



These minutes were agreed at the Amenities Committee meeting on 23<sup>rd</sup> March 2021 – they will be signed at the first face to face meeting of the Amenities Committee.

**MINUTES OF THE MEETING OF THE MARDEN PARISH COUNCIL AMENITIES COMMITTEE ON TUESDAY 23<sup>rd</sup> FEBRUARY 2021 HELD VIRTUALLY COMMENCING AT 7.30pm**

**001/21 PRESENT**

Cllrs Adam, Boswell, Jones, Newton, Robertson (in the Chair), Tippen, Turner and the Deputy Clerk. Cllr Barker was also in attendance.

**002/21 APOLOGIES:**

There were no apologies.

**003/21 PARISH COUNCILLOR DETAILS**

**Declarations of Interest**

Cllr Boswell declared an interest in item 007/21 (Southons Field) as a resident backing onto the field; Cllr Jones declared an interest in item 007/21 (Playing Field) as resident overlooking the field; and Cllrs Newton and Tippen declared an interest in item 014/21 as Trustees of Marden Memorial Hall.

**Granting of Dispensation**

There were no requests for dispensation of any item on this agenda.

**004/21 APPROVAL OF PREVIOUS AMENITIES COMMITTEE MINUTES:**

The minutes of the meeting held on 25<sup>th</sup> February 2020 were agreed and would be signed at the first face to face meeting of the Amenities Committee.

**005/21 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING**

There were no members of the public in attendance.

**006/21 DEPUTY CLERK REPORT**

Report was emailed to Cllrs prior to the meeting. The Deputy Clerk reported that the Clerk had received the Section 106 money for CCTV and discussions were ongoing with Golding Homes for installation overlooking the Playing Field. The idea for the Water Refill Initiative will be put on hold given the current pandemic. The Community Payback team will be in touch with regard to starting back up again on projects in the village when restrictions allow. The water meter will be accessed with Cllr Turner to investigate its location at the Library and the Clerk will be looking at possibly moving to another water company. The side of library project was delayed due to the pandemic but it is hoped that the Community Payback will be in touch shortly to assist with this. Signage had been put up at the Cemetery to prevent walkers from churning up the grass in wet weather and to remind visitors to stick to the footpaths and to keep dogs on a lead. Cllrs noted.

*19:36 Cllr Newton arrived at the meeting*

**007/21 OPEN SPACE**

**Playing Field**

Play Inspection Reports: MBC and MPC

Due to the play areas being closed during the Coronavirus pandemic as per instructions from Maidstone Borough Council, there were no play inspections from March till June/July. The

Deputy Clerk has seen all inspections from June/July 2020 till February 2021 and all marked satisfactory. Cllrs noted.

#### Annual Play Inspection Reports

The Annual Play Inspection Reports were received on 10<sup>th</sup> February 2021. A breakdown of the reports by the Deputy Clerk was circulated prior to the meeting with the findings. There were actions for the Caretaker, Clerk and Deputy Clerk. The Deputy Clerk will discuss further with the Caretaker and the Clerk. Cllrs agreed for the Deputy Clerk to contact the company to ask whether they could add the Outdoor Gym Equipment to the list of equipment for future inspections.

#### Changing Rooms

**Legionella Risk Assessment and Quotes for Future Works** – Legionella Risk Assessment was carried out in the Summer of 2020 and risk assessments have been received. It was requested that two further quotes be obtained from different companies with regard to Remedials, L8 Control Regime and Training for Marden Parish Council sites. The Deputy Clerk has contacted two companies and is awaiting the quotes to be sent through. The Deputy Clerk will update Cllrs again at the next Amenities Committee meeting.

**Section 106 Working Group** – Cllr Tippen updated Cllrs of last year's proposals on refurbishing the Football Changing Room. The S106 Outline Scope document was agreed at the Full Council meeting on 10<sup>th</sup> March 2020. Cllr Boswell informed Cllrs that there was a meeting with Marden Minors just before the March 2020 Lockdown. The Marden Minors were very supportive of the proposals and keen to seek funding. Nothing has been done since then due to the Coronavirus pandemic. Cllr Tippen raised the issue of Section 106 monies coming up to spend by dates. Cllrs agreed for the Clerk to approach Maidstone Borough Council about extending the spend by dates due to the unforeseen delays caused by the Coronavirus pandemic.

#### Other Playing Field Issues:

**State of Pathway (Report from Contractor)** – Cllr Tippen informed Cllrs that due to the recent heavy wet weather, the pathway around the Playing Field had a lot of surface water over on the Napoleon Drive side. The Deputy Clerk contacted the contractor to find out whether anything could be done. The contractor responded stating that the pathway would have to be dug up and replaced at cost. Cllrs decided to monitor but agreed that work was not needed. The contractor raised that there had been an invasive weed breaking through the path on the Cranham Square side of the path. They would investigate this further. Cllr Boswell would also take a look at this.

**Outdoor Gym Equipment Update** – The Deputy Clerk updated Cllrs that there was an issue with one of the locations of the Outdoor Gym Equipment. There are six pieces of equipment and as consulted at the Open Days on 15/16 November 2019, they were split into two groups near the Play Area. A meeting is being arranged with the contractor and supplier. The date for this will be circulated to all Amenities Cllrs.

