



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 17th June 2024 at 7.30pm.

Deputy Clerk, Marchwood Parish Council

11th June 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 15th April 2024 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 31-05-2024 **Appendix B**
7. **AMF Supervisors Report**
To receive a written report from the ground maintenance team: **Appendix C**
8. **Signage at The Lloyds:**
To update the signage **Report A**
9. **Update on the UKSPF Project:**
To receive a verbal report and update from the Deputy Clerk including the ditch opposite the Roebuck.
10. **Fencing around the Orchard:**
To discuss the fencing and whether to remove it.
11. **Reinstating of the Car Boots at the Lloyd Recreation Ground:**
A resident has requested a discussion regarding this proposal: **Appendix D**
12. **Community Initiatives – to discuss the following.**
 - a) Litter Picking
 - b) Wildflowers
13. **Parish Council Amenities Committee priorities for 2024/25**
 - a) Healthy Walks around the Village – No updates from NFDC



Marchwood Parish Council
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14. Close of meeting and date of next meeting: 9th September 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 15th April 2024 at 7.30pm.

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

In attendance: C Cockeram, Deputy Parish Clerk.

Also present: Three members of the public.

Apologies

AM/24/057 – No apologies.

Declarations of Interest:

AM/24/058 – Cllr Saxby declared a personal interest in Agenda item 10 being related to the organiser.

Public Participation:

AM/24/059 – Residents expressed concern regarding the proposed siting of the new benches at the Lloyd Recreation Ground. Their concerns related to anti-social behaviour and the benches being too close to their boundary fence. They stated that there had been damage to property in the past and this was their concern. Concern was also expressed regarding the car park and the noise generated by cars arriving late at night.

Councillors responded by saying no decision has been made to where the benches were going to be placed yet, however, it would be around the area where the 'old scout hut' was situated.

The Parish Council were trying to generate an income stream by supplying vending machines and seating.

It is further intended to promote nature awareness by providing a hedgehog enclosure which will be fenced off.

CCTV has been installed in the area to help with monitoring anti-social behaviour. The benches will be semi-permanent and monitored and if necessary, action will be taken.

Residents were advised to contact the police with regards to anti-social behaviour.

Chairman's Report:

AM/24/060 – Cllr Buckett reported that he has had positive responses regarding the cutting of the canals at Admiralty Quay. He is still awaiting a response from NFDC regarding the Healthy Walks.

Minutes:

AM/24/061 - RESOLVED – to accept the minutes of the Amenities meeting held on Monday 12th February 2024 as a true and accurate record and duly signed by the Chairman.

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

Budget Income and Expenditure up to 31/03/2024:

AM/24/0462 - RESOLVED: Noted: Members requested that a narrative could be added to all future budgets explaining any reason for an increase, so it is clear for everyone.

AMF Supervisors Report:

AM/24/063 – The Amenities, Maintenance and Facilities Supervisor's report was noted.

Ditch along Cork Lane:

AM/24/064 – Cllrs Bucket and Case alliterated they had looked at land registry documents and the lease of Cork field. The issues concerning the blocked ditch was due to the blockage by Normandy Way. Until this is addressed the issue will continue. Working with the other two authorities, NFDC and HCC to investigate and resolve the issue.

Cleaning of the Pavilion /The Hub.

AM/24/065: Due to the increased usage of the Pavilion and The Hub cleaning of the facility was discussed.

RESOLVED: It was agreed that an initial deep clean was arranged at £235.00 plus VAT and then further weekly cleans thereafter. This will be monitored and altered accordingly.

Local Artist Expo:

AM/24/66: A request for the use of Marchwood Hub for a local amateur artist exhibition in June was approved. Date to be confirmed.

RESOLVED: Members agreed to facilitate the exhibition free of charge.

Community Initiatives – To discuss the following:

AM/24/067 - Litter picking – the next scheduled date was 24th April 2024.

AM/24/068 - Wildflowers – no update.

Parish Council Amenities Committee priorities for 2024/25

AM/24/069 - Healthy Walks around the Village: There has been no further updates from NFDC. District Councillors to follow up on this.

Correspondences:

AM/24/070: There was no correspondence.

The meeting closed at 8.45pm. The date of the next meeting will be 17th June 2024.

Report A

To consider updating the signage at the Lloyds Recreation Ground.

The quote received from Thuston who has rebranded the signage currently there is:

Signs x 2 = £390.00 including VAT



A/c Code	1035	Community Event Income				Annual Budget	6,000
Centre	201	Amenities				Committed	0
Month	Date	Reference	Source	Transaction Detail		Debit	Credit
					Opening Balance		0.00
2	13/05/2024	Donation	Cashbook	Party in the Park Donation			250.00
		Account	Community Event Income		Account Totals	0.00	250.00
		Centre	Amenities		Net Balance Month 3		250.00

