



**MINUTES OF THE MEETING OF THE MARDEN PARISH COUNCIL AMENITIES COMMITTEE ON TUESDAY 23<sup>rd</sup> JULY 2019 HELD IN THE PARISH OFFICE MEETING ROOM, MEMORIAL HALL, MARDEN COMMENCING AT 7.30PM**

**18/19 PRESENT**

Cllrs Adam, Boswell (in the chair), Jones, Mannington, Newton, Tippen and Turner were present. Cllrs Barker and Stevens, the Clerk, the Deputy Clerk and three members of the public were also in attendance.

Cllr Adam arrived during the meeting

**19/19 APOLOGIES**

Apologies were received from Cllr Robertson.

**20/19 DECLARATIONS OF INTEREST**

Cllr Jones declared an interest in item 024/19(Playing Field) as resident of a neighbouring property to Marden Playing Field; Cllr Boswell declared an interest in item 024/19(Southons Field) as resident of a neighbouring property to Southons Field; Cllr Newton and Cllr Tippen declared an interest in item 028/19(Marden Memorial Hall) as Trustees on the Marden Memorial Hall Committee.

The Deputy Clerk informed the Cllrs that a quote had been received from P&P Signs (husband's business) at item 026/19 (Toilet signage).

**21/19 GRANTING OF DISPENSATION**

There were no requests for granting of dispensation.

**22/19 APPROVAL OF PREVIOUS AMENITIES COMMITTEE MINUTES**

The minutes of the meeting held on 28<sup>th</sup> May 2019 were agreed and signed as a true record.

**29/19 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING**

Two members of public representing Green Girls of Marden wished to discuss and bring forward agenda item 026/19 (Sustainability in the Community). Cllr Stevens and one member of the public wished to discuss agenda item 030/19(Allotments) regarding Highwood Green Allotments and item 027/19 (Village Events - VE Day 2020)

The Chairman, with Cllrs approval, agreed to bring these items forward for discussion.

*Cllr Adam arrived at 19.37*

**026/19**

**Sustainability in the Community**

Email received on 19<sup>th</sup> June from Green Girls of Marden. Two members of the group were in attendance, and explained they had set up Community Facebook group sharing ideas such as a community hub, sharing toys, repair and reusing with regard to sustainability. The group were very keen for Marden Parish Council to be involved.

Cllr Boswell said only some of the items on the email were in Marden Parish Council's remit however she asked the group to contact Marden in Bloom as the two groups could work together on some of the items.

**Ponds**

Cllr Tippen informed them that the ponds located at the end of the Playing Field are the responsibility of Redrow and Millwood. Cllr Tippen said Marden Parish Council will

continue their efforts of trying to engage with developers to open dialogue about clearing up the area and asked the group to contact them directly as well as a joint effort. Cllr Turner said there should be a management team set up for these developers. The group would contact the developers Environmental and Sustainability Manager on the two sites. Cllrs agreed they would also raise these issues when meeting with the developers.

#### Water Fountains

Suggestions for the water refill stations included locating one at the Library and the group had registered for Maidstone Borough Council's Go Green, Go Wild which could help fund this. Cllrs informed the group that KCC was responsible for the library area and MBC for the public conveniences land. Cllrs also asked for details of the refill stations which cannot be vandalised and once more information had been received, they would be happy to discuss further.

#### Further tree planting

Areas suggested by the group to plant more trees were already populated with trees and the Memorial Hall has had tree root and drainage problems. However, Cllr Tippen and Newton said they would put it up for discussion on the agenda for the next Trustees of Marden Memorial Hall meeting.

#### Recycling

The group suggested having more recycling bins located in the village. Unfortunately the recycling bins had previously been removed from the car park to provide more parking spaces and more recycling could now be done kerbside. It was proposed that the Deputy Clerk shares more recycling initiatives on the Marden Parish Council Facebook page and for the group to contact MBC regarding separate bins for recycling.

#### Bike lockers

Cllrs reported that the Parish Council is pressing South Eastern for more bike lockers at Marden station using Section 106 money allocated to be used for the station.

#### Other Issues

Using more green street lighting was discussed, however, Cllrs informed the group that this was Kent Highways and KCC responsibility and that all street lights in Marden had been changed over to LED.

It was reported that MPC Annual Litter Pick is held in March every year but the group asked if they could do more regular litter picks. The Deputy Clerk will continue to correspond with the Green Girls giving them appropriate contacts in KCC and MBC and would share any information on MPC's Facebook page and website.

