



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 October 2026 at 7.30pm in the Parish Council Offices, Marden Memorial Hall, Goudhurst Road, Marden, Kent

Sue Smith

Sue Smith
Deputy Clerk to Marden Parish Council
Date: 20th October 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 Deputy 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 Deputy 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

043/26 PRESENT

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

044/26 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.

045/26 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



046/26 MINUTES OF THE PREVIOUS MEETING

To receive and accept as a true record the Minutes of the Amenities Committee meeting held on 22nd September 2026

047/26 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.

048/26 DEPUTY CLERK REPORT

Report available in the meeting papers

049/26 ACTION LOG

Report available in the meeting papers

050/26 OPEN SPACE COMMITTEE**Playing Field**Changing Rooms Refurbishment

Cllrs to receive an update from the Clerk

New Play Equipment

Cllrs to receive an update on new play equipment identified and use of SIPA grant funding

Dog Waste Collection

Cllrs to consider quotes and implications for dedicated dog waste collection from MPC owned bins.

Tree Audit Quotes

Cllrs to consider recommendation from Open Spaces Sub-Committee of Tree Audit quotes.

Southons Field**Other Open Space Issues**New Machinery

Cllrs to consider recommendations from Open Spaces Sub-Committee on new equipment requested by groundsmen.

Skate Park

Cllrs to consider e-mail from resident, in the meeting papers - Proposal for a Skate Park in Marden.

051/26 CEMETERY**Cemetery Issues**New Cemetery DatabaseGrave Surrounds PolicyMemorial Benches and Plaques Policy

Cllrs to note recommendations from Open Spaces Sub-Committee re the above 3 items.

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Exclusive Right of Burial Certificates

None received

Other

ICCM Journal

For noting

052/26 PUBLIC TOILETS AND CAR PARK

Public Toilet Issues

Nothing to report

Car Park Issues

Cllr Summersgill to update the meeting.

053/26 AMENITIES SUB-GROUPS

Environmental Sub-Group

Meetings

The Environmental Sub-Group met on 15th October – meeting notes in papers – and will meet again in February 2027.

Green Homes Initiative

Cllr Boswell has provisional dates in March 2027 for this event – awaiting confirmation.

National Emergency Briefing on Climate and Nature

Cllr Boswell to update the meeting.

Village Events Sub-Group

Marden at Christmas

Cllrs to be provided with an update.

2027 Events

Sub-Group are meeting on 28 October 2026 to discuss ideas

054/26 MARDEN MEMORIAL HALL REPORT

Nothing to report.

055/26 AMENITIES ISSUES FOR DECISION / NOTING

Estate Management Plan

Cllrs to agree changes to the Estate Management Plan, draft in meeting papers.

Site Visits

A site visit took place on 8th October 2026 – Notes available in meeting papers.

MBC Wildlife and Orchard Bundle Offer

Cllrs to note that MPC have submitted an application for this offer.

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Cemetery and Open Spaces Fees for 2027/2028

Cllrs to receive the proposals from the Open Spaces Sub-Committee for any changes to fees for 2027/2028.

056/26 INVOICES FOR PAYMENT

Invoices due to payment to be submitted to the meeting.

057/26 DECEMBER AMENITIES COMMITTEE

Cllrs to discuss whether to hold meeting on 22 December 2026.

Meeting papers can be found separately to the agenda at:

<https://mardenkent-pc.gov.uk/meetings/amenities-committee-meeting-27th-october-2026/>

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 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 APOLOGIES 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 Napoleon 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

Chairman, Amenities Committee

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DEPUTY CLERK REPORT

Action Log – the Deputy Clerk has reworked the Action Log, removing repeated and old actions, updating actions throughout and re-structuring the format to group all actions by location first and then by date.

Litter Bin Audit – the Deputy Clerk is auditing all bins in the Parish, including photos with What3Word locations, style and reference (where relevant).

Play/Tree Inspection Reports – The Village Caretaker reported that one of the baby swings in the main Play Area at the Playing Field was unrepairable and has been removed for safety reasons.

Napoleon Drive Gateway Reflectors – having been installed over the summer, it was noticed at the Site Meeting, that 2 were missing. These would be replaced.

Goal Post at Southons Field – this has now been purchased and is in storage at Southons Field.

Public Toilets – Disabled Access and Baby Change Facilities – Deputy Clerk has measured the spaces and facilities currently in place and will assess against legislative requirements. Advice has been sought from Cllr Turner on correct standards to apply. Cllr Newton has offered to create new signage as required.

