MINUTES OF THE AMENITIES COMMITTEE MEETING HELD ON TUESDAY 22ND SEPTEMBER 2026 IN THE PARISH COUNCIL MEETING ROOM, MARDEN MEMORIAL HALL, MARDEN COMMENCING AT 7.30PM

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

030/26 PRESENT

Cllrs Boswell, Newton, Summersgill, Tippen (in the Chair) and Turner. Cllr Adam, the Clerk and Deputy Clerk were also in attendance.

031/26 APOPOLGIES FOR ABSENCE

Apologies were received from Cllrs Dobinson, Goda and Rabot.
The Chair welcomed the new Deputy Clerk, Sue Smith, to the meeting.

032/26 COUNCILLOR INFORMATION

Declaration of Pecuniary and Non-Pecuniary Interests

Cllr Boswell declared an interest in item 036/26 (Open Space Committee – Southons Field), as a resident backing onto the field.
Cllrs Newton and Tippen declared an interest in item 040/26 (Marden Memorial Hall Report) as Trustees of Marden Memorial Hall. The Clerk was also a Trustee.

Granting of Dispensation

There were no requests for dispensation.

033/26 MINUTES OF THE PREVIOUS MEETING

Cllrs received and accepted as a true record the Minutes of the Amenities Committee meeting held on 25th August 2026. These were duly signed by the Chairman.

034/26 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

There were no members of the public in attendance.

035/26 DEPUTY CLERK REPORT

The report had been circulated by the Clerk which gave Cllrs updates on outstanding issues which included reflectors on Napolean Drive Gateway.
No issues were raised on the monthly Play and Tree inspection reports.
The Action Log had also been updated and circulated to Cllrs. It was agreed to add the Action Log to the agenda going forwards.
Action A10 Litter bins - Cllr Tippen and the Clerk had recently attended the MBC Parish Conference and spoken with John Edwards from MBC about re-locating one of the litter bins in the village. The Clerks agreed to audit the existing bin locations and report back to the Amenities Committee.

Cllr Summersgill reported that MBC had had a supply of new bins last year, but these were now mainly allocated around the borough.

036/26 OPEN SPACE COMMITTEE

Playing Field

Changing Rooms Refurbishment

The Clerk reported that she had not heard back from the architect, who was liaising with contractors to get new quotes for the phased works. In Cllr Griffith's absence, Cllr Turner agreed to contact the Architect for an update. A resident reported damage to one of the baby swings at the Play Area. The Clerks had attended and locked the swing up so it could not be used. The local contractor has been contacted to quote for replacement seats for both baby swings and the 2 standard swing seats.

Southons Field

No issues

Other Open Space Issues

Site Meetings

Cllrs confirmed the Open Spaces Sub-Committee site meetings have been arranged from 9am on Thursday 8th October. The Clerks will also attend. Cllrs Summersgill and Rabot sent their apologies.

Tree Audit Quotes

The Clerk reported that the previous company MPC has used is no longer in business. Further quotes from 2 other companies had been sought but had not yet replied. The matter will be deferred to the next Amenities Committee, or Full Council on 13 October, if they arrive in time.

037/26 CEMETERY

Cemetery Issues

A resident has asked if they can instal a new bench at the Cemetery. At the current time, people are offered a plaque on one of the existing benches. The Open Spaces Sub-Committee will discuss and agree a policy for such requests.

Exclusive Right of Burial Certificates

There were 2 Exclusive Right of Burial Certificates which were signed by Cllrs Summersgill and Turner.

Other

ICCM Journal

Not received.

Hedge Saplings at Cemetery

Some saplings planted earlier this year, may need replacing. The Open Spaces Sub-Committee will review at their site meeting on 8 October.

