



**MINUTES OF THE MEETING OF THE MARDEN PARISH COUNCIL AMENITIES COMMITTEE ON TUESDAY 24<sup>TH</sup> JULY 2018 HELD IN THE PARISH OFFICE MEETING ROOM, MEMORIAL HALL, MARDEN COMMENCING AT 7.30pm**

- Min No**
- 017/18 **PRESENT:** Cllrs Adam, Boswell, Harvey, Jones, Newton and Tippen. The Clerk and Community Warden were also in attendance.
- 018/18 **APOLOGIES:** Apologies were received from Cllrs Robertson and Turner. In the absence of the Chairman Cllr Boswell took the Chair.
- 019/18 **COUNCILLOR DETAILS**
- (a) **Declarations of Interest:** Cllr Boswell declared an interest as neighbour to Southons Field
- (b) (item 22/18(a)(ii)), Cllr Jones declared an interest as neighbour to Marden Playing Field (item 22/18(a)(i)) and Cllrs Newton and Tippen declared an interest as Trustees of Marden Memorial Hall (item 26/18(a)).
- Granting of Dispensation:** There were no requests for dispensation.
- 020/18 **APPROVAL OF PREVIOUS AMENITIES COMMITTEE MINUTES:** The minutes of the meeting held on 29<sup>th</sup> May 2018 were agreed and signed as a true record.
- 021/18 **IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING:** The Community Warden did not wish to raise any issues but would comment on any item if Cllrs wished.
- 022/18 **SUB-COMMITTEES REPORTS**
- (a) **Open Space**
- (i) **Playing Field**
- Play Inspection Reports for play area and Napoleon Drive play area had been received from MBC and the village caretaker. An issue had been raised by MBC on the condition of the ropes on the buddy swing. The Caretaker to view and the Assistant Clerk would be asked to obtain costings for metal chains to be fitted. A resident had contacted the Parish Office reporting an issue with one of the steps on the slide – the village caretaker was rectifying this. The Clerk had spoken with Epic Engineering who would look to remove the rocking horse and to ascertain whether the rocking mechanism could be removed. It was agreed that as soon as the horse was removed the hole would be filled for safety reasons and the horse would be reinstalled and secured if no longer able to be rocked.
- Changing Room: issues raised by caretaker/Marden Minors FC. The shower heads still needed to be cleaned.
- Other Playing Field issues: A date was awaited from Wicksteed for the installation of the new sports wall. The Assistant Clerk would be asked to chase; A report of nettles overhanging the footpath had been reported and the caretaker would be asked to deal with these as soon as possible; The running track/footpath tender contract was due to close at 12noon on 31<sup>st</sup> July – Cllrs Stevens and Tippen along with the Clerk were meeting in the afternoon to open the tenders and would report to the next Full Council meeting of their preferred contractor; The Clerk was due to meet with the CCTV company next week; The Assistant Clerk would be asked to view the landscaping plans for the ponds at The Parsonage and Windsor Meadows following issues with fly tipping and over growing vegetation; The question of whether barriers on accesses into the field from Chantry Road/Cranham Square/Sutton Court could be installed – this would be raised at the next meeting with the County Councillor; There is fly tipping along the footpath to the rear of The Cockpit – Clerk would report to Golding Homes;

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the litter bins recently installed by the youth shelter are not being used and litter is still being thrown around the pond area.

**(ii) Southons Field**

Play Trail Inspection Report: MPC – No issues raised.

Other Southons Field issues: Several mums were using Southons Field to meet with children during the Summer holidays and would be offered a key to the Community Chest toys to use; the Caretaker would be asked to trim around the fallen tree as nettles were growing; a resident had asked if they could assist with the felling of the dead Willow Tree – Cllrs agreed but it must be taken down to ground level and stump not left as a trip hazard; the Caretaker to be asked to mow inside the play trail; a date was still awaited for the installation of the Grasscrete at the entrance – the Clerk was asked if there was a curing time when it couldn't be walked/driven on after it had been installed; the dimensions for the beacon had been passed to Epic Engineering and the location had been viewed by Cllrs Boswell and Tippen – the Clerk was asked if planning permission was required.

**(iii) Other Open Space**

Open Space Action Plan: this had been updated and circulated to Cllrs. Spencers Field planning application had been approved and the Section 106 document published. The S106 money for open space had been allocated to The Cockpit play area.

**(iv) Trees**

Tree Inspection Report – The Clerk would obtain costings for tree work in readiness for work to be undertaken in the Autumn.

