



**AGREED MINUTES OF THE MEETING OF THE MARDEN PARISH COUNCIL
AMENITIES COMMITTEE ON TUESDAY 25TH MAY 2021 HELD AT THE JOHN
BANKS HALL, MARDEN MEMORIAL HALL, GOUDHURST ROAD, MARDEN
COMMENCING AT 7.30PM**

Vice-Chairman, Cllr Boswell was elected Chairman to take the first item on the agenda.

001/21 ELECTION OF CHAIRMAN

The Deputy Clerk reported that she had spoken with Cllr Robertson who stated that she wished to stand down as Chairman of Amenities Committee.

Cllr Turner proposed and Cllr Adam seconded, that Cllr Boswell be elected Chairman of the Amenities Committee for the year 2021/22. All in attendance agreed.

RESOLVED: Cllr Boswell elected Planning Committee Chairman for 2021/22.

002/21 ELECTION OF VICE-CHAIRMAN

Cllr Turner proposed that Cllr Robertson be Vice Chairman. Cllr Boswell had spoken to Cllr Robertson prior to the meeting and she had agreed that she would be willing to take the role if elected. Cllr Adam seconded, that Cllr Robertson be elected Vice Chairman of the Amenities Committee for the year 2021/22. All in attendance agreed. RESOLVED: Cllr Robertson elected Amenities Committee Vice Chairman for 2021/22

003/21 PRESENT

Cllrs Adam, Barker, Boswell and Turner. The Deputy Clerk was also in attendance.

004/21 APOLOGIES

Cllrs Robertson, Tippen and Mira Martin, the Community Warden had given their apologies.

005/21 COUNCILLOR INFORMATION

Declarations of Interest

Cllr Boswell declared an interest in item 009/21 (Southons Field) as a resident backing onto the field and 009/21 (Other Southons Field Issues / Wooden Bench) as Chairman of Marden in Bloom; Cllrs Newton declared an interest in item 016/21 as Trustee of Marden Memorial Hall.

Granting of Dispensation

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

006/21 APPROVAL OF PREVIOUS AMENITIES COMMITTEE MINUTES

The minutes of the meeting held on 27th April 2021 were agreed and signed as a true record. As this is the first face to face meeting, Cllrs were asked to agree whether the new Chairman or the outgoing Chairman signs the hard copy agreed minutes of the Amenities Committee Meetings held on 25th February 2020, 23rd February 2021 and 23rd March 2021. Cllrs agreed that the outgoing Chairman signs the previous minutes.

007/21 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

There were no members of the public present.

008/21 DEPUTY CLERK REPORT

The Deputy Clerk forwarded her report to Cllrs prior to the meeting. The Clerk is yet to receive a response from Redrow regarding the extension of the S106 end date. The Bowls

Club have been contacted regarding safe parking on Southons Field. The Outdoor Gym Equipment has been installed but we are waiting for one more piece. The signage for the gym also needs to be installed. The new benches and litter bins have been ordered for the Playing Field and will be delivered to the contractor's yard. These will be installed shortly after and the contractor will carry out the other jobs discussed with the Deputy Clerk.

The Deputy Clerk has researched the weed growing on the Playing Field footpath and has sought advice from other Parish Clerks and Maidstone Borough Council's Parks and Open Spaces. Various responses have been received and this item will be discussed further at the next Amenities Committee meeting in June. The Community Payback team have begun work on the side of the Library and the fencing around the Napoleon Drive play area. The Deputy Clerk has regularly met them on site. The Clerk has ordered three anti-vandal toilet roll dispensers for the public toilets. The outdoor gym equipment and the soon to be installed Southons Field play equipment have been added to the Annual Play Inspection. The Southons Field play equipment is due to be installed on Thursday 27th May. The Clerk is still waiting to hear if the Parish Council has been successful in obtaining a grant for a new noticeboard.

The Clerk met a contractor up at the Cemetery who will be installing two new posts (one that can be removed to allow access). The contractor will also view the Ladies toilet door at the Public Toilets to fix the door closing mechanism and hinge. The Deputy Clerk has contacted Maidstone Borough Council who will be moving the litter bin on Morello Path near the Napoleon Drive play area.

