



BRIEFING NOTE

For the meeting of Amenities Committee meeting to be held on Tuesday 27th May 2025 at 7.30pm at The Allens, Albion Road, Marden, Kent.

001/25 ELECTION OF CHAIRMAN

002/25 ELECTION OF VICE CHAIRMAN

003/25 PRESENT

Cllrs to inform the Clerk by 5.00pm on the day of the meeting if they will be taking part in the meeting.

004/25 APOLOGIES FOR ABSENCE

To receive apologies for absence.

Cllrs to inform the Clerk by 5.00pm on the day of the meeting if they will not be taking part in the meeting.

005/25 COUNCILLOR INFORMATION

Declaration of Pecuniary and Non-Pecuniary Interests

Granting of Dispensation

006/25 MINUTES OF THE PREVIOUS MEETING

To receive and accept as a true record the Minutes of the Amenities Committee meeting held on 22nd April 2025.

007/25 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

Members of the public to make themselves known to the meeting as to whether they wish to raise any issue under this item.

008/25 DEPUTY CLERK REPORT

Report to be submitted to Cllrs prior to the meeting.

009/25 OPEN SPACE

Playing Field

Play Inspection Report from MPC

Cllrs to accept the weekly reports received from the Caretaker.

Football Goal Posts

Cllrs to consider inviting local junior football teams to use pitch.

Southons Field

Play Inspection Report from MPC

Cllrs to accept the weekly reports received from the Caretaker.

Southons Field Entrance Sign

To review sign sent from resident near Southons Field and discuss next steps. **Signage example circulated prior to the meeting for Cllrs to view.**

Office Opening Times:

Mondays, Tuesdays & Fridays 10am - 12 noon

Email: clerk@mardenkent-pc.gov.uk

Website: www.mardenkent-pc.gov.uk

Other Open Space

Maintenance Action Plans

To review and agree the plans taking into account No Mow May going forward and maintenance timetable. **Circulated prior to meeting and to take into account changes made by Cllr Boswell at the meeting.**

Trees

Monthly Tree Inspections

Cllrs to receive monthly reports from the Caretakers.

010/25 CEMETERY

Exclusive Right of Burial Certificates

Cllrs to sign any Exclusive Right of Burial Certificates received in time of this meeting.

Request for Burial Outside Boundary

Cllrs to consider request made by resident outside Parish boundary. **Cllrs to look at Parish boundary and discuss further.**

Container Location

Discuss location of container at the Cemetery. **Cllrs to review location following site visit.**

009/25 ALLOTMENTS

The Clerk to report if there are any updates received in time for this meeting.

010/25 PUBLIC TOILETS AND CAR PARK

Public Toilet Issues

Update on Solar Panel Installation

To review quotes for work following the Structural Survey.

Car Park Issues

011/25 AMENITIES SUB-COMMITTEES AND SUB-GROUPS

Environmental Sub-Group

The next Environmental Sub-Group meeting will be Tuesday 10th June.

MBC Big Day Out on 14th June

Retrofit Session

012/25 CORRESPONDENCE

013/25 OUTSIDE BODIES REPORT

Memorial Hall

Cllr Turner to provide an update to the meeting.

014/25 OUTSTANDING ISSUES

Outstanding Issues List

The list to be circulated to Cllrs prior to the meeting.

015/25 OTHER AMENITIES ISSUES FOR DECISION

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016/25 INVOICES FOR PAYMENT

Invoices due to payment to be submitted to the meeting.

If you have any questions etc that you wish to ask regarding this meeting, please contact the Deputy Clerk on 01622 832305 or email deputyclerk@mardenkent-pc.gov.uk.

Local electors and the press are entitled to listen to Parish Council Meetings but not to take part. An opportunity to speak will be given at the beginning of Council Business in line with MPC's Public Participation Policy which can be found at:

[Council Policies and Procedures - Marden Parish Council - Marden Parish Council, Marden, Tonbridge](#)

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Deputy Clerk's Report

By Rachel Weeks for the Amenities Committee meeting on 27th May 2025

Actions and updates since the last Amenities Committee meeting on 22nd April 2025.

- a. **Trees at the Playing Field.** The TPO is about to be applied for by the Clerk for the work to be carried out. The rest of the work on the trees will be carried out when this has been approved.
- b. **CCTV at the Playing Field.** This has now been installed and Ali has received the Licence Agreements that will be discussed at the Full Council meeting in June.
- c. **Playing Field Picnic Benches.** The picnic benches have been delivered and so have the chains, ground anchors and padlocks. This has been added to the Caretaker's To Do List and will be installed shortly.
- d. **Football Goal Posts.** The Contractor visited the Playing Field and met with the Clerks and Caretakers. The field was measured by the robot (see Photo 1. Below) and marked out (see Photo 2.). The Caretakers marked by removing some turf where the holes were to be dug. The Goal Posts (currently stored in the Changing Rooms) will be installed shortly.
- e. **Happy to Chat Benches.** The Deputy Clerk has found a sign and is seeking quotes. Upon speaking to the Caretaker to which benches are used most, two benches have been picked, one in shade and one that gets sunlight (see Photo 3. and Photo 4.)
- f. **Events on Southons Field.** Here are the list of events booked on Southons Field to date:

Saturdays 9.30am to 10.30am Rugby Taggers
1st June – Marden Russet Runners 10K – base at Southons Field
21st June – Children's Party
22nd June – Children's Party
27th June – The Rude Mechanicals (closed to the public)
18th July – Children's Party
28th July – Bowls Club Parking 12noon to 7pm
3rd August – Bowls Club Parking (tbc)



Photo 1.



Photo 2.



Photo 3.