Public Toilets – Solar Panels Structural work was completed as agreed on 3 October 2026. Little Green Energy have estimated 6 weeks to instal solar panels, as they need to get a connection with The Grid.

Public Toilets – Water Fountain At the Environmental Sub-Group meeting, Cllr Rabot has agreed to look at any possible grant funding towards this.

Public Toilets Survey – response was submitted by Deputy Clerk, on behalf of Cllrs.

Community Pay Back – The Site Meeting held on 8th October 2026 identified some areas of work that could be suitable. The Deputy Clerk will make contact with the team to discuss.

Amenities Meeting Action Log

Ongoing	Action for Clerks
Action for Cllrs	Action for Cllrs and Clerks

Ongoing Items

Action	Allocated to	To Do
Allotments	Deputy Clerk	ONGOING: Take over once transfer has taken place
Changing Rooms	Clerk/Deputy Clerk and Cllrs Griffiths and Turner	ONGOING: Work with Clerk on refurbishment project
Public Conveniences - Solar panels	Deputy Clerk	ONGOING: Take over once legal work has been completed
Review Policies annually	Deputy Clerk	ANNUALLY for January meeting
Update Caretakers to do lists	Deputy Clerk	MONTHLY or following site meetings

Amenities Meetings Action Log

Action No.	Minute No.	Date	Location	Minute Action	Allocated to	To Do/Current situation
A18	043/25	23-Sep-25	Admin	Produce a communication strategy on how to reach young people	Cllr Rabot	In conjunction with Kent Cricket Community Trust
A79		22-Sep-26	Admin	Contact Business Stream to resolve ongoing incorrect billing issues	Cllr Turner	
	Env Sub Grp	15-Oct-26	Admin	Add Public Conveniences' solar panels to ISP	Clerks	Once solar panels fitted

A10	030/25	22-Jul-25	Bins	Liaise with MBC to move litter bins from opposite West End Stores to the corner of Albion Road and for a double bin to be installed outside the shops at Church Green	Deputy Clerk	To undertake a new litter bin audit and report back to Amenities regarding further actions
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A76	038/26	22-Sep-26	Car Park	Chase for reposnse from Alex Wells - MBC following meeting & e-mails to look at parking issues in Marden	Cllr Somersgill	12 Aug 26 chased - no response 24 Sep 26 chased - away until 5 Oct 26 20 Oct 26 - 3rd remnder sent
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A64	024/26	25-Aug-26	Cemetery	Review management of trees at cemetery to add to Tree Management Policy	All Cllrs and Clerk	Site meeting. Dep CI has checked KCC tree maintnenance contract. Paper to Open Spaces Sub-Comm 27 Oct 26
A72	037/26	22-Sep-26	Cemetery	Agree a policy for memorial bench requests and plaques at cemetery.	Open Spaces Sub-Committee	
A73	037/26	22-Sep-26	Cemetery	Assess hedge saplings at cemetery that need re-planting	Open Spaces Sub-Committee	Site meeting 8 Oct 26 Agreed to review again @ Spr '27 mtg to assess survival
	Site Mtg	08-Oct-26	Cemetery	Review Grave Surround Policy	Open Spaces Sub-Committee	On agenda for 27 Oct 26
	Site Mtg	08-Oct-26	Cemetery	Consider purchase of 2 new memorial benches at Cemetery. Quotes to be obtained	Deputy Clerk	

