



**MINUTES OF THE MEETING OF THE MARDEN PARISH COUNCIL AMENITIES COMMITTEE ON TUESDAY 28<sup>TH</sup> NOVEMBER 2017 HELD IN THE PARISH OFFICE MEETING ROOM, MEMORIAL HALL, MARDEN COMMENCING AT 7.30pm**

Min  
No

089/17 **PRESENT:** Cllrs Adam, Boswell (in the Chair), Harvey, Newton, Robertson, Tippen and Turner. Cllr Jones and the Clerk were also in attendance.

090/17 **APOLOGIES:** There were no apologies.

091/17 **DECLARATIONS OF INTEREST:** Cllr Boswell declared an interest in item 094/17(a)(ii) as neighbouring resident of Southons Field; Cllrs Newton and Tippen declared an interest in 098/17(a) as Trustees of Marden Memorial Hall.

**GRANTING OF DISPENSATION:** Cllrs Newton and Tippen have been granted dispensation for items regarding Marden Memorial Hall.

092/17 **APPROVAL OF PREVIOUS AMENITIES COMMITTEE MINUTES:** The minutes of the meeting held on 24<sup>th</sup> October 2017 were agreed and signed as a true record.

093/17 **IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING:** There were no members of the public in attendance.

094/17 **SUB-COMMITTEES REPORTS**

**(a) Open Space**

**(i) Playing Field**

Play Inspection Reports: The reports from MBC and the village caretaker had been received with the only issues being cracks in the wetpour and loose fence panels which the caretaker is dealing with. The Clerk had also received the annual inspections from Play Inspections for both the playing field and Napoleon Drive play areas and these had been circulated to Cllrs prior to the meeting. The Clerk would read through the documents and highlights and risks raised. Cllr Burton had provided the clerk with a copy of the Cockpit Play Area inspection report from MBC. Cllr Burton was informed of the outstanding S106 contribution for this area.

Rocking Horse: At a previous meeting it was suggested that expanded foam could be used to fill the gap under the horse to stop it rocking however after closer inspection it was found that this gap was too big an area to use foam and therefore the caretaker would be requested to see if metal plates could be installed at either end and possibly fill the gap with concrete.

Changing Room: The Clerk reported that cracks had appeared in the rear wall of the building. Cllrs agreed to instruct the caretaker to do a temporary repair in the interim.

Under 5 Play Area Installation Inspection Report: post installation report from Wicksteed had been received and circulated. The Assistant Clerk had contacted Wicksteed who informed the Council that the issues had been rectified. The Clerk would speak with the caretaker to ensure that these had been done.

Update from site meeting on 28<sup>th</sup> October: Some work still be to done from the site visit which the caretaker will undertake.

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Other Playing Field issues:

The pond had been cleared of the fly tipping by Millwood but still had a lot of cans, plastic bottles etc in as well as in the ditch. The Clerk was asked to contact Millwood in regard to clearing this area.

Open Space consultation on 3<sup>rd</sup> February – The Clerk would start looking at enlarging maps in the New Year and the Open Space Sub-Committee would meet in early January to discuss the details.

Cllr Tippen and the Assistant Clerk had met with Caloo (Play Equipment Supplier) earlier today to provide a quote for a sports wall, footpath/running track and adult gym equipment.

Bench for Napoleon Drive was being sought and Cllrs agreed that it should be fitted under the wetpour rather than bolted on top of the surface.

The new Youth Shelter was due to be installed week commencing 18<sup>th</sup> December. Rekk would also remove the old youth shelter at the same time as installing the new one and would make good the surface. It would be raised at the Open Space consultation as to what, if anything, could be placed in the area.

An email had been received from a resident regarding the clearing of the hedgerow at the far end of the playing field. The Clerk would respond to the resident informing them that the Council has made no decision to remove the hedgerow and give details of the consultation.

**(ii) Southons Field**

Play Trail Inspection Report: The caretaker had undertaken the regular checks and no issues had been reported. The Clerk had also received the annual inspection from Play Inspections this had been circulated to Cllrs prior to the meeting. The Clerk would read through the documents and highlights and risks raised.

Update from site meeting on 28<sup>th</sup> October The notes had been circulated and any issues raised were being dealt with by the caretaker.

Closing of Southons Field – The Clerk would write to all neighbouring properties informing them that the field would be closed on 25<sup>th</sup> and 26<sup>th</sup> December and 1<sup>st</sup> January.

Shed bases: The two shed bases were being laid week commencing 4<sup>th</sup> December. Storage has been found for the mower and trailers whilst the work is carried out. The removed soil would be placed around the edge of the field and, if appropriate, Cllr Boswell would plant some wild flower seeds on it.

Other Southons Field issues:

A letter had been received from Marden PTA to thank the Parish Council for use of the field for the Firework Display.

The benches were starting to get damaged as they were being dragged around.

Cllr Newton agreed to work with the caretaker to try and replace the wood screws with bolts to see if this helped.

The Clerk was still chasing Jones Homes for a meeting in regard to the utilities and the Assistant Clerk would be asked to retrieve the plans for the development.

