

Marchwood Parish Council
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Dear Councillors, you are hereby summoned to attend a meeting of the **Amenities Committee of Marchwood Parish Council** on Monday 9 June 2025 at 7.30pm to be held in **The Pine Room, Marchwood Village Hall.**

Angela Woodward, Deputy Parish Clerk/RFO.

3 June 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 10 March 2025 as a correct record and duly signed by the Chairman: **(Appendix A).**
5. **Community Activities**
To receive a written request from Marchwood Mens Shed: **(Appendix B).**
6. **Amenities Team Report**
To receive a written report from the Amenities Team: **(Appendix C).**
7. **Income and Expenditure.**
To note the income and expenditure up to 31 May 2025: **(Appendix D).**
8. **Notice Boards**
To approve the removal of the damaged notice board at Twiggs Lane
9. **Close of meeting and date of next meeting 29 September 2025**

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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 10 March 2025 at 7.30pm.

Present: Councillors N Buckett, J Case, P Mballa, L Shelley, D Hindle, M Proctor and K Petty.

In attendance: Angela Woodward, Deputy Parish Clerk/RFO.

Apologies

AC/25/026 – apologies for absence was received from Cllr Leath and Cllr Saxby due to prior engagements

Resolved – apologies for absence from Cllrs Leath and Saxby were approved.

Declarations of Interest

AC/25/027 – There were no declaration of interest for this meeting.

Public Participation

AC/25/028 – Community Volunteer, Mr G Wright, attended the Committee on a number of items, agenda item 5, Community Activities.

Minutes:

AC/25/029 - Resolved – to accept the minutes of the Amenities meeting held on Monday 11 September 2024 as a true and accurate record and duly signed by the Chairman.

Community Activities

AC/25/030 – Mr Wright addressed the Committee to update Councillors on the Marchwood Mens' Shed activities. **Bat Boxes** – The volunteers had constructed some bat boxes and hoped to site them around the village. They need to be fitted at around 4m high using a wire brace and lagging, so no nails would be used. Various locations were discussed including Crooked Hayes Copse and Cork Field. It was recommended that the first site for installation be along the new Kingfisher Way to Normandy Road footpath upgrade. Details could be included on the information boards.

Councillors stated that no bat boxes were to be sited at Cork Field or on any Ash trees.

The Men's shed would be happy to install them should MPC staff not be able too.

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Councillors encouraged the Men's Shed to seek approval from other landowners in the village.

Bat Walk – A 'Bat Walk' around the village using bat detectors would be undertaken alongside senior rangers at Lepe Country Park. A member of the Hampshire Bat Group would also be willing to organise the walk.

Bird Boxes – He reported that some of the 30 bird boxes on the trail have lost their lids and needed replacing. They would like to replace them with new improved bird boxes.

Wood Storage – Following a request for the Mens Shed to remove timber from behind the ground staff workshop due to fire risk a request was made to place a container to the front right side of the workshop. This would meet the fire risk requirements and provide security.

The Mens Shed offered to hire a skip and clear the large amount of green waste that has been put there over the years.

It was confirmed that this would not affect any neighboring properties due to fences, the bank and tree line.

The Committee highlighted the need for the ground staff to be able to open the workshop doors properly.

Resolved –

- Bat Boxes – agreed in principle. Need to locate exact trees and discuss with MPC staff who would check the individual trees with the tree specialist.
- Bat Walk – it was agreed that the bat walks are a great idea for the village schools and wider community.
- Shed Keys – MPC would provide a set of keys to be given to a designated person.
- Bird Boxes – it was agreed the damaged bird boxes would be replaced in consultation with ground staff.
- Container – the siting of a container was agreed in principle. There was a need to clear the area and check the width for the potential container. Office staff would contact NFDC planning team and The Charity Commission to check if there are any restrictions to siting the container.

Grounds Maintenance Team Leader Report

AC/25/031 – Members noted the report.

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Councillor Bucket praised the ground staff for coming up with some brilliant money saving ideas. They are communicating very well with the office staff and all working as a great team.

Councillor Proctor requested that the ground staff check the footpaths in Kingfisher, Bilbury and The Gulls of leaves and mud as they were very dangerous.

It was reported that the ground staff have jet washed the playparks however, further cleaning was required.

