



TO ALL MEMBERS OF MARDEN PARISH COUNCIL AMENITIES COMMITTEE

Dear Councillor

YOU ARE HEREBY SUMMONED TO ATTEND the meeting of Amenities Committee meeting to be held on Tuesday 27th January 2026 at 7.40pm at The Allens, Albion Road, Marden, Kent (meeting starting later due to EFCM Meeting at 7.30pm)

Rachel Weeks

Rachel Weeks (Miss)
Deputy Clerk to Marden Parish Council
Tuesday 20th January 2026
01622 832305 / deputyclerk@mardenkent-pc.gov.uk

Members of the public and press are welcome to attend this meeting and may speak at the discretion of the Chairman and in accordance with standing order 1 e.g. Questions relating to any other items that are not on this agenda should be referred to the Chair of the Council or Clerk as appropriate and outside this meeting.

The law allows the public proceedings of council meetings to be recorded, which includes filming as well as audio-recording. Photography is also permitted. By attending this meeting, you are consenting to be filmed. As a matter of courtesy, please advise the Clerk if you intend to record any part of the proceedings.

Marden Parish Council operates under General Power of Competence since adopted on 7th May 2024. Minute Reference 012/24.

AGENDA

061/26 PRESENT

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

062/26 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.

063/26 COUNCILLOR INFORMATION

**Declaration of Pecuniary and Non-Pecuniary Interests
Granting of Dispensation**

Office Opening Times:

Mondays, Tuesdays & Fridays 10am - 12 noon

Email: deputyclerk@mardenkent-pc.gov.uk

Website: www.mardenkent-pc.gov.uk



064/26 MINUTES OF THE PREVIOUS MEETING

To receive and accept as a true record the Minutes of the Amenities Committee meeting held on 25th November 2025.

[attachments.asp](#)

065/26 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.

066/26 DEPUTY CLERK REPORT

Report to be submitted to Cllrs prior to the meeting

067/26 OPEN SPACE

Playing Field

[Play Inspection Report from MPC](#)

Cllrs to accept the weekly reports received from the Caretaker.

[Strategically Important Play Area \(SIPA\) Funding](#)

Discuss response from MBC and options for Playing Field – *details in meeting pack.*

Southons Field

[Play Inspection Report from MPC](#)

Cllrs to accept the weekly reports received from the Caretaker.

[Purchase of a storage container](#)

Cllrs to consider the purchase of a storage container (following decision made at Finance Committee) to replace the metal shed – see *attached report*

[Hedging](#)

Cllrs to agree appointing contractor to undertake the cutting back of boundary hedges.

Other Open Space

[Site Meetings](#)

Cllrs to agree dates for the site meetings for March/April.

[Trees](#)

[Monthly Tree Inspections](#)

Cllrs to receive monthly reports from the Caretakers.

068/26 CEMETERY

Exclusive Right of Burial Certificates

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

[ICCM Journal](#)

For noting

[Tree Planting](#)

Cllrs to note trees/hedging have been delivered by MBC and that the planting is due to take place on 24th January 2026.

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Container entrance

Cllrs to consider request from caretakers to place a hard surface at the entrance to the container – *see attached report*.

Cemetery Rules

Cllrs to consider wording for the rear of the cemetery regarding “no dogs”.

069/26 PUBLIC TOILETS AND CAR PARK

Public Toilet Issues

Solar Panels

Cllrs to view the quotes received on the structural work and agree contractor (previous contractor now unable to undertake work).

Cllrs to be provided with any other update on the project.

Baby Changing Facilities

Parish Council had received an email with a request to consider having baby changing facilities at the Public Toilets. Cllrs to discuss. – *request attached*

Car Park Issues

070/26 AMENITIES SUB-COMMITTEES AND SUB-GROUPS

Environmental Sub-Group

Next Meeting

The next Environmental Sub-Group meeting is due to be held on 17th February commencing at 6.30pm.

Carbon Literacy Training

Training available on 5th February 2026

Green Homes Event

Cllr Boswell to provide Cllrs with information on the above.

071/26 OUTSIDE BODIES REPORT

Memorial Hall

Meeting held on 26th January 2026 - Cllr Turner to provide an update.

Youth Issues

Cllr Rabot to provide a verbal report to Cllrs on proposed youth provision.

072/26 OUTSTANDING ISSUES

Outstanding Issues List

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

073/26 OTHER AMENITIES ISSUES FOR DECISION / NOTING

Village Litter Pick

Cllrs to agree a date for 2026 village litter pick.

Marden at Christmas

Cllrs to note meeting due to be held on 12th February.

074/26 INVOICES FOR PAYMENT

Invoices due to payment to be submitted to the meeting.

