



**AGREED MINUTES OF THE MEETING OF THE MARDEN PARISH COUNCIL  
AMENITIES COMMITTEE ON TUESDAY 24<sup>TH</sup> JANUARY 2023 HELD AT 8.00PM  
AT THE ALLENS, ALBION ROAD**

**096/23 PRESENT**

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

**097/23 APOLOGIES**

Cllr Stevens had given his apologies.

**098/23 COUNCILLOR INFORMATION**

**Declarations of Interest**

Cllr Boswell declared an interest in item 0103/23 (Southons Field) as a resident backing onto the field; Cllrs Newton and Tippen declared an interest in item 110/23 (Memorial Hall) as Trustees of the Marden Memorial Hall. Cllr Gibson declared an interest in item 104/23 as a resident on the development near the Allotments.

**Granting of Dispensation**

There were no requests for dispensation.

**099/23 APPROVAL OF PREVIOUS AMENITIES COMMITTEE MINUTES**

The minutes of the meeting held on 22<sup>nd</sup> November 2022 were agreed and signed as a true record.

**100/23 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING**

There were no members of the public in attendance.

**101/23 DEPUTY CLERK REPORT**

The report was submitted to Cllrs prior to the meeting. The Clerk is arranging a claim on the insurance for the vandalism of the play table at the Napoleon Drive play area. A crime reference was received from Kent Police to assist with this. The Dizzy Roundabout piece of equipment suggested as a replacement for the play table in Napoleon is unsuitable as it is 6+ and this is an under 5 play area. Other suggestions and costs will be sought for Cllrs. We are ready to order the additional picnic benches at Southons Field but are waiting for better weather so that these can be delivered without churning up the field. The Clerk has reached agreement with Golding Homes regarding the CCTV on the Playing Field. The Community Payback team are continuing to currently assist the Church with the clearing of the graveyard. They will be painting the bollards at the end of Maidstone Road when we have better weather. At the cemetery, the grave owners will be contacted shortly, the scrap metal will be removed when the weather is drier and the Clerks have been in contact with MBC regarding a new waste bin. The branches of the tree by the earth pile have been cut back and is looking better. The fencing around the Marden Playing Field play area has been bent back into position. A date is yet to be organised between Cllr Besant and the Caretakers about installing the Cemetery pathway signage.

**102/23 OPEN SPACE****Playing Field**Play Inspection Reports from MBC and MPC

Reports had been received from MBC for the play area and from MPC for all play areas and equipment. The Annual Playing Inspection Report has also been received between the time the agenda for the meeting was advertised and the meeting. On review all items are low/very low risk. The Deputy Clerk will look in detail and flag any items that need work. The Annual Play Inspection also included the Stock Valuation report and it was requested that the Clerk cross-check this with the list of assets. Cllrs received these prior to the meeting and noted.

Changing RoomUpdate from Meeting

Cllr Tippen updated Cllrs following the circulation of the notes of the meeting to all Cllrs. There will be a survey for residents which will be in the Spring Parish Council Newsletter and online. The options are: use as a dedicated youth facility with controlled supervision; demolish existing building and replace with erection of a small building for storage or suggestions from residents. The consultation will run from the publication of the Spring Parish Council Newsletter until 14th April 2023. The proposal will be put forward at the February Full Council meeting. The results will go to April Amenities Committee meeting and for recommendation at the May Full Council meeting. Cllrs agreed.

Other Playing Field IssuesReplacement Play Area Equipment

The quote from the Contractor for the Flymobile equipment in the Marden Playing Field play area was circulated to Cllrs. Cllrs discussed and queried the installation costs and asked the Deputy Clerk to contact the Contractor to see if there is any movement on the installation cost. Cllrs also asked for the Deputy Clerk to talk to the local contractor about adding other jobs to the quote to bring the cost of installation down. Cllrs requested the Deputy Clerk and Admin Assistant to seek alternative pieces of equipment and obtain quotes from other companies.

Wet Pour Quote for Napoleon Drive

The quote from the local contractor had been received on the afternoon of this meeting. Cllrs discussed and asked that other quotes be sought to compare costs.

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

There were no issues for concern from the weekly play inspections. The Annual Play Inspection Report had also been received and no major issues were reported. The Deputy Clerk will look in detail and flag any items that need work. Cllrs received these prior to the meeting and noted.

Events on Southons Field

Circulated prior to the meeting. Cllrs noted.

Event Hire Requests

Two requests were received to hire Southons Field. A private hire request which Cllrs agreed to with conditions. A hire request from a theatre company was received and Cllrs agreed. The Clerks would respond to the requests.

Other Southons Field IssuesQR Codes from Marden Wildlife Group

Cllr Boswell informed Cllrs that information had been collated by the Marden Wildlife Group and two signs had been created with a QR Code. It was suggested that the signs be attached to the bins on Southons Field. Cllrs discussed and agreed.

## **Other Open Space**

### Open Space Action Plan

The Open Space Action Plan had been updated and circulated to Cllrs. Cllrs noted.

