

Deputy Clerk's Report

By Rachel Weeks for the Amenities Committee meeting on 22nd July 2025

Actions and updates since the last Amenities Committee meeting on 27th May 2025.

- a. **Playing Field Picnic Benches.** The picnic benches have now been all installed and enjoyed by residents at the Playing Field (Photo 1.).
- b. **Football Goal Posts.** The goal posts have been installed at the Playing Field and children have been using them (Photo 2.).
- c. **Happy to Chat Benches.** I am still awaiting a quote from the supplier with regard to the cost of this. I have chased and hope to have an answer soon
- d. **Gate at Cemetery.** The gate near the shipping container where the Cemetery Caretaker parks had deteriorated and was off its hinges. There was discussion about possibly replacing the gate but the Caretaker has fixed it with a new hinge (costing £25) and thinks the gate can last another 5 years.
- e. **Kent Friends of the Trees - Tree of the Year Competition 2025.** The Deputy Clerk had received nominations from Marden Wildlife for trees in the Parish. The most nominated tree was chosen and a submission with photos was sent to Kent Friends of Trees (attached). We have received confirmation that our submission has been received so we will await to hear.
- f. **Public Conveniences – Vandalism.** There has been vandalism at the Mens toilets in the cubicle (Photo 3.). The hand dryer, toilet tissue dispenser and pipework from the sink was kicked off. The hand dryer has now been made safe by an electrician and the Caretaker has fixed the pipework on the sink. A new toilet tissue dispenser was ordered and installed by the Caretaker. The Mens toilets are open and back to regular use.
- g. **Soil Waste Removal.** The soil waste at the Cemetery has now been removed by the Contractor.



Photo 1.



Photo 2.



Photo 3.

Report to Marden Parish Council – Amenities Committee

Meeting date: 22nd July 2025

Authors: Parish Clerk, Alison Hooker

Subject: Hire of Marden Playing Field Football Pitch (Item 025/25)

Purpose: To enable a decision to be made on the hire fees and agreement to any local junior football club using the pitch at Marden Playing Field.

Recommendations: That Amenities Committee resolve to agree:

- (i) Hire Agreement
- (ii) Fee per match

1. Background

Further to junior (mini soccer) goals being installed at Marden Playing Field the Amenities Committee agreed, at its meeting on 27th May, to offer the facilities to a local junior football club for ages U7 to U10. Prior to contacting a club Cllrs are requested to consider the draft agreement/responsibilities and agree pitch hire fee.

- (i) Draft responsibilities and agreement is attached at Appendix 1 – this is based on the agreed document between MPC and the last football club using the facility. Cllrs are asked to read through and comment/agree on the content.
- (ii) Previous fee charged to football club in 2020 season (last time pitch was used) was £52.50. However, this was for adult matches, the use of goal posts and the changing rooms (covering showers, electricity and provision of rooms for 2 x teams and referee changing). Any new club using the facilities will only be hiring the pitch (with use of the permanent goals and nets). Access to the changing rooms (to be agreed by Cllrs) would only be for retrieving the nets and obtaining water (if required) for the line marking machine. The current hourly hire rate is £18.50 and each match would be up to 60 minutes (Under 7s and 8s = play 20 minutes per half / Under 9s and 10s = play 25 minutes per half) plus a small amount of additional time if they play in any cup game. Therefore, I propose that £25 should be charged per match.

2. Options for Council

Note/Do nothing – not offer out to clubs but goals to remain for the recreational users of the field.

- (i) (a) To agree the responsibilities/agreement as per Clerk's draft
- (b) To agree the responsibilities/agreement following any amendments discussed at the meeting
- (ii) (a) To agree proposed match fee of £25.00
- (b) To agree match fee as discussed at the meeting.

3. Reason for recommendation

To allow the pitch to be used and to provide additional income to the Parish Council.

4. Expected benefits

- *The local community*
- ~~*The environment*~~
- *The wider community*
- *Other: Additional income.*

