



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 2nd June 2026 at 8.00pm in the Old School Room, Marden Memorial Hall, Goudhurst Road, Marden, Kent

Rachel Weeks

Rachel Weeks (Miss)
Deputy Clerk to Marden Parish Council
Tuesday 26th May 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 Amenities Committee 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

001/26 ELECTION OF CHAIRMAN

002/26 ELECTION OF VICE-CHAIRMAN

003/26 PRESENT

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

004/26 APOLOGIES FOR ABSENCE

To receive apologies for absence.
Cllrs to inform the Deputy Clerk by 5.00pm on the day of the meeting if they will not be taking part in the meeting.

Office Opening Times:
Mondays, Tuesdays & Fridays 10am - 12 noon
Email: deputyclerk@mardenkent-pc.gov.uk
Website: www.mardenkent-pc.gov.uk



005/26 COUNCILLOR INFORMATION

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

006/26 MINUTES OF THE PREVIOUS MEETING

To receive and accept as a true record the Minutes of the Amenities Committee meeting held on 28th April 2026.

007/26 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.

008/26 DEPUTY CLERK REPORT

Report to be submitted to Cllrs prior to the meeting

009/26 OPEN SPACE**Playing Field**

Play Inspection Report from MPC

Cllrs to accept the weekly reports received from the Caretaker.

Changing Rooms Refurbishment

Cllrs to receive report from the Clerk for the following: to discuss and approval the Draft Management Plan to be sent back to MBC as part of the planning condition; to receive and note the tender analysis from the Architect and raise any questions to be sent back to the Clerk; to consider internal furnishings.

Cllrs to read report prior to meeting to discuss the report, raise questions and consider internal furnishings

Southons Field

Play Inspection Report from MPC

Cllrs to accept the weekly reports received from the Caretaker.

Other Open Space

Monthly Tree Inspections

Cllrs to receive monthly reports from the Caretakers.

010/26 CEMETERY**Exclusive Right of Burial Certificates**

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

011/26 PUBLIC TOILETS AND CAR PARK**Public Toilet Issues**

Solar Panels

Cllrs to be provided with any update on the project.

Car Park Issues

Office Opening Times:

Mondays, Tuesdays & Fridays 10am - 12 noon

Email: deputyclerk@mardenkent-pc.gov.uk

Website: www.mardenkent-pc.gov.uk



012/26 AMENITIES SUB-COMMITTEES AND SUB-GROUPS**Environmental Sub-Group**Next Meeting

The Environmental Sub-Group will be meeting again on 16th June 2026.

013/26 OUTSIDE BODIES REPORT**Memorial Hall**

Cllr Turner to provide an update.

Youth Issues

To receive any further update/information.

014/26 AMENITIES MEETING ACTION LOG**Meeting Action Log**

The action log to be updated and circulated to Cllrs prior to the meeting.

015/26 OTHER AMENITIES ISSUES FOR DECISION / NOTING**Marden Summer Playscheme**

Cllrs to receive a report from the Clerk on Marden Summer Playscheme 2026.

Emailed to Cllrs prior to meeting

016/26 INVOICES FOR PAYMENT

Invoices due to payment to be submitted to the meeting.

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

Office Opening Times:

Mondays, Tuesdays & Fridays 10am - 12 noon

Email: deputyclerk@mardenkent-pc.gov.uk

Website: www.mardenkent-pc.gov.uk



Deputy Clerk's Report

Actions and updates since the last Amenities Committee meeting on 28th April 2026

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 they have stayed on. Following an email with Cllr Adam, we are adding some more reflectors.

Goal Posts on Southons Field

The Clerk and I are currently discussing this and will come back to Cllrs with information shortly.

Storage on Southons Field

Following a look at the storage at the Pavilion, there is space for storage at the back of the Pavilion. The Clerk and I will be touch with the users with their requirements and will let them have a letter as agreed at the Amenities Committee meeting on 28th April 2026.

