



Dear Councillors, you are hereby summoned to attend a meeting of the Amenities Committee to be held in the Pine Room, Marchwood Village Hall on Monday 15<sup>th</sup> April 2024 at 7.30pm.

Deputy Clerk, Marchwood Parish Council

8<sup>th</sup> April 2024

### **AGENDA**

1. **Apologies for absence.**  
To receive and consider for acceptance any Member apologies for absence and approval by resolution.
2. **Declarations of Interest.**  
Members and officers are invited to make any declarations of interest that they may have in relation to an item on the agenda and are reminded to make any declarations at any stage during the meeting if it becomes apparent that it may be required.
3. **Public Participation.**  
For the public and press to ask questions on matters relating to items on the agenda.
4. **Chairman's report**  
To receive the Chairman's report
5. **Previous minutes**  
To approve the minutes of the previous meeting of the Amenities Committee held on 12<sup>th</sup> February 2023 as a correct record and duly signed by the Chairman. **Appendix A**
6. **Budget Income and Expenditure.**  
To note budget income and expenditure up to 31-03-2024 **Appendix B**
7. **AMF Supervisors Report**  
To receive a written report from the ground maintenance team: **Appendix C**
8. **Ditch along Cork Lane:**  
To receive a verbal report.
9. **Cleaning of the Pavilion/The Hub:**  
To approve the cleaning contractor and schedule. **Appendix D**
10. **Local Artist Expo – Lloyds Recreation Ground**  
Local amateur artists would like to hold an exhibition on either the 8<sup>th</sup> or 15<sup>th</sup> June and requesting the use of The Hub for the day from 10am till 4pm.
11. **Community Initiatives – to discuss the following.**
  - a) Litter Picking
  - b) Wildflowers
12. **Parish Council Amenities Committee priorities for 2024/25**
  - a) Healthy Walks around the Village – No updates from NFDC



Marchwood Parish Council  
Marchwood Village Hall, Village Centre, Marchwood SO40 4SF  
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**13. Close of meeting and date of next meeting: 17<sup>th</sup> June 2024**

Members of the public are welcome to attend meetings of the Parish Council. Copies of items referred to in the agenda are available from the Parish Council office on request.

All minutes are draft until ratified by the Committee at the next meeting

### **Marchwood Parish Council**

Minutes of the Amenities Meeting of Marchwood Parish Council held at Marchwood Village Hall on Monday 12<sup>th</sup> February 2024 at 7.30pm.

Present: Councillors N Buckett, J Case, D Hindle, M Proctor, P Mballa, M Saxby & L Shelley.

In attendance: C Cockeram, Deputy Parish Clerk.

#### **Apologies**

**AM/24/042** – Cllr Leath gave apologies (personal reasons).

#### **Declarations of Interest**

**AM/24/043** – There were no declarations of interest for this meeting.

#### **Public Participation**

**AM/24/044** – There were no members of the public.

#### **Minutes**

**AM/24/045 - RESOLVED** – to accept the minutes of the Amenities meeting held on Monday 13<sup>th</sup> November 2023 as a true and accurate record and duly signed by the Chairman.

#### **Chairman's Report**

**AM/24/046** – Cllr Buckett made his report in the December edition of the Village News explaining what the Parish maintain in the village, the budget and what is planned.

#### **Budget Income and Expenditure up to 31/01/2024**

**AM/24/047 - RESOLVED:** Noted: Members also noted an increase in spend for Open Space and Pavilion and Workshop. It was explained that H&S works were carried out and a lot of these were one off payments and in accordance with the five-year plan to smooth out for sudden rushes. It was suggested that the possibility of a narrative could be added to explain this in future.

#### **AMF Supervisors Report**

**AM/24/048** – The report was noted.

- Expansion tank in the Pavilion replaced by Aquacare.
- Motor bike on the football pitch – filled in the ruts.
- Delivered December Village News
- Damage to the works van – no witnesses.
- Delivered letters to Admiralty Quay ref: the canals.
- Two new tyres for machine.
- Repaired phone box – 5 panels.
- Air ambulance landed in Lloyd Recreation Ground.
- Play Inspection all done.