**(b) Cemetery**

ICCM Publication - noted

Cemetery Sub-Committee Meeting – The Sub-Committee had met prior to Amenities meeting to discuss the amendments/additions to the rules and these would be circulated once drafted. It had also been proposed that the Council would enter the cemetery into the Cemetery of the Year competition – this was agreed and the Clerk would complete before the closing date of 31<sup>st</sup> July.

Footpath signage – It was proposed, and agreed, that costings for wooden signs at either end of the footpath be obtained.

Other Cemetery issues

**023/18 PUBLIC TOILETS & CAR PARK**

**(a)** Public Convenience issues: The external door to the ladies was on order; still problems with the urinals and the caretaker would be asked if he could resolve these; the caretaker had replaced the leaking tap; the Clerk to contact South East Water as the water bills seem exceptionally high.

**(b)** Footfall Counter for toilets: The counter had been placed in the ladies for the past two months however the numbers seemed particularly high – it was proposed that it would be moved to the gents from the beginning of August before making any decisions on what action to take.

**(c)** Car Park Issues: No issues raised

**024/18 CORRESPONDENCE**

**(a)** MBC – Notice board funding grant – MBC were offering a grant for parish notice boards and the Clerk was asked to contact the owner of the old Post Office in regard to the notice board on the wall to hold Parish Council information. If so the Clerk would apply for funding.

**(b)** MBC – Dog Control Survey – The Chairman went through the questions on the survey and the Clerk was asked to respond before the closing date on 19<sup>th</sup> August.

025/18 **ACTION GROUP REPORTS**

- (a) **Stilebridge:** Cllrs Boswell and Tippen visited Stilebridge to deliver newsletters and although saw a couple of residents no issues were raised. No further update regarding the transfer from MBC to KCC had been received.
- (b) **Play Scheme:** The Clerk provided an update on the first two days of play scheme with 70+ children registered over the two weeks and 50 children attending on Monday and Tuesday. A visit to Rare Breeds Centre was planned for Wednesday along with many other activities, visit from Animal Encounters, inflatable assault course and end of scheme showcase for the rest of the two weeks. The Chairman thanked the Clerk for all her hard work in organising the Summer Play Scheme and making it such a success.

026/18 **OUTSIDE BODIES REPORTS**

**Memorial Hall:** A meeting was due to be held shortly but no other issues were raised.

**Youth:** Meeting had been held with PCSO, Housing Association Representatives, Community Warden and Youth Worker on 7<sup>th</sup> June 2018 and notes had been circulated. Cllr Boswell may have a contact for boxing training and this would be pursued. The Clerk was asked to contact the Youth Worker to see what the latest news is in regard to the reopening of the Youth Club.

8.40pm Cllr Harvey left the meeting

027/18 **OUTSTANDING ISSUES**

- (a) An updated to do list had been circulated prior to the meeting. Several issues were flagged up including Southons Field driveway and Byelaws.

028/18 **FURTHER ISSUES FOR DECISION**

There were no further issues for decision

029/18 **FURTHER ISSUES FOR DISCUSSION/INFORMATION**

- (a) Section 106 contributions & money outstanding. As mentioned above the Section 106 money from Spencers Field was due to go The Cockpit Play Area; tenders were due to be opened on 31<sup>st</sup> July in regard to the playing field footpath and once this had been agreed as to which contractor to appoint the Assistant Clerk would take on the project management to incorporate the installation of the Adult Gym; sports wall was due to be installed shortly and a new bench and litter bins were on order for the playing field. It was proposed that all this would be undertaken before any other decisions on spending the remainder would be made.

030/18 **INVOICES FOR PAYMENT:**

- (a) Invoices for approval

**Electronic Payments:**

<b>Payee</b>	<b>Details</b>	<b>Amount</b>
Water Choice	Water supply – public conveniences	£544.96
Water Choice	Water supply – changing rooms	£29.28
Water Choice	Water supply – cemetery	£25.94
Memorial Hall	Office rent and hall hire	£408.00
Pitney Bowes	Franking Machine rental	£15.54
KCC	Play Scheme supplies	£34.02
KCC	Play Scheme and Office supplies	£60.66
Mower Plant Services	Strimmer service	£70.79
T&MBC	MNP Printing	£39.93
Ian Jones	S/F & P/C Locking	£200.00
<b>TOTAL</b>		<b>£1,429.12</b>

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

**Cheque Payment****Payee**

Cash

**Details**

Play Scheme petty cash

**Amount**

£300.00

There being no further business the meeting closed at 20.40pm

Signed: .....  
 Chairman, Amenities Committee  
 Marden Parish Council

Date: 25<sup>th</sup> September 2018

Agreed 25th September 2018

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