



Marchwood Parish Council
Marchwood Village Hall, Village Centre, Marchwood SO40 4SF
Tel: 023 8086 0273 Email: office@marchwoodparish.gov.uk

Dear Councillors, you are hereby summoned to attend a meeting of the **Amenities Committee of Marchwood Parish Council** on Monday 10 March 2025 at 7.30pm to be held in the **Marchwood Hub, Lloyds Recreation Ground, Marchwood**.

Angela Woodward, Deputy Parish Clerk/RFO.

4 March 2025

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. **Minutes**
To approve the minutes of the previous meeting of the Amenities Committee held on 11 September 2024 as a correct record and duly signed by the Chairman (**Appendix A**).
5. **Community Activities**
To receive a request from Marchwood Mens Shed and the Conservation volunteers.
To receive a verbal update on other community activities. (**Appendix B**).
6. **Grounds Maintenance Team Leader Report**
To receive a written report from the Ground Maintenance Team Leader: (**Appendix C**).
7. **Updates on Open Spaces within the Village.**
The receive a verbal update from the Deputy Clerk:
 - a) Works on Cork Lane, Tree works on Cork Field; Seating and Bins within the village.
 - b) Lloyd Recreation Ground, Pavilion.
8. **Income and Expenditure.**
To note the income and expenditure up to 28 February 2025 (**Appendix D**).
9. **Close of meeting and date of next meeting 9 June 2025**

Members of the Press and Public are welcome to attend any meeting of the Parish Council. These rights are enshrined in the Public Bodies (Admission to Meetings) Act 1960 and the Openness of Local Government Bodies Regulations 2014.

All in attendance should be aware that filming, photographing, recording, broadcasting or transmitting the proceedings of the Council may occur during the meeting.

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 Hub, Lloyd Recreation Ground, Main Road on Monday 11 September 2024 at 7.30pm.

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

In attendance: Tina Dudley, Parish Clerk.

Apologies

AMC/24/016 – apologies for absence was received from Cllr Case and Hindle (previous engagements).

Resolved – apologies for absence from Cllrs Case and Hindle were approved.

Declarations of Interest

AMC/24/017 – There were no declaration of interest for this meeting.

Public Participation

AMC/24/018 – A resident Mr G Wright attended the Committee on a number of items, agenda item 5, Community Activities.

Minutes:

AMC/24/019 - Resolved – to accept the minutes of the Amenities meeting held on Monday 17 June 2024 as a true and accurate record and duly signed by the Chairman.

Community Activities

AMC/24/020 – Mr Wright addressed the Committee to update Councillors on the volunteering activities he and other volunteers had undertaken:

Litter picking – there were 31 volunteers that had taken part in the litter pick collecting 16 bin bags full. Gary explained that since starting the group 650 bags had been collected equating to 1.6 tonnes of refuse.

The next community pick was on the 5th October at 10am, meeting behind St John's church.

Wildflowers and Conservation - a survey of Cork Field meadow this year identified more flowering plant species than any previous year at 39. The volunteers surveyed a similar sized area of the unmanaged part of the field and found 15 different species.

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

This is partly due to the way the managed meadow is cut annually, with material taken away to reduce soil fertility, but also because it has been established for much longer. The unmanaged areas is beginning to catch up, with new species establishing every year.

The Marchwood Conservation Volunteers had some changes over the last couple of years, as Paul Fisher who ran the group for many years has moved away, and Helen Vesty who took over has recently stepped down.

The group was now being run by Gary Wright, Diane Collier and Trevor Chapman.

In addition to the Cork Field meadow and Hazel coppicing in Crooked Hayes, links have been re-established with both village schools and work will continue to improve areas within their grounds for wildlife.

Marchwood Men's Shed

Christmas Tree Bench - to support the installation of a Christmas Tree in the village centre, there have been discussions about making a structure mirroring the design of the planter that was installed there in the summer.

It is proposed that this is made by the Men's Shed, in partnership with the MPC grounds staff.

The structure will essentially be a box made of substantial timber that will be filled with concrete to bed in a pipe that the Christmas Tree can be installed into. The design was still being finalised, but the proposal is that some kind of top is made for the box that will allow it to be used as a seat for the rest of the year.

