



The Bridewell
The Bury
Odiham
Hampshire
RG29 1NB

**MEMBERS OF ODIHAM PARISH COUNCIL AMENITY AREAS COMMITTEE ARE SUMMONED TO
ATTEND THE AMENITY AREAS COMMITTEE MEETING
WHICH WILL BE HELD IN THE PARISH ROOM, THE BURY, ODIHAM
ON TUESDAY 11th FEBRUARY 2020 FOLLOWING THE CONCLUSION OF THE FULL COUNCIL
MEETING COMMENCING AT 7:30PM
MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND**

5th February 2020

Andrea Mann Parish Clerk

<u>Agenda Number</u>	<u>Agenda Item</u>	<u>Page Number</u>
AA74/19	To receive and accept apologies for absence.	
AA75/19	To receive declarations of interests and requests for dispensation relating to any item on the agenda.	
AA76/19	Public Session An opportunity for residents to raise questions and issues with the Parish in accordance with Standing Orders. Please view details at http://www.odiham.org.uk/your-council/policies/ or contact the Parish Office for further advice.	
AA77/19	Approval of Minutes To APPROVE the following minutes: 10 December – AA66/19 - AA73/19	
AA78/19	To consider Matters Arising from the Minutes not elsewhere on the Agenda and to review the Full Council Action Points list (attached)	3
	59/19 – zip wire modification - to note feedback from resident thanking the Parish Council for their support on the matter. The resident reported that the impact of the carrier shuttle on the stop ring can still be heard but the damper is an improvement.	
AA79/19	General Amenity Area Report For review and discussion.	4-5
AA80/19	Recreation Ground Hedge To consider quotes to cut back the Recreation Ground hedge, as per the attached report.	6

- AA81/19 **Cemetery Fees**
To consider the Parish Clerk's Report on Cemetery Fees. 7-9
- AA82/19 **Request for dog waste bin at Oak Tree Close**
To receive a verbal update from Cllr Raw and consider whether a review of bins in Odiham is required.
- AA83/19 **To note the date of the next meeting**
Tuesday 10th March 2020 following the full Council and Community Committee meetings.
- AA84/19 To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press consider confidential matters.
- AA85/19 **Chapel Cottage Tenancy**
To consider requests from prospective Chapel Cottage tenants. 10

Amenity Committee				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
Oct-19	44/19	JC	Draft process for monitoring work of Lengthsman	Complete
	44/19	AO, DS	Send photos of overgrown hedge at Rec Ground to DS	Complete
	45/19	JC	Assess fencing at Peace Garden	Complete
	46/19	Office	Further quotation for work on Beacon Field track to be obtained	Complete
	47/19	Office	Check insurance requirements re cemetery memorial testing	Underway
	47/19	Office	Explore alternatives for cemetery memorial testing	Underway
	48/19	AO	Chase quotations for play area repairs	Complete
	49/19	AO	Chase quotation/advice on zip-line	Complete
Nov-19	59/19	Office	Zip wire modification work to be carried out	Complete
	60/19	Office	Playground repair works to be carried out	Complete
	61/19	Office	Research planning requirements in relation to sheds and toolboxes on allotments	Underway
	61/19	Office	Remove redundant "playground" sign	Complete
	62/19	AO	Provide update on bus shelter	Traffic Partnership
Dec-19	71/19	Clerk and AO	Review new cemetery regulations	Complete
		Clerk and AO	Review cemetery charges	Complete

REPORT ON: General Amenity Area Report

WRITTEN BY: Andrea Mann, Parish Clerk

MEETING DATE: 11th February 2020

AGENDA ITEM: AA79/19

For review and discussion:

King Street Toilets

1. Vandalism

OPC's cleaning contractor reported two incidents of low key vandalism to the King Street public toilets between 25th & 27th January:

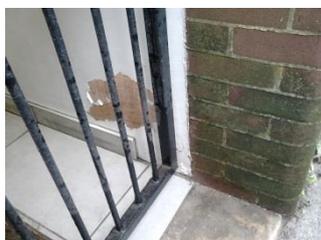
1. Broken soap dispensers
2. Evidence of arson.



Both incidents were reported to Hampshire Police who have been in touch to confirm they are following up the reports.

2. Walls

Following the toilet refurbishment and painting in 2019, paintwork is failing to the walls closest to the entrances in King Street in both the ladies and gents:



Cllr Raw and the Clerk have reviewed the refurbishment specification and contacted the Contractor who will inspect the damage and advise in the next few weeks.

Electrical & Fire Extinguisher Testing

According to a list of administrative tasks in the office, a number of electrical tests are due:

Toilets
Around stocks
PAT testing in office
South Chapel
Feeder pillars in the Bury & High Street

This list also shows that the fire extinguishers should be checked in the parish room and South Chapel.

Contractors have been instructed to complete these checks as soon as possible.

Parish Room

1. Floor

In January OPC received a report of an apparent water leak in the Parish Room:



No further reports have been made and the Admin Officer has since noticed that the drain in the corner of the car park backing onto the Parish Room appears to have been cleared.

No action has been taken and staff will continue to monitor the situation.

2. Broken Timber Posts

A resident has reported a broken post on the block paving outside the Parish Room. Staff have asked a Contractor to inspect all the posts and quote for repairs.

Memorial Testing

Further to the Amenity Area's Committee discussion in November, the Clerk has now attended basic training to establish the level of testing required. Following this training and considering that full testing was carried out in 2015, the Clerk has contacted a neighbouring Parish to ask them to consider whether their Groundsman could undertake initial testing of the memorials in Odiham Cemetery. An update will be provided to the next meeting.