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Meeting papers can be found separately to the agenda at: [Amenities Committee Minutes & Agendas - Marden Parish Council - Marden Parish Council, Marden, Tonbridge](#)

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

Copies of agendas will be posted on the council's website, Facebook page and noticeboards or can be requested in advance by telephoning 01622 832305 or emailing deputyclerk@mardenkent-pc.gov.uk

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DRAFT MINUTES OF THE MEETING OF THE MARDEN PARISH COUNCIL AMENITIES COMMITTEE HELD ON TUESDAY 25TH NOVEMBER 2025 COMMENCING AT 7.30PM AT THE ALLENS, ALBION ROAD, MARDEN

047/25 PRESENT

Cllrs Dobinson (in the Chair), Newton, Rabot, Tippen and Turner were present. Cllr Adam, Gibson and the Deputy Clerk were also in attendance.

048/25 APOLOGIES FOR ABSENCE

Cllrs Boswell, Goda, and Summersgill gave their apologies for this meeting.

049/25 COUNCILLOR INFORMATION

Declaration of Pecuniary and Non-Pecuniary Interests

Cllrs Newton, Tippen and Turner declared an interest in item 043/25 (Outside Bodies Reports - Memorial Hall) as Trustees of the Memorial Hall. There were no requests for dispensation

050/25 MINUTES OF THE PREVIOUS MEETING

Cllrs received, and accepted as a true record, the Minutes of the Amenities Committee meeting held on 23rd September 2025. These were duly signed by the Chairman. Cllr Newton commented that they were typed well.

051/25 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

There were no members of the public in attendance.

052/25 DEPUTY CLERK REPORT

The report was submitted to Cllrs prior to the meeting. The Happy to Chat signs have been delivered and installed on the chosen benches on Marden Playing Field. The Community Payback Team have been contacted about painting the railings at the Napoleon Drive play area and gateway. Unfortunately, the suggestion of "Sylvia", the recommended tree was not successful in winning the Tree of the Year competition that the Kent Men of Trees ran. The Football Goal Posts at the Marden Playing Field are being regularly used by young people which is fantastic. Cllrs noted.

053/25 OPEN SPACE

Playing Field

Play Inspection Report from MPC

The reports for the Playing Field Play Area, Napoleon Drive Play Area, the Sports Wall and the Outdoor Gym Equipment had been received from the Caretaker for MPC. There were no issues to report. Cllrs noted.

Caretakers To Do List

A new Caretakers To Do List was given to the Caretaker in October and this was circulated to Cllrs. Cllr noted.

Request for Bench on Playing Field

A resident had contacted the Parish Council with a request to have a memorial bench on the Playing Field. Cllrs discussed and agreed to the request. It was recommended that Cllrs meet with the resident to decide the location and let the resident know the required style of bench. The Clerks would respond.

Tree Work on Playing Field

A resident adjacent to the Marden Playing Field requested some tree work to trees overhanging their garden. There was also some tree work on some conifers that had come out of the Amenities Site Meeting. A tree surgeon had quoted for each of the works and Cllrs agreed for this to go ahead.

Southons Field

Play Inspection Report from MPC

The reports for the Play Trail, Swings and Football Goal Post had been received from the Caretaker for MPC with no new issues to report. Cllrs noted.

Future of Security Shed

The Deputy Clerk had circulated some photos of the current state of the shed. Cllrs discussed and recommended the Deputy Clerk seek quotes for a half sized container to replace it and bring back to the next Amenities Committee Meeting. Cllrs suggested Spring time would be best for the ground for any installation.

Southons Field Hire Fees

Cllrs were circulated the current fees to hire Southons Field. After discussion, Cllrs agreed to increase the fees slightly as the price had remained the same for two years.

Other Open Space

Notes of Amenities Site Meetings

The Notes of the Amenities Site Meetings were circulated to Cllrs. Cllrs noted.

Trees

Monthly Tree Inspections

The monthly tree inspections had been received and no issues were reported. Cllrs noted. There had also been a severe weather warning and the Caretakers had completed their checks that all trees on Parish land were safe.

054/25 CEMETERY

Exclusive Right of Burial Certificates

One Exclusive Right of Burial Certificate was put before the meeting and this was signed by Cllrs Tippen and Gibson.

041/25 PUBLIC TOILETS AND CAR PARK

Public Toilet Issues

Solar Panels

The licence had been received on the day of this meeting from the solicitors and a request for payment on account. Cllrs would need more time to review the documents.

Car Park Issues

There were no car park issues to report.

042/25 AMENITIES SUB-COMMITTEES AND SUB-GROUPS

Environmental Sub-Group

The notes of the Environmental Sub-Group meeting that took place on Tuesday 4th November were circulated to Cllrs prior to the meeting. Cllrs noted.