Verbal Update given on Open Spaces within the Village

AC/25/032 – A verbal update was given by the Deputy Clerk

Cork Lane Ditch the vegetation had been cleared and the ditch cleared. Culverts had been re-positioned so the water should be improved.

Work had been undertaken by NFDC at the Normandy Road end.

Trees/Hedges Remaining tree works have been scheduled for Cork Lane, Tides Way and St Johns Field subject to the ground conditions being dry enough.

A hedge has been removed in Oaklands Park.

Seating & Bins & Noticeboard Two seats have been removed due to vandalism consequently they had become dangerous for residents to sit on them: one from behind St Johns Church and one from behind the Village Hall.

Two broken bins had also been removed from open spaces due to being rusty, and one Noticeboard has been removed from Staplewood Lane.

Lloyd Recreation Ground – Courts A quotation had been received for new pin code locks for the 3G/Tennis courts. Fitting will be undertaken as soon as possible.

Lloyd Recreation Ground – Pavillion The electric roller shutter to the main door was broken and the Hub door also required repair. Quotation for a replacement shutter have been sought.

Alarms – Following the scheduled servicing of the intruder alarm, fire alarm, emergency lighting, CCTV system a replace bulkhead light in the gent's toilet was required.

Fire Assessment work – Following the fire risk assessment a smoke detector in loft space & 2 Light Beacons will be required. Further works will be actioned in the coming months.

Other - The Hybrid van is now being utilised.

Two ground staff have successfully completed a spraying course allowing for improved weed control.

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Income & Expenditure

AC/25/033 – Resolved - the income & expenditure was noted with overspends being explained.

The meeting closed at 9.02pm. The date of the next meeting will be 9 June 2025.

Marchwood Men's Shed Wood Store Proposal

June 2025

Introduction

On the 10th March, the MPC Amenities Committee resolved in principle to the siting of a container for the purpose of wood storage, and for the intended area to be cleared of soil by the Men's Shed. The final solution was subject to later approval by the council.

Progress Update

The Men's Shed have paid for 2 skips and cleared much of the soil in the intended area which has helped to identify what solutions are possible.

Complications

1. Due to the location of the trees in the area, there is not enough space to site a container in the originally intended location.
2. NFDC has indicated that planning permission would be required for placement of a container.
3. The height of the container and it's proximity to the neighboring fence could be deemed undesirable.

Updated Proposal

As an alternative to siting a container, the Men's Shed are proposing that a wooden fence (with concrete posts) is erected in the same area as was proposed for the container. In this fenced off area, the Men's Shed can construct a free standing wood storage area. This is seen to have the following benefits:

1. Planning permission not required for 6ft fence. Fence will be the same height and hence in keeping with the existing neighboring fence.
2. Fence can be painted the same colour as the workshop and will be more aesthetically pleasing.
3. Fence will improve security by blocking access to the compound from the side of the workshop.
4. Free standing wood store can be sited 1 metre from the workshop and 1 metre from the neighboring fence as required by fire regulations.
5. Wood store will be easily accessible by the Men's Shed from the compound.

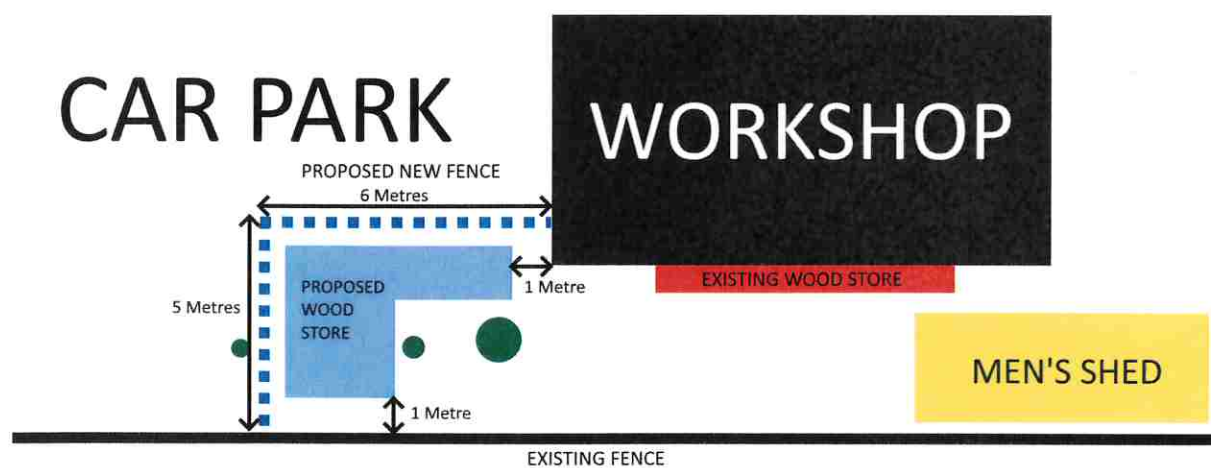
Visuals

An impression of how the front of the workshop will look with the proposed fence is show below.