Machinery for Village Caretaker

We are currently reviewing this and whether new machinery is needed.

Basket Swing Replacement

I have contacted the Contractor with our request for a basket swing replacement. I will update Cllrs when I have a response.

REPORT TO AMENITIES COMMITTEE

Meeting date: 2nd June 2026

Author: Alison Hooker, Parish Clerk

Subject: Marden Changing Rooms/Pavilion

Purpose: for Cllrs to consider / discuss / recommend the following.

Recommendations:

(1) Tender Process

Tenders were opened on Thursday 7th May and taken away by Derek Hudson (architects) to analyse. A spreadsheet has been received back outlying all the figures submitted by the contractors who tendered for the job and whose tenders were deemed to be valid.

Cllrs to review the spreadsheet and raise any questions to be passed back to the Clerk. It had been proposed that a shortlist would be produced by Amenities Committee at the meeting on 2nd June for putting to Full Council on the 9th but unfortunately, Cllr Griffiths is not available until 8th June to assist with this process so an Extra Ordinary Full Council meeting may need to be held to discuss and agree the preferred contractor.

S106 funds will be provided by the Clerk for the meetings.

(2) Management Plan

Cllrs are asked to agree the Management Plan drafted by Cllr Griffiths for submission to Maidstone Borough Council via D C Hudson, architects.

(3) Provision of furnishings/assets

Cllrs to consider whether quotes to be obtained for the following:

Tables (Gopak – similar to Memorial Hall tables: [Gopak Economy Folding Tables - Furniture At Work®](#)) how many?

Chairs (plastic or other material) – how many?

Kitchen supplies: Kettle? Microwave? Cutlery? Mugs?

Other?

Quotes will then be obtained and taken to a future meeting.

Options for Council

- 1) Tender: consider details received and wait for further comments by Cllrs Griffiths and Turner. Call an additional Amenities Committee meeting to shortlist or take to EFCM for decision
- 2) Management Plan: Agree a final version to send to MBC Planning Department (part of Planning condition)
- 3) Provision of furniture/assets: Discuss or put on hold for time being.

Marden Parish Council (MPC) - Pavilion Management Plan

The Pavilion is located on Marden Playing Field in close proximity to the children's play area. It consists of a brick building which is in the process of being refurbished into a larger building with windows, a kitchenette and toilet/washroom. The Pavilion is being repurposed as a community room that can be hired for indoor events such as children's parties and other small social activities within the Marden Community.

Use of the Pavilion will adhere to the conditions already in place for the playing field:

- No vehicles permitted on the field other than by previous agreement of the Parish Council
- No barbeques or flying of drones are permitted
- Dogs are allowed [on the playing field](#) but must be kept under control at all times and any fouling must be picked up by owners
- All litter to be placed in the bins provided or taken home.

Use of the Pavilion will be subject the additional conditions:

- The Pavilion will be available to hire for indoor events (agreed on a case-by-case basis by ~~Marden PC's~~ MPC's Amenities ~~Sub~~-Committee).
- The hirer will complete the booking form providing details of the event and submit to MPC Deputy Clerk.
- [No dogs, other than assistance dogs, permitted in the Pavilion.](#)
- [No cooking of food is permitted inside the Pavilion, but warm food may be brought in and consumed. Barbeques are not permitted.](#)
- No alcohol may be consumed inside or outside the Pavilion and associated to any event being hosted.
- Loud music is not permitted inside the Pavilion which may be heard in close proximity [to the building](#). The playing of music outside the Pavilion (associated to a hiring event) is not permitted outside.
- Any noise to be kept to a minimum to respect the neighbouring properties.
- Bouncy castles [in the building](#) are not permitted.
- External lighting, powered from inside the Pavilion, is not permitted.
- The Pavilion 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.
- Please ensure that all attendees at your event are notified that parking ~~should~~ **must** be in Marden car park. [No vehicles should park in Napoleon Drive or Roundel Way and n](#)o vehicles are permitted on the playing field [without prior permission](#).

