



MINUTES OF THE MEETING OF THE MARDEN PARISH COUNCIL AMENITIES COMMITTEE ON TUESDAY 27TH MARCH 2018 HELD IN THE PARISH OFFICE MEETING ROOM, MEMORIAL HALL, MARDEN COMMENCING AT 7.30pm

- Min No**
- 117/18 PRESENT:** Cllrs Adam, Boswell, Harvey, Newton, Robertson, Tippen and Turner. The Clerk was also in attendance.
- 118/18 APOLOGIES :** Apologies received from Cllr Jones
- 119/18 DECLARATIONS OF INTEREST:** Cllr Boswell declared an interest in item 122/18(a)((ii) as a neighbour of Southons Field; Cllrs Newton and Tippen declared an interest in item 126/18(a) as Trustees of Memorial Hall.
- GRANTING OF DISPENSATION:** Cllrs Newton and Tippen had been granted dispensation to discuss items on the Memorial Hall.
- 120/18 APPROVAL OF PREVIOUS AMENITIES COMMITTEE MINUTES:** The minutes of the meeting held on 30th January 2018 were agreed and signed as a true record. There was no meeting held in February due to bad weather.
- 121/18 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING:** No members of the public were in attendance.
- 122/18 SUB-COMMITTEES REPORTS**
- (a) Open Space**
- (i) Playing Field**
- Play Inspection Reports for play area and Napoleon Drive play area: MBC & MPC and update on annual inspection update circulated to Cllrs prior to meeting. No issues had arisen and it was agreed to contact a play equipment company to replace the buddy swing rope with chains as Park Leisure had gone into liquidation. The Caretaker will undertake the cracked wet pour at the same time as installing the bench at Napoleon Drive.
- Changing Room: no issues raised by caretaker/Marden Minors FC
- Date for Site Meeting – 7th April. The Clerk to email all Cllrs with details of the time.
- Anti-Social Behaviour and Signage item previously raised at Full Council on 13th March. It was agreed to not install any further signage but to encourage people to report any anti-social behaviour to 101.
- Other Playing Field issues:
- Updates regarding youth shelter installation – date still to be arranged. The Assistant Clerk to contact contractors to confirm accessibility to the site.
- Napoleon Drive bench had been delivered and would be installed as soon as weather has improved. The exact positioning of the bench to be agreed at the Site Meeting.
- The new posts that have been installed along Morello Path have tidied the area up and the Clerk to speak to the Caretaker on how they are going to be finished as the posts have flat tops rather than notched.
- Cllrs agreed to purchase 3 new litter bins plus a smaller one for the play area at the playing field. Costings would be added to the S106 financial update.
- The Assistant Clerk to chase on delivery of the signage for Napoleon Drive & Playing

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Field play areas.

Ditch & Pond - The Clerk to speak to Millwood to see if they will clear again particularly the ditch which is full of branches and rubbish preventing the flow of water. The Clerk also to check on the position of the Napoleon Drive pond.

(ii) Southons Field

Play Trail Inspection Report: MPC and update on annual inspection. No issues to report.

Sheds – new shed had been erected and once locks etc had been fitted it would be usable by the caretakers.

Grasscrete quotes for entrance: Two quotes had been received and the Clerk was requested to ask companies regarding the subsoil to be used and for KCC specification as detailed in one of the quotes.

Date for Site Meeting – 7th April. The Clerk to email all Cllrs with details of the time.

Request from Marden PTA for a Firework Display on 3rd November 2018. Cllrs agreed for this to go ahead with the increase in attendance from 700 to 1200. It was hoped that the grasscrete will be installed by then however if ground muddy PTA to be advised to lay down hay at the entrance.

Other Southons Field issues:

The Clerk to arrange for the field to be rolled.

The caretaker asked to question at the end of last cutting season as to whether a grass box could be purchased. Cllrs agreed to monitor the situation.

Rabbits were a concern as a lot of holes had appeared. It was agreed that soil would be kept from when the shed bases were dug out and also when the entrance **is** upgraded and stored on the railway side of the field. This would then be used to fill in the holes when there was an event. A disclaimer would also be erected.

Cllr Newton also suggested that some of the excavated soil could be used to create a bank at the back of the field bordering the old woodland area.

A local contractor is happy to remove the two rollers in the field at no cost but Cllrs to take a look at them at the Site meeting.

The Clerk to chase Jones Homes to arrange a meeting.

(iii) Other Open Space

Open Space Action Plan: Circulated to Cllrs but no updates made.

KCC had been advised that MPC are unable to maintain the KCC verge work.

(iv) Trees

Tree audit – due to take place first week of April.

Kent Men of Trees Competition – It was agreed to enter this year's competition.

High Street Tree –KCC had informed the Clerk that the work would be undertaken in January however only the footpath has been marked. The Clerk would chase again.

(b) Cemetery

New Section – proposed layout of burials/cremated remains section. Agreed that the children's section and cremated area would be moved closer to the existing area. It was also agreed to look at costings for a bird bath.

ICCM Photography Competition – The closing date for this is 30th June and a piece had been placed in the newsletter for public to send in photographs to the parish office by 1st June.

Cllrs would look at any photos at the Amenities meeting in May for a final decision to be made after the 1st June.

Date for Site Meeting – 7th April. The Clerk to email all Cllrs with details of the time.

