



MINUTES OF THE MEETING OF THE MARDEN PARISH COUNCIL AMENITIES COMMITTEE ON TUESDAY 22ND AUGUST 2017 HELD IN THE PARISH OFFICE MEETING ROOM, MEMORIAL HALL, MARDEN COMMENCING AT 7.30pm

Min
No

047/17 **PRESENT:** Cllrs Boswell, Cowin, Harvey, Robertson, Tippen and Turner. Cllr Brown, the Clerk and Community Warden were also in attendance.

048/17 **APOLOGIES:** Cllr Adam gave his apologies.

049/17 **DECLARATIONS OF INTEREST:** Cllr Boswell declared an interest in item 052/17(ii) as owner of property adjacent to Southons field. Cllrs Newton and Tippen declared an interest in 056/17(a) as Trustees of Marden Memorial Hall.

GRANTING OF DISPENSATION: *Note: Dispensation was given to Cllrs Newton and Tippen at Full Council on 11th July 2017 to take part in discussions on Marden Memorial Hall).*

050/17 **APPROVAL OF PREVIOUS AMENITIES COMMITTEE MINUTES:** The minutes of the meeting held on 25th July were agreed and signed as a true record.

051/17 **IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING:** the Community Warden may speak on item 052/17(i) Litter bins and anti-social behaviour

052/17 **SUB-COMMITTEES REPORTS**

(a) Open Space

(i) Playing Field

Play Inspection Reports: items noted on the Parish Council form and the Clerk was speaking with Park Leisure regarding these. A wetpour kit would be ordered now that the caretaker was in post.

Changing Room: A quote had been received in regards to the roof repairs and a plumber was looking to repair/replace the showers. Cllrs agreed to authorise the roof repairs and shower replacement if required.

19.40 Cllr Newton arrived at the meeting

Napoleon Drive Play Area: The Assistant Clerk would be asked to contact Wicksteed in regard to providing a larger metal bench for inside the new play area preferably green to match the existing small bench. Cllrs agreed to order new signage with the amended wording – a new sign for the main play area would also be ordered
Litter bin quotes: The Clerk had received several quotes for both wooden and metal and after discussion it was agreed to purchase two metal bins with anchor bolts from Wybone as the wooden bins were limiting in size and a lot more expensive. The Community Warden was thanked for using some of the warden's funding for the purchase of one bin.

Meeting arranged with Parish Cllrs on 30th September in regard to open space at Napoleon Drive and the playing field

Registration of playing field on Active Places database - noted

Rocking Horse and anti-social behaviour in the play area: A discussion took place on how to resolve the issue of the loud noise the rocking horse made when rocked

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heavily. Cllr Turner suggested looking at expandable foam sprayed under the body and this would be trialled and would not be expensive.

Other Playing Field issues:

Youth Shelter: Cllr Tippen is attending the youth club tomorrow evening to show the young people the proposals. Cllrs Boswell and Cowin are hoping to also attend.

The Community Warden asked the Parish Council to look into CCTV at Napoleon Drive play area as older youths are congregating in this area.

S106 contributions – Cllr Boswell and the Clerk suggested that quotes should be obtained for all the proposed facilities in the playing field so that the budget figures were clear and an update could then be given to Maidstone Borough Council for their final agreement. It was also proposed that a consultation would take place in January /February 2018 and a date for this would be placed in the Winter newsletter.

(ii) Southons Field

Play Trail Inspection Reports Undertaken by MPC there were several loose bolts on the equipment and the caretaker would be asked to tighten these. It was unsure whether the wooden equipment needed treating and the Asst Clerk would be asked to look at paperwork in regard to this.

Cheque for Gatekeeper (to include payment for public conv. locking): agreed and signed.

Southons Field Policy – The policy was incorporated into the terms and conditions of the field and after discussion it was agreed that village charities, organisations, groups and community led groups where any profits would be distributed within the parish would not be charged for the hire of the field. Private or commercial hire would still be charged at the agreed rate.

Other Southons Field issues:

Notice board: The Clerk had contacted other Parish Councils and the majority are veering away from wooden and looking at aluminium. The Clerk was asked to work out how many notices the Parish Council is likely to erect at one time and quotes would then be obtained for an aluminium board.

(iii) Other Open Space

Open Space Action Plan: circulated to Cllrs but no amendments have been made.

(iv) Trees

Tree Inspection Report: see Tree audit item below

High Street Tree – work had been undertaken by Kent Highways but still waiting for final tree to be planted.

Replacement tree for removed TPO'd Ash tree: Cllrs agreed with the quote from Rumwoods at £95 for a 10' Hornbeam. Wright Landscapes would be asked to plant the tree with the Council hiring a digger for his use.

Tree audit: The Clerk had met with Wright Landscapes and walked around all the areas of open space to view the trees owned by the Parish Council. The Clerk had circulated a brief report but was waiting for a more detailed one before the Council could make any firm decisions of work proposed.

(b) Cemetery

New Section – planting of rose bushes and quote received – Quotes had been received for roses in the new section at a cost of £1,348.95. Cllr Tippen proposed that all the roses be purchased at the same time and this was agreed. The two caretakers would be instructed to prepare the area for delivery in November.

