



**AGREED MINUTES OF THE MEETING OF THE MARDEN PARISH COUNCIL
AMENITIES COMMITTEE ON TUESDAY 25TH OCTOBER 2022 HELD AT 7.30PM
IN THE PARISH COUNCIL MEETING ROOM, MARDEN MEMORIAL HALL,
GOUDHURST ROAD, MARDEN**

057/22 PRESENT

Cllrs Barker, Besant, Boswell (in the Chair), Newton, Robertson, Stevens and Turner. Cllrs Adam and Gibson together with the Clerk were also in attendance.

058/22 APOLOGIES

Cllr Tippen and the Deputy Clerk had given their apologies.

In the absence of the Deputy Clerk the Clerk was in attendance to take the minutes.

059/22 COUNCILLOR INFORMATION

Declarations of Interest

Cllr Boswell declared an interest in item 06/22 (Southons Field) as a resident backing onto the field; Cllrs Gibson and Stevens declared an interest in item 065/22 (Allotments) as residents of Highwood Green and would leave the meeting if anything was to be discussed.

Granting of Dispensation

There were no requests for dispensation

060/22 APPROVAL OF PREVIOUS AMENITIES COMMITTEE MINUTES

The minutes of the meeting held on 26th July 2022 were agreed and signed as a true record.

061/22 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

No members of the public were in attendance.

062/22 DEPUTY CLERK REPORT

The Deputy Clerk had provided a report prior to the meeting informing Cllrs of the following: (a) the playing field contractor had undertaken the requested work on the play trail at Southons Field and play areas. The seat on the picnic bench in the Napoleon Drive play area had also been replaced; (b) The overhanging branch of the tree at Marden Playing Field had been removed by Redrow. The tree would continue to be monitored as there were several other branches that may be of concern in the future; (c) CCTV – the Clerk had contacted Golding Homes who were due to put together an agreement and costings for the placing of the CCTV cameras on one of their properties but to date no information had been received; (d) The Community Payback Team were continuing to work at Marden Churchyard and once finished there would be painting the bollards in Maidstone Road; (e) The Street Lighting Permit had been submitted for the Christmas lighting and it is hoped that confirmation will be received in the next few weeks. The contractor is due to erect the lighting week commencing 21st November; (f) The volunteer tree warden was happy to continue and would be undertaking the Autumn tree survey shortly.

17.35pm - Cllr Newton arrived at the meeting

063/22 OPEN SPACE

Playing Field

Play Inspection Reports from MBC and MPC

Reports had been received from MBC for the play area and from MPC for all play areas and equipment. As reported in item 062/22 the contractor had been in attendance to undertake repairs. He was due to supply quotes for removal of the tree root and replacement wet pour in Napoleon Drive.

(a) Changes to Play Area Inspections from MBC

Correspondence had been received to inform Marden Parish Council that MBC would no longer be undertaking play area inspections from 1st April 2023. The Parish Council continues to undertake weekly inspections along with an annual inspection provided by an external company.

Changing Room

Cllrs to consider a consultation for future use in the next newsletter. The Sub-Group would meet prior to the drafting of the newsletter to agree format.

Other Playing Field Issues

(a) Dog Fouling

Cllrs discussed options being suggested by Keep Britain Tidy but felt that any issues/reports should be sent to the Community Warden/ Dog Warden if owners known.

(b) Replacement Play Area Equipment.

The Admin Assistant had circulated options of play equipment to replace the rotating seesaw which had had to be removed. Cllrs agreed to look at a “flymobile spinner” and a report on costings and installation would go to the next Amenities Committee to put before Finance.

Southons Field

Play Trail Inspection Report from MPC

Reports received on the Play Trail with no issues raised.

Events on Southons Field

The Clerk reported that the Marden Motor Show and The Rude Mechanicals had booked the field for dates in 2023. The Clerk also raised the question as to whether the Parish Council would be looking to organise an event for the Coronation in May 2023. Cllrs agreed to put before the Events Sub-Group to discuss further.

(a) Exclusive Use Charge

The Rude Mechanicals have requested exclusive use on the evening of their production on 23rd June. Cllrs agreed that exclusive use from 5pm on the 23rd June with no additional fee.

Other Southons Field Issues

(a) Picnic Benches Costings

Cllrs agreed that a wheelchair accessible table and a children’s table from the same company who had provided previous benches would be put before Finance Committee.

(b) Gate Costings

Companies to be approached for costings for providing gates and the installation for both wooden and metal to go before Finance Committee for next year’s budgeting.

(c) Fees for 2023/2024

The Clerk had provided Cllrs with the previous years fees for Southons Field. Cllrs agreed the fees from 1st April 2023 to be: Parking £35.00 : Hourly Rate £17.50 : Half day (up to 4 hours) £65.00 : Full Day (over 4 hours) £130.00.

Southons Pavilion

Quotes were being obtained for repairs to the rear of the pavilion and to look at what other work was required on the building in the future. The Deputy Clerk would ask caretakers to cut back the overhanging vegetation and clear away debris from the rear of the pavilion to allow the repairs to be undertaken.

Other Open Space

Open Space Action Plan

The Deputy Clerk would revisit the Action Plan and report to the next Amenities Meeting.

Site Meetings – Proposed November Dates

The Deputy Clerk would be asked to circulate dates for site meetings with all Cllrs on Open Space Sub-Groups to agree when all available.

Trees

Tree Planting at Playing Field.