### *20.03 Two Members of the public left the meeting*

**27/19**

#### **Village Events**

The Deputy Clerk had emailed Cllr Stevens regarding whether the Royal British Legion was organising a celebration for VE Day 2020 and whether Marden Parish Council could collaborate on this. Cllr Stevens was attending a meeting the following evening (24<sup>th</sup> July). Cllr Tippen suggested that a sub-committee be created to discuss this in further detail and this would include Cllr Tippen, Cllr Stevens, Cllrs Boswell and the Deputy Clerk and possibly Cllr Robertson. This Sub-Committee would report back to the next Amenities Committee meeting.

**030/19**

#### **Highwood Green Allotments**

The Clerk updated Cllrs regarding the allotment site at Highwood Green and explained the situation that Matthew Finch of Redrow was seeking advice from his own legal department. Mr Finch had given contradictory information to inquiring residents to what was agreed with Marden Parish Council for the newsletter. The Clerk would contact KALC for advice as it seemed a bit of a grey area. Cllr Stevens' concerns are for the services provided to the area. It would be discussed at the next Full Council meeting once a response had been received.

*20.16 Cllr Stevens and one member of the public left the meeting*

## **24/19 SUB-COMMITTEES REPORTS**

### **Open Space**

### **Playing Field**

#### Play Inspection Reports: MBC and MPC

Reports had been received but no new items of concern reported.

#### Changing Room

(From the Site Meeting of 22<sup>nd</sup> June) Cllr Tippen asked about checks on Legionella in the Changing Room water tank. The Deputy Clerk had found advice from February 2014 giving advice to turn on showers for 3 hours daily or keep on hot water. Cllr Turner to take away advice and report back to Cllrs on the best practice.

#### Footpath Repairs

After the completion of the new footpath, there was some damage to the footpath leading up the Playing Field playground. The Deputy Clerk had contacted four companies but only two had responded. Cllrs viewed the quotes received and agreed in principle to accept Arnold Tarmac of £980.00 + VAT but Cllrs asked the Deputy Clerk to confirm the specification before agreeing the work to be carried out.

#### Outdoor Gym

The outdoor gym (six pieces) was discussed again at the Site Meeting on 22<sup>nd</sup> June following the installation of the new footpath. Cllrs from the Open Space Sub-Committee wanted to ensure that the positioning of the outdoor gym was in the right location therefore proposed that all the options be put out to public consultation. These options were: Option 1: original location, which had already gone through Public Consultation, of having one to two pieces of equipment in the four corners of the Playing Field; Option 2: to have three pieces equally spaced down each side of the field; Option 3: to have all pieces together next to the Youth Shelter at the bottom of the field; and Option 4: to have three pieces near to the Sports Wall and another three pieces next to Playing Field playground. Amenities Cllrs discarded Option 2 as there was not enough room next to path/football pitch but agreed for the other three options to be taken to public consultation. As discussed at previous Council meetings a Public Consultation session would be held on a Saturday morning in the Autumn and would include other items for residents' attention.

#### Rocking Horse

Sealed bids had been requested in the Summer Newsletter for the old Rocking Horse and one had been received for £250.00 from a resident outside of the parish. Cllrs agreed to accept the bid and the Deputy Clerk would liaise for collection when a date was known for the installation of the new rocking horse. The Clerk had contacted Maidstone Borough Council regarding the release of Section 106 contributions towards the cost of the new Rocking Horse but to date no monies had been received. The Clerk would be asked to continue chasing.

#### Additional CCTV on Playing Field

Cllrs discussed the need for more CCTV on the Playing Field due to anti-social behaviour around the Youth Shelter. The Clerk to look into quotes for CCTV camera on the street light close to Cranham Square facing towards field and Youth Shelter and for an additional camera on the pole next to the play area to cover the field.

#### Site Meeting Update

Cllr Boswell updated Cllrs with regard to the Site Meeting on 22<sup>nd</sup> June. Caretaker had turned on showers, etc for football and had suggested to contact the installers of the Sports Wall to discuss paint for roundabout. The Deputy Clerk was asked to investigate; The fence around Napoleon Drive play area is messy and unsightly and although on the list of work to undertake the caretaker was unable to find the time to get on top of the job. Cllrs asked the Deputy Clerk to obtain quotes for companies to undertake the work; Cllrs discussed old roundabout area next to Playing Field playground where the old Youth Shelter was situated and Cllrs expressed an interest in tidying up this area and creating some artwork on the new surface. The Deputy Clerk to source quotes for removing the concrete and laying of tarmac.

