



**AGREED MINUTES OF THE MEETING OF THE MARDEN PARISH COUNCIL  
AMENITIES COMMITTEE ON TUESDAY 23<sup>RD</sup> MAY 2023 HELD AT 7.30PM AT  
THE ALLENS, ALBION ROAD**

Cllr Besant, as an Amenities Committee member, opened the meeting and took the chair for the first items on the agenda.

**001/23 ELECTION OF CHAIRMAN**

Cllr Robertson proposed, and Cllr Besant seconded that Cllr Boswell take the role of Chairman for the following Council year. All Cllrs agreed and Cllr Boswell accepted and took over the chair for the remainder of the meeting.

**002/23 ELECTION OF VICE CHAIRMAN**

Cllr Boswell proposed, and Cllr Besant seconded that Cllr Robertson be appointed as Vice-Chairman of the Amenities Committee. All Cllrs agreed.

**003/23 PRESENT**

Cllrs Besant, Boswell (in the Chair), Newton, Robertson and Turner. Cllr Gibson and the Deputy Clerk were also in attendance.

**004/23 APOLOGIES**

Cllr Tippen sent her apologies for this meeting. Cllr Adam (not a Committee member) also sent his apologies.

**005/23 COUNCILLOR INFORMATION**

**Declarations of Interest**

Cllr Boswell declared an interest in item 009/23 (Southons Field) as a resident backing onto the field; Cllr Newton declared an interest in item 017/23 (Memorial Hall) as Trustee of the Marden Memorial Hall.

**Granting of Dispensation**

There were no requests for dispensation.

**006/23 APPROVAL OF PREVIOUS AMENITIES COMMITTEE MINUTES**

The minutes of the meeting held on 28<sup>th</sup> March 2023 were agreed and signed as a true record.

**007/23 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING**

There were no members of the public in attendance.

**008/23 DEPUTY CLERK REPORT**

The report was submitted to Cllrs prior to the meeting. The Contractor had been contacted regarding the Napoleon Drive wet pour and we are now awaiting any change in the quote and when the work can begin. The Clerk is still in communication with the insurers and the Admin Assistant is seeking a like for like quote. The Flymobile equipment for the Playing Field play area is being discussed at the Finance Committee in August. The accessible and children's picnic benches have been delivered and added to the Caretaker's To Do List to be installed. The Clerk is chasing Golding Homes as we are awaiting the lease/contract agreement for the electricity supply for the CCTV. The Deputy Clerk will arrange to meet with the Community Payback Coordinator when she returns from leave to discuss future jobs for the village. The Tree Inspection Reports have been passed to the Caretakers and will be added to the Amenities agenda as an item at the next meeting. The Deputy Clerk and Admin Assistant have marked out the area for the Scattering of Ashes area at the Cemetery and the Caretaker will begin works soon. Cllrs noted.

**009/23 OPEN SPACE****Playing Field**Play Inspection Reports from MPC.

The report had been received from the Caretaker for MPC with no new issues to report.

Changing Room Survey Results

Following the public consultation on the Changing Room which was advertised in the Parish Council Newsletter and on social media, residents had responded online and in writing. The options were to use as a dedicated youth facility with controlled supervision, demolish the existing building and replace with a small building for storage or suggest another use. The Parish Council had received one email, one letter and 34 responses on the online survey (with 9 comments). The 26 responses on the online survey of the Changing Room showed to use as a dedicated youth facility with controlled supervision. Cllrs discussed and agreed to start the process of looking at costings using existing Section 106 funds. Cllr Besant would create a scope document for architects to give costs on: refurbing the existing building as it is, refurbing with additional storage on the side and refurbing with additional storage on the side and on the back. The internal refurb would include plans for one accessible toilet and one kitchen area. This information would be taken to the next Full Council meeting for discussion and agreement.

