



Minutes agreed at the meeting held on 27th April 2021. Minutes 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 23rd MARCH 2021 HELD VIRTUALLY COMMENCING AT 7.30pm

019/21 PRESENT

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

020/21 APOLOGIES

Cllr Adam sent his apologies.

021/21 PARISH COUNCILLOR DETAILS

Declarations of Interest

Cllr Boswell declared an interest in item 025/21 (Southons Field) as a resident backing onto the field; Cllr Jones declared an interest in item 025/21 (Playing Field) as resident overlooking the field; and Cllrs Newton and Tippen declared an interest in item 032/21 as Trustees of Marden Memorial Hall.

Granting of Dispensation

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

022/21 APPROVAL OF PREVIOUS AMENITIES COMMITTEE MINUTES:

The minutes of the meeting held on 23rd February 2021 were agreed and would be signed at the first face to face meeting of the Amenities Committee.

023/21 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

There were no members of the public in attendance.

024/21 DEPUTY CLERK REPORT

Report was emailed to Cllrs prior to the meeting. The Deputy Clerk reported that she was speaking with the Clerk regarding quotes from tree surgeons regarding the Tree Audits and hoped to have three quotes ready for Cllrs discussion and decision at the next Amenities Committee meeting in April. The Clerk had contacted MBC regarding the extension of Section 106 cut off dates but is yet to receive a response. The Bowls Club had been reminded about parking instructions on Southons Field. Cllr Boswell and the Deputy Clerk met the supplier to discuss location of play equipment. Cllrs need to take another look at the Site Meeting on Southons on 9th April to confirm. The Clerk has informed the caretaker with regard to the change of locking up times on Southons Field and the Deputy Clerk has ordered a new sign. The Deputy Clerk met the Supplier and Contractor on the Playing Field. The findings of the Annual Play Inspection were discussed and the Contractor will provide a quote to assist in remedying various issues. MBC had been contacted and have carried out a litter pick of the Library car park. The leaf blower has been purchased and delivered to the Caretaker. The Community Payback team are preparing to return to local projects. Cllrs need to discuss proposed projects at the Site Meetings on 9th/10th April. The Deputy Clerk has emailed a different contact regarding financial assistance with the paving slabs for the project at the side of the Library. Cllrs noted and thanked the Deputy Clerk for the Report.

025/21 OPEN SPACE

Playing Field

Play Inspection Reports: MBC and MPC

There were no issues to report on the play inspection reports from Maidstone Borough Council and from the Caretaker. Cllrs noted.

Changing Rooms

Legionella Risk Assessment and Quotes for Future Works – The Deputy Clerk had chased the two companies for their quotes and has not yet received a response. It is hoped that these will be received by the next Amenities Committee meeting in April for discussion and decision.

Other Playing Field Issues:

Outcome from Site Visit Meeting with Contractor/Supplier – The Deputy Clerk met with Contractor and the Supplier of the Outdoor Gym Equipment with Cllrs Robertson and Boswell. They discussed the location of the two groups of three pieces of equipment. The Deputy Clerk shared on the screen a map of the Playing Field and where the proposed location of the outdoor gym equipment would go. Cllrs would view the area at the Site Meeting on 10th April to discuss the area and make a decision. The Deputy Clerk also informed Cllrs of where the new benches and litter bins would go. Cllr Jones had raised a query regarding the noise reverberation of the Sports Wall and the banging of gates in the play area at night. The Deputy Clerk had asked the Contractor how these could be reduced and the Contractor said that he would add a rubber buffer to the gate and also more rubber disks to try and muffle the noise.

Football Pitch Use Extension Request – The Clerk had received a request from the MMFC requesting an extension to the use of the pitch till the end of June and perhaps further into the Summer. Cllrs discussed and agreed the request. The Caretaker will mow and the Deputy Clerk will arrange for it to be rolled.

Southons Field

Play Inspection Report: MPC

There were no issues to report on the play trail from the Caretaker. Cllrs noted.

Events of Southons Field

The Deputy Clerk had circulated the dates of the bookings for Southons Field. The Bowls Club had contacted the Clerk regarding an Open Day on 12th July and a request for an advertising board to be located at the entrance of Southons Field. Cllrs noted and agreed the request.