	Site Mtg	08-Oct-26	Cemetery	Assess survival of cemetery cherry tree by cremated remains	Open Spaces Sub-Committee	Assess again at Spr '27 Site meeting
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A78	039/26	22-Sep-26	Events	Meeting to discuss ideas/costings for 2027 events, for first budget meeting at end Oct.	Village Events Sub-Group	Meeting scheduled - 28 Oct 26
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A50	109/26	28-Apr-26	Open Spaces	Produce a spreadsheet of current MPC owned machinery with value, replacement costs and expected lifespan	Deputy Clerk	Liaise with grounds staff as to what is held and where
A60	023/26	25-Aug-26	Open Spaces	Erect signage with Resilience Planning / Emergency contact number for vehicle gate padlock	Clerk	Reviewing mobile phone and number for emergency use
A65	024/26	25-Aug-26	Open Spaces	Obtain quote for tree audit (now every 18 months - Autumn/Spring)	Clerk	22 Sep 26 - Previous company used no longer in business 3 further quotes rec'd. On agenda for 27 Oct 26.
A68	027/26	25-Aug-26	Open Spaces	Review Estate Management Plan	Environmental Sub-Group	Revised @ meeting 15/10/26. On Amen Comm agenda to sign off 27 Oct 26
A69	028/26	25-Aug-26	Open Spaces	Review possible work for Community Payback Team	All Cllrs and Clerk	Sites identified @ Site mtg 8 Oct 26. Dep Cl to contact CPB team
	Site Mtg	08-Oct-26	Open Spaces	Obtain quote for new brush cutter for cemetery/leaf blower/sucker & strimmer	Clerk	22 Oct 26 - In progress
	Site Mtg	08-Oct-26	Open Spaces	Update Maintenance Strategies with outcomes from 8/10/26 Site Meeting	Deputy Clerk	Talk through with caretakers

A47	109/25	28-Apr-26	Play Areas	Local contractor to be contacted to ask for quote for basket swing/have any in stock	Clerk	22 Oct 26 - In progress
A61	023/26	25-Aug-26	Play Areas	Consider new play equipment for grant funding (SIPA)	All Cllrs and Deputy Clerk	Site meeting suggested new dbl bay swing. Deputy Clerk obtaining 3 quotes. Site meetings booked with suppliers w/b 26 Oct & 9 Nov
A71	036/26	22-Sep-26	Play Areas	Obtain quote for replacement swing seats in Playing Field Play Area	Clerk	In process of obtaining quote using SIPA funding
	Site Mtg	08-Oct-26	Play Areas	Replace missing reflector strips	Deputy Clerk	
	Site Mtg	08-Oct-26	Play Areas	Play Area Toadstools to be cleaned	Deputy Clerk	Add to Caretaker's list
	Site Mtg	08-Oct-26	Play Areas	Play Area protruding metal on fence to be secured	Deputy Clerk	Add to Caretaker's list
	Site Mtg	08-Oct-26	Play Areas	Play Area & Rookery Path - brambles to be cleared	Deputy Clerk	Caretaker or Community Pay Back to action

A58	023/26	25-Aug-26	Playing Field	Submit Management Plan for changing rooms conditions (and other conditions)	Cllr Griffiths and Clerk (via Architect)	Passed to architect
A59	023/26	25-Aug-26	Playing Field	Review trees (?TPOs) at Playing Field/Rookery Path	All Cllrs and Clerk	Site meeting 8/10/26 Research if can replant TPO trees that have been felled.
	Site Mtg	08-Oct-26	Playing Field	Broken fence rail & wobbly post at Rookery Court entrance	Deputy Clerk	Contact Rookery Court Mgmt Co

	Site Mtg	08-Oct-26	Playing Field	Badly leaning tree along Southern edge from neighbouring land	Clerk	To contact Parsonage Mgmt Co
	Site Mtg	08-Oct-26	Playing Field	Changing Room - caretaker to clear items into skip at S/F	Deputy Clerk	Add to Caretaker's list
	Site Mtg	08-Oct-26	Playing Field	Gen waste contractor no longer accepts dog waste - separate contract needed for bins & collection. Signage to be changed on existing bins	Clerk	Quotes obtained - on agenda for 27 Oct 26.
A57	023/26	25-Aug-26 22-Sep-26	Playing Field	Continue working with architect for phasing the changing rooms project Contact Architect to check progress	Cllr Griffiths and Clerk Cllr Turner	Obtain new quotes from preferred contractors (via previous tender) and review
	Site Mtg	08-Oct-26	Playing Field & Rookery Path	Tree works required for overhanging and dead trees. Quote to be obtained	Deputy Clerk	Quotes to be sought after Aut '26 Tree Audit

A36	081/26	24-Feb-26	Southons	Chequer Tree to be planted in Southons Field to commemorate Queen Elizabeth II	Cllr Boswell	Cllr Boswell will plant early Nov '26
	Site Mtg	08-Oct-26	Southons	Self-seeded ash trees to be removed by cemetery groundsman	Deputy Clerk	Action for cemetery groundsman
	Site Mtg	08-Oct-26	Southons	Pavilion needs work to the gutters, roof edging and timber needs treating	Deputy Clerk	Add to Caretaker's list
	Site Mtg	08-Oct-26	Southons	Picnic benches require some minor works	Deputy Clerk	Add to Caretaker's list
	Site Mtg	08-Oct-26	Southons	Fencing by Tel Exch needs repairing & preventative action taken to deter access	Deputy Clerk	Talk through with caretakers

