



MINUTES OF THE MEETING OF THE MARDEN PARISH COUNCIL AMENITIES COMMITTEE ON TUESDAY 30TH JANUARY 2018 HELD IN THE PARISH OFFICE MEETING ROOM, MEMORIAL HALL, MARDEN COMMENCING AT 7.30pm

- Min No**
- 103/18 **PRESENT:** Cllrs Adam, Boswell (in the Chair), Jones, Newton, Tippen and Turner. The Clerk and Community Warden were also in attendance.
- 104/18 **APOLOGIES :** Cllrs Harvey and Robertson gave their apologies.
- 105/18 **DECLARATIONS OF INTEREST:** Cllrs Newton and Tippen gave their declarations of interest as Trustees for the Memorial Hall (item 112/18(a)) but had received granting of dispensation for any discussions on this.
Cllr Boswell gave her declaration of interest for Southons Field (item 108/18(a)(i)) as a neighbouring resident.
- GRANTING OF DISPENSATION:** There were requests for dispensation.
- 106/18 **APPROVAL OF PREVIOUS AMENITIES COMMITTEE MINUTES:** The minutes of the meeting held on 28th November 2017 were agreed and signed
- 107/18 **IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING:** The Community Warden would address the meeting when asked for comment.
- 108/18 **SUB-COMMITTEES REPORTS**
- (a) Open Space**
- (i) Playing Field**
- Play Inspection Reports:
- MBC & MPC: No outstanding issues other than wetpour cracked under swings – will be repaired when drier weather. The Assistant Clerk would chase the liquidator of Park Leisure to replace the ropes on the basket swing.
- 2018 Annual Play Inspection: Cllrs agreed to continue with Play Inspection company undertaking the annual check. The Clerk had provided a report on the actions raised in the 2017 inspection and would liaise with the caretaker to deal with any issues.
- Napoleon Drive Play Area – The Assistant Clerk is to contact Wicksteed as various issues on the play equipment had been highlighted in the post-installation report.
- Changing Room - issues raised by caretaker/Marden Minors FC: The caretaker was repairing the crack in the back wall. The Clerk had arranged for the pitch to be rolled at the end of the week.
- Other Playing Field issues: Cllrs discussed whether new bins could be included in S106 contributions and a decision would be made following the consultation on Saturday.
- Napoleon Bench – Cllrs agreed to order the Tyneside seat and for the caretaker to undertake the installation.
- Cllrs requested that the posts along Morello Path need to be replaced asap.
- Cllr Jones reported that a pony and trap had been in the playing field. The Clerk would view the CCTV to see if there was any evidence to report to the PSCO.

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The Clerk would contact Millwood Homes regarding the bottles and cans in the ditch and pond.

The quotations received for the proposed equipment in the playing field were to be discussed by the Open Space Sub-Committee once the feedback had been analysed from the Playing Field Consultation held on 3rd February.

(ii) Southons Field

Play Trail Inspection Report: MPC: no outstanding issues. The annual inspection brought to the attention that the small log seats should be secured to the ground and raised as a low risk – Cllrs agreed to monitor.

The shed bases had been completed, the smaller shed has been moved and the new large shed would be ordered when payment has been authorised.

Other Southons Field issues:

Request for hire: Request from a local business to hire the field in April. Cllrs agreed and as this was a commercial event there would be a charge.

The picnic benches had been dragged around and the caretaker would investigate whether strong bolts could replace the screws.

The Clerk is chasing companies regarding quotes for Grasscrete at the entrance.

The Bowls Club had been contacted in regard to speaking with the Parish Office when gaining access to their green.

The Clerk was waiting for a response from Jones Home regarding a meeting.

(iii) Other Open Space

Open Space Action Plan – this will be updated once figures had been received back from MBC on S106 money and the outcome of the consultation.

(iv) Trees

Tree Inspection Report – no outstanding issues reported. However the Cemetery Caretaker had reported today that the trunk of a tree in the Cemetery had split – the Clerk would arrange to get this viewed.

Tree audit: Cllrs had agreed that a tree audit would be undertaken in the new financial year and the Clerk had contacted the successful company for a date.

High Street Tree – Kent Highways had informed the Parish Council that it should have been planted in January. The Clerk would contact Kent Highways next week.

(b) Cemetery

New Section - The roses have all been planted and the majority of them are budding. ICCM Publication – Winter edition for information. The 2018 photography competition closing date was 30th June so a piece would be placed in the Spring newsletter asking for photographs.

