers or small shrubs, but care should be exercised to ensure that flowers or shrubs do not encroach over adjacent plots. Neutral coloured tablets and chippings should be used. Coloured glass pebbles or coloured stones are not permitted, nor can there be any edgings at the sides of the plot.

Plots 101 onwards will consist of a space for a memorial tablet within 45 cm x 38 cm x 10 cm only, which is required to be set in a portrait orientation facing the long edge of each 10-space area. The tablet may contain one vase for fresh or silk flowers as an integral part of the memorial. The new layout in plots 101 onwards does not include any additional space for planting.

Full details of all proposed tablets and inscriptions are to be submitted to OPC for prior written approval. Unless such written approval has been given a tablet may not be installed. Permitted materials for memorial tablets are as listed for headstones.



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There are 2 accessible interment beds just inside the entrance to the main cemetery area which have been provided to improve access for the disabled. Anyone wishing to purchase a plot in this space should email clerk@odihamparishcouncil.gov.uk and applications will be determined on an individual needs basis.

There is a memorial bird bath within the new garden of remembrance, gifted to the Council by Haven Memorials. Families may apply to purchase one of 40 available plaques to remember a loved one who is not interred in Odiham Cemetery. Applications are accepted from families living with the Parish boundary, or with a close connection to Odiham Cemetery, giving an opportunity to remember a loved one in a quiet place of reflection. All inscriptions must be agreed by the Parish Council and works undertaken by Haven Memorials.

9. The old Garden of Remembrance Rose Gardens

This area is no longer available for the interment of ashes.

The only memorial permitted is a tablet set in the flowerbed of the design specified and permitted by OPC. OPC has provided rose bushes and no other planting or placing of flowers or objects of any description is permitted.

It should be noted that all rules relevant to this area still apply.

10. Other Information

- No dogs other than assistance dogs are permitted in the cemetery.
- OPC reserves the right to remove flowers which have become unsightly.
- All vehicles must be parked in the designated area. The open areas of grass in the lawn cemetery must not be used for parking.
- Any requests, suggestions or complaints by members of the public must be made to OPC via the Parish Office, including by email if out of office hours to amenitiesofficer@odihamparishcouncil.gov.uk and not to any personnel employed at the cemetery.
- OPC reserves the right as the burial authority to remove anything which contravenes the rules for health and safety or maintenance reasons.
- OPC requests that the Parish Office is kept informed with up-to-date contact details of holders of Exclusive Rights.
- Any glassware may constitute a hazard and is not permitted. Any hazardous items may be removed by OPC.
- Families may apply to place a memorial bench in the cemetery area. Applicants should note the design and style must be in keeping with the surroundings and permission will not be granted for permanent fixings. Donors will be responsible for future maintenance and OPC reserves the right to remove and dispose of an unmaintained bench which is deemed unsafe or irreparable. Applications should be sent to amenityofficer@odihamparishcouncil.gov.uk and each application will be determined separately, depending on the proposed location and available space at the time of request.



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The current rules and fees are available on OPC's website at www.odihamparishcouncil.gov.uk or by request from the Parish Office. OPC reserves the right to review and amend the Rules and Table of Fees at any time, but usually reviews the fees annually in October. It is the responsibility of the applicant to ensure a current fees list is used.

11. Exclusion of Liability

OPC does not accept any responsibility for, or liability in respect of, any damage or injury to any person or property arising from any work done in the cemetery, except that arising from work carried out by its own contractors or personnel.