043/25 OUTSIDE BODIES REPORT

Memorial Hall

Cllr Tippen reported that the Trustees are getting a Health & Safety Report for the Marden Memorial Hall.

Youth Provision

Cllr Rabot informed that the Kent Cricket Community Trust are not keen to come down during February half term due to possible bad weather. There might be an option to have something inside and Cllr Rabot is looking at venues. A suggestion of having a Pump Track on the Playing Field for a day hire for young people to use. Cllr Rabot would look into costings and the Deputy Clerk requested time to market the initiative.

044/25 OUTSTANDING ISSUES

Outstanding Issues List

The Deputy Clerk is still waiting to hear from Maidstone Borough Council to see if the last bin could be moved. The Solar Panel project on the Public Conveniences and the Refurbishment of the Football Changing Room will be added to the list.

045/25 OTHER AMENITIES ISSUES FOR DECISION

Future Amenities Committee Meetings and Sub-Committees

Cllrs discussed the frequency of the Amenities Committee Meetings. Cllrs agreed to keep the Amenities Committee Meeting to monthly as advertised. Cllrs also agreed to merge the Cemetery and Open Spaces Sub-Committees together as one to be known as the "Open Spaces Sub-Committee".

Asset Transfer

Cllrs discussed and agreed that an Asset Transfer Working Group be set up. All Parish Councillors would be invited to join. The Amenities Cllrs decided that this should be an agenda item on the Full Council agenda.

046/25 INVOICES FOR PAYMENT

The following invoices were put before Cllrs for payment:

Paul Waring – Mowing of S/F and P/F - £515.22

Castle Water – Public Conv. Water Supply - £11.93

Rams Hill – Mower Repairs - £104.40

P&F Cleaning – Public Conv. Cleaning - £725.00
Boughton Monchelsea Morris – Dancing at Marden at Christmas - £50.00
Alison Hooker – Christmas/Office Supplies - £319.16
Ian Jones – Locking/Unlocking S/F and Public Conv. – £200.00
The Hop Press – Christmas Banner - £60.00
Capsticks Solicitors LLP – Public Conv. Legal Fees for Licence - £1500.00
Total: £3,485.71
Cllrs agreed payments and Cllrs Adam and Rabot would authorise on Unity.

There being no further business, the meeting closed at 20.29.

Date:

Signed:

Cllr Dobinson
Chairman, Amenities Committee
Marden Parish Council, Parish Office, Goudhurst Road, Marden, Kent, TN12
9JX
T: 01622 832305 / 07940 241333
E: deputyclerk@mardenkent-pc.gov.uk
W: mardenkent-pc.gov.uk

Deputy Clerk's Report

By Alison Hooker (on behalf of Rachel Weeks) for the Amenities Committee meeting on 26th January 2026.

There was no Amenities Committee meeting in December.

Actions and updates since the last Amenities Committee meeting on 25th November 2025.

Marden at Christmas

Another successful event held on 6th December 2025. A meeting is due to be held on 12th February when Cllrs will be given an opportunity to provide a feedback on the day (please let me know if you wish anything to be raised).

Rachel has produced a short feedback form which has been advertised on social media for any resident to comment on what is good/bad/could be done better and the responses will be available on 12th February.

She will be contacting businesses/groups that took part for feedback and Lisa was due to contact stall holders but due to her being on sick leave so I have just done this.

Tree Work at Playing Field

This was undertaken on 16th January.

Other

Rachel will either send out an urgent update on her return or report to the meeting if there is anything else for Cllrs to be made aware of.

Photo 4.

Photo 5.

AMENITIES COMMITTEE MEETING

27TH JANUARY 2026

ITEM 067/26

Strategically Important Plan Area (SIPA) Funding

Email from Maidstone Borough Council

Thank you for forwarding details of your strategically important play area/s and your requirements for maintaining them over the next couple of years.

We are able to offer a grant of up to £5,000 towards your project/s if completed before March 31st 2028.

Please could you confirm when you would require the funding?

Before 31st March 2026

Before 31st March 2027

Before 31st March 2028

We can provide the funding before your project is completed if you can provide quotations and confirm you have sourced any additional funding required. On completion of the project, we would like copies of invoices/photographs.

ITEM 068/25

Review of Cemetery Rules

Rule 2.15

The rules regarding dogs in the cemetery currently reads:

Dogs

*2.15 You may **NOT** bring your dog into the cemetery. However, for reasons of safety the Parish Council will permit dogs on leads using the footpath to the cemetery to pass through the cemetery in order to access public footpaths further down Maidstone Road. You must keep your dog on a lead at all times, you must stay on the paths and you must pick up your dog's faeces.*

Assistance Dogs are allowed in any part of the cemetery.