The Clerk has received a waste disposal water bill and the Parish Council are in credit following the discovery of the correct meter reading.

Cllr Newton arrived at 19.39.

009/21 OPEN SPACE

Playing Field

Play Inspection Reports: MBC and MPC

There were no issues to report. Cllrs noted.

Changing Rooms

Legionella Risk Assessment and Quotes for Future Works

The Deputy Clerk apologised that she had received one additional quote but still had not heard from the third company. Cllrs requested that the Deputy Clerk talk to Cllr Stevens regarding understanding the specification further and the quote for training. The Deputy Clerk will report back at the next meeting.

Other Playing Field Issues

Filming of Football Match

The Football Club requested to film their match on 20th June. Cllrs discussed and agreed that they could providing that they do not film anything that brings the Parish Council into disrepute.

Southons Field

(Play Trail Inspection Report: MPC)

There were no issues to report. Cllrs noted.

Events on Southons Field

There were no new events to report.

Other Southons Field Issues

Wooden Bench by Wildflower Meadow

Request by Marden in Bloom. Cllrs discussed and agreed that Marden in Bloom can go ahead provided that the caretaker is content with the positioning.

Other Open SpaceOpen Space Action Plan.

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

TreesTree Audit Quote

Cllrs discussed the quote for a Health & Safety Audit of the trees on Marden Parish Council owned open spaces received by the Deputy Clerk. Cllrs agreed to go ahead with the work with this contractor.

010/21 CEMETERY**New Section – Plot Numbering**

Cllrs viewed the plan and agreed with the proposed numbering of new plots in Section 4 at the Cemetery.

Other Cemetery IssuesLarge funerals

Cllrs discussed the impact of large funerals in the village and agreed no action can be taken by Parish Council due to staff possibly putting themselves at risk and not having the correct training.

Soil Waste

The Clerk had received a quote from the contractor to remove the soil from the Cemetery. Cllrs discussed the quote and due to the amount requested the Deputy Clerk seek two further quotes from different companies.

011/21 PUBLIC TOILETS AND CAR PARK**Public Toilet Issues**

Cllr Boswell raised the removal of moss from the roof of the Public Toilets. The Deputy Clerk had contacted the contractor and was awaiting a quote for this work. Before discussing, Cllrs requested the Deputy Clerk speak with the Clerk regarding the terms and conditions of the Lease of the building with Maidstone Borough Council regarding wear and tear of the building.

Car Park Issues

An email from Marden Scouts had been received reporting litter, glass and silver canisters had been thrown over the fencing and around the perimeter of the entrance to the Scout Hut. The email had been circulated prior to the meeting to Cllrs and they discussed the issue. Cllrs recommended the Deputy Clerk forward the email on to Maidstone Borough Council with a request for their movable CCTV to be installed in order to deter anti-social behaviour and litter.

012/21 CLIMATE, SUSTAINABILITY AND BIODIVERSITY**Eco Green Communities**Dog Fouling Bag Station

The Deputy Clerk had contacted Eco Green Communities for costings for their Dog Fouling Bag Station. There was a special discount currently for Parish Councils. Cllrs discussed the costs and agreed for the Deputy Clerk to purchase one station with a view to see how it would be used on the Playing Field. The location of the station was discussed. The Deputy Clerk would purchase one station and look at the site of the Playing Field for a possible location to be discussed and agreed by Cllrs at the next Amenities Committee meeting.

013/21 CORRESPONDENCE

There were no items of correspondence.

014/21 HEALTH AND WELLBEING**Email with request from Running Group**

The email was circulated to Cllrs prior to the meeting. Cllrs would like to review the Hiring Policy and asked the Deputy Clerk to circulate. Cllr Adam suggested that it be put on Full Council in June to be discussed.

015/21 ACTION GROUPS REPORTS**Stilebridge**

There were no issues to report.

Village EventsNHS Frontline Day – 5th July 2021

Following the further COVID restrictions being lifted, Cllrs discussed this further and agreed for the Deputy Clerk to raise awareness of this event and how to get involved with residents on social media, Parish newsletter and e-newsletter.

