



MINUTES OF THE MEETING OF THE MARDEN PARISH COUNCIL AMENITIES COMMITTEE ON TUESDAY 26th NOVEMBER 2019 HELD IN THE PARISH OFFICE MEETING ROOM, MEMORIAL HALL, MARDEN AT 7.30PM

050/19 PRESENT

Cllrs Boswell, Newton, Robertson (Chair), Tippen and Turner were present. Cllr Barker, Mira Martin, the Community Warden and the Deputy Clerk were also in attendance.

051/19 APOLOGIES

Apologies were received from Cllrs Jones and Mannington.

052/19 DECLARATIONS OF INTEREST

Cllr Boswell declared an interest in Southons Field (Item 056/19(Southons Field)) 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 063/19(Marden Memorial Hall)).

053/19 GRANTING OF DISPENSATION

There were no requests for granting of dispensation.

054/19 APPROVAL OF PREVIOUS AMENITIES COMMITTEE MINUTES

The minutes of the meeting held on 24th September 2019 were agreed and signed as a true record.

055/19 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

Mira Martin was in attendance to update Cllrs on her work in the village. Mira had visited local groups and organisations, the village café, etc. She was in the Library where there was a Macmillan Afternoon tea being held talking to residents. Mira and one her colleagues were out during the evening on Halloween to show a presence in order to prevent any anti-social behaviour. Mira had also conducted some one to ones with residents needing assistance in the village and had also been in attendance at the Maidstone Borough Council Community Protection surgeries held at the Library. Mira had also attended one of the Parish Council's Open Days in November to talk to residents. She was pleased that there was a representative from the Neighbourhood watch scheme and was keen to be involved in building this. Cllr Tippen suggested that we should put something in our newsletter to make residents aware of the continued work that Mira does as our Community Warden.

Cllr Adam arrived at 19.38.

056/19 MATTERS ARISING FROM PREVIOUS MINUTES (for information only)

Wildflower Area

A resident had helped Cllr Boswell by mowing the proposed area. Some wildflower plugs have been planted and the seeds will be sewn in the Spring.

Mower Security Shed Work on Southons Field

The work on installing security to the Mower Shed had now been completed.

Rocking Horse

The Deputy Clerk had contacted Wicksteed regarding an installation date. They have confirmed that installation is due to begin the week commencing 6th January 2020.

Lucks Way

Since the last Amenities meeting, the Clerk had been in contact with Maidstone Borough Council with regard to cutting back the open space in Lucks Way. It was brought to the Deputy Clerk's attention at the Open Day that work had still not been done. The Clerk has chased Maidstone Borough Council and it is now on grounds maintenance list for next week.

057/19 OPEN SPACE

Playing Field

(Play Inspection Reports: MBC and MPC)

There were no major issues reported apart from the Memory Swing which is currently out of service and awaiting a visit Wicksteed. The caretaker and Clerks will monitor.

Changing Room

The Deputy Clerk reported that she had contacted the Kent Football Association with regard to their advice on Legionella risk assessing for their changing rooms. Unfortunately, they were unable to give advice and referred the Deputy Clerk to the Health and Safety Executive. The Deputy Clerk researched what other Town/Parish Councils do and it was recommended that a professional company conducts a risk assessment. Cllrs discussed this and asked the Deputy Clerk to first of all, to contact Maidstone Borough Council about what companies they use for legionnaires risk assessment. They also requested the Deputy Clerk to obtain three quotes and report back at the next Amenities Committee meeting.

Field Gym Equipment

The Deputy Clerk had collated all responses from the Parish Council's Open Days in November. Option A counted 31 votes and Option B counted 6 votes. The biggest response was for Option C which counted 63 votes where all six pieces were split into two groups of three close to the Playing Field Sports Wall and the Playing Field playground. Cllrs agreed to Option C. Cllrs agreed for the Deputy Clerk to go ahead and start the process of installation of the Field Gym Equipment.

Additional CCTV on Playing Field

The Clerk reported for information that at the Full Council meeting it was agreed to go ahead straight away with the additional camera on the existing pole next the Playing Field playground and we were awaiting an update from Golding Homes for an extra camera on their property which would face the Playing Field.

Update from Site Meeting

Cllrs attended the Playing Field and discussed further ideas for The Chestnuts Area such as using it as a picnic area, installing forest play equipment such as those suggested at the Parish Council's Open Day. Cllrs agreed that the litter bin close to the Youth Shelter be moved closer to footpath. Cllrs also agreed that the Deputy Clerk purchase a shrub.

Mira Martin left at 20.01

Section 106 Ideas

Following the Parish Council's Open Day, the Deputy Clerk had collated all responses and suggestions for the Section 106 funds that can only be spent on the Playing Field. There were quite a few responses that were outside this area. Cllrs decided that a separate Working Group be created in order to discuss this in depth further. Cllr Tippen mentioned that some other information will come out of the Infrastructure Spend Plan and the closing date for this is 3rd January 2020. The following Cllrs volunteered themselves for the Working Group: Cllrs Boswell, Newton, Robertson and Tippen. This Working Group will meet before the next Amenities Committee meeting and report on the outcome of their meeting.

