



**MINUTES OF THE MEETING OF THE MARDEN PARISH COUNCIL AMENITIES  
COMMITTEE ON TUESDAY 24<sup>TH</sup> OCTOBER 2017 HELD IN THE PARISH  
OFFICE MEETING ROOM, MEMORIAL HALL, MARDEN COMMENCING AT  
7.30pm**

Min  
No

- 075/17 **PRESENT:** Cllrs Adam, Boswell, Robertson and Turner were present. The Clerk was also in attendance.
- 076/17 **APOLOGIES:** Apologies were received from Cllrs Harvey, Newton and Tippen
- 077/17 **DECLARATIONS OF INTEREST:** Cllr Boswell declared an interest in item 080/17(a)(ii) as neighbouring resident of Southons Field
- GRANTING OF DISPENSATION:** Cllrs Newton and Tippen had received dispensation for items regarding Marden Memorial Hall however were not in attendance.
- 078/17 **APPROVAL OF PREVIOUS AMENITIES COMMITTEE MINUTES:** The minutes of the meeting held on 26<sup>th</sup> September were agreed and signed
- 079/17 **IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING:** No members of the public were in attendance.
- 080/17 **SUB-COMMITTEES REPORTS**  
(a) **Open Space**  
(i) **Playing Field**  
Play Inspection Reports: Received from village caretaker. The only issue was the cracked wet pour by the swing in the main play area and materials had been purchased to repair these shortly.  
Changing Room: issues raised by caretaker/Marden Minors FC: The caretaker had looked at the showers and had unblocked the shower heads. He would monitor this on a regular basis but they are now working sufficiently to provide hot water.  
Napoleon Drive Play Area: new bench in play area: examples and prices had been provided by the Clerk and Cllrs proposed, and agreed, Broxap Tyneside seat in red. The Clerk would arrange to place the order and to contact MBC to receive S106 money.  
Update from Meeting on 30<sup>th</sup> September: The notes had previously circulated to Cllrs and the Chairman gave a verbal report of what work was proposed.  
S106 expenditure – update on how much S106 has been spent to date – discussed at the end of the meeting.  
Other Playing Field issues  
(a) Litter bins have been delivered – one will be installed as soon as possible and the other will be installed once the new Youth Shelter is in place  
(b) Youth Shelter is due to be installed week commencing 18<sup>th</sup> December  
(c) The signage for both play areas had been ordered  
(d) The Clerk was arranging for a tests on the rocking horse to be undertaken to ascertain whether expandable foam could be used to stop it rocking.

**(ii) Southons Field**

Play Trail Inspection Reports: Received from village caretaker not issues have been noted

Other Southons Field issues

- (a) Notice board has been ordered
- (b) Shed base – Cllrs agreed to accept the quote from Wright Landscape and to proceed with the smaller shed base prior to laying the base for a new shed.
- (c) Ground cover to entrance – The Clerk had obtained costings for plastic ground cover but this would work out expensive and had not been budgeted for this financial year. It was proposed that the Clerk would speak with 4Jays event hire to see if they had anything but if nothing available several bales of hay/straw would be obtained and the caretaker would lay this on the entrance. The Clerk would obtain costings for grasscrete type groundwork to be available for the Finance meeting when setting the 2018/19 budget.
- (d) Mowing of lower area – The Clerk would discuss this with the caretaker.
- (e) Rabbit holes – The caretaker would fill in any holes prior to the event on 4<sup>th</sup> November.
- (f) PTA Firework display on 4<sup>th</sup> November – The Clerk to meet with organisers on Monday to ascertain the area to be cordoned off and to undertake a risk assessment.

**(iii) Other Open Space**

Open Space Action Plan: Previously circulated but no additional information had been added.

**(iv) Trees**

Tree Inspection Report: The Clerk was asked to recirculate the tree work list prior to site meeting on 28<sup>th</sup>.