Cllr Besant proposed to change the date of planting to 21st January as struggling for time available prior to Christmas. Cllrs agreed and the Deputy Clerk would be asked to arrange for a contractor digger to be available and to order trees with Golden Hill Nurseries.

MPC has received donations of several trees by a couple of residents which will be included in the planting session.

Commemorative Tree for the Late Queen

Golden Hill Nursery has donated a large Oak tree to commemorate HM Queen Elizabeth II.

The Deputy Clerk would write to thank Golden Hill Nursery for this

Not on the Agenda – for noting only

The Clerk had received notification of a new Tree Preservation Order for trees at the rear of Rookery Court.

064/22 CEMETERY

Cemetery Sub-Group Meeting

Cllrs agreed to meet to discuss Scattering of Ashes, Fees for 2023/2024 and heathers around Interments. Date to be arranged before next Amenities meeting

Other Cemetery Issues

The wooden footpath sign has been delivered to the office. Cllr Besant would view to see what was required to install the post.

(a) ICCM Publication and Book

Cllrs noted receipt of ICCM Publication and book of Cemetery law. There was an item in the ICCM publication regarding cemetery soil waste. The Clerk was asked to investigate this further for when the soil waste was next to be removed from site.

065/22 ALLOTMENTS

The Clerk had reported to Full Council that Redrow had been in touch requesting details of the Parish Council's solicitors. This had been sent over but no further information had been received.

066/22 PUBLIC TOILETS AND CAR PARK

Public Toilet Issues

The agreed company would be undertaking the descaling of the drains next week.

The Clerk reported that the flooring in the storage area of the public conveniences was rotting. The cleaning contractor had agreed to look at this and would undertake the necessary work if only the floorboards needed replacing. If further work was required he would report back to the office.

At the previous Amenities Committee meeting Cllrs discussed a letter received from MBC regarding health and safety checks at the toilets. MBC had initiated an asbestos survey and the Clerk had been in contact with MBC regarding the other aspects. No reply had been received to date.

Car Park Issues

Cllrs agreed that the consultation which was in the newsletter be put out on social media.

067/22 ENVIRONMENTAL SUB-GROUP**Water Bottle Refill Station.**

The Deputy Clerk had circulated a report following a discussion with the cleaning contractor who had raised concerns over vandalism. Cllrs agreed to revisit the decision following this report and it was proposed that the Deputy Clerk look into costings for drinking water taps to be installed inside the building in both gents and ladies. Cllrs agreed in principle and requested that the costings be circulated to Cllrs once received.

Environmental Group Update

The last meeting was held with MBC Officers being in attendance and notes had been circulated. The next meeting was to be held on 1st November 2022 at 6pm. Interested residents would be invited.

Cllr Boswell is also a member of a NALC Environmental WhatsApp group and a virtual meeting of this group is being held on Thursday 27th October.

Terms of Reference and Policy

Cllrs agreed for the Terms of Reference and Policy to be adopted.

068/22 CORRESPONDENCE

No correspondence received

069/22 HEALTH AND WELLBEING

The following was not on the agenda but Cllr Boswell reported that a Warm Hub list of locations was being circulated and this would be published on social media and notice boards. It was also reported that Cllr Boswell attended a meeting last week organised by North Kent MP and different agencies to discuss the impact of the pandemic and the cost of living crisis.

070/22 ACTION GROUPS REPORTS**Village Events****Marden at Christmas 2022**

The Clerk provided a report on the Christmas event to be held on 3rd December. Everything had been booked and a timetable would be circulated to Cllrs shortly with availability etc. The Clerk and Deputy Clerk would be at The Allens on the Friday to set up as much as possible for the following morning and the Clerk would be at the hall Saturday am to assist with the bbq etc.

071/22 OUTSIDE BODIES REPORTS**Memorial Hall**

Cllr Stevens reported that the Pre-School toilets had been refurbished and new storage area provided for the Parish Council. The flooring in the gents had been repaired following an issue with the floorboards and Cllr Newton reported that any lighting not currently LED are being replaced with new bulbs and sensor lighting.

Youth

An event was held in the playing field yesterday unfortunately notification was not received until late last week so unsure how many attended. The Deputy Clerk would be asked to contact the Youth Worker for another update in setting up the youth club again.

072/22 OUTSTANDING ISSUES

The caretakers to do list would be reviewed and reported back to the next Amenities meeting.

073/22 FURTHER ISSUES FOR DECISION

No issues raised

074/22 FURTHER ISSUES FOR DISCUSSION/INFORMATION

Cllr Boswell proposed that the Amenities Committee meetings be moved back to The Allens from November due to the Parish Office meeting room being too crowded. Cllrs agreed.

Cllr Besant asked that an item be put on the next meeting for the completion of the footpath between The Parsonage and Windsor Meadow.

075/22 INVOICES FOR PAYMENT

The following invoices were submitted for agreement:

RJP Window Cleaning – public convenience cleaning - £665.00

Golden Hill Nurseries – plants for troughs - £54.15

Auditing Solutions – interim internal audit - £444.00

Howland Electrical – Light fitting at toilets - £124.70

Alison Hooker – refuse bags and Microsoft subscription - £175.31

Total: £1,463.16

All invoices were agreed and Cllrs Boswell and Turner would authorise on Unity.

There being no further business, the meeting closed at 9.11pm

Date:

Signed:

Cllr Anne Boswell Chairman, Amenities Committee

Marden Parish Council

Parish Office

Goudhurst Road

Marden

01622 832305

07940 241333

deputyclerk@mardenkent-pc.gov.uk/www.mardenkent-pc.gov.uk