4. Appendix 1

Draft responsibilities/agreement

APPENDIX 1

FUTURE ADMINISTRATION OF MARDEN PLAYING FIELD FOOTBALL PITCH

OUTLINE AREAS RESPONSIBILITY

	<u>PARISH COUNCIL</u>	<u>FOOTBALL CLUB</u>
1.	Insurance of any building and third party liability of all users of the field	Football Club: To pay Football Association affiliation fees; To take out personal accident and public liability insurance cover; To provide the Parish Council with a copy of their insurance prior to the start of the season.
2.	Structural Maintenance of Buildings , provision of annual safety report, provision and maintenance of signs. Provision and monitoring of Accident Book. Risk assessments of area	Changing Rooms not available for use. Access only permitted to retrieve goals and obtain water for line marker if required. Doors MUST remain locked at all other times. No toilet facilities are available at the playing field – nearest toilets are in Marden Car Park.
3.	Pitch, Field and Hedge Maintenance by annually agreed contracts in regard to regular mowing/grounds maintenance of the pitch and surrounding area. Parish Council employee/Cllrs to check pitch condition on Friday prior to any weekend fixture. Parish Council Open Spaces Sub-Committee have final say on whether match can go ahead or not.	Football Pitches: Setting out, line marking, appointing responsible person to check pitch condition and to give authority (or not) to play in conjunction with the Parish Council. Take all steps to allow the playing of football and clearing up after. To check pitch and surrounding area of litter (ie broken glass) prior to games.
4.	Hire of pitches – Agreed on a playing season basis, payment of which to be agreed between parties and invoiced monthly. One-off matches to be booked and paid via monthly invoice.	Payment of Fees – Invoiced monthly for payment within 30 days. Club to provide Parish Council with the fixture list as soon as it is available and to inform them of any changes.
5.	Services & consumables – foul drainage, water and electricity. Maintenance and care of metered supplies. Provision of goal posts and nets.	Pitch Equipment – User to supply flags and line marking equipment etc. Other – Names of keyholders to access road to be given to the Parish Clerk. Any amendments to keyholders to be given to the Parish Clerk as soon as known.
6.	Other:	Other: Parking MUST be in Marden car park and not in surrounding estate roads.

APPENDIX 1 – MARDEN PARISH COUNCIL

MARDEN FOOTBALL PITCH TERMS & CONDITIONS 2025/2026

*These terms and conditions are issued to Football Club
(.....) using Marden Playing Field Football pitch. Any member of
the above Club not adhering to these terms and conditions will be
dealt with by the Amenities Committee of Marden Parish Council.*

Parish Office
Marden Memorial Hall
Goudhurst Road
Marden
Kent
TN12 9JX
Tel: 01622 832305
Mobile: 07940 241333

User:Football Club
Pitch Fee: £..... per match
Number of Teams

Deputy Parish Clerk:
Miss Rachel Weeks
Email: deputyclerk@mardenkent-pc.gov.uk
www.mardenkent-pc.gov.uk

1. will nominate a representative to attend Parish Council meetings if necessary and to provide the Parish Council with the contact details of key holders which will be held in the Parish Office and not released to other parties without the permission of (*subject to the Freedom of Information Act 2000*)
2. to implement and abide by the Outline Areas of Responsibility agreed at Parish Council Amenities Committee meetings. Any clarification or disputes to be discussed and resolved at Amenities Committee meetings.
3. will be responsible for clearing litter and broken glass from the pitch and surrounding area prior to match taking place.
4.to provide Marden Parish Council with copies of insurances.
5. will be invoiced by Marden Parish Council monthly for payment within 30 days of receipt of the invoice at the rate of £..... per match. Payment via bank transfer.
6. Pitch bookings for friendly matches MUST be advised to the Parish Clerk and will be invoiced at pitch rates as at 5 above.
7. to be responsible for the line marking and putting up nets/flags on match days.
8. Referees, Club Officials and Coaches are responsible for ensuring the pitches are SAFE and playable.
9.to ensure that parking is in Marden car park and not in surrounding estates. Visiting teams to be provided with this information.
10. to provide the Deputy Parish Clerk with the season's fixture list once known.

On behalf of Football Club

I agree to the above terms and conditions and attached outline areas of responsibility.

Signed: Dated:

MARDEN PARISH COUNCIL

Form to be completed and returned to the Parish Office with the signed agreement.

Contact Details:

MANAGER:

Name:

Address:

Tel:

Mobile:

Email:

CHAIRMAN:

Name:

Address:

Tel:

Mobile:

Email:

TREASURER (for invoice)

NAME :

Address:

Tel:

Mobile:

Email:

Keyholders to gate:

Name & Contact Number/Email:

Name & Contact Number/Email:

Keyholder to changing rooms (for access only to retrieve nets/water (*if relevant*))

Name & Contact Number/Email:

Name & Contact Number/Email:



HIRING OF OPEN SPACE AT SOUTHONS FIELD, MAIDSTONE ROAD, MARDEN

I,, the hirer of Southons Field, agree to adhere to the following terms and conditions:

Southons Field will be available to hire for outdoor events (agreed on a case-by-case basis by Marden PC's Open Spaces Sub-Committee) by Parish based community organisations and Marden residents. Village charities, organisations, societies 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.

Southons Field may be used for occasional parking for events subject to a case-by-case agreement by the Open Spaces Sub-Committee. *Please note that if this is required a separate form for parking should be submitted to Marden Parish Council*

Sporting activities on Southons Field will be at the discretion of the Open Spaces Sub-Committee.