Other Playing Field Issues

The ongoing issue of the fencing around the Napoleon Drive playground was still an issue. The Deputy Clerk had been in contact with the Community Payback Team and was told that they would welcome a new area to bring a team to. A designated contact would be in touch and the Deputy Clerk was expected a call back this week. The Deputy Clerk would discuss the areas and work with the team to see how they can help and report back at the next

Amenities Committee meeting. The Clerks had received an email from a resident with regard to a piece of equipment at the Napoleon Drive play area. Wicksteed had been contacted to come and take a look.

Southons Field

Play Trail Inspection Report: MPC

There were no major issues to report.

Southons Field Entrance and Driveway

A resident had been in contact with regard to the state of the Southons Field driveway. The Deputy Clerk had asked the Caretaker to carry out minor repairs when the weather is drier. Cllrs agreed there were no immediate plans to carry out major work but will look to plan for this in the long term. The Deputy Clerk asked Cllrs for a final decision on whether to use the top soil to top up the grasscrete at the entrance. Cllrs agreed that the Caretaker use the top soil to fill when the weather is drier.

Events on Southons Field

Cllr Robertson informed Cllrs of the upcoming dates for use of the field and this was noted.

Update from Site Meeting

There were no major issues to raise. The field is looking good and a few minor jobs had been added to Caretaker's to do list.

Other Southons Field issues

Cllrs were asked to review the mowing of both Southons Field and the Playing Field and the time it takes the Caretaker to carry this out. Cllrs discussed options for improvement. Cllrs requested the Deputy Clerk contact the contractor with regard to cost per unit to roll and gang mower cut for Southons Field and to ask the Clerk if we need to include the Playing Field.

Other Open Space

Open Space Action Plan

Cllrs noted the up to date plan. Cllr Adam asked to add the fencing for both the Playing Field playground and the Napoleon Drive playground for maintenance.

Trees

Tree work

The contractor due to carry out tree surgery met with Cllrs at the Playing Field Site Meeting. Cllrs discussed what to do with the surplus wood and it was agreed to get rid of the wood from the Chestnuts area in the Playing Field and at the Cemetery. However, Cllrs agreed to keep the wood from Southons Field.

NALC Tree Charter

Cllr Boswell updated Cllrs on the Parish Council's involvement and Cllrs proposed that a number of groups be contacted in the village should the Parish Council wish to run the annual event that Town/Parish Councils take part in at the end of November. Cllrs agreed that Cllr Boswell keep the Parish Council updated and that further discussion on the Parish Council's involvement can take place at a future Amenities Committee meeting. It was suggested that initially a shout out be placed in the next Newsletter.

058/19 CEMETERY

Cemetery Fees 2020

Cllrs to discuss future fees and whether to increase in 2020. Cllrs discussed and Cllr Tippen amended the spreadsheet with new prices. Cllrs all agreed these were correct. Cllr Adam said that the Finance Committee need to look at the income and expenditure costs of the Cemetery Fees.

Footpath Signage

Cllr Turner was still working on his project. Cllrs decided that the Deputy Clerk conduct some more research on signage options.

Update from Site Meeting

There were some jobs for the Caretaker's to do list and for the Clerks to do. Cllrs were asked to discuss signage at Cemetery with regard to raising awareness about the use of plastic. The Deputy Clerk updated Cllrs of the current information in the Cemetery Rules & Regulations.

Cllrs agreed that a polite notice be drafted by the Deputy Clerk and emailed around for approval before posting.

Woodland Burial

A resident had approached the Clerks at the Meet The Parish Clerks surgery and enquired about whether the Parish Council would consider a Woodland Burial. Cllrs discussed but agreed there were no immediate plans.

Cemetery Courses

Cllrs reviewed two cemetery courses for the Deputy Clerk to attend. Cllrs agreed for the Deputy Clerk to attend the KALC course.

Other

Cllrs thanked Cllr Tippen and her husband for taking the time to weed around the new roses at the Cemetery and for putting on top soil.

059/19 PUBLIC TOILETS & CAR PARK

Public Toilet Issues

Water Meter

The Deputy Clerk updated Cllrs that she had been given the location of the water meter by the water company. We have requested another call out for the engineer. Cllr Adam to ask the Clerk not to pay the call out fee until the water meter has been located. We need them to read the meter and be certain it is the one that is serving us. Once a date has been confirmed with the water company for their engineer to come out, the Deputy Clerk will ask the caretaker to clear the area. In the meantime, the Deputy Clerk will contact the Library and ask for their water meter number.

Car Park Issues

Area to the side of Marden Library

Cllrs discussed the area to the side of Library and the safety of pedestrians using it. Cllrs agreed for the Deputy Clerk to contact KCC with a request of taking out half of the hedge, widening the pavement and making it even and safe for pedestrians.