Usage:

Hours of Operation (hire)

The Pavilion is available to hire 7 days a week.

Monday to Friday: 10:00 -16:00

Saturday: 09:00 – 18:00

Sunday: 11:00 – 15:00

Formatted: Bulleted + Level: 1 + Aligned at: 0 cm + Indent at: 0.63 cm

Commented [AH1]: Do we want to provide a microwave?

Commented [AH2]: Do we want to list what usage is permitted/not permitted?

Marden Parish Council Responsibility:

The Parish Council insures ~~any~~ the building, playing field and third party liability of all users ~~of the Pavilion and Playing Field~~.

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

Complaints arising from any use of the Pavilion should be made directly to the MPC Office / clerk. (details below) (~~Provide the contact details here~~). Complaints will be logged and raised with the aAmenities ~~sub-~~Ccommittee who will review and respond to any justified complaint

Details for all correspondence:

Marden Parish Council

Parish Office

Goudhurst Road

Marden

Kent

TN12 9JX

01622 832305

Clerk: clerk@mardenkent-pc.gov.uk / 07376 287981

Deputy Clerk: deputyclerk@mardenkent-pc.gov.uk / 07354 349925

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 Summer 2026
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.	Paused until internal works completed on Public Toilets
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.	Reflectors have stayed and more are being purchased to install
A10	109/26	Basket Swing Replacement	Rachel	The basket swing has been vandalised. Following the Amenities Site Meeting, Cllrs requested that the Deputy Clerk look into a replacement. Quotes were obtained from companies who provide the same style (the existing basket swing company no longer exists). It was added to the Amenities agenda in April 2026 whereby Cllrs requested the Deputy Clerk asked the Contractor whether they have any spare Basket Swings. We are currently awaiting a response.	
A11	109/26	Goal Post on Southons Field	Rachel/Ali	Following the Amenities Site Meeting, Cllrs asked whether a more robust Goal Post could be put on Southons Field. The Clerks are currently looking at options.	

REPORT TO AMENITIES COMMITTEE

Meeting date: 2nd June 2026

Author: Alison Hooker, Parish Clerk

Subject: Marden Summer Play Scheme

Purpose: for Cllrs to note the Summer Play Scheme set up.

- Play Scheme will be held at Marden Scout HQ from Monday 20th to Friday 31st July (9.30am to 12.30pm or 9.30am to 3.30pm)
- Due to some staff not finishing their own employment until Tuesday 21st July there will be a reduced number of spaces available (32 – may increase if a further member of staff becomes available) on Monday 20th and Tuesday 21st as this is being run, and managed, by those members of staff who are employed at Marden Primary Academy (they finish on Friday 17th).
- Going forward from Wednesday 22nd July numbers will be increased to 56 children per day
- Set up will be on Sunday 19th July – will work with caretakers/Rachel to move equipment on Friday 17th.
- MPC's large gazebo will be used if raining to accommodate additional number of children.
- End of scheme party will be held in the afternoon of Friday 31st July and an inflatable assault course has been booked for the day.
- There will be a Beaver Group using the HQ on Tuesday 21st July when access will be required and I will speak to the manager to arrange for equipment to be moved at the end of the day. Scouts will also need access to the 1st container on the evening of 27th July and, again, will liaise with the manager regarding this.
- Staff are all in place with additional people (who have worked previously at play scheme) on standby in case of illness etc. All staff have, or will be, DBS checked and all the relevant forms will be completed prior to the 20th July.
- Registration opens at 10am on Monday 1st June.
- Ofsted/Insurers have been contacted.
- I will be on leave for the last week of the scheme so will liaise with Rachel regarding any additional information/packing away before I finish on 24th July.

Options for Council

To note the above – any questions raised will be passed to the Clerk if unable to be answered at the meeting.