



**MINUTES OF THE AMENITIES COMMITTEE MEETING HELD ON
28TH JUNE 2016 IN THE PARISH MEETING ROOM, GOUDHURST ROAD, MARDEN
COMMENCING AT 7.30PM**

**Min
No**

17/16 PRESENT: Cllrs Cowin, Newton, Robertson, Tippen and Turner. The Clerk, Rob de Keyzer and Jordan Manley (Manager and Deputy Manager of Marden Play Scheme) were also in attendance.

18/16 APOLOGIES: Cllr Adam, Boswell and Brown gave their apologies.

In the absence of the Chairman, Vice-Chairman Cllr Newton took the chair.

19/16 DECLARATIONS OF INTEREST: Cllr Newton declared an interest in item 26/16 as a Trustee of Marden Memorial Hall.

GRANTING OF DISPENSATION: There were no requests for dispensation.

20/16 APPROVAL OF PREVIOUS AMENITIES COMMITTEE MINUTES: The minutes of the meeting held on 24th May 2016 were agreed and signed as a true record.

21/16 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING: The two members of the public had been invited along to talk about this year's Summer Play Scheme.

The Chairman adjourned the meeting and welcomed Rob de Keyzer and Jordan Manley, Marden Play Scheme Manager and Deputy, to the meeting.

Both Rob and Jordan went through the timetable of what has been planned for the children which incorporated the theme "Rio Carnival & Olympics". A lot of sports, arts and crafts and other activities had been planned including a trip to Tonbridge Park and the bouncy castle/assault course. All Cllrs are welcome to pop in and see what the children are doing and there is a "show case" of the two weeks on Wednesday 3rd August in the afternoon when everyone is invited to go along. The Cllrs expressed their thanks and wished them another successful play scheme.

Rob and Jordan then left the meeting.

Following this the meeting was reconvened for the remainder of the agenda.

22/16 SUB-COMMITTEES REPORTS

(a) Open Space

(i) Playing Field

Play Inspection Reports: Received from Caretaker and MBC. The Clerk would look to amend the Parish Council form so that it corresponds with that from MBC.
Changing Rooms: Some anti-social behaviour had been reported from the public and the Football Club including youths climbing on the roof and damage to the fascia boards. The Clerk was asked to obtain a quote for replacement and to look to see what the Insurance excess is so a decision could then be made whether to make an insurance claim or not.

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Other issues:

CCTV/Cameras – Rookery Court Management Company had agreed in principle and the Clerk was in the process of obtaining quotes for electrical work. However it was agreed that the Clerk would contact other CCTV companies to arrange meetings to discuss alternative options available at the playing field rather than using Rookery Court buildings.

Litter: The ongoing issue with litter on land on other side of playing field boundary was being investigated by the Community Warden who was trying to resolve the problem. The Clerk was asked to look into ownership of the land and speak to MBC Environmental Health for advice. Cllr Tippen has arranged a meeting with the village PCSO and Community Warden on 1st July and would raise this with them.

Dog Fouling: Signage had been erected but unfortunately these have been taken down. The Clerk would arrange to put more up.

Email from Marden Minors Football Club: The Football Club are looking to put in two teams to the leagues next season (one Saturday and one Sunday). The Clerk has asked that the leagues be contacted to try and arrange alternate weekends for fixtures. The manager of the Saturday team was stepping down and as he has undertaken the marking of the pitch in the past the Club Chairman has asked MPC whether we could take the role on. This was discussed but unfortunately the Parish Council does not have the resources or staff to undertake this job.

The hedging is overhanging at Morello Path – the Clerk is to speak to Graham Carey to cut back.

(ii) Southons Field

Cheque for Gatekeeper (to include payment for public conv. locking) – Payment agreed and cheque signed.

Other issues:

Litter bin pro-forma invoice: A further pro-forma invoice has been received for a wooden litter bin and anchors. This was agreed by Cllrs and a cheque was signed.

(iii) Other Open Space

Tree Inspection Reports: Reports had received from the caretaker and were noted by Cllrs.

Tree in High Street: Cllr Boswell met with Kent Highways and Roger Butler (Golden Hill) regarding the planting of a new tree. The Clerk had contacted the Highways Liaison Officer to obtain costings and proposed time scale.

Other issues:

The Cockpit Play Area: A copy letter had been received from Helen Grant which had been sent to Alison Broom (MBC) and Borough Councillor David Burton.

Further information was awaited. The Clerk had attended a meeting earlier in the day and spoke to the Parks and Open Spaces Officer. The decision remains in that this area will eventually close but it is hoped to discuss further a meeting with Cllr Burton at the end of July. The Clerk would contact Helen Grant to see if there has been any more progress.