Update from Site Meeting

There are no major issues to report

060/19 CLIMATE, SUSTAINABILITY AND BIODIVERSITY

Recycling

The Deputy Clerk updated Cllrs that a Kent Air Ambulance crisp packet recycling bin had been put in the Marden Village Club.

Millwood and Redrow Ponds near Playing Field

Millwood have said they are going to start the works to their pond. Redrow have not yet done anything further despite saying they were going to so the resident is chasing them.

Water Refill Research

The Deputy Clerk reported that she had researched what other Councils were doing. She suggested contacting local businesses and organisations along the main road in Marden asking if they would like to take part in the initiative of providing drinking water for those wishing to refill their water bottle. Cllrs agreed for the Deputy Clerk to write a letter to local businesses/organisations and sign up. The Deputy Clerk would report back to Cllrs.

061/19 CORRESPONDENCE

Rotary Club of Maidstone Riverside Tree Planting in the Borough of Maidstone

Cllrs discuss and asked the Deputy Clerk to respond by saying we have enough trees on Parish land. We will pass it onto the local eco community group and Marden in Bloom. Maidstone Biodiversity and Climate Emergency Working Group: Email received from Maidstone Borough Council re Biodiversity and Climate Change. Cllrs discussed and asked the Deputy Clerk to forward onto Kate Kershaw and to Cllr Boswell.

The Kent Men of the Trees Result for Marden

The Marden parish had received a certificate for Highly Commended. Cllr Boswell said that they were highly impressed with our trees especially those in the Cemetery.

062/19 ALLOTMENTS

Meeting was held on Tuesday 26th November. Cllr Tippen updated Cllrs that she had attended the meeting along with Cllr Boswell, the Clerk and Deputy Clerk and there had been a working group set up with representatives from the Horticultural Society and Living Memories. The Parish Clerk had been asked to find an appropriate solicitor to manage allotments. We have agreed in principle to take on the freehold of the land from Redrow. There are enough people who want allotments to set up an Allotment Society. Cllr Tippen and the Parish Clerk will document actions going forward. Cllr Adam, the Clerk and the Deputy Clerk are attending KALC Allotment Group training on Thursday 9th January 2020.

063/19 ACTION GROUP REPORTS**Stilebridge**

Nothing to report

Village Events**Marden at Christmas**

The Deputy Clerk thanked Cllrs for those who had signed up to help.

Christmas Lights

The Deputy Clerk reported that the current village Christmas tree lights are looking tired and proving costly. We were unable to find static bright lights this year. Cllrs were asked to discuss. Cllrs agreed to budget for the same amount as last year with an inflationary uplift. It was suggested that ideas for Christmas Lights 2020 be discussed by the Village Celebrations Committee and for them to report back to the Amenities Committee.

Christmas Stallholder Policy

Cllrs reviewed and agreed the policy. Cllrs were happy that these be handed out to stallholders at Marden at Christmas this year in preparation.

064/19 OUTSIDE BODIES REPORTS**Memorial Hall**

The next Trustees of Marden Memorial Hall meeting is yet to be arranged. There were no other issues reported.

Youth

The Deputy Clerk was delighted to announce that the YMCA are setting up a Youth Club in Marden in the John Banks Hall. This is will be advertised shortly and it is planned to be starting on Thursday 9th January 2020.

065/19 OUTSTANDING ISSUES**Update from To Do list**

Cllrs reviewed and noted the to do list.

Playing Field Footpath Repair

There had been a few repairs to the circular footpath on the playing field and these were being undertaken by the contractor.

066/19 FURTHER ISSUES FOR DECISION

There were no further issues for decision.

067/19 FURTHER ISSUES FOR DISCUSSION/INFORMATION**Capital expenditure for Amenities assets for the future**

Cllrs were asked if they wish to add any ideas for future Amenities assets. Cllr Tippen suggested an amount of £5,000 be put to the Finance Committee for capital for future Amenities assets. Cllrs agreed this amount

068/19 INVOICES FOR PAYMENT**Electronic Payments**

The following invoices were submitted for payment:

Contractor – installation and removal of Christmas trees £900.00
 Pitney Bowes – Franking Machine Ink £187.02
 KALC – Allotment Law Workshop x 3 £216.00
 KALC – Website Accessibility x 1 £72.00
 KALC – Website Accessibility x 1 £72.00
 Viking – Office & Toilet supplies £79.44
 Stallholder – Refund of Christmas Fair Stall Charge £10.00
 P&P Signs – Toilet signage £54.00
 Alison Hooker – folding tables x 3 £60.73
 Cllr Tippen – Top Soil for Cemetery £10.00
 Hithersay Electrics – Hand Dryers for Public Toilets £440.00
Total: £2,101.19

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

There being no further business the meeting closed at 21.58pm

Date: 28th January 2020

Signed:

Cllr Anne Boswell

Chairman, Amenities Committee

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