No dogs, other than Guide Dogs, will be allowed on Southons Field.

No cars, other than by previous arrangement, to be allowed on Southons Field. If permitted then these need to be kept to the periphery of the field.

No barbeques will be lit on Southons Field other than by previous arrangement with the Open Spaces Sub-Committee.

No drones or model aircraft to take off, or land, at Southons Field.

No drones or model aircraft to fly over Southons Field without prior agreement of the Open Spaces Sub-Committee.

The use of loud music and/or alcohol will be at the discretion of the Open Spaces Sub-Committee and, if allowed, the hirer to adhere to the conditions in the Premises Licence. Hours covered by the licence are 2pm to 10pm Fridays, Saturdays and Sundays. Agreement of any selling of alcohol or playing of amplified music outside these times need to be made to the Open Spaces Sub-Committee prior to booking the event. Any additional costs will be paid to Marden Parish Council if relevant.

Southons Field should be kept clear of litter and litter bins should be used. All event hirers to clear the site prior to leaving and take away any litter/rubbish from the site after the event.

Full details of the event to be given to the Open Spaces Sub-Committee prior to booking including (a) reason of event; (b) start and end times; (c) any amplified music or speaking; (d) parking; (e) erection of tents / gazebos / marquee; (f) access prior and after the event; (g) any vehicles requiring access to field; (h) sale of alcohol during times of Premises licence; (i) if a Temporary Events Notice (TENs) application is to be made

Any vehicle movements on the field, either parking or delivering etc, will need to be marshalled accordingly and access forbidden for overtaking, passing or stopping on driveways of houses along entrance road.

Any posters/publicity advertising the event, if public, will be provided to the Open Spaces Sub-Committee prior to publicising.

A copy of the public liability insurance and risk assessments, including those from external companies (ie barbeques, bouncy castles, outside bars) will be given to the Open Spaces Sub-Committee no later than one week prior to the event.

If a bouncy castle is to be used, hirers should note that there is no electricity on the site and generators will also need to be hired (all at a cost to the hirer).

Bouncy castles should be positioned away from residential properties and placed to the left-hand side of the field near to the beacon.

Southons Field is open from dawn to dusk and the gates will be locked outside of these times (see below). The Parish Council cannot accept liability for any person/equipment left on the field after the advertised times. If your event is outside of these times arrangements will need to be made regarding access etc with the Parish Council

Notification to be given to the Open Spaces Sub-Committee if requiring the closure of Southons Field to members of the public during a private event.

The Open Spaces Sub-Committee will arbitrate in the event of any damage incurred or litter left on the field. Marden Parish Council will seek to recoup reasonable costs if necessary.

The Clerk/Deputy Clerk and two Councillors will have final say on the condition of the field if wet and will be at the discretion of these representatives of the Council to cancel the event if deemed necessary. There is no electricity, water or toilets at Southons Field.

Marden Parish Council Responsibility:

The Parish Council insures any building and third party liability of all users of the field.

Undertakes regular safety inspections of the play equipment.

Maintains the pavilion, fencing, hedging, notice board and other assets on the field.

Undertakes risk assessments of the field and entrance prior to any event

Holds a Premises Licence for the sale of alcohol and playing of music between 2pm and 10pm on Fridays, Saturdays and Sundays. A copy will be provided to any hirer if required.

Field Information

Fees – 1st April 2025 to 31st March 2026

Event hire for exclusive use of the field:

Hourly rate: £18.50

½ day (up to 4 hours): £70.00

Over 4 hours: £140.00

Field Opening and Closing

February and March: 8am to 6pm (or dusk if earlier)

April to August: 7am to 8pm
September and October: 7am to 7pm
November to January: 8am to 4pm

Hire Agreement for Southons Field

Hirer:	
Organisation (if relevant):	
Address:	
Telephone Number:	
Email:	
Reason for Hire:	
Exclusive use of field required:	
Date of Hire:	
Start and End Time of Event:	
Is field required outside of these times?	Yes / No
If Yes what times?	
Will alcohol be sold / music played?	Alcohol: Yes / No Music: Yes / No
Fee paid (if relevant)	
Vehicle Access Parking Erection of tents, gazebos, marquees etc Access prior and after the event	Yes / No Yes / No Yes / No Yes / No

I agree to the hire conditions set out in this document

Signed:	
Date:	

Please sign and return to the Parish Office. A confirmation letter and invoice will be sent to you following receipt of the form.