A/c Code	4195	PPE & General Supplies				Annual Budget	600
Centre	201	Amenities				Committed	0
Month	Date	Reference	Source	Transaction Detail		Debit	Credit
					Opening Balance	0.00	
1	11/04/2024	HANTSCC	Purchase Ledger	728 Cleaning		12.16	
1	18/04/2024	HANTSCC	Purchase Ledger	735 LRG Swing Bin		9.81	
1	30/04/2024	HOLBURYTO	Purchase Ledger	762 Rigger Boots		43.80	
3	06/06/2024	HANTSCC	Purchase Ledger	811 PPE & Cleaning		98.94	
		Account	PPE & General Supplies		Account Totals	164.71	0.00
		Centre	Amenities		Net Balance Month 3	164.71	

A/c Code	4215	Supply & Emptying of Dog Bins				Annual Budget	850
Centre	201	Amenities				Committed	0
Month	Date	Reference	Source	Transaction Detail		Debit	Credit
					Opening Balance	0.00	
2	31/05/2024	VEOLIA	Purchase Ledger	803 Dog/Litter Bins May 2024		208.38	
		Account	Supply & Emptying of Dog Bins		Account Totals	208.38	0.00
		Centre	Amenities		Net Balance Month 3	208.38	

A/c Code	4237	Open Space Maintenance				Annual Budget	1,500
Centre	201	Amenities				Committed	0
Month	Date	Reference	Source	Transaction Detail		Debit	Credit
					Opening Balance	0.00	
3	03/06/2024	FUELGENIE	Purchase Ledger	808 Petrol May 2024		36.67	
		Account	Open Space Maintenance		Account Totals	36.67	0.00
		Centre	Amenities		Net Balance Month 3	36.67	

A/c Code	4255 LRG Football Pitch Maintenance				Annual Budget	500
Centre	201 Amenities				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance					0.00	
2	02/05/2024	BOWCOM	Purchase Ledger	784 White Liner 10L	67.00	
Account LRG Football Pitch Maintenance					Account Totals	67.00
Centre Amenities					Net Balance Month 3	67.00

A/c Code	4257 LRG Pavilion/Workshop Mainten.				Annual Budget	3,000
Centre	201 Amenities				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance					0.00	
1	08/04/2024	SGSHEATING	Purchase Ledger	738 Boiler Service	140.00	
1	11/04/2024	POLARPLAST	Purchase Ledger	733 Pavillion Brown Gutters	1,832.69	
1	24/04/2024	AQUACARE	Purchase Ledger	737 Water Hyg 6mth Insp	152.05	
1	30/04/2024	BEGREEN	Purchase Ledger	760 Cleaning 30/04/2024	36.00	
2	23/05/2024	D/CARD	Cashbook	Pavillion Signage	11.31	
2	31/05/2024	BEGREEN	Purchase Ledger	805 1 Deep, 2wkly Cleans Pav.	307.00	
Account LRG Pavilion/Workshop Mainten.					Account Totals	2,479.05
Centre Amenities					Net Balance Month 3	2,479.05

A/c Code	4275 Community Events				Annual Budget	13,912
Centre	201 Amenities				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance					0.00	
1	29/04/2024	D/CARD	Cashbook	Card Machine Party in the Park	83.32	
1	29/04/2024	D/CARD	Cashbook	Till Rolls Party in the Park	7.77	
Account Community Events					Account Totals	91.09
Centre Amenities					Net Balance Month 3	91.09

A/c Code	6000 Transfer from EMR				Annual Budget	0
Centre	201 Amenities				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance					0.00	
1	11/04/2024	POLARPLAST	Purchase Ledger	733 Pavillion Brown Gutters		1,832.69
Account Transfer from EMR					Account Totals	0.00
Centre Amenities					Net Balance Month 3	1,832.69

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>201 Amenities</u>							
1010 Grants Received	0	100	100			0.0%	
1035 Community Event Income	250	6,000	5,750			4.2%	
Amenities :- Income	<u>250</u>	<u>6,100</u>	<u>5,850</u>			<u>4.1%</u>	<u>0</u>
4195 PPE & General Supplies	66	600	534		534	11.0%	
4200 Tree Management	0	20,000	20,000		20,000	0.0%	
4203 Flowers & Seeds	0	1,000	1,000		1,000	0.0%	
4210 Supply & Emptying Litter Bins	0	300	300		300	0.0%	
4215 Supply & Emptying of Dog Bins	208	850	642		642	24.5%	
4220 Under 12 Play Area	0	2,000	2,000		2,000	0.0%	
4225 Outdoor Fitness Equipment	0	2,000	2,000		2,000	0.0%	
4230 Cork Field Infrastructure	0	2,000	2,000		2,000	0.0%	
4235 Admiralty Quay Play Area	0	2,000	2,000		2,000	0.0%	
4237 Open Space Maintenance	0	1,500	1,500		1,500	0.0%	
4240 LRG Play Area	0	2,000	2,000		2,000	0.0%	
4245 LRG 3G Maintenance	0	250	250		250	0.0%	
4250 LRG MUGA Maintenance	0	500	500		500	0.0%	
4255 LRG Football Pitch Maintenance	67	500	433		433	13.4%	
4257 LRG Pavilion/Workshop Mainten.	2,479	3,000	521		521	82.6%	1,833
4258 LRG Licenses	0	260	260		260	0.0%	
4259 CCTV System	0	1,000	1,000		1,000	0.0%	
4275 Community Events	91	13,912	13,821		13,821	0.7%	
Amenities :- Indirect Expenditure	<u>2,911</u>	<u>53,672</u>	<u>50,761</u>	<u>0</u>	<u>50,761</u>	<u>5.4%</u>	<u>1,833</u>
Net Income over Expenditure	<u>(2,661)</u>	<u>(47,572)</u>	<u>(44,911)</u>				
6000 plus Transfer from EMR	1,833						
Movement to/(from) Gen Reserve	<u>(829)</u>						
Grand Totals:- Income	250	6,100	5,850			4.1%	
Expenditure	2,911	53,672	50,761	0	50,761	5.4%	
Net Income over Expenditure	<u>(2,661)</u>	<u>(47,572)</u>	<u>(44,911)</u>				
plus Transfer from EMR	1,833						
Movement to/(from) Gen Reserve	<u>(829)</u>						