Approximate Measurements

Below is a sketch with approximate measurements showing where proposed fence will be situated. Not to scale.



Amenities Team Report - Amenities Meeting 09/05/2025

Tree Works

Our tree surgeons have nearly completed the tree works that were identified by tree inspector.

Machinery/Vehicles

Ride on mowers - Replaced Starter Motor, Replaced a flail dec.
ISUZU D-Max HY71 ELU was sold

Lloyd Recreation Ground

Pin code locks have been fitted to the 3G and 5-a-side Court.

Electric Roller Shutters

The main pavilion door has been replaced.
HUB door has been serviced.
HUB window has been repaired.

Fire Door Inspection – work identified is booked for 11 to 13 June 2025.

Solar Panel installation is scheduled to begin w/c 16 June 2025.

ASHP/Hot Water Cylinder installation is scheduled to begin w/c 16 June 2025.

EV Charger – Men's Shed have fitted a cupboard around it for safety measures
Had one electric meter removed so everything going through 3 phase meter

Play Parks

Repaired the rubber flooring at the Lloyds Recreation Ground

Staff Training

The Ground Staff have completed the following training:-

Ladders & Stepladders

Hand Arm Vibration

Fire Safety Awareness

Fire Extinguisher Use

Fire Marshall

Spraying Course

Ride on Mower Training is booked for 20th June 2025

Detailed Income & Expenditure by Budget Heading 31/05/2025

Month No: 2

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
201 Amenities					
4195 PPE & General Supplies	241	630	389		389
4200 Tree Management	0	25,000	25,000		25,000
4203 Flowers & Seeds	156	1,000	844		844
4215 Supply & Emptying Waste Bins	192	2,000	1,808		1,808
4220 Under 12 Play Area	0	2,000	2,000		2,000
4225 Outdoor Fitness Equipment	0	2,000	2,000		2,000
4230 Cork Field Infrastructure	0	2,000	2,000		2,000
4235 Admiralty Quay Play Area	72	2,000	1,928		1,928
4237 Open Space Maintenance	346	1,500	1,154		1,154
4240 LRG Play Area	72	2,000	1,928		1,928
4245 LRG 3G Maintenance	326	250	(76)		(76)
4250 LRG MUGA Maintenance	326	500	174		174
4255 LRG Football Pitch Maintenance	0	525	525		525
4256 LRG Pavillion Cleaning	72	864	792		792
4257 LRG Pavillion/Workshop Mainten.	12,058	4,136	(7,922)		(7,922)
4258 LRG Licenses	398	270	(128)		(128)
4259 CCTV System	0	1,200	1,200		1,200
Amenities :- Indirect Expenditure	14,258	47,875	33,617	0	33,617
Net Expenditure	(14,258)	(47,875)	(33,617)		
6000 plus Transfer from EMR	11,515	0	(11,515)		
Movement to/(from) Gen Reserve	(2,743)	(47,875)	(45,132)		
301 Lloyd Recreation Ground					
1500 Scout HQ Lease Rental	500	500	0		
1510 3G Court Hire	589	4,000	3,411		
1515 Football Pitch Hire	(25)	2,000	2,025		
1520 MUGA Hire	72	0	(72)		
1525 Miscellaneous Hirings	232	0	(232)		
1550 Pavillion Room Hire	200	1,500	1,300		
Lloyd Recreation Ground :- Income	1,568	8,000	6,432		
Net Income	1,568	8,000	6,432		
Grand Totals:- Income	1,568	8,000	6,432		
Expenditure	14,258	47,875	33,617	0	33,617
Net Income over Expenditure	(12,690)	(39,875)	(27,185)		
plus Transfer from EMR	11,515	0	(11,515)		
Movement to/(from) Gen Reserve	(1,175)	(39,875)	(38,700)		