Deputy Parish Clerk: **Miss Rachel Weeks**

Parish Office

Marden Memorial Hall

Goudhurst Road

Marden Kent TN12 9JX

Tel: 01622 832305 / Mobile: 07940 241333

Email: deputyclerk@mardenkent-pc.gov.uk / Website: www.mardenkent-pc.gov.uk

Report to Marden Parish Council – Amenities Committee

Meeting date: 22nd July 2025

Authors: Parish Clerk, Alison Hooker

Subject: Grounds Maintenance machinery

Purpose: To consider purchase of equipment

Recommendations: That Amenities Committee resolve to agree:

- (i) Purchase of cemetery strimmer
- (ii) Purchase of Southons Field strimmer

1. Background

- (i) Purchase of cemetery strimmer: The cemetery strimmer was purchased in 2017 and is now beyond repair. Cllrs raised the question of using rechargeable equipment however, on speaking with both caretaker and groundsman this would not be ideal due to there being no electricity at the cemetery – the groundsman would need to lock all equipment away in the container, drive to the changing rooms to collect new battery and then return to the cemetery. He is sometimes strimming for 6 hours (with breaks) a day therefore the battery would need changing several times (at least two additional batteries would need to be purchased).
Rams Hill had provided quotes for a new strimmer but speaking to the groundsman a suggestion of another make (Stihl) was given. Further quotes are being obtained and Cllrs are requested to defer this purchase to the Finance Committee meeting on 29th July.
- (ii) Purchase of Southons Field strimmer: As the groundsman will commence work at Southons Field from 1st August there is no provision of a strimmer at this location (MPC only own two strimmers – cemetery/playing field). This piece of equipment does not need to be as powerful as the cemetery as there is less strimming to be undertaken (although same basis as cemetery there is no electricity at Southons Field). Quotes are also being obtained and Cllrs are requested to also defer this purchase as (i) above.
- (iii) To Note: The playing field strimmer is in for repair (purchased 2019). Speaking to the caretaker, although battery operated would be a possibility, feels that they aren't powerful enough for the work entailed at the playing field, Chestnuts area and Rookery Path.

2. Options for Council

- (i) To discussion options
- (ii) To defer decision of purchase to Finance Committee on 29th July.

3. Reason for recommendation

New equipment is required to enable grounds staff to undertake the necessary work involved at Cemetery and Southons Field.

4. Expected benefits

- *The local community*
- *The environment*
- *The wider community*
- *Other:*

Report to Marden Parish Council – Amenities Committee

Meeting date: 22nd July 2025

Authors: Parish Clerk, Alison Hooker

Subject: Marden Summer Play Scheme

Purpose: To provide information to Cllrs on this year's Summer Play Scheme

Recommendations: That Amenities Committee note the information provided by the Clerk below.

1. Background

Marden Summer Play Scheme is again being held at Marden Scout HQ due to the school continuing to have new buildings/refurbishment from Wednesday 23rd July to Friday 1st August.

The scheme is being managed again by Jen Ward with 7 members of staff (2 job sharing), 2 junior play leaders (16 year olds) and 2 volunteers (15 year olds).

Theme this year is "Summer Time Fun" with the following events planned to date:

24th July: Visit to Marden Sports Club for children to try out tennis and cricket.

28th July: Foodie Day

30th July: Maryjane and Ray (Marden Wildlife) talking about turtle doves and other environmental fun relating to Marden / Hannah from Weald Primary Care Network (PCN) providing creative activities and games to provide information about children's mental health

31st July: Water Day with water games and water fights (may need to be changed to another activity)

1st August: Inflatable fun and party afternoon.

Daily activities include football, dodgeball, tennis, cricket, table tennis, pool, role play, dress up, sandpit, crafting, messy play, park trips and lego/Knex.

Also planned: visit from Cllr Rabot and Archie and the local police.

Exemption certificate received from Ofsted and running for less than 10 days and children are over 5 (had to have had their 5th birthday by 1st September 2024).

Waiting for confirmation from insurance company that there are no additional premiums to pay.

No evening party this year and trialling having this on the afternoon of the last day to see if this works better (staff don't need to stay late / slight saving on salaries) which includes the inflatable assault course.

Set up is on Sunday 20th July and Rachel and Ali will be working to use the MPC vehicle to deliver all the equipment for this.

2. Options for Council

Note

3. Reason for recommendation

To provide an update to Parish Councillors.

4. Expected benefits

- *The local community*
- *The environment*
- *The wider community*
- *Other: Additional income.*

5. Additional Information

No other additional information.

AMENITIES OUTSTANDING ISSUES LIST

Action No.	Minute Item No	Action	Allocated to	Status	Date 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/Stangleys. 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. An MBC bin has appeared outside One Stop and their private black bin has been removed. The Clerks will contact MBC to find out the result of their audit.	