

Deputy Clerk's Report

Actions and updates since the last Amenities Committee meeting on 24th March 2026.

Baby Changing Facilities

The Clerk has suggested that installation of the baby changing facilities is delayed until the internal work has been carried out on the Public Toilets

Community Payback Team

I have sent them another email but have yet to receive a reply. I will update you at the meeting if I have received a response.

Reflectors on Gateway

The Clerk and I installed the reflectors on Thursday 23rd April and we will see how they last before ordering some more.

FOOTBALL METAL GOAL POSTS QUOTES
for Southons Field April 2026

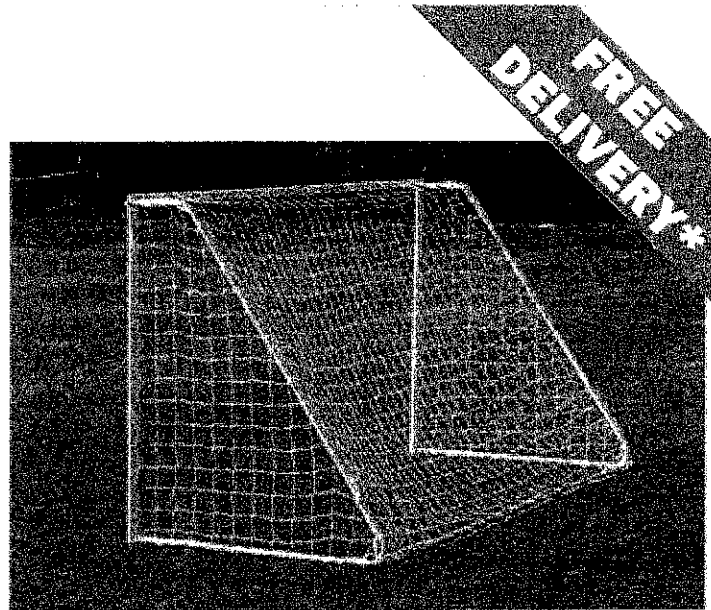
| Company | Description | Cost |
|------------------|--|-------------|
| Harrod | 12ft by 6ft Freestanding Steel Goal Posts (Pair). Galvanised Steel full back supports. Nets to be purchased extra. | £ 944.00 |
| The Soccer Store | 12ft by 6ft Aluminium Diameter Frame. Rust resistance powder coated finish. Includes nets. Cost as a Pair. | £ 685.00 |
| Net World Sports | 12ft by 6ft Steel 42 Football Goal (single). Net included. | £ 179.99 |




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Harrod Freestanding Steel Goal Posts Pair

- 7-a-side sized goals, 3.66m x 1.22m, 12 x 6ft
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- Complete with 32mm x 1.5mm thick galvanised steel full back supports
- Complete with detachable 42.4mm diameter x 3.2mm galvanised steel bottom backbar
- Complete with four 'U' peg anchors
- FBL137 Sold in Pairs

Recommended nets: FBL362.

Availability: In stock

Price: **£944.00**

Product Ref: FBL137

Quantity :

Items to go with this product:

| PRODUCT | PRICE | PRODUCT REF | |
|--|--------------|--------------------|------------------------------|
| <input type="checkbox"/> Harrod 2.5mm Standard Goal Nets (PAIR) (12 x 6ft) (3.66m x 1.83m) | +£105.00 | FBL362 | View Product |

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MH 12ft X 6ft Aluminium Football Goal – 80mm Diameter Frame

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[2 Reviews \(https://www.thesoccerstore.co.uk/12ft-x-6ft-mh-aluminium-football-go](https://www.thesoccerstore.co.uk/12ft-x-6ft-mh-aluminium-football-go)