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- Flail decks removed from the machines.
- Replaced roller bearings.
- Sharpened blades on flair decks
- Started to cut canals.
- Hedge at St. Johns cut by contractor.
- Works van sent for repair.
- Football on going.
- Damage to playhouse at Lloyds Rec – all repaired.

### **Canals at Admiralty Quay**

**AM/24/049: RESOLVED:** The Parish Council take back full control of the canals and manage them from now on. Once the last canal is cut a letter to be delivered to the residents advising them of the resolution.

### **Noticeboards:**

**AM/24/050:** Members discussed the condition and siting of the 4 noticeboards around the village. It was agreed that the Village Centre noticeboard, as the most recent required no change.

**RESOLVED:** It was agreed that the remaining boards be replaced within the next four years. The Lloyd Recreation noticeboard be replaced this financial year 2023/24 using monies from the EMR 321 Community Infrastructure at approximately £1500 excluding VAT for the board. The remaining boards to be inspected in the interim to determine if any in house works can be done to improve them.

### **Play Inspections:**

**AM/24/051:** Members noted the play inspections.

### **Community Initiatives – To discuss the following:**

**AM/24/052 - Litter picking –** On the 13 January, volunteers collected 20 black bags full, weighing in at 56kg and 8kg of cans that will go to raise funds for Hampshire & Isle of Wight Air Ambulance. The next community litter pick will take place on the 20th April at 10am behind St. John's Church. In between the community events, many of the pickers are covering their own 'patch' regularly.

**AM/24/053 - Wildflowers –** Whilst it is too early to see signs of wildflowers in our meadows, the Marchwood Conservation Volunteers have had two sessions coppicing the Hazel in Crooked Hayes Copse. This allows more light to reach the forest floor increasing biodiversity.

### **Parish Council Amenities Committee priorities for 2024/25**

**AM/24/054 - Healthy Walks around the Village:** There has been no further updates from NFDC.

**AM/24/055 –** The Chairman will speak to Gary Wright regarding the App and the possibility of adding to it.

**RESOLVED:** To consider reinstating the mobile App to promote healthy walks around the village and to include the bird box routes. To include maps of the walks in the noticeboards.

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**Correspondences:**

**AM/24/056:** There was no correspondence.

The meeting closed at 8.50pm. The date of the next meeting will be 15<sup>th</sup> April 2024.

