



MINUTES OF THE MEETING OF THE MARDEN PARISH COUNCIL AMENITIES COMMITTEE ON TUESDAY 28th JANUARY 2020 TO BE HELD IN THE PARISH OFFICE MEETING ROOM, MEMORIAL HALL, MARDEN COMMENCING AT 8.00pm

069/20 PRESENT

Cllrs Boswell, Newton, Robertson (in the Chair), Tippen and Turner and the Deputy Clerk

070/20 APOLOGIES

Apologies were received from Cllrs Adam, Jones and Mannington.

071/20 DECLARATIONS OF INTEREST

Cllr Boswell declared an interest in Southons Field (Item 075/20(SouthonsField)) as a resident backing onto the field and Cllrs Tippen and Newton declared an interest in the Marden Memorial Hall as they are Trustees of Marden Memorial Hall (Item 082/20(Marden Memorial Hall)).

072/20 GRANTING OF DISPENSATION

There were no requests for granting of dispensation.

073/20 APPROVAL OF PREVIOUS AMENITIES COMMITTEE MINUTES

The minutes of the meeting held on 26th November 2019 were agreed and signed as a true record.

074/20 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

There were no members of the public in attendance.

075/20 MATTERS ARISING FROM PREVIOUS MINUTES (for information only)

Lucks Way

The Deputy Clerk reported that the cutting back work on the open space on Lucks Way has now been completed by Maidstone Borough Council.

Rocking Horse

The Deputy Clerk reported that the Clerk had met with the contractor who is installing the new Rocking Horse at the Playground today. They will be removing the old Rocking Horse and storing it until the winning bidder collects. The contractor will be back to install the top after the concrete has dried.

Footpath repair

The contractor has been chased again by the Deputy Clerk.

Additional CCTV on Playing Field

The individual CCTV camera on the existing pole near the playground has been ordered. The Clerk has been in discussion with Golding Homes and the CCTV company. Golding Homes have agreed to a meeting with regard to a CCTV camera being installed on the building.

Water Refill Initiative Update

The Deputy Clerk completed an online form and has signed up to the Water Refill Scheme. We are currently waiting to hear from a Regional Co-ordinator with the next steps.

076/20 OPEN SPACE**Playing Field**Play Inspection Reports: Annual Play Inspection Co, MBC and MPC

There are no items of high risk that have been reported. However, on the Annual Play Inspection Report, there have been recommendations. The Deputy Clerk will create an in-depth report on these and will email this around to Cllrs.

Changing Room

Following the last Amenities Committee meeting, Cllrs requested the Deputy Clerk to investigate companies that MBC used to conduct risk assessments of Legionnaires. MBC did not offer any preferred companies but advised us not to pay a large amount for a risk assessment through a private company but rather follow the Health and Safety Guidelines. We were forwarded the links again for the Health and Safety Executive. The Deputy Clerk emailed neighbouring Parish Councils to ask their advice on what they do and if they had any recommendations.

Section 106 Update from S106 Working Group Meeting

Cllr Tippen reported that the Working Group had met on 20th January and looked at the amount of S106 due to the Playing Field. Cllrs looked at the feedback from both the Feedback Survey and suggestions from residents at the Open Days in November and the most popular was redeveloping the Football Changing Room into a community-based facility. Cllrs agreed that they would start the ball rolling on a project. It was agreed that the S106 Working Group would share design ideas at their next meeting.

Community Payback Team Contract and Upcoming Work

Cllrs were updated at Full Council on the note of the meeting with the Community Payback Team on 10th January. The first job for them would be the fencing around the Napoleon Drive play area. At the Amenities Committee meeting on 24th September, Cllrs agreed to stripping the paint and re-painting the fencing. However, the Deputy Clerk has sought advice from a local engineering company who advised that the fencing could be painted again but would have to be re-painted again in 3-4 years. Cllrs agreed to just to strip the fencing to save future work. The Deputy Clerk informed Cllrs that the local engineering company quoted on the powder coat painting of the gates in a different colour as suggested on the Annual Play Inspection Report. Cllrs agreed the quote and for the Deputy Clerk to go ahead and arrange this work. Cllr Turner looked at the contract between MPC and the Community Payback Team and requested the Deputy Clerk to ask the Clerk to check on MPC's insurance to make sure we are covered.

