



**MINUTES FOR THE MEETING OF THE MARDEN PARISH COUNCIL AMENITIES COMMITTEE ON TUESDAY 26<sup>TH</sup> OCTOBER 2021 HELD AT 7.30PM IN THE CONGREGATIONAL CHAPEL, WEST END, MARDEN**

**093/21 PRESENT**

Cllrs Adam, Barker, Besant, Boswell (in the Chair), Robertson, Tippen and Turner. The Clerk was also in attendance.

**094/21 APOLOGIES**

Apologies were received from Cllr Newton and the Deputy Clerk.

In the absence of the Deputy Clerk the Clerk took minutes of this meeting.

**095/21 COUNCILLOR INFORMATION**

**Declarations of Interest**

Cllr Boswell declared an interest in item 099/21 (Southons Field).

Cllr Tippen declared an interest in item 106/21 (Memorial Hall).

**Granting of Dispensation**

There were no requests for granting of dispensation.

**096/21 APPROVAL OF PREVIOUS AMENITIES COMMITTEE MINUTES**

The minutes of the meeting held on 28<sup>th</sup> September 2021 were agreed and signed as a true record.

**097/21 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING**

No members of the public were in attendance.

**098/21 DEPUTY CLERK REPORT**

A report had been circulated by the Deputy Clerk prior to the meeting. Items reported including updates on the installation of benches and bins at Marden Playing Field, the Post Office notice board (unfortunately the measures received from the company had not included the header and therefore the notice board was too low on the building. It had been removed and the caretaker was due to take off the header and reinstall shortly); Dog waste bag dispenser – the Deputy Clerk had provided some suggestions of artwork from the company, but Cllrs would like something simple. The Deputy Clerk would be asked to draft something and circulate to Cllrs; A meeting was planned on 9<sup>th</sup> November to discuss the tree policy and work from the recent tree audit; The CCTV had been reviewed in relation to the fence damage at the playing field but unfortunately the footage had been deleted as was more than four weeks previous. The Deputy Clerk had contacted a contractor for costings to repair/replace; The Deputy Clerk had contacted a contractor for quotes on refurbishment of the cemetery gates and fences. Once received this would be put before the Finance budget meeting. The soil had been removed from the cemetery.

**099/21 OPEN SPACE**

**Playing Field**

**(i) Play Inspection Reports**

Reports had been received from MBC and MPC. Items reported included wet pour cracked by swings – repaired by contractor; seesaw had been removed as contractor needs to take advice from the manufacturer regarding repairs; fence vandalised (see Deputy Clerk's report); bolt covers were required on the multi-play unit which the contractor was obtaining. The

Clerk reported that the contractor was looking into buffers for the sports wall and once received would replace.

(ii) Changing Rooms

Meeting planned for 6<sup>th</sup> November to meet with Marden Minors Football Club regarding the pitch situation and what their plans are for the future use.

(iv) Other Playing Field Issues

The Clerk is due to meet the CCTV contractor on site on 9<sup>th</sup> November.

A site meeting is due to take place on 6<sup>th</sup> November.

**Southons Field**

(i) Play Trail Inspection Report

Report from MPC. Some of the posts had come loose which the caretaker has now tightened and secured.

(ii) Events on Southons Field

No future events had been booked/planned for this year.

(iii) Other Southons Field Issues

(a) Southons Field Gate Suggestions

The item was raised initially as there were concerns that people were climbing over into the field once the gates were locked. However, Cllrs felt that a higher gate would not be in keeping with the surroundings, but this would be reviewed if situation got worse.

All Cllrs agreed that the gates would be viewed at the site meeting to see if the gates required refurbishment rather than replaced.

Cllr Boswell reported that the field was looking good and asked if a new goal could be purchased. The Clerk reported that there were still some spare pieces which could be used to be make good the current one. The Clerk would liaise with the Deputy Clerk to arrange a suitable date to repair.

A site meeting had been arranged for 5<sup>th</sup> November.

**Other Open Space**

(i) Open Space Action Plan

No changes had been made.

(ii) Mowing Comparisons

The Clerk had circulated mower comparisons and Cllr Boswell had added further comments which were passed to Cllrs at the meeting. A discussion took place on all three comparisons following which Cllrs proposed that a contractor would be used from April 2022 for a year's contractor to mow Southons Field and Marden Playing Field. Caretakers would continue to mow the smaller areas around the open spaces and undertake all other grounds maintenance work. This proposal would be put before the Finance budget meeting. The Clerk was asked, in the meantime, to continue to obtain a third quote for comparisons.

**Trees**

(i) Tree Quotes

A quote had been received for tree work along Rookery Path which was under the specification to obtain further quotes. However, a resident had obtained a separate quote and the Clerk would liaise with its contractor to ascertain that all necessary works were included. Several of the trees were covered by Tree Preservation Orders and an application was being submitted to MBC.

**100/21 CEMETERY**

**Cemetery Parking Signage**

Cllrs viewed the proposed sign and suggested wording of "Parking for cemetery use only. Thank you". Cllrs also requested that a no parking logo be used. The Deputy Clerk would be asked to submit a draft to Cllrs before printing.

**Review of Cemetery Rules and Fees**

The Clerk was asked to obtain sample fees from other Councils and arrange a meeting of the Cemetery Sub-Committee prior to the Finance budget meeting. Cllr Adam requested that the

Sub-Committee review the costs of running the cemetery and that income should cover the outgoings including the salary of the cemetery caretaker if possible.

