



**MINUTES OF THE MEETING OF THE MARDEN PARISH COUNCIL AMENITIES COMMITTEE ON TUESDAY 26<sup>TH</sup> SEPTEMBER 2017 HELD IN THE PARISH OFFICE MEETING ROOM, MEMORIAL HALL, MARDEN COMMENCING AT 7.30pm**

- Min No**
- 061/17 **PRESENT:** Cllrs Adam, Boswell (in the Chair), Cowin, Harvey, Robertson, Tippen and Turner. The Clerk was also in attendance.
- 062/17 **APOLOGIES:** Cllr Newton gave his apologies.
- 063/17 **DECLARATIONS OF INTEREST:** Cllr Boswell declared an interest in item 066/17(a)(ii) as neighbouring resident of Southons Field; Cllr Tippen declared an interest in item 070/17(a) as a Trustee of the Memorial Hall.
- GRANTING OF DISPENSATION:** Dispensation had been granted to Cllr Tippen in regard to items involving the Memorial Hall.
- 064/17 **APPROVAL OF PREVIOUS AMENITIES COMMITTEE MINUTES:** The minutes of the meeting held on 22<sup>nd</sup> August were agreed and signed as a true record.
- 065/17 **IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING:** There were no members of the public in attendance.
- 066/17 **SUB-COMMITTEES REPORTS**
- (a) **Open Space**
- (i) **Playing Field**
- Play Inspection Reports Received from MBC and village caretaker: A wet pour kit had been purchased to repair the cracks by the swing which the caretaker was undertaking shortly. The see saw had been replaced but MPC was still waiting for the chains to be replaced on the buddy swing. No items of concern were raised for the Napoleon Drive play area.
- Changing Room: issues raised by caretaker/Marden Minors FC: One quote for shower replacement had been received and circulated but due to the higher cost than anticipated the Clerk was obtaining further quotes for comparison.
- Napoleon Drive Play Area: At the previous meeting it was proposed that a bench would be purchased similar to that already in the area but to be higher off the ground. Unfortunately the bench from Wicksteed was the same height so the Clerk was asked to obtain costings for a metal bench, in a primary colour, and circulate to Cllrs.
- Litter bin quotes: A revised proforma invoice had been received for the two benches at the end of the playing field at a total cost of £757.96. 50% of this would be covered by the Community Warden budget. The Clerk was given authority to arrange payment and order.
- Meeting arranged with Parish Cllrs on 30<sup>th</sup> September in regard to open space at Napoleon Drive and the playing field - noted
- Site meeting to be arranged: Date for the six monthly site meetings was arranged for 28<sup>th</sup> October – times would be circulated to all Cllrs.
- Other Playing Field issues: Still waiting for MBC to give authority for the go ahead

to order the Youth Shelter as S106 money was needed to be released; Rekk had offered a new bench at 50% discount but Cllrs declined the offer; A meeting has been arranged with the Play Equipment working group to discuss all other items which could be considered for the playing field out of the S106 contributions and the Assistant Clerk has been obtaining estimates; Emails had been received from residents regarding anti-social behaviour and litter – both of these were being dealt with by the Chairman and Clerk; new signage has been ordered for both Play Areas; Rocking Horse – a test is going to be performed on whether expandable foam sprayed under the body of the rocking horse will help to stop the horse from moving.

**(ii) Southons Field**

Play Trail Inspection Reports: All loose bolts on the equipment had been tightened up by the caretaker and no other issues had been reported.

Cheque for Gatekeeper (to include payment for public conv. locking) – this would now be done by electronic banking.

Notice board costings: It was agreed at the last meeting to purchase an aluminium notice board and the Clerk had obtained details of costings. It was proposed, and agreed, to purchase a 2 door A2 frame in chestnut brown. It was also suggested to have Marden Parish Council – Southons Field on the top, preferably in cream/white lettering, and the Clerk would contact the company to see if this was possible. A formal quote would be obtained before ordering.

Shed base quote – A revised quote had been received and although it had been listed to remove the soil from the site Cllrs suggested that the soil could be sustainably placed around the boundary of the field thereby reducing the overall cost. The Clerk would obtain a further quote.

Request for planting of a tree request from a resident to plant memorial tree in the field: This was agreed however Cllrs wished the tree to be planted in a suitable position and not too close to adjacent properties.

PTA Firework display request from PTA to lay wood chippings in entrance: Cllrs were not keen on laying wood chippings so agreed to purchase some green matting to lay over the problem area with the PTA being asked to lay a few bales of hay/straw to lay down in particularly wet.

Site meeting to be arranged - Date for the six monthly site meetings was arranged for 28<sup>th</sup> October – times would be circulated to all Cllrs.

Other Southons Field issues: The resident who had offered the Wollemi Pine to be planted in the field to be contacted to see if this was still his wish. Cllr Tippen had obtained care information on this type of pine and the ideal time for replanting is Spring; Entrance to field - details had been sent by Cllr Brown on Grasscrete and the Clerk was asked to obtain costings.