Rookery Path trees (TPO No. 15 of 1994) – An issue with some of the trees had been raised by resident. The item was discussed at Planning Meeting (21/6/16) and further action was requested by the Clerk to contact a tree surgeon for advice as to whether other TPO trees needed attention before submitting the TPO application.

Lucks Way Area: This area had been locked over several days however this seems to have stopped but concern raised by several people over the responsibility of grounds maintenance. The Clerk had spoken to the Parks and Open Spaces Officer today and the locking of the area had not been done by MBC. The Clerk was asked that if this started happening again to report direct to MBC. The issue of grounds maintenance was raised and the ground staff would be asked to trim round the boundary as well as mowing the grass.

(b) Cemetery

ICCM Publication: Summer 2016 edition - noted

Other issues: Awaiting responses from stone masons regarding costings to remove memorial tablet.

23/16 PUBLIC TOILETS

(a) Anti-social behaviour: No issues

(b) Cleaning No issues had been raised regarding cleaning however one of the ladies toilets had become blocked. As the village caretaker was currently on sick leave the Clerk was given delegated powers to contact a plumber if required.

(c) CCTV: The camera had now been returned and no contact had been made by the company regarding placement/purchase. The Clerk had spoken to other Councils and to Maidstone Community Safety Unit who have provided details of companies that are used. See item 22/16(a)(i) above for more details.

(d) Other issues:

There were no other issues raised.

24/16 CORRESPONDENCE

No correspondence received

25/16 ACTION GROUP REPORTS

(a) **Stilebridge:** Update: The Assistant Clerk had spoken to Bill Forrester (KCC) who informed her that KCC were due to take over the whole of the site but was waiting for final confirmation from MBC.

(b) **Play Scheme:** Rob de Keyser, Manager, and Jordan Manley, Deputy, were in attendance at the start of the meeting and discussed this year's play scheme. The Clerk reported that a cheque would be requested to be signed at July full council to cover the cost of drinks, refreshments and additional supplies. The Clerk also reported that the gazebo may need to be replaced as the centre join has broken.

26/16 OUTSIDE BODIES REPORTS

Memorial Hall: Meeting held 14th June 2016. The Minutes of this meeting were available to Councillors. The next meeting was scheduled for 19th September at 7pm. Cllr Turner raised a concern from the Minutes over the lack of a Responsible Person for Health and Safety/Risk Assessments etc. Cllr Turner would draft a letter to send to Trustees outlining these and a request to undertake a health and safety audit.

Youth: Nothing to report.

27/16 OUTSTANDING ISSUES

(a) Update from Action list – this was circulated to Cllrs for information.

28/16 FURTHER ISSUES FOR DECISION

(a) Public Works Loan – The decision had been undertaken at Full Council to use the remainder of the outstanding loan on capital projects. The Amenities Committee considered areas of expenditure and the Cllrs discussed this in detail. The fundamental decision was whether the total amount outstanding be used on the hall in total or split between the hall and village capital expenditure. Cllrs agreed that the majority should be used for the hall and the top priority is health and safety and DDA compliant. This would be put forward to Full Council for ratification.

(b) Parish Council Website – way forward. Following information received from KCC last week stating they were due to start charging for the hosting of parish websites one local company had visited the Parish Office to go through what he could supply and notes had been circulated to Cllrs. However KCC has now contacted Parish Councils to say they will not be charging in this financial year. Cllrs therefore decided to remain with KCC for the time being however would look at the website provision when setting the budget for

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2017/18.

- (c) Purchase of new mower: The main cemetery mower had gone in for maintenance but it was beyond repair and the Clerk had therefore obtained costs of a new one. Cllrs agreed to purchase a mower from Rams Hill at a cost of £429.00 (inclusive of VAT). The Clerk would order this and arrange delivery asap.
- (d) Staff cover: The village caretaker was currently on sick leave for at least six weeks. Cllrs considered the contingency plans regarding mowing/litter picking etc. The cemetery caretaker had agreed to litter pick the play area however this would only be on Mondays and Fridays and would water the troughs. Graham Carey had also been asked if he would assist with the mowing and he was due to meet with the Clerk this week, Cllr Newton also offered to help. It was agreed by Cllrs that the Clerk would be given delegated powers to contact contractors if any work was urgent.

29/16 **FURTHER ISSUES FOR DISCUSSION/INFORMATION**

Open Space Byelaws: Meeting on 16th July with Cllrs Adam and Newton and the Clerk attending.

Action Plan: circulated to Cllrs - noted

30/16 **INVOICES/CHEQUES TO BE SIGNED:**

There were no additional invoices for payment.

There being no further business the meeting closed at 21:40pm

Signed:..... Date: 26th July 2016
Chairman, Marden Parish Council Amenities Committee