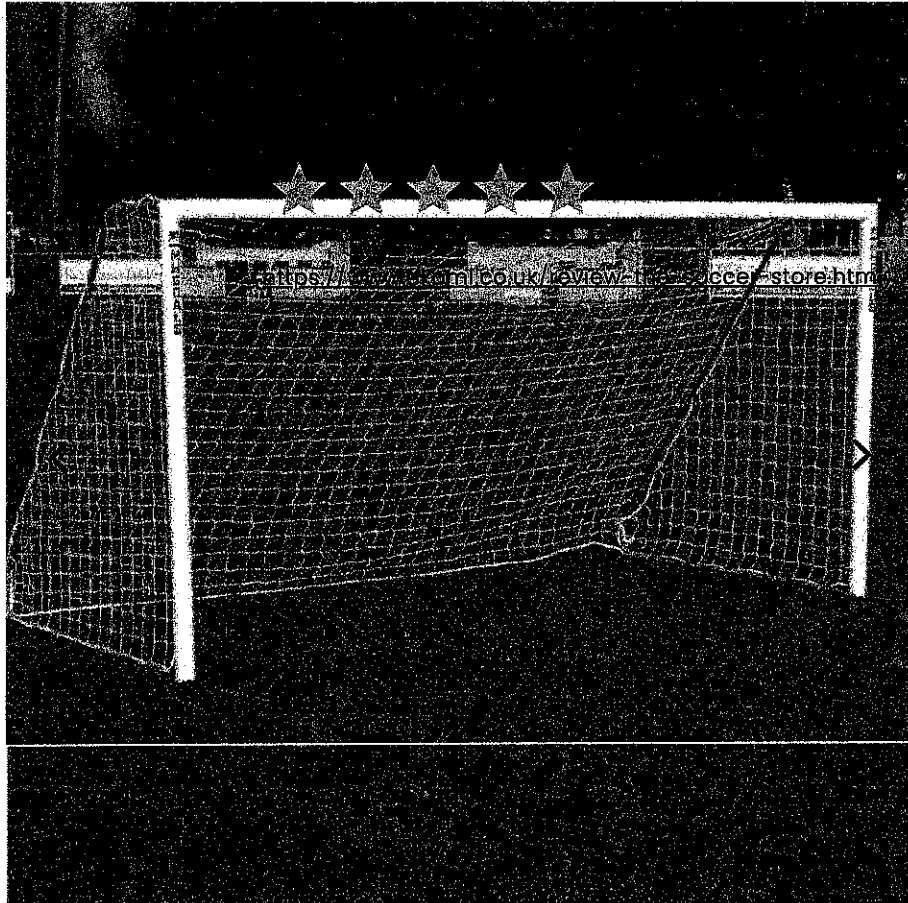
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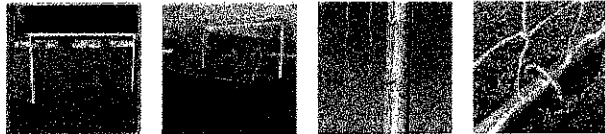
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Fw: 31/5/2026 - Southons Field

From Alison Hooker <clerk@mardenkent-pc.gov.uk>
Date Fri 17/04/2026 13:57
To Rachel Weeks <deputyclerk@mardenkent-pc.gov.uk>

Request from Russet Runners (we have also had a request from Rugby Taggers to store matting - Ian was going to look at rear of pavilion for space).

Can this be raised with Amenities and will also see what Ian had found out.

Ali

Alison Hooker

Marden Parish Council
Parish Office,
Goudhurst Road,
Marden, Kent, TN12 9JX
Office opening: Mondays, Tuesdays and Fridays 10.00am to 12noon
Clerk: Tel: 01622 832305 / 07376 287981
Email: clerk@mardenkent-pc.gov.uk
Deputy Clerk: Tel: 01622 832305 / 07354 349925
Email: deputyclerk@mardenkent-pc.gov.uk
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From: Russet Runners <russetrunners@gmail.com>
Sent: Thursday, April 09, 2026 16:09
To: Alison Hooker <clerk@mardenkent-pc.gov.uk>
Subject: Re: 31/5/2026 - Southons Field

Hi Ali,

Many thanks for this, I realise we are asking a big favour - if it helps persuade the councillors, I would imagine we'd be talking maximum 3 square metres of space behind the pavilion. But I understand space is at a premium. Fingers crossed it works out!

Many thanks,



On Thu, 9 Apr 2026 at 08:54, Alison Hooker <clerk@mardenkent-pc.gov.uk> wrote:

Hi **Jamie**

I had it in my diary to contact you this month regarding completion of booking form etc so will sort that out shortly.

In regard to storage I will need to ask Cllrs as at the moment we are using all areas in and outside of the pavilion to store items as we have had to empty the changing rooms at the playing field for its refurbishment and looking to replace the metal shed so will now need to also empty this.

Happy to meet in the next couple of weeks - just let me know what is convenient to you.

Next week I am in the office:

Monday: 12noon to 4.00pm

Tuesday: all day

Wednesday: not available

Thursday: 8.30am to 3.30pm

Friday: all day

W/C 20th April

Monday: all day

Tuesday/Wednesday: not available

Thursday/Friday: all day

Ali

Alison Hooker

Marden Parish Council

Parish Office,

Goudhurst Road,

Marden, Kent, TN12 9JX

Office opening: Mondays, Tuesdays and Fridays 10.00am to 12noon

Clerk: Tel: 01622 832305 / 07376 287981

Email: clerk@mardenkent-pc.gov.uk

Deputy Clerk: Tel: 01622 832305 / 07354 349925

Email: deputyclerk@mardenkent-pc.gov.uk

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From: [Russet Runners <russetrunners@gmail.com>](mailto:russetrunners@gmail.com)

Sent: Wednesday, April 8, 2026 10:43

To: Alison Hooker <clerk@mardenkent-pc.gov.uk>

Subject: Re: 31/5/2026 - Southons Field

Hi Ali,

Hope all's well with you. We're hugely looking forward to the Russet Runners Marden 10k on 31st May, and really pleased to be hosting on Southons Field again this year.

I just wanted to touch base with you about something - forgive me, as I am slightly pushing my luck here, but if you don't ask you don't get!

Part of our traffic management plan for the day involves us using a stash of traffic cones - this is both for managing the car parking on Southons Field as well as the road closures out on the course. We are beginning to struggle with our storage options for the cones, especially because we have increased the number of signs out on the course as the number of runners has gradually got bigger over the years. A friend of mine has been storing all the cones and signs in her outhouse, but there is simply not enough room any more.

I realise this is a cheeky request, but wanted to ask whether we might be able to find a home for the cones on the field, perhaps out of sight behind the hut - after the race has taken place this year. They are heavy duty cones (heavier than normal ones you'd see on the motorway, etc.). We would of course be very happy for anybody else to make use of the cones at any point throughout the year. Is this something you'd be willing to consider? They stack into 3 or 4 piles so the actual space they'd take up would be extremely small.

Many thanks in advance,

Jamie

p.s. let's touch base about arrangements for the day too - just to make sure everything's clear from both sides. It should be a carbon copy of last year.

On Thu, 23 Oct 2025 at 09:20, Alison Hooker <clerk@mardenkent-pc.gov.uk> wrote:

Hi James

I can confirm that I have deleted your tentative booking for 7th June and the 31st is in the diary.

Ali

Alison Hooker

Marden Parish Council

Parish Office,

Goudhurst Road,

Marden, Kent, TN12 9JX

Office opening: Mondays, Tuesdays and Fridays 10.00am to 12noon

Clerk: Tel: 01622 832305 / 07376 287981

Email: clerk@mardenkent-pc.gov.uk

Deputy Clerk: Tel: 01622 832305 / 07940 241333

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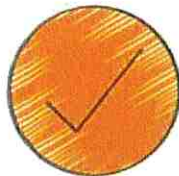
Key Points

Ideal For Land Owner Use
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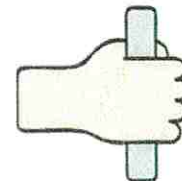
Peace Of Mind

This Stihl Kombi tool carries a 2 year warranty (T's & C's apply)