As it was an item for the community, the Men's Shed would only be asking the Parish Council to cover the cost of materials, in the same way as the Lloyd Recreation Ground benches. Cost estimate to follow on completion of the design.

Decorations - the Men's Shed is working on providing some hand painted decorations for the tree. It is intended that the materials for these come from 'stock' and that there will therefore be no cost implication for the Parish Council.

Shed Roof - last year, there were several leaks in the portacabin roof, which lead us to apply bitumen paint as a temporary fix.

Gary applied for and was successful in obtaining grant funding from the Tesco blue token scheme, in order to fund a more permanent solution.

Having spoken to several experts, it was determined that overcladding the roof with plastic coated galvanized box section sheeting is the best way to prolong the life of the cabin.

It has been suggested to us that a small overhang at the front and side of the cabin will further help protect the building. This overhang will be approximately 0.5m, the Parish Council were asked if the work could proceed, and the materials ordered.

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

There will be no cost to the Parish Council.

Potential Village Seating Project – the Mens Shed had applied for a Co-op community fund for a grant to fund a seating project. If this is successful, and if the Parish Council are willing, this will allow us to produce up to 6 benches for the village to be placed wherever the council wishes.

The exact specification can be determined if the application has been successful, which we should discover later this year.

Village Planters - in addition to the 3 planters on the Welcome to Marchwood signs, the Men's Shed have also now installed a large 3 tier one in the village centre. A challenge for them is the ongoing maintenance of these. Up until now, the shed has been funding plants for the Welcome to Marchwood planters, as well as taking care of them, watering etc.

The Parish Council were asked if they would consider working in partnership with the Mens Shed to help maintain these going forward. The amount of spending was not huge (perhaps £60-80 per year at this stage) but as a small charity, it takes quite a lot of effort to raise those funds.

The village centre planter in particular has generated more positive feedback than any other project and it would be great to work on this and other similar projects together in the future.

Resolved –

- Further research was to be gathered to ensure the stability of the Christmas tree.
- The shed roof works were approved subject to monitoring to ensure the integrity of the ground was undisturbed from the water run-off. If required guttering could be added to the shed at a later date.
- Additional potential seating within the village open spaces was approved with the location to be determined if the grant was successful.
- The funding for plants in the planters at the beginning of the village and village centre was approved in principle subject to further financial costings.

Budget and Income Expenditure

AMC/24/021 – Resolved - the budget expenditure was noted. Additional works at Cork Field to fell deceased ash trees was approved.

Budget Review 2024/2025

AMC/24/022 - The Clerk explained that a starting point for the budget was to add the current inflation rates to all budget lines. Each line was then considered individually, there were known to be requirements on some budgets to be greater than inflation with others being lower. At the time of the meeting the tree budget for 2024/2025 was almost exhausted with further works in progress.

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

It was known that the boiler within the Pavilion was some 30 years old, a quote had been received for a replacement, the quote was £19,000+.

The Clerk further explained that the replacement was not budgeted for however, Members needed to be aware that it would at some point need replacing. Furthermore, it did not have a timer, and the hot water was rather on or off, this was not cost effective.

One of the ride on mowers required a new flail, the cost was approximately £8,000, the other mower would require a new flail in 2025/2026.

The staff training budget required an increase due to a new member of staff and also new working practices had been highlighted that would allow for better time management this would also require training for existing staff.

Community Orchard

AMC/24/023 - Councillor Leath informed the Committee he had consulted with Dr Angela Berrie a specialist in fruit trees. She reported that:

Whilst the concept of the Orchard is a good idea, it should have been planted by someone with experience of orchards and fruit trees.

The trees have not been looked after properly and if the idea was to produce fruit from the varieties planted then amongst other things they need to be pruned regularly by someone who knows what they are doing.

There is evidence of a lack of nitrogen in the soil, and the trees need to be fed high with a nitrogen-based fertiliser to promote healthy growth.

3 of the trees are not in fact trees but the root stock and should be removed.

There is minor evidence of canker (fungal and bacterial) on some of the trees

The memorial tree needs to be re staked to give it support

Overall if you want it to work as an orchard you need one person to look after it (a volunteer with experience in fruit trees) and the area would need to be protected until they are healthy. This is more from objects like footballs etc, rather than people walking around to admire.

Resolved – Cllr Leath was to write an article for the village news asking if a resident who would be willing and able to maintain the orchard.

Remote Access for Lighting at the 3G Pitch

AMC/24/024 - Resolved to approve the purchase of a new timer switch and mobile phone to enable out of hours access for the 3G court lighting.

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

Review of Parish Notice Boards and Dog Waste Bins

AMC/24/025 – Members approved the review of parish notice boards and waste bins.

The meeting closed at 8.40pm. The date of the next meeting will be 11 November 2024.

Marchwood Men's Shed Report for MPC Amenities Committee March 2025

Gary Wright - 20 February 2025

Bat Boxes

The Shed have been constructing Bat Boxes in the hope that they can work in conjunction with the Parish Council to site them around the village.



The boxes are constructed in the approved 'Kent Bat Box' design using untreated, rough sawn timber.

Installation

Most bat species will use higher positioned boxes (around 4m high). Marchwood Men's Shed would like to ask the council for permission to work with the ground staff to position the boxes in trees around the village. One key consideration is that if bat boxes are in use, it is against the law to disturb them. It may therefore be worth consulting NFDCs tree management team to understand their guidelines before installation takes place.

I have recently undertaken a walk around the village with a conservationist to identify suitable sites. There are many, including parts of Crooked Hayes Copse and Cork Field. The presence of suitable tree lines and the absence of street lighting are key considerations, which mean that trees rather than buildings are the only real options.

Further Work

In addition to putting up the Bat Boxes, I would like to organise and run a 'Bat Walk'. I am working with one of the senior rangers at Lepe Country Park, who has access to bat detectors and experts in the field.

We are in contact with a member of the Hampshire Bat Group, who would be willing to run the walk.

Invitations would be extended to the village schools and to the wider community.

Shed Keys

The Men's Shed would like to request whether there is a possibility of them holding a set of keys for the portacabin. It is understood that the security of the compound is paramount, and that the Men's Shed having keys for the metal gates would be inappropriate, but there is certainly value in the Men's Shed being able to lock / unlock the cabin whilst the compound is accessible.

The benefit to this arrangement is that the ground staff would not need to unlock the cabin first thing in the morning and it could be unlocked at the first arrival of the shed members. It would also mean that if shed members wished to vacate the cabin during the day when the ground staff are unavailable, they could do so leaving it secure.

Bird Boxes

We have noticed that a number of the bird boxes we put up together with the Parish Council to form a trail have lost their lids. We think this is due to the rubber chosen to make the 'hinge' has perished in some cases.

We would like to replace these boxes, improving the lid design, and possibly also adding a metal plate to the front to stop the holes being pecked / chewed away by squirrels / woodpeckers etc.

Once the replacements are ready, we would like to work with the MPC ground staff once again to get this work done with the Council's permission.

Wood Storage

Up until now, the Men's Shed have been using a makeshift wood store between the main workshop and the neighbouring fence.

This has been identified as a fire hazard by the external inspector and therefore an alternative needs to be found.

The Men's Shed rely on the ability to store timber as most of this comes from donations, allowing us to complete our community projects.

Following informal conversations between shed members and MPC staff, there is a suggestion that if a shipping container could be sourced, it could be sited at the front and to the side of the main workshop. I understand that this suggestion also meets with the approval of the fire inspector.

To make this work, the area that has been used to dispose of green waste will need to be cleared so that the container can be sited in the best location. The Men's Shed would look to co-ordinate and complete this clearance exercise. The end of the container with the doors would be pointed in towards the yard, allowing access from inside the compound.

The added benefit of this solution is that the container would block access down that side of the workshop, improving security.

If the Council are in agreement with this general course of action, the Men's Shed will begin the attempt to source a suitable container, and to co-ordinate the clearing of the relevant area with guidance from the ground staff.