Other Playing Field Issues*Proposal to rename Marden Playing Field*

Cllr Besant has spoken to Maidstone Borough Council and they are awaiting to hear back from the Cabinet Office regarding using the name “King Charles III “. Therefore, there are no new updates for this meeting.

*Marden Playing Field Play Area Gate*

The Deputy Clerk provided Cllrs with a quote for £334 + VAT to fix the spring on the Marden Playing Field Play Area gate so that it can be self closing. Cllrs discussed and agreed for the Deputy Clerk to accept the quote to start works.

**Southons Field**Play Trail Inspection Report from MPC

The Report had been received from the Caretaker for MPC with no new issues to report.

Events on Southons Field

The list of events had been circulated to Cllrs prior to this meeting. Cllrs noted.

Other Southons Field Issues*Entrance Gates on Southons Field*

The Deputy Clerk updated Cllrs with information from several companies that the Admin Assistant had provided. Each company wishes to visit the site to measure up and provide an accurate quote. The Admin Assistant will create a report of accurate quotes for each company at the next Amenities Committee meeting for Cllrs to discuss and decide.

*Memorial Plaques for Trees in Southons*

Cllr Besant had provided information on plaques for the trees and this had been circulated. Cllrs discussed and agreed to purchase 4 x 200mm and 100mm of brass plaques to include engraving for existing wording. The Deputy Clerk would order these.

**Other Open Space**Open Space Action Plan

There were no new updates to report.

Open Space Strategy Plan

Cllr Besant had created strategy plans for the Playing Field and Southons (Cemetery yet to be created). These were for information purposes. It was requested that Cllrs look at these and let Cllr Besant know any changes. These will be added to the next Amenities Committee meeting agenda in June for agreement.

**Trees**Kent Plan Tree Initiative

Cllr Besant had met with Kent County Council and they were very enthusiastic about the woodland plan at the Cemetery. The Clerk and Cllr Besant will be meeting the landowner shortly to discuss this further.

**010/23 CEMETERY****Application for Memorial Form**

As requested from the last meeting, the changes to the Application for Memorial form were circulated to Cllrs. Cllrs reviewed and agreed the changes.

**Cemetery Waste**

Cllr Boswell reported to Cllrs that there was a vast amount of waste at the Cemetery. It was proposed that a skip is hired. The Deputy Clerk had provided Cllrs with some examples of costings. Cllrs agreed for the Clerks to arrange for a general 12 yard skip for mixed waste be hired with a budget of £420. Accessibility to the site and checking on the type of waste to be removed will also be looked at.

**Memorial Stone Quotes for Scattering of Ashes Area**

The Deputy Clerk shared some examples of Memorial Stone slabs and requested a budget from Cllrs to purchase one for the Scattering of Ashes area. Cllrs agreed that the Deputy Clerk had a budget of a maximum of £200. The slab would be about 225mm by 225mm and would have the wording "In Memoriam" engraved.

**011/23 ALLOTMENTS**

There were no further updates for this meeting.

**012/23 PUBLIC TOILETS AND CAR PARK****Public Toilet Issues**

There were no issues for this meeting.

**Car Park Issues**

There were no issues for this meeting.

**013/23 ENVIRONMENTAL SUB-GROUP****Water Bottle Refill Station**

The Deputy Clerk provided Cllrs with a quote including installation for the water refill station as requested from the last Amenities meeting. This is to be installed on the Marden Library Public Toilets, therefore the Deputy Clerk had contacted Maidstone Borough Council for their authority for the station to be attached to the building. Maidstone Borough Council had requested further information which has been provided by the Deputy Clerk. Cllrs reviewed the quote and discussed this further. Cllrs agreed in principle for the Deputy Clerk to go ahead with the purchase of the station subject to approval from Maidstone Borough Council.

**Report from Cllr Boswell – NALC Climate Emergency Session**

Cllr Boswell briefly updated Cllrs on the session. Cllrs noted.

**Environmental Sub-Group Update**

The next meeting of the Environmental Sub-Group will be Tuesday 20<sup>th</sup> June prior to the Planning Committee meeting.