A14	041/25	23-Sep-25	Toilets	Wheelchair accessibility at public conv discussed at 8 Oct 26 site meeting	Cllr Turner, Open Spaces Comm and Deputy Clerk	16 Oct 26 Dep Clerk has taken all measurements, now confirming requirements with Cllr Turner
A34	069/26	27-Jan-26	Toilets	Purchase and instal 2 x baby change units, including Ecosan disposal unit & emptying contract	Deputy Clerk	Assess position in line with review of wheelchair access - see A14
A66	025/26	25-Aug-26	Toilets	Make contact with contractors re solar panel installation	Cllr Griffiths and Clerk	
A74	038/26	22-Sep-26	Toilets	Following solar panels work, contractor to deep clean toilets and Caretaker to re-paint	Clerk	Awaiting completion of works
	Site Mtg	08-Oct-26	Toilets	2 x toilet roll dispensers to be replaced in Ladies toilet, with same style as gents	Clerk	Caretaker to fit once received
	Site Mtg	08-Oct-26	Toilets	Lightbulb to be replaced in Ladies	Deputy Clerk	Add to Caretaker's list
	Site Mtg	08-Oct-26	Toilets	Broken floor tile in Ladies	Deputy Clerk	Add to Caretaker's list
	Site Mtg	08-Oct-26	Toilets	Spinning tap in Gents	Deputy Clerk	Add to Caretaker's list
	Site Mtg	08-Oct-26	Toilets	New signage for the toilets , as required based on wheelchair access & baby change	Cllr Newton	
	Site Mtg	08-Oct-26	Toilets	Instalation of a water re-fill station on outside wall	Environmental Sub-Group	Cllr Rabot investigating grants

Completed since last review meeting

A77	039/26	22-Sep-26	Christmas	New Stallholder Policy to be implemented for Marden at Christmas and Booking Form to be updated to reflect changes	Deputy Clerk	Oct 26 - Actioned
A62	023/26	25-Aug-26	Southons	Purchase one goal for S/F	Admin Assistant	Oct 26 - Purchased & in store at S/F
A75	038/26	22-Sep-26	Toilets	Complete Public Toilet Survey	Deputy Clerk	19 Oct 26 - Actioned

Dog Waste Bins

27th October 2026

Company	Price per dog bin	x 8 bins	Weekly collection per bin	Fortnightly collection per bin	One off cost	Yearly cost for weekly collection	Yearly cost for fortnightly collection	Notes
AP Fulfilment	£ 165.00	£ 1,320.00	£ 22.50	£ 22.50	£ 1,320.00	£ 9,360.00	£ 4,680.00	Installation separate
Pet Waste Solutions	£ 330.74	£ 2,645.92	£ 7.50	£ 7.50	£ 2,645.92	£ 3,120.00	£ 1,560.00	Comes with post and fixings
Direct 365	Not provided (see below)	N/A	£ 26.00	£ 26.00	N/A	£ 10,816.00	£ 5,408.00	Additional £2.99 per month for Duty of Care paperwork (=£35.88 pa) Additional 0.52 per kg for excess weight
Suez Ltd	Cannot include dog waste in mixed recycling bins. Only a moderate amount can be added to general waste bin They do not offer bins solely for dog waste							

Sample bin cost

Glasdon

25litre	£ 120.32	£ 962.56	plus fixing brackets etc
35litre	£ 245.19	£ 1,961.52	plus fixing brackets etc

Earth Anchors

35litres	£ 158.40	£ 1,267.20	plus fixing brackets etc
45litre	£ 198.00	£ 1,584.00	plus fixing brackets etc

Proposal for a skatepark in Marden

Dear Marden Parish Council,

My name is , and I am a year-old resident of Marden. I'm writing to ask whether the Parish Council would consider looking again at the possibility of building a skatepark in Marden.

I understand that a skatepark was previously proposed following a petition from a young resident, and that the council investigated the idea but had difficulty finding a suitable location. I would be very interested in seeing whether this project could be reconsidered.

Rather than only creating a very small local skatepark, I think there could be an opportunity for Marden to consider a larger, high-quality skatepark with a good variety of features and different areas suitable for different skill levels.

There are relatively few substantial skateparks in this part of Kent, particularly ones offering a large variety of obstacles and enough space for people to progress from beginner through to advanced skating. A well-designed park in Marden could therefore serve not only young people living in the village, but potentially attract skateboarders, BMX riders and scooter riders from elsewhere in Kent.

This could make the skatepark an asset for Marden as a whole. People travelling to use it may also use local shops, cafés and other businesses while visiting the village, particularly if the park became known as one of the better skateparks in the area.

For local young people, it would provide a safe, purpose-built place to exercise, socialise and develop skills. For people who want to take skateboarding more seriously, having a larger park with different types of obstacles would also provide somewhere to continually progress rather than quickly outgrowing a very small facility.

I realise that a larger skatepark would require considerably more planning, funding and an appropriate piece of land, so I would be happy to get actively involved in trying to make the idea possible. I could collect signatures for a petition, survey young people and parents in Marden, gather evidence of demand, research successful skateparks elsewhere in the UK, look into potential designs and skatepark companies, and help investigate possible funding opportunities.

Could you please let me know what the best way would be to formally put this idea forward to the council? I would also be interested to know whether the previous skatepark proposal could be reopened or reconsidered, and whether there are any potential locations in or around Marden that might now be suitable.

Thank you for your time and consideration. I look forward to hearing from you.

Kind regards,



NOTES OF ENVIRONMENTAL SUB-GROUP MEETING HELD ON THURSDAY 15TH OCTOBER 2026 COMMENCING AT 10.00AM IN THE PARISH OFFICE, GOUDHURST ROAD, MARDEN

1. Present:

Cllrs Anne Boswell, Adrian Rabot and Deputy Clerk.

2. Apologies:

Apologies were received from Cllrs Mike Summersgill and Andy Turner.

3. Notes from Environmental Sub-Group held on Tuesday 17th February

Agreed.

4. Action List from Environmental Sub-Group

The document is lengthy and complicated.

Action: The Deputy Clerk agreed to review and simplify the document.

5. MPC Estate Management Plan

Cllrs reviewed the document and made suggested amendments. Revisions to go to Amenities Committee for ratification.

Action: Amenities Committee to approve Estate Management Plan

6. Parish Councils Environment Network (PCEN) meetings

Meeting was held 26th June but no one from Marden was able to attend.

Action: AB to circulate minutes

AR agreed to look into the MBC Community Energy Fund

It was agreed not to invite Maidstone CAN (Climate Action Network) to a future Amenities Committee meeting.

AB has registered with SEAQUER – Curiosity Challenge to understand how under 35s connect with nature, through community trials.

7. Green Homes/Retrofit Session with KCC

AB has provisionally arranged for this event to take place on either Saturday 6 or Saturday 20 March 2027.

Actions: AB to confirm dates with KCC

8. Marden Swift Project – to note

Swift Surveys were undertaken in the summer and several swift colonies were identified. Marden High Weald Swifts are applying for funding for swift boxes/bricks.

9. National Emergency Briefing on Climate and Nature

AB had attended a screening of this 50 min government-led video on 7th October in Marden Club. Screenings are taking place across the country in communities and workplaces, to raise awareness and build public support. AB suggested that

we hold a 2nd screening and encourage more residents to attend and also lobby Katie Lam about her stance on environmental issues.

Action: Amenities Committee November meeting to consider a new showing for residents.

10. MBC Climate Change & Biodiversity Newsletters

Action: Deputy Clerk to add to weekly e-Newsletter each month.

11. Waste, Electrical & Electronic (WEE) Recycling Event – to note

Next event to be held on Thursday 29 October in Marden Memorial Hall

12. Marden Wildlife Group AGM – to note

AGM will be held on Thursday 12 November at 7.30pm in Vestry Hall. AB to attend

13. MBC Carbon Literacy Training

AB and AR had undertaken this training and found it useful. The Deputy Clerk was encouraged to attend in future.

Action: MS was asked to advise if there would be any more training available.

14. Friends of the Earth – Environmental Data for Parish Wards

They produce free reports to support local action on climate and nature, bringing together local environmental data, with practical action.

Action: Deputy Clerk to check report for Marden.

15. Water Fountain outside Public Toilets

AB to review grant funding sources to see if any would be suitable for part funding the installation of a water fountain at the public toilets.

Action: AB to review, to input into the 2027/28 budgeting process.

