



**AGREED MINUTES FOR THE MEETING OF THE MARDEN PARISH COUNCIL
AMENITIES COMMITTEE HELD ON TUESDAY 24TH AUGUST 2021 AT 7.30PM IN
THE JOHN BANKS HALL, MARDEN MEMORIAL HALL**

057/21 PRESENT

Cllrs Barker, Besant, Boswell (in the Chair), Newton, Tippen and Turner were present. The Deputy Clerk, Cllr Gibson and one member of the public was also in attendance.

058/21 APOLOGIES

Cllrs Adam and Robertson gave their apologies.

059/21 COUNCILLOR INFORMATION

Declarations of Interest

Cllr Boswell declared an interest in item 063/21 (Southons Field) as a resident backing onto the field; Cllr Newton and Tippen declared an interest in item 071/21 as Trustees of Marden Memorial Hall.

Granting of Dispensation

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

060/21 APPROVAL OF PREVIOUS AMENITIES COMMITTEE MINUTES

The minutes of the meeting held on 27th July 2021 were agreed and signed as a true record by the Chairman.

061/21 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

There was one member of the public present who introduced himself as a new Tree Warden for Marden. The Chairman proposed, and Cllrs agreed, to bring agenda item 063/21 Trees forward.

063/21 OPEN SPACE

Trees

(i) Tree Wardens

The member of the public explained he will be regularly checking trees and monitoring any tree issues. He would like to work with the Parish Council and perhaps engage other residents to join him. Cllrs thanked the resident for coming forward and agreed to engage with anything relevant going forward. The Chairman mentioned the Tree Charter Day coming up in November and that we would email the member of the public with information.

The member of the public left at 19.38.

062/21 DEPUTY CLERK REPORT

The Deputy Clerk reported that the supplier for the outdoor gym equipment had not been in touch since being chased again and we are still waiting for the benches and litter bins to be installed at the Playing Field. The weeds seemed to have died back from the Playing Field pathway and it was asked that Cllrs view these at the next Site Meeting to monitor. The Community Payback team have continued to work one week on and one week off. There is still work outstanding on the painting of the Napoleon Drive fencing but they have made progress at the Library car park and Merchant Place with tidying up verges. The new Parish Council noticeboard for outside The Old Post Office Coffee House has been delivered and the Caretaker will be asked to install shortly.

The dog waste bin has been ordered and the Deputy Clerk is creating some artwork to personalise it. This will be emailed to Cllrs for agreement before being emailed to the supplier. We have yet to hear from the Community Protection team regarding mobile CCTV for the Library car park, however, dates for their surgeries in the village have been announced and shared on social media and the noticeboards. The Clerk has kindly researched in the Deputy Clerk's absence mowing comparisons. There will be a report submitted for the Amenities Committee meeting in September for Cllrs to discuss. The Deputy Clerk will work on getting quotes for the refurbishment of the Cemetery gates and fencing, the Southons Field gate and Tree Audit work for the next meeting. This report was circulated to Cllrs prior to the meeting. Cllrs noted.

063/21 OPEN SPACE

Playing Field

(i) Play Inspection Reports

MPC Inspection Reports had been received up until 27th July 2021 and there were no issues to report. The report from Maidstone Borough Council dated 9th July 2021 reported bolt covers broken on multiplay unit and the top step is loose. Cllrs were made aware the steps had now been fixed by the contractor and the Deputy Clerk was waiting for the bolt covers to be fixed by the contractor. Cllr Tippen requested that the Deputy Clerk ask for spare bolt covers from the contractor for future use. Cllrs noted.

(ii) Changing Rooms

(a) Legionella Report. Cllr Stevens had emailed just before the meeting that a response was expected by Monday from the contractor. However, this had still not been received. It is hoped that Cllr Stevens will have an update for the next meeting.

(b) Electrical Report. As per (a) above. Cllr Barker had been in touch with Cllr Stevens regarding electricity.

(iv) Other Playing Field Issues

Cllrs had received late this afternoon an email from the Marden Football Club regarding the pitch at the Playing Field. Cllr Boswell explained that in order to follow FA regulations, they are unable to play on the pitch as it does not meet requirements. The Football Club will use an alternative pitch for matches for the following season. Cllr Tippen suggested the Clerk respond and request a site meeting with the Football Club at the Playing Field to ascertain their needs.