Visitor Information

Details in the Visitor information page currently reads:

No dogs, except assistance dogs, are permitted in the Cemetery unless using the footpath leading from Church Farm Corner to the Cemetery. In this instance dogs are permitted, on a short lead, from the gate of this footpath to the Cemetery entrance (and vice versa) using the paths within the Cemetery. The owner must keep it under control and remove any dog waste from the Cemetery.

Cllrs are asked to consider amending wording to include the tree planted area at the rear of the cemetery.

ITEM 069/25**Request for baby changing facilities to be considered:**

I am hoping that it may be possible for the Parish Council to consider installing baby changing facilities in the public toilets in the library car park.

On a number of occasions recently I have found that people have been changing their babies/toddlers in the library which is really not a suitable place. When I spoke to one parent they said that there was nowhere in the village and none in the public toilets.

REPORT TO AMENITIES COMMITTEE

Meeting date:

27th January 2026

Authors:

Alison Hooker, Parish Clerk

Subject:

Purchase of container for Southons Field

Purpose:

For storage purposes

Recommendations:

Cllrs are asked to consider the purchase of a storage container at Southons Field to replace the existing metal shed as doors cannot be locked securely. Base can be used for the container. Cage can be used either in this new container or at the cemetery.

Background

Although the storage shed has served its purpose no equipment can be stored in it due to the unsecure locks.

Options for Council

- a) Note/Do nothing – keep current metal shed but could not be used for storing equipment or any other expensive assets.
- b) To do: agree to purchase container in April 2026 (if budget agreed at Finance meeting).

Reason for recommendation

Current shed unsuitable for what is required.

Expected benefits (categorise the benefits if possible, good for reaching councillors who have interests, also useful for any potential funding applications)

- ~~a) The local community~~
- ~~b) The environment~~
- ~~c) The wider community~~
- d) Other: more secure storage.

Appendices

Quotes received.

REPORT TO AMENITIES COMMITTEE

Meeting date:

27th January 2026

Authors:

Alison Hooker, Parish Clerk

Subject:

Hard Surfacing to front of Cemetery Container

Purpose:

For easy access to container in wet weather

Recommendations:

Cllrs are asked to consider laying road planings (or similar) down to allow caretakers to access the container in all weathers.

Background

Due to weather conditions there is a lot of water/mud at the entrance to the container.

Options for Council

- a) Note/Do nothing – not ideal for caretakers
- b) To do: agree to obtain costings (to a maximum) for hard surfacing. Cllrs to provide a maximum cost as work needs to be undertaken prior to the next Amenities meeting.

Reason for recommendation

Not ideal for caretakers to be standing in mud

Expected benefits (categorise the benefits if possible, good for reaching councillors who have interests, also useful for any potential funding applications)

- a) The local community
- b) The environment
- c) The wider community
- d) Other: easier access for caretakers.

Appendices

None.

Public Convenience Solar Panel installation**Finance - 20th January 2026 / Amenities 26th January 2026****Revised quotes received**

Solar Panels quotes:

Specification: To install solar panels on public convenience building to provide electricity to power lights and other electrical compliances and to transfer back into grid

Quotes received from	No. of solar panels	Approx kWh per year	kWp (PV System)	Pigeon Proofing	Additional compliant fuseboard	Ongoing labour costs	Technical support	Other	Total Cost	Updated quote February 2025
Little Green Energy	5	2,280	2						£ 4,990.00	£ 4,823.00

Grant applied for from Bockinfold Solar Community Fund

MBC own building so require a licence to undertake work and structural survey

Agreed in principle to employ Little Green Energy to undertake the work

Costs: Income Expenditure

Voltalia grant	£ 4,200.00
KCC Grant	£ 1,000.00
Solar panels	£ 4,823.00
Structural survey	£ 500.00 (Torcal Structural Engineers)
MBC licence	£ 1,250.00
Structural work	£ 1,975.00 highest quote
TOTAL	£ 5,200.00 £ 8,548.00

MPC to fund remaining £2,328 (from Infrastructure Spend Plan budget)

Approx return:

Currently the Memorial Hall receives 5.83p per kWh back from the grid

LGE estimates that 2,280 kWh will come from the solar panels = £132.92 pa received

Structural work quotes:

Finkis Construction	£ 955.00	No VAT	Can no longer undertake the work
Evans Carpentry	£ 1,975.00		
J Hooker Carpentry	£ 1,300.00	No VAT	
Bridgehurst Builders		No response	
Monteray Construction		No response	