*19:51 Cllr Barker arrived at the meeting.*

**Community Benches** – The Deputy Clerk informed Cllrs that the Section 106 funds had been drawn down for these. Cllrs would agree final locations of these at the meeting with the contractor and supplier. After this meeting, these can be ordered and installed at the same time as the Outdoor Gym Equipment. Cllr Jones suggested more benches for the Napoleon Play Area. Cllrs decided to take a look at this area again once the other benches have been installed.

**Concrete Area near Play Area** – Cllrs agreed to look at this area again at the next Site Meeting in order to discuss ideas.

**Mowing and Rolling of the Playing Field** – Cllrs agreed to carry out the same mowing and rolling of the Playing Field as in 2020 for 2021.

## **Southons Field**

### Play Inspection Report: MPC

The Deputy Clerk has seen all inspections from July 2020 till February 2021 and all marked satisfactory. Cllrs noted.

### Annual Play Inspection Report

A breakdown of the report by the Deputy Clerk was circulated prior to the meeting with the findings. There was only one action which the Deputy Clerk will get the Caretaker to carry out.

### Boundary Fencing – Jones Homes

Notes of this meeting from 14<sup>th</sup> August 2020 were circulated prior to the meeting. The Deputy Clerk had not received a response from Jones Homes. Cllrs agreed for the Deputy Clerk to get in contact with Jones Homes to take this forward.

### Events of Southons Field

Cllrs noted. Cllrs agreed that a reminder be sent to Bowls Club to make sure they park over by the Bowls Club gates and to be aware that they drive around the perimeter.

### Play Equipment Update

The Deputy Clerk is filling out the order form for the contractor. A meeting has been arranged with the contractor to confirm the location of where the play equipment will go. The Deputy Clerk will email Cllrs to let them know the confirmed date and time should they wish to attend.

### New Picnic Tables

The picnic tables have been delivered and are currently stored at Southons Field. The caretakers will start to assemble as soon as the weather permits. Cllrs discussed ways to secure the picnic tables into the ground without causing permanent damage to the ground. Cllrs agreed with Cllr Newton's suggestion of a screw in ground anchor and for the Deputy Clerk to seek quotes.

### Opening Times

Cllr Boswell raised the issue of opening times for Southons Field for February to March. The opening times will remain the same from April to August 7.00am to 8.00pm, September to October 7.00am to 7.00pm and November to January 8.00am to 4.00pm. Cllrs discussed the timings and agreed on opening for 8.00am and closing at 6.00pm, dusk if earlier. The Caretaker would adjust the time of closing on a week by week basis from the first week of February until the last week of March depending on sunset times. The Deputy Clerk would arrange a new sign for the gate to reflect this change.

### Other Southons Field issues

Cllrs agreed to carry out the same mowing and rolling of Southons Field as in 2020 for 2021.

## **Other Open Space**

### Open Space Action Plan

This has been emailed to Cllrs and had been noted.

### Routine Plan Inspection Training

The Clerk had received an email from Loose Parish Council with regard to organising some Routine Play Inspection Training. It was recommended that the Deputy Clerk and the Caretaker attends. Cllrs agreed for the Clerk to register an interest and awaiting to hear back with regard to costings.

## **Trees**

### Three Year Tree Audit

The Deputy Clerk circulated the previous Three Year Tree Audit. Cllrs discussed and agreed for the Deputy Clerk to seek three quotes for the next Amenities Committee meeting on 23<sup>rd</sup> March 2021.

**008/21 CEMETERY****Royal Horticultural Society – Roots of Remembrance**

Cllr Boswell had received an email from the Royal Horticultural Society with regard to planting trees to remember those who have lost their lives to Coronavirus in the recent pandemic. Cllr Boswell suggested the cemetery but Cllrs thought there were enough trees there. Cllrs asked the Deputy Clerk firstly contact the Marden Parish Church to see whether they would be able to have a tree in the church cemetery. Failing that, Cllrs would discuss again at the next meeting the possibility of having one tree to represent those who have lost their life to Coronavirus in the village with a plaque.

**009/21 PUBLIC TOILETS AND CAR PARK****Public Toilet Issues**Internal and External Doors

Cllr Tippen raised this issue as the internal doors in the ladies toilet was difficult to close. The external door of the ladies toilet was also springing open. The Clerk and Deputy Clerk had noticed this on a site visit. Cllrs agreed that a contractor be contacted to take a look and come up with a quote for fixing. The Deputy Clerk will discuss the internal doors with the Caretaker.

Issues reported from contractor

Cllr Turner had met with the contractor who regularly cleans the Public Toilets. Cllr Turner will send the list of issues to the Deputy Clerk for the Caretaker to remedy. Cllrs were told of reports of a lot of toilet rolls being removed (up to three a day). Cllrs agreed for the Deputy Clerk to seek quotes for a more secure toilet roll dispenser in readiness for the next Amenities Committee meeting. Cllrs would like to show their appreciation of how clean the Public Toilets are.