16. Nature Recovery Fund

Action: AR to update

17. Earth Charter Principles

MPC have endorsed in principle they conform with the 16 Earth Charter Principles. Awaiting SF review of document.

Action: SF to review the document.

18. MPC Climate Change Action Plan

MBC have still not progressed with creating a template.

Action: Deputy Clerk will see if an alternative template is available on-line..

19. NALC National Network: Climate Emergency session

Next session Friday 16 October.

Action: AB unable to attend but will circulate minutes.

20. MBC Thermal Imaging Cameras

MS to speak to MBC Environmental Group about borrowing a camera for the Green Homes session in March.

Action: MS

21. Electric Vehicle Charging Points

It was previously mentioned to MBC about considering installing one in the village car park. MS is currently looking at two being installed for Hunton and costing it out.

Action: MS to update on progress.

22. Date of Next Meeting

To be held in February 2027. Date to be confirmed. Agenda to include:

- Review of Policies

- Repair Cafes

- Biodiversity Action Plan – Monitoring Summary



ESTATE MANAGEMENT PLAN (WEBSITE VERSION)

MARDEN PARISH COUNCIL:

Reduce paper use:

- Office staff to use Cloud based storage to share documents and Cllrs may have access too.
- Cllrs receive electronic versions of documents.
- Plans/financial papers for meetings are downloaded and shown on screen rather than printing off.

Recycling:

Paper

Recycled using the Memorial Hall paper and cardboard recycling facility which is collected fortnightly by a waste disposal company.

Plastics/cans etc

Recycled using the Memorial Hall dry recycling facility which is collected fortnightly by a waste disposal company.

Food

Recycled using the Memorial Hall food waste facility which is collected weekly by a waste disposal company.

Glass

Collected in the office and recycled appropriately.

Other

Where possible any other recycling is taken to ~~EcoHub (if relevant) or~~ other suitable recycling banks.

Plastic Flowers at Cemetery

Placed in the cemetery waste bin.

Energy

Develop ~~Consider~~ an Energy Consumption Strategy:

Electricity

Paid within the MPC rent to Marden Memorial Hall therefore we can only recommend changes to more sustainable companies (Note: Marden Memorial Hall has some solar panels which pays money back to the hall quarterly).

Gas

There is no gas within the office premises.

Heating

Electric wall heaters in the office set to no more than 20 degrees to keep heating costs down.

Lighting

Lights are LED but ensure they are turned off when unnecessary to have on.

Petrol/Diesel

Consider how to reduce petrol/diesel consumption and promote 'no idling' with the Parish Van and other equipment.

Purchasing Policy to cover:

- ~~Consider having a Purchasing Policy~~

- Consider plastic free/single use items (eg purchase of packets of biscuits/sweets) for events
- Be mindful of the carbon emissions of suppliers and products before purchasing.
- Try to lessen the purchase of plastic products especially at events and undertake an Event Carbon Emission plan.

Equipment

Mowers, strimmers etc – check the carbon emissions of suppliers and products before purchasing new equipment.

Travel

Walking/Cycling

Encourage walking/cycling to the office and meetings by Councillors and, if possible, staff.

Working from Home

Consider some days staff work from home to lower their carbon footprint as have centrally accessible source of all documents. n.b. *A member of staff needs to be in the office when Parish Office is open to residents Mon, Tues & Fri 10am - 12noon.*

Consider having a Ring doorbell system at the Parish Office to support home working and as a back-up in extreme weather.

Training/Conferences

Clerks/Councillors to try to attend virtual/online sessions where possible.

PARISH BUILDINGS (Changing Rooms/Southons Field Pavilion/Public Conveniences):

ACTION:

- To reduce carbon emissions

Energy - Electricity

Playing Field Changing Rooms

When reviewing contract consider green/sustainable energy. Minimum payment as only used for CCTV camera software at present. Consider structural report suitability for solar panels as part of ~~If changing rooms rebuildt/refurbishmented works, to give option to -consider fitting with~~ solar panels.

Public Conveniences

When reviewing contract consider green/sustainable energy. Minimum payment – only use is lighting and hand dryers. ~~Consider s~~Solar panels ~~being~~ installed on the roof (MBC own building) with the permission of MBC. ~~(To be added to ISP if permission received).~~

Southons Field

No electricity. If a pavilion is installed (on ISP), consider solar panels on roof.