**(iii) Other Open Space**

Open Space Action Plan: The updated action plan had been circulated to Cllrs prior to the meeting.

**(iv) Trees**

Tree audit – Three quotes have been received for this and these will be presented to the Finance Committee on 2<sup>nd</sup> January.

High Street Tree – An email had been received from Kent Highways stating that the new tree should be planted in the new year.

**(b) Cemetery**

New Section – The area had been dug over using a hired rotavator and the caretakers had begun planting the rose bushes.

Update from site meeting on 28<sup>th</sup> October: The notes had been circulated and no issues were outstanding.

Other Cemetery issues:

Cllr Boswell offered to scatter some poppy seeds around the cemetery in the Spring.

It was proposed, and agreed that a compost area and fire pit would be made out of corrugated metal.

ICCM run an annual photographic competition and details of this would be put in the next newsletter.

095/17

**PUBLIC TOILETS & CAR PARK**

**(a)** Public Convenience issues: Quotes for a new door on the ladies' side were being obtained to present to the Finance Committee.

**(b)** Update from site meeting on 28<sup>th</sup> October: Issues still outstanding included the locks to be replaced on the ladies' cubicle doors and a tick list would be provided to the caretaker for checking on the cleaning. The Clerk had asked Ecoclean to provide a list of what the cleaner's duties are, but to date no response had been received. The caretaker believes he is able to deal with the cobwebs high up in the toilets rather than undertake a deep clean.

**(c)** Car Park Issues: the vegetation around the boundary has still not been cleared. A concrete post had been knocked over and this had been reported to MBC.

096/17

**CORRESPONDENCE**

No correspondence received since the last meeting

097/17

**ACTION GROUP REPORTS**

**(a)** Stilebridge: Maidstone Borough Council is still waiting for further information regarding the transfer to Kent County Council. KCC were currently holding a consultation on Gypsy and Traveller costs and the Clerk would obtain further information regarding whether this included Stilebridge and place on the next Full Council agenda.

**(b)** Christmas: The trees on properties and shops had been erected over the last weekend however several transformers have needed to be purchased to replace damaged ones; Cllrs were going to be in the village on 2<sup>nd</sup> December to distribute flyers for 9<sup>th</sup> December - all meeting in the car park at 10am; The Assistant Clerk had circulated a list to Cllrs for setting up of hall and grotto on the 8th December, manning the event and clearing away on the 9<sup>th</sup> and Cllrs were asked to return this to Erika as soon as possible.

**(c)** Litter Pick: Date agreed 10<sup>th</sup> March 2018 and an item had been placed in the Winter newsletter.

098/17

**OUTSIDE BODIES REPORTS**

**(a)** Memorial Hall: The new Facilities Manager had commenced work on 27<sup>th</sup> November and the Clerk was taking her through the booking software and other items relating to the hall. The Clerk would therefore no longer be responsible for the bookings and her job description will need to be reviewed at the HR Sub-Committee meeting in January. New external emergency doors due to be fitted week commencing 4<sup>th</sup> December.

**(b)** Youth: The Youth Club has invited the Parish Council to their Christmas meal on 6<sup>th</sup> December. Cllr Harvey was attending.

099/17

**OUTSTANDING ISSUES**

**(a)** Update from To Do list: The list had been circulated prior to the meeting.

100/17

**FURTHER ISSUES FOR DECISION**

**(a)** Battle's Over – Tribute to WW1 – 11/11/18: This item had been deferred from Full Council to allow the Amenities Committee to discuss in more detail. A detailed discussion

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took place and it was agreed in principle to take part. The Clerk would obtain some quotes for both a temporary and permanent structure for a beacon and also contact Revd Ali Duguid regarding the event.

- (b) KALC Community Award Scheme 2018. This item was briefly discussed at Full Council. The closing date was 26<sup>th</sup> January 2018. The Cllrs agreed to apply with a nomination and the Clerk would submit the application.

101/17 **FURTHER ISSUES FOR DISCUSSION/INFORMATION**

- (a) Section 106 contributions & money outstanding – no changes in the details had been received since the last meeting.
- (b) Maidstone Borough Council publication "Insight": Cllr Boswell would approach the editor to include a piece on Marden.
- (c) Marden Children's Centre staff: Unfortunately Anna Fisk will be leaving in January and her replacement will be Karen Coppen. The Clerk contact to Karen to see if the network lunches will continue.

102/17 **INVOICES 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
Erika Lock	Christmas Tree lights and Transformers	£65.44
David Bishop	Erection and dismantling of Christmas trees	£860.00
Play Inspection Co	3 x annual play inspections	£234.00
Citizens Advice	Outreach session	£50.00

**Cheque Payments:**

<b>Payee</b>	<b>Chq No/Details</b>	<b>Amount</b>
Cash	5755 – Christmas Petty Cash	£300.00

Invoices agreed and electronic banking authorisation would be made by Cllrs Newton and Tippn.

There being no further business the meeting closed at 21.15pm

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

Date: