



**MINUTES OF THE AMENITIES COMMITTEE MEETING HELD ON
24TH MAY 2016 IN THE PARISH MEETING ROOM, GOUDHURST ROAD, MARDEN
COMMENCING AT 7.30PM**

In the absence of Cllr Brown, Vice-Chairman of the Amenities Committee 2015/16, Cllr Turner opened the meeting for the first item on the agenda.

**Min
No**

- 01/16 **ELECTION OF CHAIRMAN:** Cllr Robertson proposed and Cllr Newton seconded that Cllr Boswell be elected Chairman of Amenities for the forthcoming year. Although Cllr Boswell was absent she had expressed, to the Clerk, that if proposed she would be in agreement to continue for a further year.
- 02/16 **ELECTION OF VICE-CHAIRMAN:** Cllr Newton put himself forward as Vice-Chairman. This was agreed unanimously and Cllr Newton then took the chair for the remainder of the meeting.
- 03/16 **PRESENT:** Cllrs Adam, Cowin, Newton, Robertson and Turner. The Clerk was also in attendance.
- 04/16 **APOLOGIES:** Cllrs Boswell, Brown and Tippen gave their apologies.
- 05/16 **DECLARATIONS OF INTEREST:** Cllr Newton declared an interest in item 12/16 as Trustee of Marden Memorial Hall.
- GRANTING OF DISPENSATION:** There were no requests for granting of dispensations
- 06/16 **APPROVAL OF PREVIOUS AMENITIES COMMITTEE MINUTES:** The minutes of the meeting held on 26th April 2016 were agreed and signed as a true copy.
- 07/16 **IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING:** There were no members of the public in attendance.
- 08/16 **SUB-COMMITTEES REPORTS**
(a) **Open Space**

(i) Playing Field

Play Inspection Reports: The reports from both MBC and the Village Caretaker had been received. There was concern over the infinity bowl at the play area and the Assistant Clerk would be asked to contact Park Leisure regarding this along with replacement of caps on some of the equipment. The Village Caretaker would also be asked to look at the entrances which needed building up.

Changing Rooms: The football season had now finished and the Village Caretaker would be asked to inspect the changing rooms to see if any remedial work needed to be undertaken.

Other issues:

CCTV/Cameras: A further email has been received from Rookery Court Management indicating that they agree, in principle, for a camera to be installed however request that the Parish Council look at financing this. After discussion the Parish Council agreed to look into the installation of a socket and the purchase of a mobile camera, which would be deployed in other areas as

required. Cllrs would also consider payment of the first year's electricity following which this should be included in the annual maintenance charge for residents.

Litter: The Clerk had received an email from the Community Warden who reported that a group of young people had helped her her last week to pick up the litter and clear the area to the rear of the playing field. The Clerk was asked to obtain quotes for a metal bin at the far end of the field.

Dog Fouling: The village caretaker was erecting more signage around the field.

(ii) Southons Field

Cheque for Gatekeeper (to include payment for public conv. locking): cheque signed for payment.

Access Road – Easement/Right of Way: Letters have been sent to all four residents regarding the driveway repairs and maintenance. One response has been received however a further three were awaited before work could commence.

Premises Licence application: The application for the licence for the field was successful and the documents had been received. Copies have been erected on the pavilion and given to Party in the Park organisers for the selling of alcohol and playing of music.

Other issues:

A proforma invoice had been received for a wooden litter bin for Southons Field however an anchor kit also needed to be purchased. The Clerk would request a further proforma invoice which would then be put before Full Council for payment.

(iii) Other Open Space

Tree Inspection Reports: Received from the Village Caretaker and presented to the meeting. There were a couple of small issues which are currently being dealt with.

Tree in High Street: Kent Highways were due to meet with Roger Butler of Golden Hill Nurseries week commencing 6th June to discuss this further.

Other issues:

The Cockpit Play Area: Response from MBC on the proposed future of this area stating that the play area will be removed and area grassed over. The Clerk was asked to contact Helen Grant again to ascertain how she was proposing to proceed.

(b) Cemetery

New section: Photographs of Paddock Wood cemetery/cremated remains section were on file for when Cllrs looked to layout the new section.

Other issues: Letter to next of kin regarding the unlawful memorial stone has been sent and the Clerk was in the process of contacting a local stonemason regarding costs for removal.

09/16 PUBLIC TOILETS

(a) Anti-social behaviour: Nothing to report.

(b) Cleaning: Nothing to report

(c) CCTV: The Maidstone Community Safety Unit camera had been moved to the car park.

(d) Other issues:

There were no other issues.

10/16 CORRESPONDENCE

No correspondence received.

11/16 **ACTION GROUP REPORTS**

- (a) **Stilebridge:** Update. Awaiting details of management of site.
- (b) **Play Scheme:** Application forms have been sent out to candidates who wish to work at the Play Scheme and the Clerk is looking to interview in the next couple of weeks. The Scout HQ has been booked and forms would be available for registration beginning of June.

12/16 **OUTSIDE BODIES REPORTS**

Memorial Hall: Meeting held 10th May – nothing to report.
Youth: Damage had been caused to guttering to the side of the John Banks Hall by a member of the youth club. The Youth Worker was arranging for this to be repaired and the culprit had been banned from the group for a period of time.

13/16 **OUTSTANDING ISSUES**

- (a) Update from Action list: The Vice-Chairman went through the list and the Clerk hoped that some of these items would be resolved prior to the next Amenities meeting.

14/16 **FURTHER ISSUES FOR DECISION**

Village Parking Questionnaire: The final wording and return date was agreed and would be included in the Summer edition of the newsletter. The Clerk requested assistance with photocopying, folding and insertion into the newsletter.
 Terms of Reference for Amenities Committee: It was proposed to take this to Full Council to agree whether the Chairman and Vice-Chairman of the Council would be ex-officio on all Committees or whether they would appointed to Committees in their own right. Following this decision the number of Cllrs on each Committee would be amended on the Terms of Reference.

15/16 **FURTHER ISSUES FOR DISCUSSION/INFORMATION**

Open Space Byelaws: Cllrs Adam and Newton together with the Clerk to meet to take this forward. Cllr Newton asked if he could view the file before this meeting took place.
 Action Plan: An item for the new action plan, which was agreed at Full Council, would be placed on the agenda each month.

16/16 **INVOICES/CHEQUES TO BE SIGNED:**

The Direct Debit for NEST had not been received therefore a further Direct Debit form was signed.

Cllr Cowin asked why Lucks Way Play Area gate had been locked recently. The reason was unknown and the Clerk would contact MBC to ascertain the reasons why.

There being no further business the meeting closed at 9.08pm

Signed:
 Chairman, Marden Parish Council Amenities Committee

Date: 28th June 2016