Energy – Gas

There is no gas in any of the buildings owned by MPC

Waste Water/Water Supply

Water supply and waste water contracts in place

MAINTENANCE OF MARDEN PARISH COUNCIL OWNED LAND

ACTION:

- Enhancing green corridors and wildlife connectivity between sites.

- Reduce fuel use and carbon emissions by reducing areas maintained as short grass.
- Increase number and range of plants for pollinating insects eg in beds at the Cemetery.
- Ecological Monitoring – could be undertaken by Marden Wildlife.

Composting:

- Cemetery grass/hedge cuttings are left for composting. Another compost area to be created with corrugated sheets and another compost bin. [Compost then used for mulching.](#)
- Grass/hedge cuttings from Playing Field and Southons Field are either placed around the boundary for wildlife or taken to the Cemetery for composting *n.b. short grass has little or no value to biodiversity.*

Strimming/Mowing:

Maintenance Strategy for Open Spaces

Plans [are in place](#) ~~have been drafted~~ incorporating a map and sustainable strategy of how to undertake mowing, strimming and hedge cutting at Southons Field, Playing Field (including Napoleon Drive), Marden Cemetery and Rookery Path (a metre is strimmed back from path to allow easy access – the rest is left until summer to cut back).

~~Consider~~ “No Mow May” [is in place](#) in certain areas of open space.

Reducing moisture loss from ground during increasingly hot, dry summers by maintaining more areas of longer grass and other vegetation cover.

TREE AND HEDGECUTTING WORK

Also Refer to Tree Management Policy

Tree/Hedges Plan

~~Formulate a plan/strategy for t~~ Trees and hedges [Plan](#) (incorporated in Tree Management Policy), to increase the number of trees and hedging stock not only on Parish Council owned land but in the wider Parish eg increase stock on edge of The Parsonage/ Windsor Meadow.

Control of Tree & Hedge cutting Work

Only undertaken, unless urgent work is required, out of bird nesting season. Try to retain rather than remove trees unless dead.

Any trees/branches cut down to be placed around boundary of Southons Field, Marden Cemetery and Marden Playing Field for wildlife.

Ensure trees are replaced with similar species or indigenous species in the Low Weald.

Tree Protection Orders

Identify veteran/significant trees and consider TPOs being placed on them in Southons Field, Marden Cemetery and Marden Playing Field and possible the parish as a whole. *N.b. The Tree Warden could identify approx. 10 of the most significant trees with photos to submit to MBC. Check out MBC's TPO criteria*



NOTES OF THE AMENITIES SITE MEETINGS OF THE MARDEN PARISH COUNCIL ON THURSDAY 8TH OCTOBER 2026

PRESENT

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

Apologies: Cllrs Rabot and Summersgill gave their apologies.

CEMETERY - 09.00AM

Actions from Last Site Meeting

Bench Audit – the new Deputy Clerk will collate a bench audit for all Parish Council owned spaces.

Bench (Rose) – has been repaired and has now been handed over by the family to MPC's ownership.

Dog Signage – has been installed.

New Section – Headstone Only – Clerks have written to next of kin where Cemetery Rules and Regulations were not being adhered to.

Issues raised by Cemetery Groundsman

The Cemetery Groundsman currently uses his own mower/rough-cutter in the back field, as the MPC equipment will not do it. Cllrs agreed a suitable machine should be budgeted for, but he said a small strimmer and leaf blower/sucker were more urgently needed. **Action:** Deputy Clerk and Cemetery Groundsman to identify and cost suitable machinery.

Cllrs expressed their thanks to the Cemetery Groundsman for all his hard work in keeping the cemetery looking wonderful.

Monitor Soil Waste

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

Tree Planting in Back Field – in the main, the tree saplings that were planted in February 2024 have taken well. Where any have not survived, it was agreed they would not be replaced. Cllrs questioned what treatment/maintenance should be carried out as part of the agreement with KCC and Medway Valley Partnership. **Action:** Deputy Clerk to review tree treatment/maintenance agreements and Tree Management Plan.

Hedge Plants in Back Field – other than the hawthorn, many of the other new saplings planted in January 2026 do not look well. Given the extreme wet and then heat and drought after planting this year, this was not unexpected and it was agreed to wait until Spring 2027 to determine how many have failed and will need replaced in Autumn 2027. **Action:** All to review at Spring Site meeting

The hedge to the South boundary of the back field, that was planted in 2022, is now well established and should be kept to around 2m in height. **Action:** Deputy Clerk to amend Maintenance Plan and discuss with Cemetery Groundsman.