Tree audit: costings to be put before Finance meeting for 2018/19 budget

**(b) Cemetery**

New Section – delivery of roses due to be delivered 14<sup>th</sup> November. Cllr Tippen and the Clerk will be meeting with the caretakers to discuss the layout on 2<sup>nd</sup> November.

Groundwater within Cemeteries – report from ICCM Journal – for information

Cemetery issues: Marden in Bloom has donated some Spring and Summer bulbs and the caretaker will be asked to plant.

**081/17 PUBLIC TOILETS & CAR PARK**

**(a)** Public Convenience issues: The caretaker had raised concerns over the cleaning criteria and the Clerk had contacted Ecoclean for information. The caretaker would be asked to keep a cleaning log. It had been advised that the door to the ladies needed realigning. The caretaker had viewed this and undertaken the necessary work to resolve the problem.

**(b)** Car Park Issues: The car park boundary was still overgrown and it was still unclear as to what was happening with the metal barrier. This would be raised with Borough Councillors at the next parish meeting with them.

**082/17 CORRESPONDENCE**

No correspondence had been received since the last meeting.

**083/17 ACTION GROUP REPORTS**

**(a) Stilebridge:** Update. The Clerk had emailed MBC but still no update as to the transfer.

**(b) Christmas:** Update from Christmas meeting on 17<sup>th</sup> October: The notes had previously been circulated and the following was agreed:

- Two new banners to be purchased: one to be placed on the corner of the churchyard at Station approach and the resident of Station House would be asked if one could be erected on his wall.

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office opening times: Mondays, Tuesdays, Fridays 10am to 12noon

- Cllr Boswell had designed a more colourful poster: It was agreed that this would be replicated onto the back inside cover of the newsletter and a small A5 flyer would be inserted which would provide more detailed timings of the day. This flyer would also be handed out to residents on 2<sup>nd</sup> December when several Cllrs and the Clerk would be in the village during the morning.
- Setting up of stalls: This would be undertaken the afternoon of the 8<sup>th</sup> December. A request had been received from a stall holder to set up their stall during the evening of the 8<sup>th</sup>. This was agreed but would need to be whilst Cllrs, or Council staff, were in attendance and the holder would be asked to sign a disclaimer that they would have full responsibility of their items at all times.
- Face painters: It was agreed that the face painters would be set up in the Memorial Hall for the afternoon rather than at The Allens.

**Litter Pick:** Date amended to 10<sup>th</sup> March 2018

(c)

084/17 **OUTSIDE BODIES REPORTS**

- (a) **Memorial Hall:** The order has been placed for the internal fire doors and emergency exit doors. Further quotes were being obtained for new emergency lighting and fire alarm system. Interviews were taking place next week for the new Facilities Manager post.
- (b) **Youth:** Litter picked some of the village

085/17 **OUTSTANDING ISSUES**

- (a) Update from To Do list: Items were discussed and action to be taken where relevant.

086/17 **FURTHER ISSUES FOR DECISION**

- (a) Purchase of grass box for ride on mower: Two quotes had been received and the Clerk was asked to obtain one more quote and put before the Finance meeting for a decision to be made.

087/17 **FURTHER ISSUES FOR DISCUSSION/INFORMATION**

MBC – Section 106 contributions held as at August 2017 update from MBC on all money held. Details had been received of what was currently held and the outstanding amount still remaining from the Highwood Green contribution.

088/17 **INVOICES/CHEQUES FOR PAYMENT:**

Invoices for Approval:

**Electronic Payments:**

| <b>Payee</b>        | <b>Details</b>  | <b>Amount</b> |
|---------------------|---|---------------|
| Ian Jones           | Unlocking and locking: Southons Field and public conveniences | £200.00       |
| Pitney Bowes        | Franking Machine Rental                                       | £15.54        |
| Kent County Council | Youth Club Donation   | £250.00       |

Invoices agreed and bank transfer would be made by Cllrs Boswell and Robertson

There being no further business the meeting closed at 21.17pm

Signed: .....  
Chairman, Amenities Committee  
Marden Parish Council

Date: 28<sup>th</sup> November 2017