Attachments

A great range available to suit all types of jobs around the garden



Handle Type

Loop version with kickback bar to help the user control possible kickback when in use

- Description

Stihl KM94RC-E 24.1cc Petrol KombiEngine KombiSystem Multi-Tool

< **Combination Machines**

Stihl FCS-KM Straight Shaft Edge Trimmer KombiTool Attachment

Product Code: 272181



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Key Points

Fits Varies Kombi Machines

- Description

Stihl FCS-KM Straight Shaft Edge Trimmer KombiTool Attachment

For edging along walkways and planting beds. Adjustable depth control wheel and built-in blade "sight" helps with making the correct cut. Only suitable for loop handle KombiEngines. Total length 100cm.

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< **Combination Machines**

Stihl FS-KM Brushcutter KombiTool Attachment

Product Code: 205170



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Key Points

Fits Various Kombi Machines

- Description

Stihl FS-KM Brushcutter KombiTool Attachment

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+ Specs

+ Reviews

Related Products



Stihl KM94RC-E 24.1cc Petrol KombiEngine KombiSystem Multi-Tool

£375.00 inc. VAT

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Stihl KM56RC-E 27.2cc Petrol KombiEngine KombiSystem Multi-Tool

£275.00 inc. VAT

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NOTES OF THE AMENITIES SITE MEETINGS OF THE MARDEN PARISH COUNCIL ON MONDAY 13TH APRIL 2026

PRESENT

Cllrs Boswell, Dobinson, Rabot and Tippen. The Village Caretaker (Public Toilets and Playing Field), Cemetery Groundsman (Southons Field and Cemetery) and Deputy Clerk were also in attendance.

Apologies: Cllrs Goda and Summersgill gave their apologies.

PUBLIC CONVENIENCES - 9.00AM

Actions from Last Site Meeting

A new soap dispenser had been purchase following the last one being vandalised.

Issues raised by Caretaker

The Caretaker joined Cllrs and the Deputy Clerk along. The Caretaker had no issues to report, however, he informed Cllrs that he had installed the soap dispenser and fixed the toilet roll holder. Cllr Tippen reported that the lights were still coming on early (around 3.00pm). The Caretaker would look at the timings.

Cleaning

Both the Ladies and Gents toilets continue to be cleaned to a high standard.

Building inspection (internal and external)

Cllrs checked the building internally and externally. Cllr Tippen reported that the flush handle in the Ladies toilet was loose and hanging the wrong way. The Caretaker decided to fix there and then and join the Cllrs on the Playing Field.

CAR PARK

There were no issues to report in the car park.

The Public Conveniences meeting finished at 9.25am

PLAYING FIELD – 9.30AM

Actions from Last Site Meeting

The Deputy Clerk had researched the right equipment for the Caretaker so that he could tidy the edge around the Sports Wall area and pathways. This would be added to the next Amenities agenda for discussion and decision. The Community Payback team had been continually contacted regarding a visit to help rub down the railings and gateway and repainting but they were waiting for the recruitment of supervisors for the weekend groups. The Conifers had been cut back from the pathway over near Sutton Court side of the Playing Field. It was decided with the Clerk that the tree over near Cranham Square side of the field would be left to nature.

Issues raised by Caretaker

The Caretaker raised no issues.

Playing Field Play Area

Cllrs viewed the play equipment and agreed that it could do with a clean up. The Caretaker joined Cllrs and agreed he was happy to do it. The basket swing was inspected and Cllrs requested that it be put on the next Amenities agenda for discussion about replacement. All pieces of equipment had been inspected by the Annual Play Inspection Company and were deemed low risk. However, the Deputy Clerk would look at getting some work done with the Caretaker and various Contractors. Cllrs agreed.

Napoleon Drive Play Area

Cllrs viewed the equipment. Cllr Tippen recommended the toadstools be cleaned down. These had been reported in the Annual Play Inspection report. The Deputy Clerk would add these to the Caretaker's To Do List along with a sweep up of the play area (Photo 1.)