Southons Field

(i) Play Trail Inspection Report

The MPC Inspection Report had been received up until 27th July 2021 and there were no issues to report. The report for August 2021 will be reported at the next Amenities Committee meeting. Cllrs noted.

(ii) Events on Southons Field

There were no new events in the diary for Southons Field.

(iii) Other Southons Field Issues

The provision for a litter bin near the entrance was raised at the previous meeting. The Clerk had looked at a quote from the company the Parish Council has used before in the Playing Field in the Deputy Clerk's absence. Cllrs discussed the quote and agreed for the Deputy Clerk to purchase one green bin. The location of this would be discussed at the next Site Meeting.

Cllr Tippen requested the Bowls Club car parking in 2022 be added to the next Amenities agenda for discussion.

Cllr Boswell raised the toddler swing was still squeaking loudly and requires applying some WD40. The Deputy Clerk will raise this with the Caretaker.

Other Open Space

(i) Open Space Action Plan

The Open Space Action Plan had been updated and circulated by email prior to the meeting. Cllrs noted.

Trees

(i) Tree Wardens

Item was discussed with member of the public at agenda item 061/21.

(ii) Tree Charter Day on 27th November 2021

Cllr Boswell had circulated a report to Cllrs prior to the meeting on the proposed Tree Charter Day along with a letter to developers/management companies. Cllr Boswell explained that there would be an amalgamation of events on Saturday 27th November. There would be the planting of the Duke of Edinburgh remembrance tree and the Roots of Remembrance pandemic tree on Southons Field. In the afternoon, tree planting in various locations in the village with residents. The Tree Planting Working Group had met for a site meeting on the evening of Monday 23rd August to ascertain suitable areas for tree planting in areas that were not Parish Council owned land. Village organisations/groups/interested residents would be asked to attend a meeting should they wish to be involved in the event. Cllr Boswell has ordered saplings from the Woodland Trust and hopefully these will be delivered in November. The Tree Planting Working Group would report back to Cllrs with a progress report at the next Amenities meeting. Cllr Boswell requested a Tree table at the Parish Council Open Morning on 25th September. Cllrs agreed for the event to go ahead and for the letter to be sent and for village organisations to be invited to the proposed meeting.

(iii) Duke of Edinburgh and Roots of Remembrance Tree Choices

Cllrs discussed the appropriate size and species of the trees. It was agreed a willow tree for the Roots of Remembrance tree and a crab apple tree for the Duke of Edinburgh tree be purchased. Cllrs requested they be a suitable size and Cllr Boswell would look at costs.

(iii) Tree work at Playing Field

A resident had contacted the Parish Office regarding overhanging trees. The Clerk is contacting a tree surgeon and visiting the site to ascertain if the tree is covered by a Tree Preservation Order. Cllrs discussed and requested that the Tree policy be reviewed for works going forward and that insurance be checked. Cllrs requested the Clerks carry out research on trees on Parish Council owned land.

064/21 CEMETERY

Soil Waste Quotes

Due to the price quoted for soil removal, the Finance Committee will be considering the expenditure at the Finance meeting on 31st August. Cllrs considered a budget for each financial year for soil removal to be included instead of building up over 5 years. Cllrs discussed and recommended that £600 be budgeted for future annual costs for soil removal and requested this be added to the agenda of the appropriate meeting for Finance Committee. Cllr Tippen informed Cllrs that along with her husband, she had cleared around the rose bushes. Cllrs noted and thanked Cllr Tippen.

Cllr Tippen requested that signage be added to the next Amenities agenda at the Cemetery entrance due to a number of cars parking but not using the Cemetery.

065/21 PUBLIC TOILETS AND CAR PARK

Public Toilet Issues

The repairs to the ladies toilet door have been carried out this week by the contractor. They are adding a buffer as the door shuts on to metal currently. Cllr Boswell mentioned the lock on the ladies disabled toilet was very stiff to open. The Deputy Clerk would raise this with the Caretaker.

Car Park Issues

South East Water works are due to finish on 27th August. At which time the barriers will be removed from the car park and the buses will return to normal. Thanks have been expressed by Clancy for the patience of the community whilst the work was being undertaken.

067/21 CLIMATE, SUSTAINABILITY AND BIODIVERSITY

There were no issues to report.

068/21 CORRESPONDENCE

There was no correspondence received for this meeting.