038/26 PUBLIC TOILETS AND CAR PARK

Public Toilet Issues

Solar Panels

The Clerk confirmed that the license was in place to proceed. The structural work required before the solar panels can be installed has been scheduled for 8/9 October. The agreement with Little Green Energy has been signed and a 20% deposit is now due. There is a lead time of around 6 weeks, to co-ordinate with the Grid, before the solar panels can be installed. Following the

structural work, the cleaning contractor will be asked to undertake a deep clean and the Caretaker will be asked to refresh all of the paintwork over the winter.

Public Toilet Survey

The Clerk has received a research survey re public toilet provision in the parish. Cllrs agreed to delegate to Clerks to respond on behalf of MPC.

Car Park Issues

No issues, however the Clerk is still awaiting a response from MBC to her e-mail in March re the meeting held with MBC. Cllr Summersgill agreed to chase again.

039/26 AMENITIES SUB_GROUPS

Environmental Sub-Group

Next Meeting

The next meeting is scheduled for 15th October at 10am. Cllr Boswell is still trying to agree a new date for the Green Homes initiative. The Estate Management Plan will be discussed.

Village Events Sub-Group

Marden at Christmas

Cllr Tippen gave an update from the meeting on 17th September. Date has been agreed as Saturday 5th December – Cllrs to note. Format will be similar to previous years. The PTA have asked to work with MPC at the event and have agreed to run a children's activity/craft marquee in the car park and also organise the BBQ. Following advice from MPC's insurers, stallholders at the Craft Fair will now need to provide evidence of their own Public Liability Insurance, Risk Assessment and Food Hygiene Certificate (if relevant). An updated Stallholder Policy has been drafted, and the Booking Form would be updated accordingly.

2027 Events

The Sub-Group agreed to meet again in October to consider event ideas with indicative figures for 2027, in advance of the first budget meeting at end October.

040/26 MARDEN MEMORIAL HALL REPORT

Cllr Tippen reported that the Trustees had met on 21 September. The new fire alarm system should be in place by end October. It has been agreed that if there are no hirers over the weekend, the car park would be closed off with a heavy chain and padlock.

041/26 AMENITIES ISSUES FOR DECISION/NOTING

MPC Stallholder Policy

The draft policy had been circulated, and the Clerk went through additional changes. Cllrs agreed to implement the new Stallholder Booking Policy

Health and Wellbeing

Cllr Boswell gave an update following the Dementia Friendly meeting held on 16th September. She thanked Cllr Tippen for her help in securing grants to enable the group's activities to continue.

Cllr Tippen gave an update following the Age Friendly Community meeting held on 17th September. The group were keen to find an Age Friendly Co-ordinator, who could co-ordinate the various groups, lists, information and

activities currently provided by various bodies including the Church and Medical Centre. Cllr Boswell has included an article in the next newsletter. Revd Harvey was aiming to set up a Bereavement Group and Cllr Boswell had written an article for the next newsletter about the Compassionate Neighbour scheme run by Hospice in the Weald.

Not on Agenda

The Clerk passed correspondence from Business Stream to Cllr Turner, re an incorrect utility bill. Cllr Turner will again try to resolve with Business Stream, and if unsuccessful a formal complaint will be raised.

042/26 INVOICES FOR PAYMENT

The following invoices were due for payment:
Alison Hooker: Travel/parking MBC Conference (Budget code: 4005) £36.45
Ian Jones: Locking/unlocking Southons Field and Toilets (Budget codes 4222/4328) £200.00
Little Green Energy: 20% payment for solar panels (Budget code 4324) £1,157.52
P&F Cleaning: September toilet cleaning (Budget code: 4326) £775.00
Viking: Office supplies (Budget code 4071) £123.42
Employees/HMRC: September Salaries/PAYE/NIC (Budget code: 4071) £11,326.76
Total: £13,619.15
Cllrs agreed invoices and Cllrs Adam and Turner authorised on Unity.

There being no further business, the meeting closed at 20.24

Date: 22nd September 2026

Signed:

Cllr Adrian Rabot
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