**014/23 CORRESPONDENCE**

There was no correspondence received for this meeting.

**015/23 HEALTH AND WELLBEING**

There were no issues to discuss.

**016/23 OUTSIDE BODIES REPORTS****Memorial Hall**

In the absence of Cllr Stevens who is the Marden Memorial Hall Representative, Cllr Newton updated Cllrs in his absence that there were no new updates other than that the roles of a Hall Caretaker and Facilities Manager have currently not been filled.

**Youth**

The KCC Youth Worker had sent a report stating that the group is going well and they have had consistently 20+ young people at each session. They have been enjoying the boxing sessions. As the weather has got warmer, the group has now moved to The Cockpit area and playing field.

**017/23 OUTSTANDING ISSUES/CARETAKERS TO DO LIST****Caretaker's To Do List for May 2023**

The Caretakers To Do List is still being updated following the delivery of the picnic benches yesterday. This will be delivered to the Caretakers shortly.

**018/23 OTHER AMENITIES ISSUES FOR DECISION****Library Noticeboard**

The Deputy Clerk had provided Cllrs with photos of the Library Noticeboard which is rotting at the back. The site is very damp and does not get much sunlight. The amount that was paid for the purchase of the Cemetery noticeboard which is magnetic was also shared for Cllrs for information. The Clerks proposed that the old Library noticeboard which was still in good condition at the front, would be refurbished at the back and positioned at The Parsonage where there is currently no noticeboard subject to landowner agreement. Cllrs discussed and agreed for the Deputy Clerk to seek quotes for a replacement magnetic noticeboard at the Library and to research costings for refurbishing the old Library noticeboard for discussion and decision at the next Amenities Committee meeting.

**Playscheme**

Following email discussions with the bookings agent for Leigh Academy, it transpired that they wanted to charge £200 per day (plus £300 for the party day/evening). The Clerk has been in talks with the Chair of Governors and the school office to help to see if this can be reduced. We are still waiting for an update. Staffing is all arranged with a new manager and deputy. The manager is currently meeting with the staff and planning the theme and activities which will be produced ready for when registration is open. Registration forms will be available from the Monday after half term (ie 5th June) from the Parish Office, Primary School and on line. Confirmation will be given prior to any payments received as we were over-subscribed last year.

**Pavilion and Bandstand for Southons Field – Infrastructure Spend Plan**

Cllr Boswell proposed the option of a bandstand for Southons Field be added to the Infrastructure Spend Plan. However, Cllrs agreed that services such as electricity and toilets be more important.

**019/23 INVOICES FOR PAYMENT**

Viking (Toilet, Office and Newsletter supplies) - £124.50  
 Auditing Solutions (EOY Internal Audit) - £444.00  
 Alison Hooker (Extension Lead for office) - £8.75  
 Rams Hill Mowers (Mower repairs) - £73.20  
 Castle Water (Public Convenience water supply) - £6.64  
 AIG (Gallagher Insurance) (Parish Council Insurance) - £2,884.62  
 Paddock Wood Community Advice - £200.00  
 Curious News (Banners – Coronation) - £96.00  
 Turners Cider (Refund – Coronation) - £20.00  
 Employee (May salary) - £275.25  
 Castle Water (Changing Rooms water supply) - £47.72  
 Paul Waring (S/F and P/F mowing) - £182.10  
 Total: £4,362.78

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

The Chairman then read out the following statement:

**I PROPOSE THAT PURSUANT TO PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960, THE PUBLIC BE EXCLUDED FROM THE MEETING BECAUSE OF THE CONFIDENTIAL NATURE OF THE FOLLOWING BUSINESS TO BE TRANSACTED:**

**022/23– CONTINGENCY PLANNING**

There was no further update on this item for this meeting.

There being no further business, the meeting closed at 21.25.

Date:

Signed:

Cllr Anne Boswell Chairman, Amenities Committee  
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