Cremated Remains – Costings had been received for planting of heathers in the cremated remains section totalling £150. Cllr Boswell proposed a mix of Summer and Winter flowering varieties. This was agreed and it would be arranged for collection to be made prior to the site meeting on 23rd September.

Cllrs to meet at the cemetery regarding the new section and cremated remains section on 23rd

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September

Cemetery Caretaker – 30 year service. Ian Jones had been working for Marden Parish Council for 30 years in July and Cllrs wished to thank him for his dedication and work he undertakes at the cemetery. Cllrs proposed a gift voucher donation to the value of £75 to commemorate this from the Chairman's allowance.

Memorial Safety policy: The draft policy was discussed and some amendments were to be made before recirculating to Cllrs.

British Register of Accredited Memorial Masons (BRAMM): Registration for Marden Parish Council had been made and certificate received.

Other Cemetery issues:

The Clerk asked that the last row of burials (Row F) finish at plot 20 to allow vehicles to access the area by the sheds easier. This was agreed.

053/17 **PUBLIC TOILETS & CAR PARK**

(a) Public Convenience issues:

(b) Cisterniser: The Clerk had met the plumber and the timings had been changed to flush the system every hour. This was now working and Cllrs asked that it be reset to flush every 5 hours. The Caretaker would be instructed to set the timer.

New metal doors: The Clerk was asked to obtain quotes for replacement doors and this would be placed on the next available Amenities agenda for discussion.

Car Park Issues: Cllr Boswell requested that Maidstone Borough Council be asked to trim/clear the area as vegetation was starting to impose on the car park spaces.

054/17 **CORRESPONDENCE**

No correspondence received since the last meeting

055/17 **ACTION GROUP REPORTS**

(a) **Stilebridge:** No further information had been received in regard to the transfer.

(b) **Play Scheme:** The Clerk provided details of the end of play scheme and the feedback from parents would be circulated to Cllrs.

056/17 **OUTSIDE BODIES REPORTS**

(a) **Memorial Hall:** Report from Trustees with quotes for internal fire doors and external emergency exits had been circulated to Cllrs prior to the meeting. This still needed to be discussed by the Hall Trustees before a decision could be reached by the Parish Council. Trustees were hoping to meet on 18th September and a final report would be submitted to the next Amenities meeting.

(b) **Youth:** Cllr Boswell had placed an update in the Autumn newsletter.

057/17 **OUTSTANDING ISSUES**

(a) Update from To Do list: circulated to Cllrs prior to the meeting

058/17 **FURTHER ISSUES FOR DECISION**

(a) Quote for Trailer and Tow Bar: Two quotes for a new trailer had been received, but the Clerk was waiting for one further quote to come in. A quote of £400 had been received for fitting of a tow bar and reversing sensors to the van. This was agreed.

(b) Sign writing on Van: Quote had been received for £90 using the MPC logo. This was agreed.

(c) Quote for Southons Field Shed and Base: Two quotes had been received and Cllrs agreed to accept the quote from Wright Landscapes. Cllrs agreed that a garage rather than workshop style shed would be purchased once the base had been laid.

(d) Planning Application: 17/502301/FULL – Reeves Cottage, Battle Lane, Marden
Demolition of the existing garage and greenhouse and change of use from agricultural to garden land for construction of a replacement detached two-bay garage unit with storage accommodation alongside associated parking, access and landscaping works and a replacement greenhouse – *Application has been discussed by MPC Planning Committee but*

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further/revised details have been received.

Cllrs raised no objection to the area shaded on drawing no DHA/12014/01 but would recommend refusal if it relates to the full colour picture that was appended to the email from Danielle Ingleston dated 7th August 2017.

- (e) Planning Application: 17/502733/ADV – Crowhurst & Tompsett Stores, High Street, Marden
Advert application for 1 fascia sign, 2 fascia signs (Post Office), 10 x ACM print panels and 4 poster frames - *Application has been discussed by MPC Planning Committee but amended details have been received.*

Cllrs raised no objection to these amendments.

059/17 **FURTHER ISSUES FOR DISCUSSION/INFORMATION**

Newsletter: The Clerk had circulated the proposals from the publisher in regard to making the newsletter into an A5 booklet. Cllrs agreed for this to go ahead and would discuss in more detail at a later date whether to continue with this format for other editions.

Spring litter pick – a date to be set for March and this would be reported in the next edition of the newsletter.

Cllr Robertson reported that the pavement outside the Chinese along Maidstone Road required attention.

060/17 **INVOICES/CHEQUES TO BE SIGNED:**

Invoices for Approval:

Cheque payments:

Chq No.	Payee	Details	Amount
5735	Erika Lock	Underpayment of April Salary	£4.64
5736	Ian Jones	Underpayment of April Salary	£17.73

Invoices agreed and cheques signed by three Cllrs.

Electronic Payments:

Payee	Details	Amount
Plumber Quick	Replacement of cisterniser	£417.19
Alison Hooker	Underpayment of April/May salary and key cutting	£193.56

Invoices agreed and bank transfer would be made on Thursday 24th August by Cllrs Boswell and Cowin

There being no further business the meeting closed at 9.37pm

Signed:
Chairman, Amenities Committee
Marden Parish Council

Date: 26th September 2017