**Car Park Issues**

Cllr Boswell requested that the Deputy Clerk get in contact with Maidstone Borough Council with a request to tidying up the car park. Cllrs agreed.

The Deputy Clerk informed Cllrs that the Ken Rhodes bench is in need of sanding down and revarnishing. Cllrs agreed that this can be added to the Caretaker's List.

**010/21 CLIMATE, SUSTAINABILITY AND BIODIVERSITY**

Cllrs requested to defer this item till the next Amenities Committee meeting on 23<sup>rd</sup> March 2021.

**011/21 CORRESPONDENCE**

Email had been received from a resident on 15<sup>th</sup> January regarding finding land suitable for a skate park. Cllrs requested to defer this item till the next Amenities Committee meeting on 23<sup>rd</sup> March 2021.

**012/21 HEALTH AND WELLBEING**

Cllrs requested to defer this item till the next Amenities Committee meeting on 23<sup>rd</sup> March 2021.

**013/21 ACTION GROUP REPORTS****Stilebridge**

No issues to report. Cllr Boswell and Tippen will deliver the Parish Newsletters.

**Village Events**NHS Frontline Day – 5<sup>th</sup> July 2021

Cllrs requested to defer this item till the next Amenities Committee meeting on 23<sup>rd</sup> March 2021.

**014/21 OUTSIDE BODIES REPORTS****Memorial Hall**

Cllr Tippen reported that there was a Marden Memorial Hall Trustees meeting on 15<sup>th</sup> February 2021. The Trustees are obtaining quotes for Wi-Fi to be installed and quotes also for a big screen for projections. The John Banks Hall was decorated last Summer. They are also seeking decorating quotes for the main hall. Cllr Newton also informed Cllrs that they are having a major check of the electrical systems so quotes are being obtained. The old gas cooker is being replaced as it did not meet the current regulations. The Caretaker and cleaners have been doing a marvellous job. There has been sporadic use of the hall mainly by the Marden Pre-School Playgroup but also the Marden Food Bank and Children's Centre of the John Banks Hall. Cllr Barker raised the idea of getting electrical charge points for vehicles at the hall. Cllr Tippen said that this was something she wanted to look at and will ask for it to be added to the next Trustees meeting agenda.

**Youth**

There is a meeting scheduled for Wednesday 24<sup>th</sup> February 2021 at 11.00am with the KCC representative and the outcome of this would be discussed at the next Amenities Committee meeting.

**Marden Play Scheme 2021**

Cllrs discussed the option of being able to hold the Marden Play Scheme this year. Cllrs agreed for the Clerks to contact the Headteacher at Marden Primary Academy to see if this was feasible. The Clerks would also contact the previous year's manager for the Play Scheme.

**015/21 OUTSTANDING ISSUES****Update from To Do Lists**

Cllrs noted. The Deputy Clerk will email Cllrs to arrange mutually convenient dates and times for the Site Meetings when restrictions allow.

**016/21 FURTHER ISSUES FOR DECISIONS****Notice Board Quotes**

The Deputy Clerk has been in communication with the landlord of The Old Post Office Coffee House with regard to getting a noticeboard central in the village for those residents who are not online to see Parish Council notices/agendas. Cllrs agreed for the Deputy Clerk to obtain quotes for the next Amenities Committee meeting. The Deputy Clerk also informed Cllrs that the Library noticeboard needed some refurbishment. Sanding down and revarnishing will be added to the Caretaker's List. The Deputy Clerk will also be measuring the inside of the Library noticeboard as the Clerk will be looking to replace the chipboard with metal so that magnets can be used in future.

**Amenities Policies Review and Amend**

Cllrs agreed to defer this item until the next Amenities Committee meeting on 23<sup>rd</sup> March 2021.

**Amenities Risk Assessments**

Cllrs agreed to defer this item until the next Amenities Committee meeting on 23<sup>rd</sup> March 2021.

**Leaf Blower Purchase**

Cllrs discussed two quotes and agreed that the Echo Blower was the best option to purchase. The Deputy Clerk will let the Clerk know to purchase for the Caretaker.

**Maidstone Borough Council Planning Committee – 25<sup>th</sup> February 2021**

Stilebridge site is on the agenda to be discussed. Cllrs agreed that no MPC representatives will attend the meeting.

**Grit Bins**

Cllrs agreed to defer this item until the next Amenities Committee meeting on 23<sup>rd</sup> March 2021.

**Bollards on the corner of Maidstone Road**

Cllr Boswell informed Cllrs that the corner of Maidstone Road without bollards has had vehicles/HGVs mount the pavement – causing damage to the Marden in Bloom planter. Cllr Tippen requested this item be put on the next Full Council meeting agenda as a highways item.

**017/21 FURTHER ISSUES FOR DISCUSSION/INFORMATION****The Friendly Bench Initiative**

Cllrs agreed to defer this item until the next Amenities Committee meeting on 23<sup>rd</sup> March 2021.

**018/21 INVOICES FOR PAYMENT**

There were no invoices for payment for this meeting.

There being no further business, the meeting closed at 21.26.

Date:

Signed:

Cllr Jean Robertson

Chairman, Amenities Committee

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