## **Trees**

### Tree Planting at Playing Field

This has been postponed and we are awaiting to hear from the Contractor who is digging the holes. A date is yet to be arranged. Cllr Besant will update Cllrs at the next Amenities Committee meeting.

### Tree Warden Autumn Report

The Tree Warden had sent through his Autumn tree reports for trees in the village and on MPC land. There were no major issues report. Cllrs thank the Tree Warden for this work and noted the reports.

## **103/23 CEMETERY**

### **Application for Headstone**

Cllrs reviewed the application. Cllrs discussed and accepted the headstone but agreed the separate vase does not meet the criteria of the new section.

### **Cemetery Sub-Committee Meeting**

The minutes of the Cemetery Sub-Committee were circulated and Cllrs noted. There was a fee increase agreed at the Sub-Committee and it was ratified at the Finance Committee meeting on 29<sup>th</sup> November. The income does not cover the costs of the Cemetery's outgoings. Cllrs discussed and decided to create a bed around a tree for Scattering of Ashes with a slab saying "In Memoriam".

### **Other Cemetery Issues**

The Winter ICCM Journal had been received. Cllrs noted.

## **104/23 ALLOTMENTS**

There were no further updates for this meeting. Cllrs requested the Clerk chase the developer for any further information on this project.

## **105/23 PUBLIC TOILETS AND CAR PARK**

### **Public Toilet Issues**

The Contractor had reported that the toilet roll dispensers had been vandalised. It was suggested that other dispensers be sourced. The Clerk was awaiting quotes with recommendations. This quote was not received in time for this meeting but will be for the next Amenities Committee meeting in February for Cllrs to discuss.

### **Car Park Issues**

#### Car Parking Survey Results

These had been circulated to Cllrs and the majority of responses received suggested no change to the current restrictions at the car park. There were many comments from residents which were useful. Cllr Boswell will include the results in the newsletter.

## **106/23 ENVIRONMENTAL SUB-GROUP**

### **Water Bottle Refill Station**

The Clerks were requested quotes from local plumbers but there were no quotes received in time for this meeting. The quotes will be chased and it is hoped they would be received for the next Amenities Committee meeting in February.

### **Environmental Sub-Group Update**

#### **Draft Estate Management Plan**

The plan was circulated to Cllrs. Cllr Tippen thanked Cllr Boswell for the comprehensive work on this. Cllr Boswell would discuss further with the Clerk and make further amendments.

### **107/23 CORRESPONDENCE**

There was no correspondence received for this meeting.

### **108/23 HEALTH AND WELLBEING**

#### **Warm Hub Update**

Cllr Tippen and Boswell said that the Warm Hubs were being used in the village and the initiative was working well.

### **109/23 ACTION GROUPS REPORTS**

#### **Village Events**

##### **King's Coronation – Monday 8th May 2023**

The Village Events Sub-Group minutes were circulated. The event will run along the same lines as last year's Jubilee. The Clerks and Admin Assistant are beginning to make bookings. The event will run from 11.00am until 4.00pm.

##### **Village Litter Pick – Saturday 11th March 2023**

Cllrs were asked to make sure the date of the Litter Pick was in their diaries. The Deputy Clerk has marketed the event on social media, noticeboards and the e-newsletter. The John Banks Hall has been booked. The Clerk will set up on the Friday afternoon ready for 9.30am on Saturday 11<sup>th</sup> March.

### **110/23 OUTSIDE BODIES REPORTS**

#### **Memorial Hall**

Cllr Newton updated Cllrs that an advert for a new caretaker had been made public on social media and as a poster. There is a Trustees of Marden Memorial Hall meeting on Thursday 26<sup>th</sup> January.

#### **Youth**

The KCC Youth Worker has emailed to say the Marden Youth Group has started back up. At the time of the meeting, we had not received any marketing communication for this. When received, the Deputy Clerk will advertise to the village through the normal channels. It is hoped that the KCC Youth Worker will attend the February Amenities Committee Meeting.

### **111/23 OUTSTANDING ISSUES/CARETAKERS TO DO LIST**

The Caretakers are currently carrying out jobs set on the To Do List. There were no outstanding issues to raise.

### **112/23 FURTHER ISSUES FOR DECISION**

There were no further issues for decision.

### **113/23 FURTHER ISSUES FOR DISCUSSION/INFORMATION**

There were no further issues for discussion or information.

### **114/23 INVOICES FOR PAYMENT**

The following invoices were submitted for agreement:

Play Inspections – Play area annual inspections - £350.16

Castle Water – Water supply - £33.84

SLCC – Events training - £108.00

RJP Window Cleaning – January toilet cleaning - £665.00

Sevenoaks DC – Licence S/Field - £70.00

Q Tec – CCTV Call out - £108.00  
Alison Hooker – Laptops x 2 - £1,415.93  
Total: £2,750.93

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

There being no further business, the meeting closed at 21.06.

Date:

Signed:

Cllr Anne Boswell Chairman, Amenities Committee

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