Napoleon Drive Open Space

The Cllrs and Deputy Clerk viewed the gateway and tested out the reflectors. The locations of the reflectors was agreed. The Deputy Clerk would rub down to remove the loose paintwork and attach the reflectors as a test using four. Cllr Dobinson recommended using some cable ties to secure in the first instance. There is a gap in the fencing where bikes/horse/carts are getting through (Photo 2.). The Caretaker is going to fill in the gap and this will be added to his to do list. Cllr Boswell requested that the hedging be cut at the top to the same level as the existing hedge (this would be added to the Caretaker's To Do List – Photo 3.)

Trees

There were no issues to report on the trees. All tree work had been carried out.

Boundary and General Playing Field Open Space

Cllrs and a resident reported that the field needed mowing. At the time of the meeting it was known that the Contractor would start after 1st April. The Deputy Clerk would chase this up.

Youth Shelter

No new issues to report. The Caretaker would continue his work on cleaning the roof.

Rookery Path

Following Cllr Tippen reporting that the left hand side gate and fencing (when facing the entrance to Rookery Court) was wobbly and would need the same concrete bollards as the right. The Deputy Clerk had contacted the management company but would chase up the work. There were brambles again growing out of the tree so the Deputy Clerk would remind the Caretaker to carry out removal.

The Playing Field meeting ended at 10.05am.

SOUTHONS FIELD - 10.15AM

Actions from Last Site Meeting

It was decided that the Black Bean tree would be left as is. The Security Shed was discussed at the Amenities Committee Meeting and it is due to be dismantled shortly. The Clerks would discuss with the Caretakers regarding the work for this and a skip would be ordered to go on the hardstanding. The poles on the play trail had been tightened by the Caretaker.

Issues raised by Cemetery Groundsman

The Cemetery Caretaker did not have any issues to raised. However, he did inform Cllrs that he had removed some of the branches of the Oak tree so that the mowing contractor could go around the tree.

Review of the Field and Trees

Cllrs viewed the field and trees. Cllr Boswell reported that Marden in Bloom were looking at making the Wildflower Meadow smaller and that it was proving a lot of work. Cllrs agreed that the area should be cordoned off to show the new area. There were no other issues to report except to chase the mowing contractor to start work.

Review of Pavilion and Sheds

The pavilion was acceptable and no issues were reported. There was some rubbish to be put in the skip when it arrives to the side of the Security Shed.

Play Equipment

Cllrs viewed the goal post and requested that it put as an item on the next Amenities agenda to look at options and prices for a metal sturdier type of goal.

Picnic Benches

The Cllrs reviewed the picnic benches and agreed that some were loose. The Deputy Clerk would ask the Caretaker to look at the benches and tighten where needed.

The Southons Field meeting finished at 10.27am

CEMETERY - 10.30AM

Actions from Last Site Meeting

The Cemetery Caretaker had removed some branches from the tree in the middle of the circular bench so that vehicles could move around it. The Deputy Clerk is working with the Clerk collating their findings on the benches at the Cemetery and other Parish Council owned open space.

Issues raised by Cemetery Groundsman

There were no issues to report from the Cemetery Groundsman. Cllrs expressed their thanks to the Cemetery Groundsman for all his hard work in keeping the cemetery looking wonderful. The Rose bench had been vandalised recently and the Deputy Clerk took photos and would ask the Caretaker to see if it could be fixed (Photos 4 and 5.)

Monitor Soil Waste

There was no action to take on the soil waste at this time.

Storage/Container

Cllrs viewed the new hardstanding in front of the container and the hedge that had been planted around the container. All agreed that it looked really good.

Hedging Inspection (Photos)

Cllr Rabot took photos of the hedge for the Six Monthly Check. These would be passed to the Deputy Clerk to keep a record in case of inspection by MBC.

Dog Signage Locations and Installation

The Deputy Clerk discussed with Cllrs the locations of the dog signs. Photos were taken and these would be shared with the Caretaker who would install these.

Other

New Section – Headstone Only

There were graves that were not adhering to the Cemetery Rules and Regulations. Cllrs requested the Clerks contact the next of kin of these graves to request removal.