Other Playing Field issues: Rolling

Cllrs looked at the quote received from a local company with regard to rolling the Playing Field. Cllrs requested the Deputy Clerk to obtain another quote for the field to be gang mowed as well. Cllrs agreed the price for the rolling and agreed in principle to a price of a gang mow when comparing the price of the gang mow for Southons Field. Cllrs agreed for the Deputy Clerk to inform the contractor to go ahead with works.

Southons FieldPlay Trail Inspection Report: Annual Play Inspection Co and MPC

There are no items of high risk that have been reported. However, on the Annual Play Inspection Report, there have been recommendations. The Deputy Clerk will be creating an in-depth report on these and will email this around to Cllrs.

Events on Southons Field

Cllrs noted future events on Southons Field.

Other Southons Field issues

Mowing and Rolling – Cllrs agreed the quote and agreed for Deputy Clerk to inform the contractor to commence work.

Anti-Social Behaviour – A resident had reported youths hanging around the Play Trail after the gate was locked. Cllr Boswell had also seen them. No damage has been reported but the situation will be monitored.

Capital - Cllr Tippen raised that at the last Amenities Committee meeting, £5000 had been put aside for capital for Southons Field. A separate meeting should be arranged to discuss ideas

on what was needed on Southons Field.

Grasscrete - Cllr Boswell suggested that rye grass be purchased to mix with the topsoil that would be put on the grasscrete when the weather was much drier.

Other Open Space

Open Space Action Plan

Cllrs noted the Open Space Action Plan.

MBC Play Area Parish Grant Scheme

Cllrs discussed and agreed that the Council would not be going ahead as it was felt we had enough play equipment on our open space.

Trees

Kent Downs AONB Unit Tree Pack

Cllrs had received the email and discussed. Cllrs agreed that there were already enough trees on Marden Parish Council owned open space. Cllr Newton felt there were a number of areas in Marden that could use more trees that were not on Parish Council owned land. Cllrs agreed for the Deputy Clerk to share this information and to email landowners as well as advertise this on MPC social media.

077/20 CEMETERY

Cemetery Signage

Cllrs looked at the two posters that the Deputy Clerk had designed with regard to the suggestion of visitors decorating graves/interments using a more biodegradable option. Cllr Newton amended some of the text. Cllr Boswell would like the posters to be emailed before they are printed. Cllrs are happy for them to be put up at the cemetery after the text has been approved.

ICCM Journal Winter 2019 Edition

Cllrs noted.

078/20 PUBLIC TOILETS & CAR PARK

Public Toilet Issues

Water Meter

The Caretaker spent two hours trying to clear the side of the Library where our water meter is located. He found the stop cock but he could not locate the water meter. The area is so clogged as it is filled with garden waste. Cllrs agreed for the Deputy Clerk to contact KCC about clearing this area in order for us to gain access and to request that they investigate the dumping of garden waste. The Clerk will review our water supplier contract and will compare bills. The Deputy Clerk will report again at the next Amenities Committee meeting.

Car Park Issues

Area to the side of Marden Library

The Deputy Clerk reported that she had received a response from KCC that they would not be carrying out work on this area. Cllr Turner asked the Deputy Clerk to contact KCC Libraries and ask who deals with the upkeep of the area. The Deputy Clerk will report again at the next Amenities Committee meeting.

Public Conveniences Cleaning Agreement

Cllrs reviewed the annual agreement and agreed for it to be signed.

079/20 CLIMATE, SUSTAINABILITY AND BIODIVERSITY

There were no items for discussion at this meeting.

080/20 CORRESPONDENCE

There was no correspondence to be discussed at this meeting.

081/20 ALLOTMENTS

Allotment Update and Policy

The Clerk had sent a written report stating that Cllr Adam, the Clerk and Deputy Clerk had attended the KALC Allotment Law and Management Workshop on 9th January 2020 – a note

from this had been circulated to Cllrs. Cllr Adam had drafted an Allotments Policy which had been circulated to Cllrs. Cllrs viewed the policy and agreed it. Several emails had been received from Redrow with the provision of the draft specification which had also been circulated. A quote had been received from Wellers Hedleys Solicitors who have good knowledge of Allotment Law. A meeting has been arranged to discuss the Allotments further on 3rd February 2020. The Clerk asked Cllrs if they have any questions that wished to be raised to let her know.

