



**MINUTES OF THE MEETING OF THE MARDEN PARISH COUNCIL AMENITIES COMMITTEE ON TUESDAY 26<sup>TH</sup> JULY 2022 HELD AT 7.30PM AT THE ALLENS, ALBION ROAD**

**039/22 PRESENT**

Cllrs Barker, Boswell (as Chair), Newton, Robertson, Stevens and Tippen were present. The Deputy Clerk was also in attendance.

**040/22 APOLOGIES**

Cllrs Besant and Turner sent their apologies.

**041/22 COUNCILLOR INFORMATION**

**Declarations of Interest**

Cllr Boswell declared an interest in item 045/22 (Southons Field) as a resident backing onto the field; Cllr Tippen, Newton and Stevens declared an interest in item 052/22 as a Trustee of Marden Memorial Hall.

**Granting of Dispensation**

There were no requests for dispensation for any item on this agenda.

**042/22 APPROVAL OF PREVIOUS AMENITIES COMMITTEE MINUTES**

The minutes of the meeting held on 28<sup>th</sup> June 2022 were agreed and signed as a true record by Cllr Boswell as Chair.

**043/22 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING**

There were no members of the public present at this meeting.

**044/22 DEPUTY CLERK REPORT**

The Deputy Clerk had circulated the report prior to the meeting to Cllrs. The Playing Field contractor has been emailed with a list of jobs and asked to give a separate quote for the wet pour in the Napoleon Drive play area. There is now a planned works date of 31<sup>st</sup> August for the large branch of the tree to come down on Redrow, The Parsonage land. We are still awaiting an installation date for the CCTV on the Playing Field. The Community Payback agreement has been signed. The Deputy Clerk met with the Community Payback team regarding a new list of jobs. The Contractor has been contacted with regard to ordering the new Festive Lighting and the Deputy Clerk will be applying for a Street Lighting Permit shortly. Cllrs noted.

**045/22 OPEN SPACE**

**Playing Field**

**(i) Play Inspection Reports from MBC and MPC**

Cllr Boswell thanked the Deputy Clerk and Admin Assistant for their help with the Play Inspection Reports in the Caretaker's absence. There were a few issues that the Deputy Clerk had reported to the Contractor. There had been no monthly inspection report received from Maidstone Borough Council in time for this meeting.

**(ii) Changing Room – Update**

Cllrs Barker, Boswell, Robertson, Stevens and Tippen met prior to this Amenities Committee meeting to discuss the future of the Football Changing Room and the S106 monies outstanding. Cllrs discussed and agreed to keep the field/pitch mowed for football play use. They agreed that the building needs to be refurbished and discussed ideas for future use.

Residents would be consulted with the options proposed and this would be put out in the next Autumn Newsletter, as an online survey and paper entries in the Library. Amenities Cllrs agreed that this would be put towards Full Council for agreement and that funding streams would be researched.

(ii) Other Playing Field Issues

No other Playing Field issues were raised.

**Southons Field**

(i) Play Trail Inspection Report from MPC.

Cllr Boswell again thanked the Deputy Clerk and Admin Assistant for conducting the play inspection on the play trail and swings. There were a few loose poles on the play trail. The Deputy Clerk had contacted the Company who installed it for a service visit to tighten them up.

(ii) Events on Southons Field.

The events for Southons Field were circulated to Cllrs prior to the meeting. Cllrs noted.

(iii) Other Southons Field Issues

- (a) Old Picnic Benches Quote. The Deputy Clerk provided Cllrs with costings of the picnic benches that had been ordered before. However, this time these were for the disabled, wheelchair and push chair access ones. Cllr Boswell proposed to consider purchasing one disabled picnic bench and one picnic bench for children. Cllrs agreed in principle and this would be referred to Finance Committee for decision on expenditure.
- (b) Southons Field Wooden Gates Quotes. Cllrs looked at the examples that the Deputy Clerk had shared prior to the meeting. Cllrs discussed different options and agreed in principle the half meshed metal field gate. Cllrs requested the Deputy Clerk to look further into this example plus posts and fixings as well as the installation costings for the next Amenities Committee meeting. Any consultation with neighbouring residents would happen after Cllrs receive the above information. Cllrs also asked for the Deputy Clerk to show the Contractor for his opinion on the above choice.
- (c) Use of Southons Field by Local Businesses. Cllrs discussed and agreed a hire charge of £10.00 an hour for the use of Southons Field for any commercial purposes. The Deputy Clerk and Clerk will amend the booking form and circulate to Cllrs for comments.

**Other Open Space**

(i) Open Space Action Plan.

There were no changes to the Open Space Action Plan since the last Amenities meeting.

**Trees**

There were no issues raised under this item.

**046/22 CEMETERY**

(i) Scattering of Ashes Area.

Cllr Boswell raised this item and requested the Clerks to research on what other Parish Council cemeteries have in their scattering of ashes area and bring this back to the next Amenities Committee meeting.

(ii) Other Cemetery Issues

**Cemetery Caretaker – 35 Years Service.** Cllr Boswell informed Cllrs that there had been a presentation to Mr Ian Jones, the Cemetery Caretaker to celebrate 35 years of service. A glass plaque was presented to him and kind words were said from current and previous Parish Councillors. A picnic bench was also purchased for him for him to enjoy.