Date for Autumn Litter Pick

Cllrs discussed various dates for the Village Litter Pick and agreed on Saturday 16th October.

Marden at Christmas

The Clerk had requested Cllrs decision on the venue for Marden at Christmas this year. Cllrs discussed and agreed to hold the event in the Marden Memorial Hall as in previous years.

016/21 OUTSIDE BODIES REPORTS**Memorial Hall**

Cllr Newton reported that there were a few maintenance issues but nothing major to report.

Youth

The Deputy Clerk had contacted the KCC Youth Hub Manager for an update. They had been out in the village and there was not much engagement with the youth but this could be down to the recent wet weather. They planned to go out at a different time and will be touch with an update soon. Mira Martin, the Community Warden had also sent an email update to report that she was hoping to meet up with KCC Youth Hub workers also. Mira had also suggested some grants for the Parish Council to apply for youth activities in the village.

Marden Play Scheme 2021Request from Play Scheme Manager

The Play Scheme manager had requested Cllrs to discuss the possibility of a day trip with the children via coach. Cllrs discussed and agreed to the trip as long as they kept within the budget set.

017/21 OUTSTANDING ISSUES

The Meeting Actions To do List had been circulated prior to the meeting. Cllrs noted.

Cllr Adam left the meeting at 20.51.

018/21 FURTHER ISSUES FOR DECISION**Festive Lighting for 2021**

Cllr Boswell updated Cllrs on the recent meeting of the Village Celebration Committee and their suggested proposal for Festive Lighting in the village. The proposal was for 15 lamp posts be decorated with white garland lights wrapped around every other lamp post from Marden Primary Academy to Marden Farm Shop along Goudhurst Road, West End, Church Green and High Street. The Village Celebration Committee had a site meeting with the contractor. The contractor inspected each lamp post with a view to having the lights installed. Two of the lamp posts already had commando sockets installed so only 13 additional commando sockets would need to be installed. Cllr Boswell also informed Cllrs of the ongoing costs of removing the lights, storing them and putting them back up the following year. The Street Lighting permit would have to be applied for in August and this would be an annual ongoing cost. These annual costs were far less than the current ongoing costs for the Christmas Trees currently used. Cllrs were also pleased to have the commando sockets

installed as these could also be used for possible CCTV in future. Those residents who usually have the Christmas Trees attached to their homes/businesses would be offered them if they would like to put up themselves. The quote for the Festive Lighting was within the budget agreed by the Finance Committee. Cllr Boswell asked for Cllrs agreement to take these proposals to the Full Council meeting. Cllrs agreed.

Equipment for Caretaker

The caretaker has requested a new drill. Cllrs viewed the suggestion for the drill and agreed for the Clerk to purchase for the Caretaker.

019/21 FURTHER ISSUES FOR DISCUSSION/INFORMATION

There were no further issues for discussion or information.

020/21 INVOICES FOR PAYMENT

Electronic Payments

Broxap	Benches for Playing Field	£2095.20
Pitney Bowes	Admin Fee	£6.00
Pitney Bowes	Franking Machine Rental	£15.54
Paul Waring	S/F Mowing	£92.40
Viking	Toilet Supplies	£53.95
Viking	Office supplies	£61.18
Alison Hooker	Postage x 2/toilet roll dispensers	£150.62
Viking	Toilet Rolls	£50.36
SLCC	Deputy Clerk Annual Subscription	£166.00
KALC	Planning Conference	£60.00
Came & Company	Annual Insurance	£2343.07
TOTAL		£5088.32

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

Cllrs discussed the recent digitisation of the historic minutes by Smarden History Society and agreed that the invoice and discussion regarding a donation go onto the next Full Council agenda.

There being no further business, the meeting closed at 21.22.

Date:

Signed:

Cllr Anne Boswell Chairman, Amenities Committee

Marden Parish Council

Parish Office

Goudhurst Road

Marden

01622 832305

07940 241333

deputyclerk@mardenkent-pc.gov.uk

www.mardenkent-pc.gov.uk