Cemetery issues:

The Clerk would advertise the removal of the Christmas decorations in the next month.

The caretaker had reinstated the central bench around the Oak Tree.

109/18 PUBLIC TOILETS & CAR PARK

(a) Public Convenience issues: A letter had been received informing of a price increase of 4.42%. The caretaker was producing a visual check to ascertain whether the toilets are cleaned to an acceptable standard. Ian Jones would be asked to take over as can be checked when unlocking in the mornings and Cllrs suggested that photos be taken over a period of a week as evidence. The Clerk had asked Ecocleen for a list of duties that the cleaner undertakes, but no response had been received. The Clerk to chase.

(b) Car Park Issues: MBC still to clear vegetation and litter pick the car park boundary. Cllr David Burton would be approached regarding the removal of the car park barrier and white bollards. If the bollards can be removed the History Group propose to place the Marden Airfield plaque there.

110/18 CORRESPONDENCE

No correspondence received

111/18 ACTION GROUP REPORTS

- (a) **Stilebridge:** Update - No further update regarding the transfer. Cllrs Boswell and Tippen to visit Stilebridge to deliver the newsletters early March.
- (b) **Christmas:** Meeting to be held on 20th February at 6.30pm.
- (c) **Litter Pick:** 10th March 2018. The Clerk would arrange to collect equipment from Maidstone Borough Council the week before and MBC has confirmed that the rubbish can be collected from the car park instead of Pattenden Lane industrial estate.

112/18 OUTSIDE BODIES REPORTS

- (a) **Memorial Hall:** Cllr Tippen gave an update from meeting held on 15th January including new lock on the back door; new water heater in the kitchen and ladies toilets; all boilers had been gas checked and the new external emergency doors had been fitted. Cllr Tippen had raised at the hall meeting that all proposed work outstanding from the Fire Risk Assessment must be quoted for and work undertaken by commencement of the September term so that the Parish Council can ringfence any remaining Public Works Loan money for capital expenditure.
- (b) **Youth:** The Youth Worker would be asked if the group would join in the litter pick. The Community Warden reported that she was still working with the two youth workers regarding additional youth meetings.

113/18 OUTSTANDING ISSUES

- (a) Update from To Do list:
The Clerk to speak with Millwood to ask whether one of their diggers could be used to make a hole to plant the tree in Rookery Path.
One of the goals from the Community Chest would be erected and placed in Southons Field.
Some gravel would be purchased to lay on Southons Field drive
Memorial bench at the library was discussed with the best option being to remove the existing bench, build up the soil and replace with a new bench.

114/18 FURTHER ISSUES FOR DECISION

- (a) Improving Access to Tonbridge station – consultation closing date 12th February 2018 - noted
- (b) Beacon – WW1 Tribute discussion as to purchase / location. The Clerk is looking at costings and would contact the Church and History Group regarding the event and location of the beacon.

115/18 FURTHER ISSUES FOR DISCUSSION/INFORMATION

- (a) Section 106 contributions & money outstanding. The Clerk is waiting for an update from the S106 Monitoring Officer on monies held.
- (b) Email re mini astroturf pitch at Marden School – for information
- (c) Parking & Playing Field Consultation – 3rd February 2018 – details of the morning was discussed and agreed that the consultation comments should be returned by 16th February.
- (d) There are two large rollers currently at Southons Field and as they had not been used for a very long time the Clerk would look to selling this for scrap metal.

116/18 INVOICES FOR PAYMENT:

Invoices for Approval:

Electronic Payments:

| Payee | Details | Amount |
|-----------------------------|----------------------------|---------------|
| Pitney Bowes | Franking Machine Rental | £15.54 |
| Andrew Turner | Map Printing (T&MBC) | £55.97 |
| Jacksons Garden Supplies | Southons Field Garage/Shed | £1,215.00 |

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| Memorial Hall | Office Rent, hall hire and refuse collection | £413.00 |
| Ian Jones | Locking of Southons Field & Toilets | £200.00 |

Cheque Payments:

| Payee | Chq No/Details | Amount |
|--------------|--------------------------------------|---------------|
| Marden PCC | Magazine Annual Subscription | £8.00 |
| SSE | Electricity – Changing Rooms/Toilets | £99.55 |

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

There being no further business the meeting closed 9.10pm

Signed:
 Chairman, Amenities Committee
 Marden Parish Council

Date: 27th February 2018

Agreed 27th March 2018