#### **Other Cemetery Issues**

Quotes are being obtained for cemetery fence refurbishment (see Deputy Clerk's report).

The Clerk was asked to contact the landowner to reconsider opening the pedestrian gate on the permissive path as a health and safety concern.

A site meeting had been arranged for 5<sup>th</sup> November.

### **101/21 PUBLIC TOILETS AND CAR PARK**

#### **Public Toilet Issues**

No issues had been raised regarding the cleaning. However, the light outside the ladies toilet needed replacing and the Clerk would contact an electrician to undertake. The tap in the gents cubicle was leaking – the caretaker had been informed and was sourcing a push tap to replace existing.

A site meeting had been arranged for 6<sup>th</sup> November.

#### **Car Park Issues**

##### **(i) Side of Library – Quotes for Work**

The third quote was due in tomorrow so the Clerk was asked to place on the planning agenda for next week so that a decision can be made quickly.

### **102/21 CLIMATE, SUSTAINABILITY AND BIODIVERSITY**

##### **(i) Levelling up the Environment Through Biodiversity Net Gain Training**

Cllr Boswell was due to attend this training tomorrow but is now attending a KCC Environment Strategy meeting next week and would report back to the next meeting.

### **103/21 CORRESPONDENCE**

No correspondence has been received.

### **104/21 HEALTH AND WELLBEING**

#### **Outdoor Gym Equipment Update**

Last piece of equipment was due to be delivered to the contractor week of 19<sup>th</sup> November and it was hoped that it would be installed shortly after.

### **105/21 ACTION GROUPS REPORTS**

#### **Village Events**

##### **(i) Update from Village Celebrations Working Group Meeting 25<sup>th</sup> October 2021**

The Deputy Clerk had circulated the minutes and Cllr Boswell reported on the Tree Charter Day to be held on 27<sup>th</sup> November 2021; Cllr Tippen reported on the new festive lighting which was in hand and the permit had been applied for with Kent Highways; Marden at Christmas to be held on Saturday 4<sup>th</sup> December. Unfortunately, the person who had supplied the bbq in previous years was unable to attend this year. The Deputy Clerk had been in contact with local organisations but if they are unable to assist it was suggested, and agreed, that the Parish Council would run this; Queen's Platinum Jubilee 2022 – lighting of the beacon on 2<sup>nd</sup> June and celebration on Southons Field on 4<sup>th</sup> June 2022.

##### **(ii) Community Events Working Group – Terms of Reference**

The Deputy Clerk had attending training on Committees, Sub-Committees and Working Groups which had flagged some concerns in setting up this Events Group. It was proposed that this was looked at by both the Clerk and Deputy Clerk in the new year to see how this can be progressed.

### **106/21 OUTSIDE BODIES REPORTS**

#### **Memorial Hall**

Meeting to be held on 3<sup>rd</sup> November. The Hall had been awarded a Covid-19 grant to put towards new chairs. Cllr Adam asked that the sensor lighting be checked to ensure they are working due to the darker evenings.

## **Youth**

### **(i) KCC Senior Youth Worker Meeting**

Meeting was held today with KCC Youth Workers who had been tasked to set up a Youth Group in the village. Cllr Tippen updated the meeting of what had been discussed which included asking parents to assist with running a weekly group as volunteers under the supervisor of the youth worker. The youth worker had been asked to put a document together which could be circulated via social media to raise awareness of the youth work and asking for volunteers.

## **107/21 OUTSTANDING ISSUES**

### **Update from To Do List**

No updates reported.

## **108/21 FURTHER ISSUES FOR DECISION**

### **KCC Community Warden Service Review**

A survey had been sent from KALC regarding Community Wardens and these were read out and discussed by Cllrs. A response would be sent back to KALC with MPC's comments.

### **Winter Planting Grant**

#### **(i) Remaining Grant Funds**

Marden in Bloom had obtained costings for trees and plants for winter planting. The quote was slightly over the £1,000 grant but Cllrs agreed to cover the remaining £9 from the grounds maintenance budget.

## **109/21 FURTHER ISSUES FOR DISCUSSION/INFORMATION**

The Deputy Clerk had received an email regarding the provision of a dog fouling/litter bin at Windsor Meadow. Cllrs requested the Clerk and Deputy Clerk visit the development to look at locations prior to contacting MBC to request litter bins.

## **110/21 INVOICES FOR PAYMENT**

### **Electronic Payments**

The following invoices were submitted for payment:

Rams Hill Mowers – repairs to mower - £49.20

RJP Window Cleaning – public convenience cleaning - £635.00

Ian Jones – Southons Field/Public Convenience unlocking and locking - £200.00

Kerry Underdown – office cleaning - £40.00

Paul Waring – Southons Field mowing - £184.80

PB Purchase Power – Admin costs - £6.00

Maidstone Borough Council – Diffuser costs £627.24

Viking – Toilet/Newsletter supplies - £44.96

R M Vidler Ltd – removal of cemetery soil - £3,360.00

Marden in Bloom – bulbs for library (from MBC grant) - £35.00

Alison Hooker – miscellaneous - £216.36

M & M Developers – installation of litter bins/benches, repairs to wet pour - £1,860.00

**TOTAL: £7,258.56**

All payments were agreed and Cllrs Tippen and Turner would authorise on Unity.

There being no further business, the meeting closed at 9pm.

Date:

Signed:

Cllr Anne Boswell Chairman, Amenities Committee

Marden Parish Council

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