**Cemetery Footpath Signage.** The Deputy Clerk is ready to order the signage. However, Cllrs were asked from what budget this should come from. Cllrs discussed and agreed for it to be from the Cemetery budget.

**047/22 PUBLIC TOILETS AND CAR PARK**

**Public Toilet Issues**

A letter had been received from Maidstone Borough Council requesting certain assessments of the building. Cllr Newton said they were landlord requests. Cllrs discussed and asked the

Clerk to check the terms of our lease to see if the Parish Council does have responsibility for these requests and to bring these back to the next Amenities Committee meeting.

#### **Car Park Issues**

Cllr Barker informed Cllrs that a few residents had complained about litter around the Library and the bench outside. Cllrs discussed and agreed for the Deputy Clerk to approach Maidstone Borough Council about getting another bin here as it is heavily used and residents are continually picking up rubbish.

### **048/22 CLIMATE, SUSTAINABILITY AND BIODIVERSITY**

#### **(i) Water Bottle Refill Station Quote Comparison and Cllr Barker's Proposal**

The Deputy Clerk had circulated a spreadsheet of comparisons of various water bottle refill stations. Cllr Barker's shared his proposal of an outside tap and metal sink. The Deputy Clerk requested Cllrs to consider the health and safety outcomes of Cllr's Barker's proposal. Cllrs discussed and agreed in principle to go with Cllr's Barker's proposal of an outside tap. Cllr Tippen recommended the Clerks look at the ISP budget for the cost of this. Cllrs also asked the Deputy Clerk to speak to the Public Convenience contractor about the continued cleaning and upkeep of this.

#### **(ii) Climate, Sustainability and Biodiversity Sub-Group Update**

Cllr Boswell informed Cllrs that the Sub-Group met on 5<sup>th</sup> July for the first time to create the Terms of Reference and Policy.

- (a) Terms of Reference and Policy. Cllrs reviewed and agreed the Terms of Reference and the Policy.
- (b) Date of Next Meeting. The next meeting of the Climate, Sustainability and Biodiversity Sub-Group will be Tuesday 2<sup>nd</sup> August 2022 at 6.00pm. Cllrs agreed for any interested residents to be invited by social media and the e-newsletter.

### **049/22 CORRESPONDENCE**

There had been no correspondence received for this meeting.

### **050/22 HEALTH AND WELLBEING**

Cllr Boswell recommended that the Sports and Leisure list be updated which came out of the Community Forum meeting. Cllrs agreed that Cllr Boswell sit down with the Admin Assistant to do this.

### **051/22 ACTION GROUPS REPORTS**

#### **Village Events**

There is no further update on village events.

#### **Marden Summer Playscheme**

There have been a few issues leading up to the start of Playscheme regarding the venue. These have been ironed out, however, it had made the process very difficult for the Clerks. The two weeks were now nearly at full capacity and had so far been running well. There were lots of activities planned for the children assisted by the play leaders. The Clerk regularly attends sign in and there is constant communication between the Manager and the Clerk.

### **052/22 OUTSIDE BODIES REPORTS**

#### **Memorial Hall.**

Cllr Newton received a note from the manager regarding the planter at the front of the hall. The Parish Council will clear the old plants and tidy it up (The Clerks and Cllr Boswell). The works will be starting shortly on the hall next week.

#### **Youth**

Cllrs Boswell and Tippen are attending an online Youth Rural Meeting on Wednesday 3<sup>rd</sup> August to discuss the youth requirement in Marden.

**053/22 OUTSTANDING ISSUES****Update from To Do List.**

The Caretaker's To Do list jobs have been shared amongst other staff and contractors in his absence.

**054/22 FURTHER ISSUES FOR DECISION**(i) Cancellation of Amenities Committee Meeting on 23<sup>rd</sup> August 2022.

Cllr Boswell proposed that the next Amenities Committee Meeting on 23<sup>rd</sup> August 2022 be cancelled. Cllr Newton recommended that anything urgent from Amenities be added to the next Full Council meeting. Cllrs agreed.

**055/22 FURTHER ISSUES FOR DISCUSSION/INFORMATION**

There were no issues for discussion or information for this meeting.

**056/22 INVOICES FOR PAYMENT**

Employee	Additional Salary (reduction NI)	£10.95
Viner & Son	Payment sent to MPC in error	£360.00
Viking	Play Scheme Supplies	£217.14
HMRC	July PAYE/NIC	£1,605.16
Alison Hooker	Play Scheme Supplies/mobile top-up	£376.50
Play Scheme Manager	Play Scheme Supplies	£114.09
Castle Water	Water supply – public conveniences	£23.72
Kent County Supplies	Play Scheme Supplies	£35.46
Paul Waring	Playing Field/Southons Field Mowing	£270.12
Graham Tippen	Strimming cord for cemetery strimmer	£8.03
1 <sup>st</sup> Choice Inflatables	Inflatable Assault Course – Play Scheme	£450.00
<b>TOTAL</b>		<b>£3,471.17</b>

All invoices were agreed and Cllrs Boswell and Stevens would authorise on Unity.

There being no further business, the meeting closed at 21.10.

Date:

Signed:

Cllr Anne Boswell Chairman, Amenities Committee

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