**(iii) Other Open Space**

Open Space Action Plan – updated August 2017 with details of the youth shelter. Section 106 contributions email from MBC in regard to S106 contribution from Rookery Court development. There seemed to be some confusion as to who was responsible for the spending of this and where it should be spent at The Cockpit. The Clerk would raise this with Borough Councillors at their next meeting.

**(iv) Trees**

Tree Inspection Report: Quotes had been received following the tree inspections but Cllrs wished to view all the trees in question before committing to work being undertaken and Cllr Boswell suggested this be undertaken at the site meeting on 28<sup>th</sup> October.

Tree audit: The Clerk would speak with other Councils to see if they have had professional tree audits undertaken and if so obtain the company details for quotes. It was also suggested that a Tree Audit should be incorporated into next year's

budget proposals.

Other tree issues: The Clerk and caretaker had met with David Carey, Tree Warden at Hadlow, who was concerned with the Ash tree at the Chestnuts area and advised that this should be taken down sooner rather than later. Cllrs would view this when at the playing field on Saturday; The Clerk was asked to chase Kent Highways in regard to the planting of the additional tree in the High Street.

**(b) Cemetery**

New Section and Cremated Remains Section – Cllrs met on 23<sup>rd</sup> September and planted up the cremated remains section with new Heathers. The roses were due to be delivered in November and Cllrs Boswell, Tippen and the Clerk would meet both caretakers at the cemetery at the end of October to describe where the borders should be dug.

Memorial Safety policy: Two additional pieces of information were added and Cllrs then agreed this policy for adoption.

ICCM publication – Autumn edition – Cllr Boswell raised the photography competition that is held by ICCM and proposed that MPC enter a photograph next year. Cllrs agreed – the Clerk would obtain further information on this.

Site meeting to be arranged - Date for the six monthly site meetings was arranged for 28<sup>th</sup> October – times would be circulated to all Cllrs.

Other Cemetery issues: It had been announced by South & South East in Bloom that Marden Cemetery had been awarded "Silver" in the "Small Cemetery" category of the competition which the Cllrs were very pleased with. The certificate would be displayed in the Parish Office and the Clerk would let the Cemetery Caretaker know.

**067/17 PUBLIC TOILETS & CAR PARK**

**(a)** Public Convenience issues: The cistern timer had been changed to flush every five hours and was being monitored by the caretaker; the gents flushing system was still causing problems but the caretaker was looking to see what else could be done; quotes were still to be obtained for the doors for discussion at the next Amenities meeting.

**(b)** Site meeting to be arranged - Date for the six monthly site meetings was arranged for 28<sup>th</sup> October – times would be circulated to all Cllrs.

**(c)** Car Park Issues: The Clerk would chase MBC to clear the hedges and litter from the car park.

**068/17 CORRESPONDENCE**

No correspondence received since the last meeting

**069/17 ACTION GROUP REPORTS**

**(a) Stilebridge:** Nothing received in regard to the transfer.

**(b) Christmas:** Date of meeting 17<sup>th</sup> October 2017 at 6.30pm. It is proposed that the set-up of the grotto would be done on the 8<sup>th</sup> December in the afternoon/evening so that it does not cause too much disturbance to the pre-school and it would be taken down again following the event on the 9<sup>th</sup>.

**(c) Litter Pick:** Date for next Spring litter pick would be Saturday 17<sup>th</sup> March and details of this would be placed in the next newsletter.

**070/17 OUTSIDE BODIES REPORTS**

**(a) Memorial Hall:** Trustees held a meeting on 18<sup>th</sup> September and proposed that the quote from Artisan would be accepted. There were a couple of issues still to be addressed but these would be completed by the 10<sup>th</sup> October Full Council meeting. Cllr Tippen reported that all the "red" items on the Fire Risk Assessment had been addressed and Trustees were gradually going through all the other issues in priority order.

**(b) Youth:** Nothing to report.

071/17 **OUTSTANDING ISSUES**

- (a) Update from To Do list circulated to Cllrs prior to meeting: Several items would be discussed at the site meetings.

072/17 **FURTHER ISSUES FOR DECISION**

- (a) Trailer: Three quotes had now been received and Cllrs proposed, and agreed, to accept the quote from Trident Towing. Cllr Harvey suggested that a cover is also purchased and this was agreed.

073/17 **FURTHER ISSUES FOR DISCUSSION/INFORMATION**

No other items for discussion.

074/17 **INVOICES/CHEQUES TO BE SIGNED:**

Invoices for Approval:

**Electronic Payments:**

<b>Payee</b>	<b>Details</b>	<b>Amount</b>
Van Extras	Fitting a tow bar and parking sensors to van	£480.00
Ian Jones	Unlocking and locking: Southons Field and public conveniences	£200.00
Rams Hill Ltd	Replacement deck for ride on mower	£1,050.00
Howlands Electrical	Electrical work at changing rooms and toilets	£187.00
KALC	Social Media Event	£72.00
Wybone	2 x litter bins	£909.55

Invoices agreed and bank transfer would be made on Wednesday 28<sup>th</sup> September by Cllrs Robertson and Tippen.

There being no further business the meeting closed at 8.50pm

Signed: .....

Chairman, Amenities Committee  
Marden Parish Council

Date: 24<sup>th</sup> October 2017