Photo 4.

MARDEN PLAYING FIELD MAINTENANCE STRATEGY (Version 4)



KEY MAINTENANCE

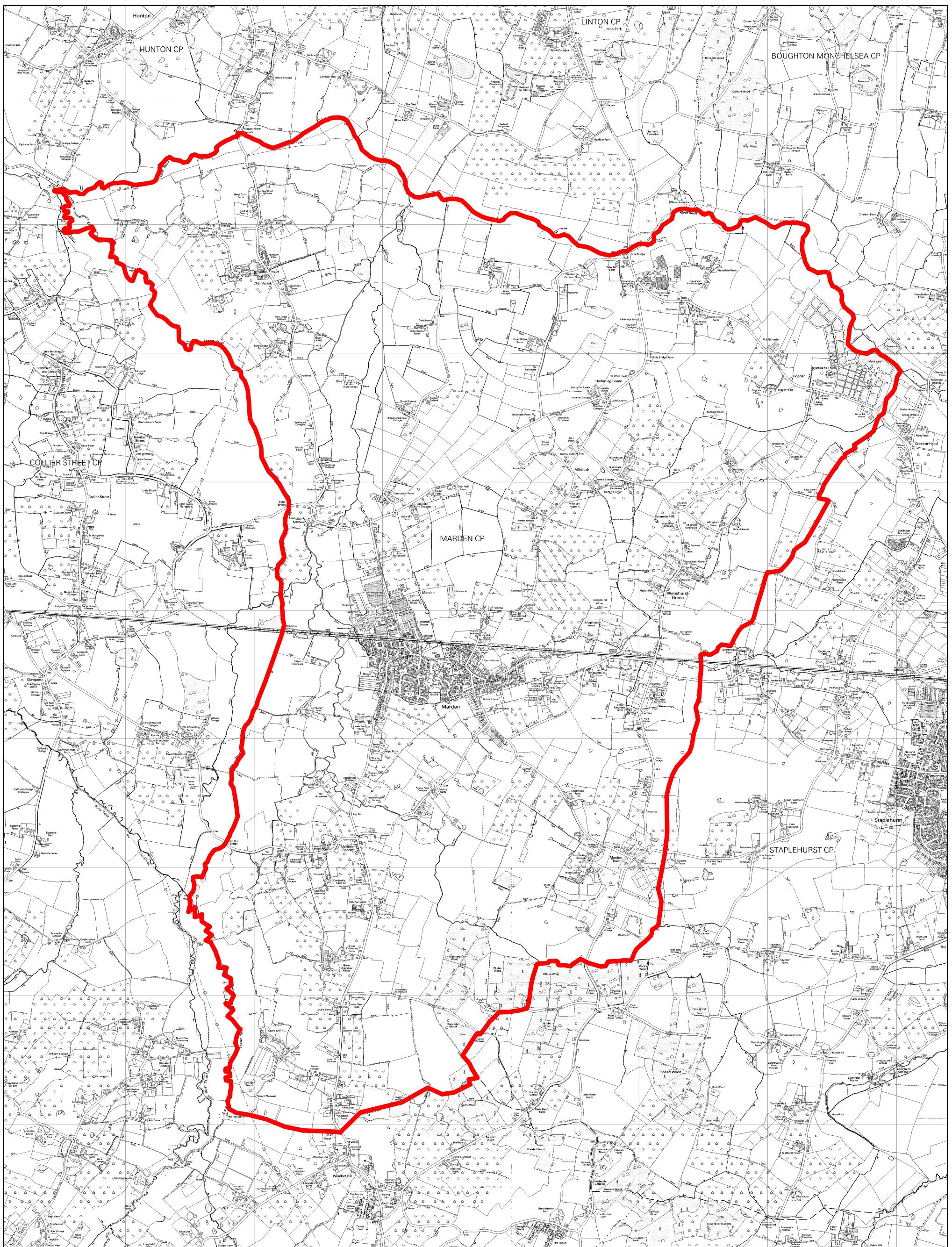
- All remaining areas to be cut back to recreational grass standard all year;
- All footpath edges to the strimmed/ cut to recreational grass length.
- Area around Changing Rooms to be strimmed and cut – kept low.
- Areas with * not to be strimmed or mown in May ("No Mow May")

MARDEN 'SOUTHONS FIELD' MAINTENANCE STRATEGY (Version 4)



KEY MAINTENANCE

- All remaining areas to be cut back to recreational grass standard all year;
- Northern boundary to be allowed to rewild
- Areas with * not to be strimmed or mown in May ("No Mow May")



MARDEN PARISH



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AMENITIES OUTSTANDING ISSUES LIST

Action No.	Minute Item No	Action	Allocated to	Status	Date Completed
	April 2024 Site Meeting	Quotes for Soil Waste Removal	Rachel Weeks and Ali Hooker	The soil waste was viewed at the Site Meeting in April 2024 with a view to removal in Spring/Summer 2025. The Clerks are seeking quotes from contractors. Quotes received for Amenities Committee Meeting in April 2025 for Cllrs discussion. Contractor decided and awaiting work to be completed.	
	057/24	Litter Bin Survey	Rachel Weeks	A litter bin survey was carried out by the Admin Assistant and the Deputy Clerk. Cllrs decided at the Amenities Committee Meeting on 1st October to request two more bins from MBC in areas that needed them at the end of the High Street/Stanleys. The Clerks have contacted MBC with regard to moving a bin to the High Street area and have been told a response will be given after May 2025. MBC are awaiting delivery of new litter bins by the end of June. Once they have a confirmed delivery date, they will audit all their litter bins to relocate or replace. They have said they will ensure this litter bin is part of this work.	