### Other Playing Field issues

#### Youth Shelter

The Deputy Clerk circulated photos of recent abuse of Youth Shelter. Cllrs decided to source quotes for additional CCTV on the area to see if this acted as a deterrent. It was also raised again about the using anti-climb paint and asking Redrow to remove the Heras fencing by their pond. Cllrs agreed to obtaining the anti-climb paint and the Clerk was continuing to make contact with Redrow.

#### Buddy Swing Update

The chains would be replaced by the company installing the benches.

#### Benches

The benches had been ordered and delivery date was due shortly. Once they had been received the concrete bench would be removed and company contacted for installation.

### **Southons Field**

#### Play Trail Inspection Report

MPC: Report had been received and no issues raised

#### Site Meeting Update

Cllr Boswell updated Cllrs with regard to the Site Meeting on 21<sup>st</sup> June. Cllr Boswell requested that the ragwort be removed from long grass area near trunk and also requested approval to plant wildflower planting through Marden in Bloom to which Cllrs agreed; Cllr Boswell was asked to liaise with Caretaker about strimming wild grass area; The Clerk was contacting Epic Engineering regarding the barrier in front of the shed.

#### Southons Field Entrance

Cllrs were informed of a resident reporting ivy growing over the fence of the property and the caretakers had already done a lot of work to remedy. Cllrs decided to keep existing shrubs but agreed that ivy should be removed. Discussion to be had by Caretakers and resident about removal of plants/shrubs crossing over. Parish Clerk and Deputy Clerk to create Calendar Year for Caretakers to make sure jobs do not get too big. Cllrs agreed that top soil could be purchased to fill in the gaps on the grasscrete.

#### Additional Play Equipment

It was discussed at the Site Meeting of 21<sup>st</sup> June that the field would benefit from more play equipment. Cllrs agreed this needs to be investigated further and the Finance Committee would be asked what funds were available to make any purchases.

#### Other Southons Field issues

There were no other issues reported.

#### Events

Cllrs had been provided with a list of all events on the field.

#### Benches

One of the benches had been broken and the Caretaker was going to try to repair it, if not it would be kept for repairs to the remaining three benches. The Clerk was asked to place the purchasing of new benches on the Finance Meeting agenda when discussing the budget for 2020/21.

### **Other Open Space**

#### Open Space Action Plan

Circulated to the Cllrs prior to the meeting – noted.

### **Trees**

#### Tree work

The Clerk has contacted tree surgeons. Cllr Boswell will make a full list of Parish trees in order for the Clerk to map out on Pear Technology so the Parish Council has a complete map of trees. Cllr Turner has suggested tree tags so that MPC know what trees are ours as well as those which have a Tree Protection Order. Cllr Boswell had a list of trees located in Southons Field but this dated back to 2008 and needed updating. Cllrs Boswell agreed to contact the previous owner of the field to organise a site visit to create an updated version.

#### Kent Men of Trees Competition

Cllr Boswell had received contact from the Kent Men of Trees and have planned to walk around the village on 7<sup>th</sup> August 2019.

NALC Tree Charter

*(not on the agenda)* – Cllrs had received information from NALC regarding a Tree Charter. Cllr Boswell would take away information to read and report back to next Amenities Committee Meeting.

**25/19 CEMETERY**ICCM publication for information

Noted

Site Meeting Update

Cllr Boswell reported that there were no issues from the site meeting.

Cemetery issues

The Clerk was sourcing quotes for two finger posts for the Permissive Path to and from the Cemetery. Two quotes had been received for £350 and £247.50 per sign. Cllr Turner reported that he was refurbishing the fingerpost at Sheephurst Lane and would then be happy to make two for the cemetery. Cllrs decided to postpone decision and would discuss further at the next Amenities meeting in September

**26/19 PUBLIC TOILETS & CAR PARK****Public Convenience issues**

The ladies/disabled and gent's toilet signage needs to be made more clear and a quote for £25 per sign has been received verbally from P&P Signs for more clearer signs on the doors. Cllrs would like a hard copy quote from company before making a decision to go ahead. The Clerk and Deputy Clerk met with the company to read the water meter but found it difficult to locate. Ongoing issue to find the correct meter to read. A key to the gate had been obtained from the library and the Deputy Clerk was asked to email the manager of Library to source location of the water meter for public conveniences and library. Cllr Boswell said it would be a nice idea to place a half planter in front of the toilets that could be watered by the cleaning contractor and the Cemetery Caretaker. This would be discussed further by Cllrs at the next Amenities Site Meeting as they were unsure of the amount of space in front of the toilets for public access.

**Car Park Issues**

The car park has been strimmed but the far end needed litter picking and the yew tree still needs cutting. The Clerk to chase Maidstone Borough Council regarding this.

**Site Meeting Update**

Cllr Boswell reported that no issues were raised at the site meeting.

**27/19 CORRESPONDENCE**

Email received from the Green Planet Action Group of 10th June regarding Climate & Biodiversity Emergency – Cllrs request that we put a Climate & Biodiversity Agenda item on future Amenities meeting.

**28/19 ACTION GROUP REPORTS****Stilebridge**

No update. Cllrs would visit site when delivering the next newsletter.

**Play Scheme**

The Clerk updated Cllrs on the Marden Playscheme which is due to start on Monday 29<sup>th</sup> July for two weeks. All staff are in place, the theme this year is Circus Bazaar and the timetable has been created along this theme. An external workshop has been organised for the last day and the trip this year is to Tonbridge Park on the first Wednesday.

**29/19 OUTSIDE BODIES REPORTS****Memorial Hall**

Meeting was held on 24<sup>th</sup> June 2019. Cllr Newton had asked the Trustees to obtain a further quote for lights and fitting on the ceiling of the John Banks Hall. Cllrs would decide once a formal approach from the Trustees had been received.

## **Youth**

Update. The Friday night youth club had been suspended due to issues and had not yet been resumed. No correspondence had been received to indicate whether this would be reinstated. The Children's Centre and Kent Youth had commenced the Junior Youth Club for primary school age children on a Wednesday afternoon which is being well attended and still ongoing. However, this was for referred children only. The Clerk informed the meeting that we had received £1500 from last year and possibly a further £1500 for this year from Maidstone Borough Council for youth initiatives. Borough Councillor, David Burton informed Cllrs that it does not need to be just spent on youth but can be spent how Cllrs see fit. Cllrs agreed that it would want the money spent on the youth and the Clerk and Deputy Clerk to investigate options. Cllr Tippen informed Cllrs that a meeting had been held with County Councillor, Eric Hotson earlier in the day and that the Clerk would contact the Cabinet Member responsible for youth provision regarding Marden.

### **30/19 OUTSTANDING ISSUES**

#### **Update from To Do list**

Majority of issues had been discussed within the meeting.

#### **Finger Post Signs**

Cllr Boswell told the meeting that the finger post signs were discussed at the meeting with County Councillor, Eric Hotson whereby he agreed to meet 50% of the cost of refurbishment. However, this may be for next financial year. Quotes would be retrieved to ascertain whether work could start on the Post Office and Plain Road signage.

#### **Litter Pick 2020**

It was agreed that this would be booked for 21<sup>st</sup> March 2020.

### **31/19 FURTHER ISSUES FOR DECISION**

#### **Planning Letter from Planning Inspectorate re Public Footpath KM 250 (Part) – Public Enquiry**

Cllrs discussed the letter from the Planning Inspectorate. The Clerk explained that they wanted a response by 30<sup>th</sup> July 2019 however the Parish Council was not required to do anything at the current time.

### **32/19 FURTHER ISSUES FOR DISCUSSION/INFORMATION**

#### **Christmas 2020 – Stallholder Policy**

The Clerk informed the meeting that stalls were currently being booked for Marden at Christmas. The Clerk suggested that the Council would benefit from a stallholder policy for Christmas 2020 which would include number of tables to be allocated, produce to be sold etc. The Clerk and Deputy Clerk were asked to draft a policy for discussion at Christmas meeting in September and for recommendation at next Amenities meeting for Cllrs to agree.

#### **Results from Parish Newsletter Survey**

The Deputy Clerk had drafted a hard copy Feedback Survey which was included in the Summer Newsletter for residents to complete. An online survey was also created and the Deputy Clerk would analyse the results and put this into a format to email Cllrs.

#### **Parish Church bench donation**

The Council had been approached by St Michael and All Angels church in Marden with regard to a donation for a new bench just outside the church that had been broken. Cllrs agreed not to make a donation at the current time but to ask the Clerk to respond asking whether the congregation had been approached.

### **33/19 INVOICES FOR PAYMENT:**

The following invoices were submitted for payment

Mower Plant Services: Groundsman strimmer £305.00

Pitney Bowes: Franking Machine Rental £15.54

Deanna Russell: Play Scheme DBS Check £25.00

Kent County Council: Previous photocopier rental – final payment £314.45

Kent County Council: Play Scheme and Office supplies £66.24

Viking: Office supplies £34.04

**Total £760.27**

Cllrs Tippen and Newton would authorise the payments on Unity.

There being no further business the meeting closed at 21.49pm

Date:

Signed:

Cllr Anne Boswell

Chairman, Amenities Committee

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