Cllr Boswell requested that the Cemetery Groundsman tidies up the Scattering of Ashes area and cleans the stone.

The Cemetery meeting finished at 11.05am.



Photo 1.



Photo 2.



Photo 3.



Photo 4.

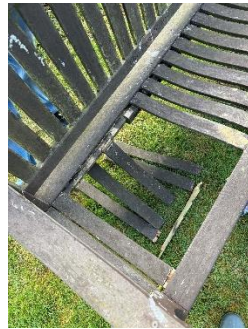


Photo 5.

MARDEN PARISH COUNCIL
Caretakers To Do List - April 2026

CHRIS




Public Toilets




| Date entered | Task | Photo (?) | When to be completed | Caretaker completed |
|--------------|---|-----------|----------------------|---------------------|
| 13/04/2026 | Change timings on the toilet outside lights | | ASAP | |
| Ongoing | Check and report any issues to the Office | | Weekly | |

Southons Field


| Date entered | Task | Photo (?) | When to be completed | Caretaker completed |
|--------------|--|-----------|----------------------|---------------------|
| 14/10/2025 | Review all picnic benches and tighten any wobbly parts or slats - check regularly. | | ASAP | |


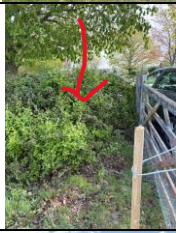


Playing Field, Napoleon Drive & Rookery Path

| Date entered | Task | Photo (?) | When to be completed | Caretaker completed |
|--------------|---|---|----------------------|---------------------|
| 13/04/2026 | Fix the missing post to prevent people cycling or using horse/trap on the playing field. |  | ASAP | |
| 13/04/2026 | Trim the new hedging next to the Napoleon Drive play area to make sure it is all the same height as the existing hedge. |  | ASAP | |
| 13/04/2026 | Cut back any low hanging branches on the Playing Field (especially around the Chestnuts area) and Rookery Path (especially the brambles that hang down from the trees). | | By 31/05/2026 | |
| 13/04/2026 | To strim the whole area behind the Changing rooms up until the tree at the bottom of the pathway |  | By 15/06/2026 | |

| | | | | |
|------------|---|---|------------------------|--|
| 08/09/2025 | Clean down the play equipment to remove the moss/mould to prevent slipping at Napoleon Drive and Playing Field play areas (flagged up in the Annual Play Inspections). Sweep up the leaves in the play areas. |  | ASAP | |
| 08/09/2025 | Remove encroaching grass and weeds from circular footpath around the field and around the Sports Wall pavement (need a side strimmer?) |  | ASAP | |
| 08/09/2025 | Clean down the roof of the Youth Shelter and tidy up around the area |  | Over the winter period | |
| | Strim around boundary of the playing field | | Ongoing | |
| | Regularly sweep the dip in footpath near playing field play area of leaves/puddles where drain is. | | Ongoing | |
| | Strim back around changing rooms / Chestnuts area, particularly by pathways | | Ongoing | |
| | Monthly checking of the changing rooms to see if there are any issues - report back to office | | Ongoing | |
| | Strim Rookery Path and clear any rubbish/flytipping | | Ongoing | |
| | Strim area by Cranham Square | | Ongoing | |

Other Areas

| Date entered | Task | Photo (?) | When to be completed | Caretaker completed |
|--------------|---|---|----------------------|---------------------|
| 13/04/2026 | Put in an additional slab next to Library noticeboard next to Ken Rhodes bench so that people can access it easily without stepping on the grass. |  | ASAP | |

| | | | | |
|------------|---|---|---------|--|
| 13/04/2026 | Install the dog signage at the cemetery at locations in the photos. |  | ASAP | |
| | |  | | |
| | |  | | |
| | |  | | |
| | Report back to the office any issues seen within the parish which are not on this list | | Weekly | |
| | Weekly play inspection checks of play areas and play trail Check to hear any squeaks of swings etc and remedy with WD40 | | Weekly | |
| | Monthly tree inspections at Playing Field, Rookery Path and Southons Field | | Monthly | |