New Picnic Tables

The Clerk has purchased an ground anchor, waterproof chain and water proof padlock. The Deputy Clerk had met with the Caretaker and he is going to put together one bench and locate it over by the play trail using the ground anchor, chain and padlock. Cllrs can then view this at the Southons Site Meeting on 9th April. Cllrs to agree locations of all benches at the Site Meeting and the Clerk will purchase the rest of the ground anchors should it be prove satisfactory.

Other Open Space

Open Space Action Plan

This has been emailed to Cllrs and had been noted. Cllr Boswell raised the issue of the increasing soil pile at the Cemetery. The Deputy Clerk will discuss this further with the Clerk regarding removal.

Anti-Social/Criminal Behaviour on MPC Open Spaces

Cllrs Jones had raised issues at the Playing Field. The Deputy Clerk had asked for a report from the PCSO which was circulated prior to the meeting. Cllrs to view the area at the Site Meeting on 10th April and discuss the location of a sensor light to help prevent this behaviour and make CCTV viewing much clearer. Cllr Jones reported that the anti-social behaviour was continuing but recurrence was less than previously.

Trees

There were no issues or items to report on Trees.

026/21 CEMETERY**Royal Horticultural Society – Roots of Remembrance**

The Deputy Clerk had contacted the church and at the time of the meeting had yet to receive a response. Cllr Boswell had emailed some locations for a tree on Southons Field which were circulated. Cllrs discussed and agreed to have our own tree on Southons Field along with a plaque to remember those who have lost their lives to the Coronavirus pandemic.

Other Cemetery issues

An email had been received from a resident regarding the scattering of ashes on a plot. Cllrs discussed and before agreeing to this request that regulations be checked and that normal rules will apply. The Deputy Clerk will discuss with the Clerk and report back.

027/21 PUBLIC TOILETS AND CAR PARK**Public Toilet Issues**Water Meter

Cllr Turner and the Deputy Clerk had a site visit to view the side of the Library to try and locate the water meter. Some notes had been circulated previously. The Deputy Clerk will compare the reading with the recent water bill when received. Cllr Turner informed Cllrs that he was unsure whether the water meter was connected to the Library. The Deputy Clerk is investigating further on Monday 29th March with the Clerk to see if a water meter number could be found. Cllr Barker had found another water meter in front the Library. Cllr Tippen suggested a site visit from KCC with their plans to find out where the meters are located.

Car Park Issues

There were no car park issues to report.

028/21 CLIMATE, SUSTAINABILITY AND BIODIVERSITY

There were no issues to report but the Deputy Clerk suggested that perhaps after the Local Elections that a Councillor be nominated to attend training on this subject. Cllr Boswell suggested that the Village Litter Pick be placed under this agenda item at the next Amenities Committee meeting in April.

029/21 CORRESPONDENCE

Email had been received from a resident on 15th January regarding finding land suitable for a skate park. This item had been deferred from the last meeting. Cllrs agreed that it was difficult to find a suitable location for a skate park that is not too near residents' homes. Given the location of the Parish Council's open space, it was unfortunate that we were unable to accommodate a skate park. Cllrs discussed various options on how it could work. Cllrs agreed that a reply be sent stating that it has been raised before and the need has been acknowledged. The possibility of skate park in Marden has been added to the Infrastructure Spend Plan but until a suitable piece of land is found, the Parish Council is unable to take this forward currently.

030/21 HEALTH AND WELLBEING

There were no issues to report under this item.

031/21 ACTION GROUP REPORTS**Stilebridge**

No issues to report. Cllr Boswell and Tippen will deliver the Parish Newsletters on Wednesday 24th March.

Village Events

NHS Frontline Day – Monday 5th July 2021

Cllrs deferred this item from the last agenda. Cllrs discussed and were uneasy about committed to any event that would cause residents to gather. The Deputy Clerk would forward on details to the church and to the medical centre to see if they would be interested in taking part. Cllrs asked to discuss this again at the next Amenities Committee meeting in April.

032/21 OUTSIDE BODIES REPORTS

Memorial Hall

Trustees have their AGM on Monday 29th March. There was nothing to report that had not already been reported at the last Amenities Committee meeting.

