



## **BRIEFING NOTE**

**For the meeting of Amenities Committee meeting to be held on Tuesday 27<sup>th</sup> May 2025 at 7.30pm at The Allens, Albion Road, Marden, Kent.**

### **001/25 ELECTION OF CHAIRMAN**

### **002/25 ELECTION OF VICE CHAIRMAN**

### **003/25 PRESENT**

Cllrs to inform the Clerk by 5.00pm on the day of the meeting if they will be taking part in the meeting.

### **004/25 APOLOGIES FOR ABSENCE**

To receive apologies for absence.

Cllrs to inform the Clerk by 5.00pm on the day of the meeting if they will not be taking part in the meeting.

### **005/25 COUNCILLOR INFORMATION**

Declaration of Pecuniary and Non-Pecuniary Interests  
Granting of Dispensation

### **006/25 MINUTES OF THE PREVIOUS MEETING**

To receive and accept as a true record the Minutes of the Amenities Committee meeting held on 22<sup>nd</sup> April 2025.

### **007/25 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING**

Members of the public to make themselves known to the meeting as to whether they wish to raise any issue under this item.

### **008/25 DEPUTY CLERK REPORT**

Report to be submitted to Cllrs prior to the meeting.

### **009/25 OPEN SPACE**

#### **Playing Field**

Play Inspection Report from MPC

Cllrs to accept the weekly reports received from the Caretaker.

Football Goal Posts

Cllrs to consider inviting local junior football teams to use pitch.

#### **Southons Field**

Play Inspection Report from MPC

Cllrs to accept the weekly reports received from the Caretaker.

Southons Field Entrance Sign

To review sign sent from resident near Southons Field and discuss next steps. **Signage example circulated prior to the meeting for Cllrs to view.**

Office Opening Times:

Mondays, Tuesdays & Fridays 10am - 12 noon

Email: [clerk@mardenkent-pc.gov.uk](mailto:clerk@mardenkent-pc.gov.uk)

Website: [www.mardenkent-pc.gov.uk](http://www.mardenkent-pc.gov.uk)



**Other Open Space****Maintenance Action Plans**

To review and agree the plans taking into account No Mow May going forward and maintenance timetable. **Circulated prior to meeting and to take into account changes made by Cllr Boswell at the meeting.**

**Trees****Monthly Tree Inspections**

Cllrs to receive monthly reports from the Caretakers.

**010/25 CEMETERY****Exclusive Right of Burial Certificates**

Cllrs to sign any Exclusive Right of Burial Certificates received in time of this meeting.

**Request for Burial Outside Boundary**

Cllrs to consider request made by resident outside Parish boundary. **Cllrs to look at Parish boundary and discuss further.**

**Container Location**

Discuss location of container at the Cemetery. **Cllrs to review location following site visit.**

**009/25 ALLOTMENTS**

The Clerk to report if there are any updates received in time for this meeting.

**010/25 PUBLIC TOILETS AND CAR PARK****Public Toilet Issues****Update on Solar Panel Installation**

To review quotes for work following the Structural Survey.

**Car Park Issues****011/25 AMENITIES SUB-COMMITTEES AND SUB-GROUPS****Environmental Sub-Group**

The next Environmental Sub-Group meeting will be Tuesday 10<sup>th</sup> June.

**MBC Big Day Out on 14<sup>th</sup> June****Retrofit Session****012/25 CORRESPONDENCE****013/25 OUTSIDE BODIES REPORT****Memorial Hall**

Cllr Turner to provide an update to the meeting.

**014/25 OUTSTANDING ISSUES****Outstanding Issues List**

The list to be circulated to Cllrs prior to the meeting.

**015/25 OTHER AMENITIES ISSUES FOR DECISION**

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**016/25 INVOICES FOR PAYMENT**

Invoices due to payment to be submitted to the meeting.

If you have any questions etc that you wish to ask regarding this meeting, please contact the Deputy Clerk on 01622 832305 or email [deputyclerk@mardenkent-pc.gov.uk](mailto:deputyclerk@mardenkent-pc.gov.uk).

Local electors and the press are entitled to listen to Parish Council Meetings but not to take part. An opportunity to speak will be given at the beginning of Council Business in line with MPC's Public Participation Policy which can be found at: [Council Policies and Procedures - Marden Parish Council - Marden Parish Council, Marden, Tonbridge](#)

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