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## Cost Centre Report

|                                       | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <u>201 Amenities</u>                  |                        |                       |                          |                          |                    |               |                         |
| 1035 Community Event Income           | 2,100                  | 0                     | (2,100)                  |                          |                    | 0.0%          |                         |
| 4195 PPE & General Supplies           | (780)                  | (600)                 | (180)                    |                          | (180)              | 129.9%        |                         |
| 4200 Tree Management & Flowers        | (20,011)               | (10,000)              | (10,011)                 |                          | (10,011)           | 200.1%        |                         |
| 4205 Supply of Public Seating         | 0                      | (250)                 | 250                      |                          | 250                | 0.0%          |                         |
| 4210 Supply of Litter Bins            | 0                      | (250)                 | 250                      |                          | 250                | 0.0%          |                         |
| 4215 Supply & Emptying of Dog Bins    | (557)                  | (750)                 | 193                      |                          | 193                | 74.2%         |                         |
| 4220 Under 12 Play Area               | (83)                   | (2,200)               | 2,118                    |                          | 2,118              | 3.8%          |                         |
| 4225 Outdoor Fitness Equipment        | (83)                   | (1,000)               | 918                      |                          | 918                | 8.3%          |                         |
| 4230 Cork Field Infrastructure        | (333)                  | (250)                 | (83)                     |                          | (83)               | 133.0%        |                         |
| 4235 Admiralty Quay Play Area         | (83)                   | (1,000)               | 918                      |                          | 918                | 8.3%          |                         |
| 4237 Open Space Maintenance           | (1,373)                | (1,000)               | (373)                    |                          | (373)              | 137.3%        |                         |
| 4240 LRG Play Area                    | (83)                   | (1,500)               | 1,418                    |                          | 1,418              | 5.5%          |                         |
| 4245 LRG 3G Maintenance               | (5)                    | (800)                 | 795                      |                          | 795                | 0.6%          |                         |
| 4250 LRG MUGA Maintenance             | (60)                   | 0                     | (60)                     |                          | (60)               | 0.0%          |                         |
| 4255 LRG Football Pitch Maintenance   | (86)                   | (500)                 | 414                      |                          | 414                | 17.3%         |                         |
| 4257 LRG Pavilion/Workshop Mainten.   | (3,226)                | (1,500)               | (1,726)                  |                          | (1,726)            | 215.1%        |                         |
| 4258 LRG Licenses                     | (258)                  | 0                     | (258)                    |                          | (258)              | 0.0%          |                         |
| 4275 Community Events                 | (2,541)                | 0                     | (2,541)                  |                          | (2,541)            | 0.0%          | 2,541                   |
| Grand Totals:- Income                 | <b>2,100</b>           | <b>0</b>              | <b>(2,100)</b>           |                          |                    | <b>0.0%</b>   |                         |
| Expenditure                           | <b>29,559</b>          | <b>21,600</b>         | <b>(7,959)</b>           | <b>0</b>                 | <b>(7,959)</b>     | <b>136.8%</b> |                         |
| <b>Net Income over Expenditure</b>    | <b>(27,459)</b>        | <b>(21,600)</b>       | <b>5,859</b>             |                          |                    |               |                         |
| plus Transfer from EMR                | <b>2,540</b>           |                       |                          |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b> | <b>(24,918)</b>        |                       |                          |                          |                    |               |                         |

|                                           | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|-------------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| <u>301</u> <u>Lloyd Recreation Ground</u> |                        |                       |                          |                          |                    |         |                         |
| 1500 Scout HQ Lease Rental                | 500                    | 500                   | 0                        |                          |                    | 100.0%  |                         |
| 1505 Youth Club Lease Rental              | 0                      | 500                   | 500                      |                          |                    | 0.0%    |                         |
| 1510 3G Court Hire                        | 4,534                  | 3,000                 | (1,534)                  |                          |                    | 151.1%  |                         |
| 1515 Football Pitch Hire                  | 2,528                  | 7,000                 | 4,472                    |                          |                    | 36.1%   |                         |
| 1520 MUGA Hire                            | 354                    | 300                   | (54)                     |                          |                    | 118.0%  |                         |
| 1525 Miscellaneous Hirings                | 426                    | 0                     | (426)                    |                          |                    | 0.0%    |                         |
| 1550 Pavillion Room Hire                  | 2,007                  | 0                     | (2,007)                  |                          |                    | 0.0%    |                         |
| Grand Totals:- Income                     | 10,349                 | 11,300                | 951                      |                          |                    | 91.6%   |                         |
| Expenditure                               | 0                      | 0                     | 0                        | 0                        | 0                  | 0.0%    |                         |
| Net Income over Expenditure               | 10,349                 | 11,300                | 951                      |                          |                    |         |                         |
| Movement to/(from) Gen Reserve            | 10,349                 |                       |                          |                          |                    |         |                         |

### AMF Supervisors Report

- Damage to playhouse at Lloyd Recreation (all repaired)
- Motorbike on football pitch – repaired.
- All three canals at Admiralty Quay cut and strimmed.
- Service lights on pickup came on – taken to Ringwood to service.
- Remove tree at Crooked Hayes Close which was overhanging.
- Daves pickup for MOT – all passed
- Site Visit – ditches drainage Cork Lane.
- New lights fitted in Pavilion hallway.
- Plumbing installed for vending machine.
- Complete Security – fitted camera in hallway for vending machine.
- Cleaned Pavilion – lift drains – mop floors in toilets.
- Tree taken down on Kestrel Close due to a large split (contractor carried out the work)
- Gutters around the pavilion have been completed.
- Boiler in the pavilion has been serviced.
- Grass growing but still too wet to cut.
- Not a lot of football played this season as pitch too wet.