REPORT ON: Recreation Ground Hedge

WRITTEN BY: Andrea Mann, Parish Clerk

MEETING DATE: 11th February 2020

AGENDA ITEMS: AA80/19

Hants CC has asked for the hedge running parallel with Recreation Rd to be cut back to remove overhanging limbs onto the highway. In addition this being responsible general maintenance, Hants CC has the authority to enforce the Highways Act 1980 by ordering works to be carried out.



Three quotations have been sourced to:

- Reduce the height by 1m to an average height of 5ft.
- Reduce the width on both sides to remove limbs overhanging the highway and allow for growback during the bird nesting season.
- Remove waste from site via an approved waste carrier:

1. Contractor A (flail cut) - £1,375 + VAT
2. Contractor B (by hand) - £2,418 + VAT
3. Contractor C (flail cut) - £877.50 + VAT

(Note: hedge cutting should be avoided during the bird nesting season, generally March to August).

Recommendation

Members are asked to consider the recommendation to appoint Contractor C to complete hedge cutting works in the value of £975, funded from the Tree Works budget (code 26).

REPORT ON: Cemetery Fees
WRITTEN BY: Andrea Mann, Parish Clerk
MEETING DATE: 11th February 2020
AGENDA ITEMS: AA81/19

Introduction

Cemetery fees are reviewed annually, generally on 1st October each year. OPC fees were last reviewed in October 2018 (as attached) and OPC agreed to defer the 2019 review in order to fully review a recent change in legislation/rules.

New Legislation

It is now understood that the new legislation/rules refers to guidance on how to reclaim the cost of a child's funeral, published in July 2019.

The Children's Funeral Fund for England (CFF) is a scheme to provide funding for the fees charged for any burial or cremation of a child under the age of 18 or stillborn after 24 weeks of pregnancy. The fund also covers certain associated expenses. Full details can be viewed at:

<https://www.gov.uk/government/publications/claim-for-costs-of-a-childs-funeral-childrens-funeral-fund-for-england/how-to-claim-for-costs-of-a-childs-funeral>

The guidance suggests that it is possible for the "Responsible Person" or "Burial Authority" to reclaim certain expenses, including reasonable fees relevant to Odiham Cemetery, eg obtaining a burial plot, maintaining a plot, renewal of the right of burial and permission to erect a memorial (The Children's Funeral Fund for England – Technical Guidance – Parts 2.2 & 2.3).

For decision

- i) Members are asked to consider adopting guidance on The Children's Funeral Fund for England (CFF).
- ii) Assuming i) is agreed, should OPC revise the classification for child burials to aged 18 and under?
- iii) Assuming i) is agreed, should OPC take responsibility for reclaiming costs as the "Burial Authority" for a burial in a grave space of a child of an Odiham registered elector?
- iv) Members are asked to review the proposed 2019/20 fees (overleaf), revise appropriately, approve and implement new charges with immediate effect.

OPC Charges

Service (see 2018 cemetery fees for full heading descriptions)	2016 Fee	2017 Fee	2018 Fee	Proposed 2019/20 Fee (approx 1.7% increase)
<u>Interment</u>				
First burial in any grave space:				
Registered elector	700	750	770	785
Non-registered elector	1,700	1,750	1,770	1,800
Subsequent burial in any grave space:				
Registered elector	120	185	190	195
Non registered elector	240	435	445	455
<u>Burial of a Child (aged 15 and under)</u>				
Burial in a grave space:				
Child of registered elector	220	220	220	0
Child of non-registered elector	440	440	440	440
<u>Interment of ashes in the Garden of Remembrance</u>				
Registered elector	450	500	515	525
Non-registered elector	950	1,000	1,030	1045
<u>Subsequent interment of ashes in Garden of Remembrance</u>				
Registered elector	120	125	130	135
Non-registered elector	240	250	260	265
Subsequent additional inscription to a memorial for an interment	35	35	40	40
Transfer of Exclusive Rights		50	55	60

CEMETERY FEES AS OF 6 NOVEMBER 2018

INTERMENT

First burial in any grave space	£
Registered elector	
Exclusive rights of 50 years – to include headstone approval	770
<u>Non registered elector</u>	
Exclusive rights of 50 years – to include headstone approval	1,770
<u>Subsequent burial in any grave space including ashes</u>	
Registered elector – to include permission to change inscription	190
Non registered elector - to include permission to change inscription	445
Burial of a Child (aged 15 and under)	
Burial in a grave space	
<u>Child of registered elector</u>	
Exclusive rights of 50 years – to include headstone approval	220
<u>Child of non registered elector</u>	
Exclusive rights of 50 years – to include headstone approval	440
Interment of ashes in the new garden of remembrance	
<u>Registered elector</u>	
Exclusive rights of 50 years – to include memorial stone approval subject to transfer of the exclusive rights	515
<u>Non registered elector</u>	
Exclusive rights of 50 years – to include memorial stone approval subject to transfer of the exclusive rights	1,030
Subsequent interment of ashes in the new garden of remembrance	
Registered elector - to include permission to change inscription	130
Non registered elector - to include permission to change inscription	260
Subsequent additional inscription to a memorial for an interment before 31 st March 2010 and approval of renovations or repairs to existing memorials	40
Transfer of Exclusive Rights	55

Notes

The parish council reserves the right to alter the scale of fees without prior notice. Fees are reviewed annually on 1 October.

Registered elector is defined as a person who was a registered elector for the civil parish of Odiham and North Warnborough immediately prior to their death.

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