Cemetery issues: The rules would need to be reviewed to take into consideration the new section.

A short discussion took place in regard to a woodland burial area. It was agreed that several Cllrs meet to look at costings and what was involved in the setting up of this.

123/18 PUBLIC TOILETS & CAR PARK

(a) Public Convenience issues: Cleaning report. Reports from both caretakers had been received by the Clerk and it seemed that the cleaning was a better standard although Cllr Adam was

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unsure whether the cleaning had taken place over a weekend. The Clerk would contact the company again for the criteria for the cleaner.

- (b) Date for Site Meeting – 7th April. The Clerk to email all Cllrs with details of the time.
- (c) Footfall Counters – it was agreed to purchase one for £79 and it would be moved between the ladies and gents toilets.
- (d) Car Park Issues:
MBC had informed the Clerk that the bollards on the grass can be removed however this would be at the cost of the History Group and the Clerk to advise them.
MBC had agreed to repaint the barrier however it was felt that if it was not to be used it should be removed.

124/18 **CORRESPONDENCE**

Requests via Email/Website:

Request for donation from a resident asking for support as part of the Stand Up 2 Cancer charity. It was agreed that the Parish Council would fund the hall hire for 2 hours for the baking fundraiser.

An email had been received copying the Parish Council into correspondence to Helen Grant in regard to the Cycling Charter and a request to have a speaker from a cycling club. Unfortunately two speakers had already been booked for the APM but the Clerk would respond to state that a link would be placed on the website and to contact KCC regarding cycling routes etc.

125/18 **ACTION GROUP REPORTS**

- (a) **Stilebridge:** Update: Still waiting for information from MBC/KCC.
- (b) **Christmas:** Meeting held on 20th February and the notes had been circulated prior to Amenities meeting. It was agreed that the Marden at Christmas event will be held on Saturday 8th December.
- (c) **Litter Pick:** 10th March 2018. This was cancelled due to bad weather and the majority of the ditches being full. It was agreed to reschedule for 20th October.

126/18 **OUTSIDE BODIES REPORTS**

- (a) **Memorial Hall:** AGM and Committee meeting held on 12th March 2018. Cllr Newton had been elected Chairman and Cllr Kate Tippen had been appointed as an Elected Trustee. Cllrs were reminded that the appointment of the Parish Council representative would be made at the May Annual Parish Council Meeting and Cllr Newton would be stepping down as MPC Trustee as would be representing the Theatre Group. Cllrs asked to consider the MPC post.
- (b) **Youth:** The Youth Club had stopped for a couple of weeks due to staff shortages and some anti-social behaviour. It was hoped to restart on 7th April.

127/18 **OUTSTANDING ISSUES**

- (a) Update from To Do list:
Bench at the library was due to be removed and a new memorial bench installed in memory of Ken Rhodes. It was also discussed to consider new cycle racks and PROW map and the Clerk would liaise with the relevant officers regarding this.

128/18 **FURTHER ISSUES FOR DECISION**

- (a) Beacon for WW1 Tribute. The Clerk had tried to obtain quotes for a beacon to be made however unfortunately none had been received. It was discussed as to whether a gas beacon could be purchased but this was not a preferred option. The Clerk would continue to try to obtain costings for one to be made.

129/18 **FURTHER ISSUES FOR DISCUSSION/INFORMATION**

- (a) Playing Field Consultation was held on 3rd February 2018 and the responses had been analysed by the Sub-Group. The report from this meeting held on 20th March had been circulated with the following proposals:

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Sports Wall & Adult Gym equipment – the preference was for Wicksteed for both at a combined cost of £24,435.00.

Running Track - The Assistant Clerk was asked to contact Whites Landscapes to confirm length of footpath and width.

It was proposed that all work would be undertaken concurrently and the Clerk would contact MBC for confirmation that the S106 money could be used for this.

(b) Section 106 contributions & money outstanding – Once confirmation from MBC had been received the Clerk would update with the next phase of works.

(c) Other:

The Chairman suggested that the Amenities Committee meeting be held every two months.

It was agreed that the April meeting would be held and a decision would be made at the May Annual Parish Council Meeting.

130/18 INVOICES FOR PAYMENT:

Invoices for Approval:

Electronic Payments:

Payee	Details	Amount
Broxap	Napoleon Drive Bench	£780.00
Digital Nomads	Website/Email annual charge	£143.98
KCS	Photocopier Rental	£257.54
Cllr Kate Tippen	Travel – Marden to Uckfield (SLCC Conference)	£29.70
Memorial Hall	Office Rent & Refuse x 2 months	£560.00
Paul Waring	Rolling of football pitch	£77.88
SLCC Enterprises Ltd	Publications	£28.82
Pitney Bowes	Franking Machine Rental x 2 months	£31.08
Ian Jones	S/F & P/C locking	£200.00
Stackhouse Poland Ltd	Mower/Van insurance	£700.00

Cheque Payments:

Payee	Chq No/Details	Amount
Cash	Office Cleaning, Clerk's travel & office supplies	£69.75
Inland Revenue	PAYE/NIC	£1,434.29

Invoices agreed and electronic banking authorisation would be made by Cllrs Boswell and Newton.

There being no further business the meeting closed 9.30pm

Signed:
Chairman, Amenities Committee
Marden Parish Council

Date: 24th April 2018