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
301 Lloyd Recreation Ground							
1500 Scout HQ Lease Rental	500	500	0			100.0%	
1510 3G Court Hire	390	300	(90)			129.8%	
1515 Football Pitch Hire	320	2,500	2,180			12.8%	
1520 MUGA Hire	0	300	300			0.0%	
1525 Miscellaneous Hirings	80	0	(80)			0.0%	
1550 Pavillion Room Hire	765	1,550	785			49.4%	
Lloyd Recreation Ground :- Income	2,055	5,150	3,095			39.9%	0
Net Income	2,055	5,150	3,095				
Grand Totals:- Income	2,055	5,150	3,095			39.9%	
Expenditure	0	0	0	0	0	0.0%	
Net Income over Expenditure	2,055	5,150	3,095				
Movement to/(from) Gen Reserve	2,055						

AMF Supervisors Report

- Grass and hedge cutting in full swing
- Delivered the Village News.
- Water supply / lighting for vending machines installed.
- Guttering repaired around the Pavilion.
- Works Van MOT passed – HY21GVV
- New Camera fitting for vending machines.
- Tree at Kestrel Close removed due to survey.
- Boiler in the Pavilion had annual service.
- Rob completed his playground inspection course.
- AquaCare completed 6-month inspections.
- New noticeboard at the Lloyd Recreation Ground installed.
- Removal of all the old shrubs and bushes at the Falklands.
- Summer Groundman started.
- Repair to the fencing around the 5 a side courts.
- Falklands has been planted up with new shrubs and flowers.
- Millenium Flowerbed has been updated with new soil and plants.
- Dog bins cleared twice a week.
- Fire Alarms checked weekly.
- Legionella checked once a month.
- Play inspections done weekly.

Appendix D

Car Boots

In effect, I think the village is missing the car boot sales that Derek used to regularly organise on Lloyds Rec a few years ago. The post I put on the MPC page alone, garnered a lot of positive interest - I want to stress that I'd be looking to organise this as a community project, not as a commercial-type interest.

I know that Lloyds Rec is used for weekend football fixtures for Marchwood Rangers, but I'm not sure of the days. But in effect, I'd be asking for one Saturday or Sunday per month (morning or afternoon around football fixtures etc) for the summer months June-Sept (maybe the last weekend of the month, if we get a 'yes' to go ahead for June!!)

I'm presuming there are limits on number of cars that can go onto the field, but I'd be looking for an idea of fees, for the field, car park and access to the loos/vending machines in the main building, plus some (20?) tables.

To cover the fees, and to raise funds for local charities and community groups that would supply volunteers, I would to look charge £5 per car (own table supplied), £10 per car (table supplied), £15 per van/car + trailer, £30 per trader, and (3?) free 'charity' stalls. 50p per buyer on foot.

I would ask for sellers to register for a place, subject to the maximum numbers as set by the Board. 'On the day' sellers would risk being turned away, if not pre-registered and we are at maximum numbers. No parking for buyers. I'd request cones from Hampshire Constabulary, for Main Road, Moss Drive, Old Cracknore Close and Old Magazine Lane.

I'd ask that we are allowed access to set up for an hour (7am/1pm), sellers to arrive (7.30am/1.30pm) and open to sell (8am/2pm) for three hours. 1 hr to clear and tidy site, gone by midday/6pm. 5hrs total.

I would suggest we'd have a minimum of 10 volunteers, with at least 50% of us over 18. The local Air Cadets are suggesting they'd like to support the initiative, in order to fundraise for their group. I have copied in Emma Hounslow, who is on their civilian committee; and has floated this fundraising idea to them already...

As the project would be a community initiative, I do not know if you'd need/want Public Liability insurance; but I can look into that as a community group, if needed.

We'd obviously do a tidy up (I will persuade Gary Wright to lend me stuff from the litter pick group, inc high vis vests etc!). If there are 1st aid requirements; I can look into St John's fees - but I hold current/relevant police medic qualifications, if necessary.

Obviously, we'd abide and enforce (where practicable) site rules on dogs etc.