069/21 HEALTH AND WELLBEING

There were no Health and Wellbeing issues to report.

070/21 ACTION GROUPS REPORTS

Stilebridge

No issues to report on Stilebridge.

Village Events

(i) Report from Village Celebrations Working Group on Open Morning, Marden at Christmas and Queen's Platinum Jubilee

The Deputy Clerk gave a report on the Village Celebrations Working Group meeting from Monday 23rd August. The upcoming Marden Parish Council Open Morning would be on Saturday 25th September from 10.00am. The Memorial Hall has been booked and there would be various tables for residents to see including a consultation on the Infrastructure Spend Plan, and Cllr Tippen will verbally thank all the volunteers on the Marden Community Assistance Group. Refreshments will be served. Cllrs added the date to their diaries. The Village Litter Pick will run on the morning of Saturday 16th October. Due to both Clerks being absent on the date, the Clerk would prepare as much as she could for Cllrs who will be running it. Marden at Christmas will go ahead on Saturday 4th December and will follow the same format as previous years. There will be an Elf Hunt for the children in the village. Following the success of the Father Christmas letter from last year, there will be a post box at the Allens and later, at the Memorial Hall for children to post their letters. The Festive Front Competition will run again although it will not be a competition but residents wishing to take part can apply to be added to a Trail Map. A plan was also discussed for the Parish Council to host two events next year to celebrate the Queen's Platinum Jubilee over the bank holiday weekend. The first event would be inviting residents to join us on Southons Field on Thursday 2nd June in the evening to light the Beacon (along with the lighting of other beacons around the country at the same time). The second event would be held on Saturday 4th June with a free community event on Southons Field which will run like a village fete with entertainment and stalls for village groups/organisations/businesses. Cllrs agreed and would be updated on progress.

071/21 OUTSIDE BODIES REPORTS

Memorial Hall

Cllr Newton had no issues to report on the Memorial Hall.

Youth

(i) Update from KCC

There was nothing new to report for this meeting. The Deputy Clerk will hope to get a further update for the next meeting.

Marden Play Scheme 2021

(i) Update

The Clerk submitted a report and gave feedback from staff and parents following the Marden Summer Playscheme. Feedback received from parents was very positive and the playscheme was very well received. Feedback from staff regarding the new venue had its pros and cons.

The Clerk requested a meeting to agree a budget for next year and to discuss improvements. Cllrs noted.

072/21 OUTSTANDING ISSUES

Update from To Do List

The Meeting Actions To do List had been circulated prior to the meeting. Cllrs noted. A new Caretaker's To Do List has been sent to the Caretakers on 17th August 2021.

073/21 FURTHER ISSUES FOR DECISION

Winter Planting Grant

Cllrs requested at the last Amenities Committee meeting that further information on the criteria be obtained regarding the grant. The Service Level Agreement was emailed prior to the meeting. Cllrs discussed and asked the Deputy Clerk to ask the Clerk to respond with a question on whether trees would come under the criteria.

074/21 FURTHER ISSUES FOR DISCUSSION/INFORMATION

The Deputy Clerk gave Cllrs the dates of the next Site Meetings which are Friday 5th November from 10.00am and Saturday 6th November at 9.30am.

Cllr Besant raised a question regarding the pathway to the Cemetery and the lack of signage to make residents aware it was there. Cllr Tippen requested that it be added to the agenda of next Amenities Committee meeting and for the Deputy Clerk to look at options, including previous correspondence and quotes, ready for the next Amenities Committee meeting.

Cllr Turner mentioned signage on the toilet doors mentioning the contractors who clean the toilets and thanking them. Cllrs agreed but only if the contractor was content for us to do so. The Deputy Clerk would check with the contractor.

075/21 INVOICES FOR PAYMENT

Electronic Payments

Paul Waring	Southons Field Mowing	£277.20
Pitney Bowes	Administrative Costs	£6.00
Rams Hill	Ride on mower repairs	£66.00
Epic Engineering	Repairs to toilet door	£165.60
Alison Hooker	Key cutting/paint brushes	£22.00
TOTAL		£536.80

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

Cheque Payment

T Standen	Preparation of ashes plot	£45.00
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Cllrs agreed payment and Cllrs Tippen, Newton and Turner signed the cheque.

There being no further business, the meeting closed at 21.20.

Date:

Signed:

Cllr Anne Boswell Chairman, Amenities Committee

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