Daily Tasks

- Litter pick all playparks

Weekly Tasks

- Play park inspections
- Fire Alarm Test
- Put Veolia Bins out for collection
- Empty bins/poo bins twice a week

Monthly Tasks

- Legionnaires Water Test
- Strimmed the Canals

Bi-Monthly Tasks

- Aqua Care completed inspection on 01/10/2024

Yearly Tasks

- Works Van MOT passed – HY71 ELU needed tyres
- The Play Inspection Company Inspected our playparks
- 2x Mowers serviced
- Purchased and installed new fixings for Xmas Decorations
- Put up and took down the Xmas Decorations in the village centre

Trees, Hedges, Grass, Flowers and Plants

- Trees removed at The Gulls
- Hedge cutting is in full swing
- Ornamental Planted in Sleeper Beds
- Millennium Bed put in
- Cork Lane culverts cleared and the ditches were started
- HCC cleared ditch and culvert in Normandy Way
- Marchwood Men's Shed have made us 2x compost bin/areas

General

- Delivered the December edition of Village News.
- New groundsman Gal Tsarfaty started on 30th September 2024
- Court and Path lights were connected to mobile via an App
- Repaired the Wheeled Goals
- Replaced drain covers around the courts
- Removed damaged dog bins
- Power washed play area's
- Sold chipper and tailer
- Purchased new air compressor
- EV charger installed
- Replaced taps in the men's toilets in the pavilion

Detailed Income & Expenditure by Budget Heading 28/02/2025

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
201 Amenities							
1010 Grants Received	0	100	100			0.0%	
1035 Community Event Income	3,469	6,000	2,531			57.8%	
Amenities :- Income	3,469	6,100	2,631			56.9%	0
4195 PPE & General Supplies	838	600	(238)		(238)	139.7%	
4200 Tree Management	12,978	20,000	7,022		7,022	64.9%	
4203 Flowers & Seeds	0	1,000	1,000		1,000	0.0%	
4215 Supply & Emptying Waste Bins	1,464	1,150	(314)		(314)	127.3%	
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	2,500	2,000	(500)		(500)	125.0%	
4235 Admiralty Quay Play Area	0	2,000	2,000		2,000	0.0%	
4237 Open Space Maintenance	667	1,500	833		833	44.5%	
4240 LRG Play Area	0	2,000	2,000		2,000	0.0%	
4245 LRG 3G Maintenance	197	250	53		53	78.8%	
4250 LRG MUGA Maintenance	26	500	474		474	5.1%	
4255 LRG Football Pitch Maintenance	886	500	(386)		(386)	177.2%	
4257 LRG Pavillion/Workshop Mainten.	6,546	3,000	(3,546)		(3,546)	218.2%	1,833
4258 LRG Licenses	311	260	(51)		(51)	119.7%	
4259 CCTV System	650	1,000	350		350	65.0%	
4275 Community Events	6,025	13,912	7,887		7,887	43.3%	
Amenities :- Indirect Expenditure	33,089	53,672	20,583	0	20,583	61.6%	1,833
Net Income over Expenditure	(29,619)	(47,572)	(17,953)				
6000 plus Transfer from EMR	1,833	0	(1,833)				
Movement to/(from) Gen Reserve	(27,787)	(47,572)	(19,785)				
301 Lloyd Recreation Ground							
1500 Scout HQ Lease Rental	500	500	0			100.0%	
1510 3G Court Hire	5,706	300	(5,406)			1901.8%	
1515 Football Pitch Hire	1,310	2,500	1,190			52.4%	
1520 MUGA Hire	8	300	292			2.7%	
1525 Miscellaneous Hirings	194	0	(194)			0.0%	
1550 Pavillion Room Hire	2,102	1,550	(552)			135.6%	
Lloyd Recreation Ground :- Income	9,820	5,150	(4,670)			190.7%	0
Net Income	9,820	5,150	(4,670)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	13,289	11,250	(2,039)			118.1%	
Expenditure	33,089	53,672	20,583	0	20,583	61.6%	
Net Income over Expenditure	(19,800)	(42,422)	(22,622)				
plus Transfer from EMR	1,833	0	(1,833)				
Movement to/(from) Gen Reserve	(17,967)	(42,422)	(24,455)				