082/20 ACTION GROUP REPORTS

Stilebridge

Cllr Tippen agreed that a visit is due and for the Deputy Clerk to arrange a date.

Village Events

VE Day 2020 Celebration (Saturday 9th May)

Sub-Committee Meeting on Monday 3rd February 2020. Cllrs noted.

Village Litter Pick (Saturday 21st March)

Cllr Boswell, Tippen, Turner and Newton attending. Cllr Boswell asked that we have the Parish Council van available for rubbish.

Report from Maidstone Safety Advisory Group

On Tuesday 21st January, the Deputy Clerk attended an event provided by the Maidstone Safety Advisory Group. The group provides safety planning of all public events and provides inter agency expertise to advise and guide event organisers. There were speakers from the NHS, Kent Fire and Rescue and the Kent Resilience Team talking about the impact of when things go wrong at events in Kent. The Maidstone SAG recommend that every event organiser fills in a form on their app called Event App which ties in all the agencies that could be affected so that they are informed that it is happening so they are prepared and are aware of risks. Cllrs agreed that any event booked on Marden Parish Council open space that the public will attend will have to complete an Maidstone Event App application. The Deputy Clerk requested The Purple Guide subscription which is the recommended source of guidance. Cllrs agreed for the Deputy Clerk to purchase.

083/20 OUTSIDE BODIES REPORTS

Memorial Hall: Update from Last Meeting on 20th January 2020

Cllr Newton reported that the Trustees had reviewed the charges. Cllr Tippen reported they had recruited a new caretaker. Cllr Newton said a carpenter has been engaged to complete a few jobs and to create some new storage for Youth Club. Cllr Tippen said that the Fire Risk Assessment is almost complete and up to date but required revisiting in April this year.

Cllr Boswell left the meeting at 21.23

Youth: Update from YMCA and Youth Shelter

The YMCA Youth Club started on Thursday 9th January. The first session was popular with 18 young people and 15 signing up for membership. The Children's Centre and YMCA have merged together for Junior Youth Club which is held at an earlier time and started on Thursday 17th January. There were a few niggles to be expected. The Clerk and Deputy Clerk have agreed to mediate and speak further with Lorraine about how we can support her. Nicola Morris the PCSO has made contact with Lorraine and has popped by to a session. The Youth Shelter at the Playing Field has been set alight twice. This is being monitored and we will see if there is a change once the CCTV is installed.

Marden Playscheme 2020: Update

The Clerk and Deputy Clerk had been in discussion with the Headteacher at Marden Primary School asking whether the school would consider Marden Playscheme moving to the school this year using the Dining Room and Field. The Headteacher has agreed this and is putting together a hiring/letting agreement. The logistics are still to be discussed. This would be a much more convenient location. Cllrs agreed to the Playscheme moving to this location.

084/20 OUTSTANDING ISSUES**Update from To Do list**

Cllrs noted.

085/20 FURTHER ISSUES FOR DECISION**Finger post signage**

The Deputy Clerk asked Cllrs to discuss whether they would prefer a professional finger post company or a self-employed person to carry out the refurbishment of the finger post signage on the High Street and at the end of Plain Road. Cllrs agreed to a self-employed person provided they will have public liability insurance. Marden Parish Council would provide items to create a cordon. Cllrs agreed that the Deputy Clerk can advertise on social media and create an advert to be posted in the Noticeboards.

086/20 FURTHER ISSUES FOR DISCUSSION/INFORMATION

There were no further issues for discussion or for information.

087/20 INVOICES FOR PAYMENT**Electronic Payments**

The following invoices were submitted for payment:

Pitney Bowes – Franking Machine Rental £15.54

Viking – Miscellaneous £263.94

Play Inspections Company – Annual Play Inspections x 3 £234.00

Business Steam – Waste water £402.67

Rachel Gillis-Coates - Travel x 2 £18.00

RJP Cleaning – public convenience cleaning £625.00

Total: £1,559.15

Cllrs agreed that all invoices be paid. Cllrs Newton and Tippen would authorise the payments on Unity.

There being no further business the meeting closed at 21.38pm

Date:

Signed:

Cllr Anne Boswell

Chairman, Amenities Committee

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