Youth

The last meeting was a face to face meeting on 12th March. Cllr Tippen, the Clerk and Deputy Clerk showed the KCC Youth Worker the area so that she has got a feel where people congregate. They will be carrying out a risk assessment. It is hoped that two of them will come out one evening together to make themselves known. Once restrictions are lifted, they hope to be able to start to organise some activities. Cllrs noted.

Marden Play Scheme 2021

The Clerk had contacted the acting headteacher through the office at Marden Primary Academy but had yet to receive a response. She had also contacted the previous manager who was quite happy to run it again this year and was putting out the feelers for helpers. It is hoped to have more information on this at the next Amenities Committee meeting. Cllrs noted.

033/21 OUTSTANDING ISSUES

Update from To Do Lists

The Deputy Clerk reported that she had met with the Caretaker in the morning with regard to the Caretaker's To Do list. A question was raised regarding attaching the water butts by the Pavilion at Southons Field. Cllrs discussed and agreed to go ahead with installing the water butts as this ticks the sustainability box. The Deputy Clerk reported that some trees have been cut and shared the photo with Cllrs. Cllrs discussed and requested that the Deputy Clerk contact the Bowls Club to ask whether they have done any tree work on Parish Council land.

034/21 FURTHER ISSUES FOR DECISIONS

Amenities Policies Review and Amend

- (i) Christmas Stallholder Policy – Cllrs discussed and queried the public liability part of the policy being realistic. Cllrs were concerned about private individuals having their own public liability and whether they could be covered under the Parish Council insurance
- (ii) Memorial Safety – Cllrs agreed this policy.
- (iii) Hiring Policy (Southons Field and Playing Field) – Cllrs agreed this policy.
- (iv) Southons Field Beacon and Beacon Lighting – Cllrs agreed this policy.
- (v) Terms of Reference for Amenities Committee – Cllrs agreed this policy.
- (vi) Draft Tree Management – Cllr Tippen queried the clause regarding tree works during nesting. Cllr Tippen suggested that the Council would take advice from a tree surgeon in the instance that a tree or branch proved dangerous during nesting season.

Amenities Risk Assessments

Cllrs agreed all risk assessments.

Noticeboard Quotes

The Deputy Clerk had met with the landlord. It was agreed that the Parish Council would have a noticeboard next to The Old Post Office Café noticeboard. It was also agreed that The Old Post Office Café noticeboard would be moved on the same day as the Parish Council noticeboard would be put up in order to get the installation right. The Deputy Clerk had circulated three quotes for Cllrs to discuss and decide (White Light Display - £419.00 ex VAT, Noticeboard Company - £560.08 ex VAT and Greenbarnes - £781.07 ex VAT). Cllrs decided to go with the Noticeboard Company quote. The Deputy Clerk will discuss with the Clerk about applying for the Parish Scheme grant and once received, order the noticeboard.

035/21 FURTHER ISSUES FOR DISCUSSION/INFORMATION

The Friendly Bench Initiative

This item was deferred from the last Amenities Committee meeting. Cllrs discussed and decided to revisit this initiative again once funding was available and that restrictions would allow people to gather.

036/21 INVOICES FOR PAYMENT

Electronic Payments

Kent County Supplies	Photocopier Rental	£113.74
Pitney Bowes	Franking Machine Rental	£15.54
Castle Water	water supply - changing Rooms	£28.24
Castle Water	water supply - cemetery	£64.63
Alison Hooker	Misc: padlock, ground anchor, chair, book of condolence, arm bands and yellow paper	£103.18
Kerry Underdown	office cleaning	£40.00
Ian Jones	S/F & P/C locking/unlocking	£200.00
The Hop Press	Newsletter printing	£990.00
Came & Company	Motor insurance (van and mower)	£733.19
Playdale	50% payment for play equipment (S/F)	£5,132.00
TOTAL: £7,420.52		

Details had been circulated to Cllrs prior to the meeting. All invoices were agreed and Cllrs Tipten and Turner would authorise on Unity.

There being no further business, the meeting closed at 21.29.

Date:

Signed:

Cllr Jean Robertson

Chairman, Amenities Committee

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