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 17th NOVEMBER 2026 at 8.30pm (or following conclusion of full Council)

11th November 2026 *Andrea Mann, Parish Clerk*

AA11/26 **To receive apologies for absence**

AA12/26 **To receive declarations of interests and requests for dispensation relating to any item on the agenda**

AA13/26 **Approval of Minutes**
To APPROVE the minutes of the Amenities Areas Committee meeting held on 18th August 2026 (AA1-10/26).

AA14/26 **Chairs Announcements**

AA15/26 **Public Session**
An opportunity for members of the public to make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda, in accordance with Standing Orders https://odihamparishcouncil.gov.uk/wp-content/uploads/2025/03/Standing-Orders-January-2026.pdf or contact the Parish Office.

AA16/26 **To note Amenities contract decisions take under the Clerk's delegated authority, this financial year (page 3)**

AA17/26 **Further amenities works required (pages 4-5)**
i) Bollards at the Parish Room.
ii) Bench at the Ford.
iii) Repairs to allotment fencing.
iv) Repairs to Peace Garden fencing.
v) Repairs to Bridewell guttering.

AA18/26 **Odiham Cemetery (page 6)**
i) To receive a verbal update from the Deputy Clerk report on the management of Odiham Cemetery.
ii) To carry out the annual review of cemetery fees (page 6).

AA19/26 **Allotments (page 7)**
To carry out the annual review of allotment fees. Any agreed change will be implemented from 1st April 2027.
https://odihamparishcouncil.gov.uk/council-business/council/council-services/allotments

AA20/26 **Play Areas**
i) To receive a verbal update on the Friendship Corner project at Chamberlain Gardens.
ii) To review quotes received for improvements to Chamberlain Gardens play area and agree any recommendations for budget allocation. (circulated separately due to commercial sensitivity).
iii) To receive a verbal update on the project to upgrade Chapel Pond playground and agree next steps.

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TUESDAY 17th NOVEMBER 2026 at 8.30pm (or following conclusion of full Council)

AA21/26 **Maintenance of trees**

i) To consider implementing a new tree maintenance schedule for the highest footfall sites.

ii) Subject to i, to consider 2 fee proposals for Odiham Cemetery.

AA22/26 **To note the dates of the next meeting**

16th February 2027.

REPORT ON: Amenities contract awards taken under the Clerk's delegated authority
WRITTEN BY: Parish Clerk
MEETING DATE: 17th November 2026
AGENDA ITEMS: AA16/26

Background

Works	Site	Purpose	Cost	Status of works
Defib replacement batteries	Various	Required	£220	Complete
Materials for bench repair	Parish Room	Broken – reported by Odiham Society	£32.60	Complete
Plumbing repair	King St toilets	Fault reported by resident	£60	Complete
Bridewell courtyard and painting, bench repair, cemetery maintenance	Bridewell, Parish Room, cemetery	Ongoing maintenance	£343	Complete
Bridewell courtyard, bench repair, cemetery maintenance, and painting.	All playgrounds	Ongoing maintenance.	£212.50	Complete
Cordless sander	General	Graffiti removal	£50	Complete
Dust sheets, extension lead, tape.	General	Clearing office for re-decoration	£27.84	Complete
Wasp nest check	The Bridewell	Reported by Bridewell users	£120	Complete
General maintenance	Bridewell, King St toilet, cemetery	Identified on annual inspection	£175	Complete
Plumbing repair	King St toilets	Fault reported by resident	£130	Complete
Motorbike shackle covers	High St market fixings	H&S risk reported by InOdiham	£542.50	Complete – fitted by Amenities Officer
Repair to spinning dish play equipment	Recreation Ground	Fault identified in weekly inspections	£845	Purchase order placed, awaiting repair
			£2,758.44	

REPORT ON: Further amenities works required
WRITTEN BY: Parish Clerk
MEETING DATE: 17th November 2026
AGENDA ITEMS: AA17/26