# Llyods Recreation Ground Pavilion - Cleaning Specification

Address: - Marchwood Parish Council - SO40 4XB

|                                                                           | Mon | Tue | Wed | Thur | Fri | Sat | Sun | Monly | Orly |                                      |
|---------------------------------------------------------------------------|-----|-----|-----|------|-----|-----|-----|-------|------|--------------------------------------|
| <b>Main Entrance, Hallway, Main Event Room</b>                            |     |     |     |      |     |     |     |       |      | Comments                             |
| 1 Dust down & Sanitise all Desks/Tables                                   |     |     |     |      | x   |     |     |       |      | accessible areas only (see notes)    |
| 2 Disinfect & Sanitise all Hard Floor Surfaces                            |     |     |     |      | x   |     |     |       |      |                                      |
| 3 Spot Clean all Internal glazing (Int Windows & Doors)                   |     |     |     |      | x   |     |     |       |      | leave smear free                     |
| 4 Empty all waste bins                                                    |     |     |     |      | x   |     |     |       |      | Economical on bin liners - full bags |
| 5 Vacuum all Carpeted areas (incl. spot check on Fabric Furniture)        |     |     |     |      | x   |     |     |       |      |                                      |
| 6 Dust Fixt & Fittings - Pictures, Frames, Skirting, Cills, Sockets etc.. |     |     |     |      |     |     | x   |       |      |                                      |
| 7 Sanitise High Traffic touch zones i.e. Handles, Handsets, Keyboards     |     |     |     |      | x   |     |     |       |      |                                      |
| 8 continued... Door plates, Switches, Hand Rails, Touch pads etc...       |     |     |     |      | x   |     |     |       |      |                                      |
| 9 Remove dust & cobwebs from ceiling area (Incl. Light Shades)            |     |     |     |      |     |     | x   |       |      |                                      |
| <b>Kitchen Areas</b>                                                      |     |     |     |      |     |     |     |       |      |                                      |
| 10 Clean, Disinfect & Sanitise all Surfaces Incl Floor                    |     |     |     |      | x   |     |     |       |      |                                      |
| 11 Empty all waste bins & Sanitise (place in correct external bins)       |     |     |     |      | x   |     |     |       |      | Economical on bin liners - full bags |
| 12 Spot Clean all Cupboard faces, Fixtures & Fittings, Chair Seats        |     |     |     |      | x   |     |     |       |      |                                      |
| 13 Microwave - Spot Clean Inside & Out & Sanitise                         |     |     |     |      | x   |     |     |       |      |                                      |
| 14 Descale & Buff Dry Polish stainless steel sink & taps                  |     |     |     |      | x   |     |     |       |      |                                      |
| 15 Deep Clean to Fridges & Microwaves (Sanitisation)                      |     |     |     |      |     |     | x   |       |      | Bin any out of date items            |
| 16 Deep clean all surfaces, edges, sockets                                |     |     |     |      |     |     | x   |       |      |                                      |
| <b>Toilets</b>                                                            |     |     |     |      |     |     |     |       |      |                                      |
| 17 Disinfect/Sanitise Toilets/Sinks/Urinals etc..                         |     |     |     |      | x   |     |     |       |      |                                      |
| 18 Disinfect/Sanitise Toilet Floors                                       |     |     |     |      | x   |     |     |       |      |                                      |
| 19 Re-stock toilet consumables                                            |     |     |     |      | x   |     |     |       |      |                                      |
| 20 Clean/Buf Mirrors & Hardware                                           |     |     |     |      | x   |     |     |       |      |                                      |
| 21 Empty all waste paper bins & Sanitise                                  |     |     |     |      | x   |     |     |       |      | Economical on bin liners - full bags |
| 22 Buff clean chrome / stainless steel fittings                           |     |     |     |      | x   |     |     |       |      |                                      |

**£36 per Visit - BeGreen to supply all Cleaning Equipment & Cleaning Chemicals**

## Additional Services

Machine Floor Scrub throughout - £265 + VAT

Initial Deep Clean to site (Excl. Floors Above) £235 + VAT