MARDEN PARISH COUNCIL**Cemetery Groundsman To Do List - April 2026****Neil****Cemetery**

| Date entered | Task | Photo (?) | When to be completed |
|---------------------|--|------------------|-----------------------------|
| 13/04/2026 | To tidy up the Scattering of Ashes area and clean the Memorial stone | | ASAP |
| | Regularly mow and strim cemetery | | Ongoing |
| | Cut road side hedge at cemetery with Chris' assistance if required | | Once/twice a year |
| | Remove any vases no longer being maintained/used to cemetery shed for safe keeping | | Ongoing |
| | Monthly tree inspections at Cemetery | | Monthly |
| | Maintenance Plan work to be carried out | | As per plan |
| | Report back to the office any issues seen within the parish which are not on this list | | Weekly |

Southons Field

| Date entered | Task | Photo (?) | When to be completed |
|---------------------|----------------------------------|------------------|-----------------------------|
| | Mow within the play trail | | When required |
| | Strim around benches and trees | | When required |
| | Mow around the wildflower meadow | | When required |

| | | | |
|--|--|--|---------------|
| | Mow and strim driveway grass and cut hedging | | When required |
|--|--|--|---------------|

Other

| Date entered | Task | Photo (?) | When to be completed |
|---------------------|--------------------------------|------------------|---------------------------------|
| | Grass verges around the parish | | Bi-weekly during growing season |

| Caretaker completed |
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| Caretaker completed |
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| Caretaker completed |
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AMENITIES MEETING ACTION LOG 2026

| Action No. | Minute Item No | Action | Allocated To | Status | To Do |
|------------|----------------|--|--------------------|---|---|
| A1 | | Allotments | Rachel and Cllrs | Awaiting legal issues to be sorted | |
| A2 | | Solar Panels at Public Conveniences | Rachel and Cllrs | Awaiting legal issues to be sorted. Licence received and to be taken to the next Full Council meeting to be signed by the Clerk and Cllr(s). | |
| A3 | | Changing Room Refurbishment | Rachel and Ali | Still on Full Council agenda | |
| A4 | 067/26 | Purchase of Storage Container for Southons Field | Rachel and Ali | Cllrs agreed for a 20ft storage container to be purchased from Lawrence Containers. This will replace the metal shed. Clerks to wait till Spring when the weather is drier and the Caretakers will dismantle. A skip to be ordered and installed on Southons. | Paused until Spring 2026 |
| A7 | 068/26 | Dog Signage at Cemetery | Rachel | Cllrs agreed for additional signage at the Cemetery and the Deputy Clerk has ordered these. Once received they will be installed on stakes near the gap of the hedging. The Deputy Clerk discussed with Cllrs on locations and took photos. The photos have now been added to the Caretakers To Do List. | Check with Caretaker when completed. |
| A8 | 069/26 | Baby Changing Facilities at Public Toilets | Rachel | Cllrs agreed for the Clerk to purchase baby changing facilities at the Ladies Public Toilets. However, upon inspection, the Clerks recommended that baby changing facilities should be made available in the Mens Toilets as well. The Deputy Clerk added to February Amenities Committee Meeting. Ecosan also contacted with regard to nappy disposal costs. Cllrs agreed for Clerks to purchase the facilities along with nappy bins to be regularly emptied. | The Clerks to purchase and discuss with the Caretaker about installation. |
| A9 | | Reflectors on Napoleon Drive Gateway | Rachel/Richard/Ali | The Deputy Clerk was exploring different reflectors to go on the Napoleon Drive Gateway. The gateway had flaking paint on the galvanised railings. The Community Payback team had been contacted to repaint. The Clerk purchased some reflectors from Ebay and these had arrived. The Clerks brushed down carefully the railings to remove flaking paint and added four reflectors using the glue with cable ties. | Wait to see if they stay where they are and if they work, purchase more. |