Site	Issue identified	Future action for discussion and decision
i) Parish Room	17 x bollards. Most appear to be completely rotten, one missing, one wrong size. 	Two quotes received: Contractor 1: Oak £1,365 Softwood £960 Contractor 2: Oak £4,284 Softwood £2,161 Affordability: There is a total of £4,200 spread across the annual budget and earmarked reserves, accumulated from an annual budget of £1,500. This is saving towards specialist works to remove paint, repoint wall and repaint @ approx £11k.
ii) Bench at the ford	 Broken leg (left), as reported to previous meeting.	Further to reporting to the previous meeting and multiple enquiries and failed repairs, two quotes have now been sourced. The same contractors as i) Contractor 1 £180 Contractor 2 £198 Affordability: Currently affordable within "other amenity areas" budget but potential to overspend if unforeseen expenditure incurred.
iii) Fencing at the Peace Garden	 	

REPORT ON: Further amenities works required
WRITTEN BY: Parish Clerk
MEETING DATE: 17th November 2026
AGENDA ITEMS: AA17/26

	 	Two quotes received. The same contractors as i&ii: Contractor 1 £750 Contractor 2 £540 Affordability: Currently affordable within "other amenity areas" budget but potential to overspend if unforeseen expenditure incurred..
iv) Allotment entrance	Gate post broken underground 	Two quotes received. The same contractors as i&ii: Contractor 1 £650 Contractor 2 £108 Affordability: Both affordable within budgets
v) Bridewell guttering	To repair and clean The Bridewell guttering.	One quote sourced (see separate document) £1,556.30 Affordability: Only affordable by spending from earmarked reserves but potential to overspend if further works awarded for Bridewell project.

ODIHAM CEMETERY FEES
Proposed From 1st April 2027

Percentage increases rounded to nearest £1

	Fee from 1st April 2026	Proposed Fee for 2027 0% inrease	Proposed Fee for 2027 3% increase	Proposed Fee for 2027 5% increase	Proposed Fee for 2027 10% increase
INTERMENT					
First burial in any grave space					
Registered elector	1000	1000	1030	1050	1100
Exclusive rights of 50 years – to include headstone approval					
Non registered elector					
Exclusive rights of 50 years – to include headstone approval	2500	2500	2575	2626	2750
Subsequent burial in any grave space including ashes					
Registered elector – to include permission to change inscription	255	255	258	268	280
Non registered elector - to include permission to change inscription	610	610	628	640	671
Interment of ashes in the new garden of remembrance					
Registered elector					
Exclusive rights of 50 years – to include memorial stone approval subject to transfer of the exclusive rights	670	670	674	704	737
Non registered elector					
Exclusive rights of 50 years – to include memorial stone approval subject to transfer of the exclusive rights	1500	1500	1545	1575	1650
Subsequent interment of ashes in the new garden of remembrance					
Registered elector - to include permission to change inscription	180	180	185	189	198
Non registered elector - to include permission to change inscription	500	500	515	525	550
Subsequent additional inscription to a memorial for an interment which took place before 31 March 2010 and approval of renovations or repairs to existing memorials	60	60	62	63	66
Bird bath memorial					
Memorial plaque, including inscription and installation by Haven Memorials	payable direct to Haven	payable direct to Haven	payable direct to Haven	payable direct to Haven	
Memorial plaque administration fee (payayable to OPC)	60	60	62	63	66
Transfer of Exclusive Rights	90	90	93	95	99

REPORT ON: Allotment Fees
WRITTEN BY: Parish Clerk
MEETING DATE: 17th November 2026
AGENDA ITEMS: AA19/26

									2027 - for decision		
	2019	2020	2021	2022	2023	2024	2025	2026			
								0%	3%	5%	10%
Annual rent	50	50	50	50	55	60.5	65	75	77.25	78.75	82.5
Total annual income	100	1185	1150	810	1100	1426	1270 (to date)	1400 (budget)			
Deposit (refundable subject to plot being returned in a satisfactory condition)	50	50	50	50	0	0	0	0	0	0	0
Key deposit (refundable)	10	10	10	10	10	10	10	10	10	10	10
Management costs	1847 (actual)	645.25 (actual)	575.25 (actual)	1359.45 (actual)	1184 (actual)	1859.24 (actual)	816.64 (actual) Overpayment previous years for water	1500 (budget) Gate repairs will spend all budget and EMR			