Parking – consideration was given to allowing mourners' cars to be parked in the back field, for larger funerals, when the ground is firm. This was rejected on safety grounds as it would mean cars driving through the cemetery when there would be a lot of people around.

Grave Surrounds – there are a number of grave surrounds that do not comply with the Cemetery Rules and Regulations. Cllrs agreed to review the policy. **Action:** Open Spaces Sub-Committee to discuss at their next meeting.

Recent Funerals - The Clerk will contact the Funeral Directors of recent funerals to ensure floral tributes are removed after 14 days. **Action:** Clerk

Bench Positions – The siting of existing memorial benches was discussed and locations for 2 new benches agreed in the two areas currently being used in Section 4 (burials and ashes). New benches would be purchased by MPC, with memorial plaques added in the future when requested. **Action:** Clerks to research costs.

Cherry Tree – The cherry tree by the cremated remains area does not look well. Cllrs would await the outcome of the Tree Audit and also see if it revived next spring. **Action:** Cllrs to review at next Site Meeting.

Water Trough – Cllr Newton noted that the pipes to the water trough should be lagged before winter. **Action:** Cemetery Groundsman to action, but he also confirmed that he turns the water off during extreme weather.

Plant Support Posts: Some new support posts were needed. **Action:** Clerk to purchase

The Cemetery meeting finished at 09.40am.

SOUTHONS FIELD – 9.45AM

Actions from Last Site Meeting

Goal Post A new goal post has been ordered, ready to instal when the current one is no longer usable.

Issues raised by Cemetery Groundsman

The Cemetery Groundsman did not have any issues to raise.

Review of the Field and Trees

Cllrs viewed the field and trees.

Cllrs noted that having removed some of the lower branches of trees to aid mowing earlier in the year, it was felt that no more should be taken off at this point in time.

Cllrs agreed that the area under the trees near the eucalyptus should remain un-mown.

It is clear that much of the eucalyptus tree has died and should be monitored closely. The lower dead branches should remain in place to keep it balanced and stable and await the Tree Audit this autumn.

Cllr Boswell stated that the Chequer Tree to commemorate Queen Elizabeth II would be planted in early November, with a mesh surround to protect it's early growth.

There are a number of self-seeded ash trees that are already 3-4 ft high on the far side near the picnic benches. All agreed that these should be removed. **Action:** Cemetery Groundsman to take them out.

Cllrs agreed that the hedges in the drive to Southons Field should be maintained at head height. **Action:** Deputy Clerk to add to Maintenance Plan for Cemetery Groundsman.

Review of Pavilion and Sheds

Cllrs agreed that some minor works were needed on the pavilion: timber needs treatment/repainting; guttering needs new brackets; edge of felt roof needs battening, to stop it coming loose. **Action:** Deputy Clerk to speak to the Caretaker.

The Clerk noted that the storage container needed an additional large padlock to secure. **Action:** Clerk to purchase.

Road Diversion Signs – Cllr Tippen asked if the diversion signs behind the pavilion were needed. It was thought they were used by the Russet Runners, so they would remain.

Play Equipment

Cllrs viewed the play equipment and although some posts were a little loose, it was felt this was due to the very dry ground shrinking and would resolve itself once there is rain. The Cemetery Groundsman confirmed that the bolts were all fully tightened.

Picnic Benches

The Cllrs reviewed the picnic benches and agreed that some were loose. The Cemetery Groundsman said that the bolts had all been fully tightened and it was now just wear. Cllrs noted 2 benches needed minor repairs – one with a raised plank and one with the centre missing. **Action:** Deputy Clerk would ask the Caretaker to look at the benches and repair

Fences

The fencing by the Telephone Exchange has not been repaired. Cllrs asked the Cemetery Groundsman if he and the Caretaker could stack fallen branches/prickly waste in that area, to deter people from climbing through. **Action:** Cemetery Groundsman and Caretaker.

Community Pay Back Options

Cllrs did not see any opportunities for work options in Southons Field.

Cllrs thanked the Cemetery Groundsman for keeping the field so well-tended.

The Southons Field meeting finished at 10.05am

PLAYING FIELD – 10.20AM

Actions from Last Site Meeting

Rookery Path – One of the fence posts on the left when facing the entrance to Rookery Court, remains wobbly and there is a broken fence rail. **Action:** The Deputy Clerk to contact the Rookery Court management company again.

Napoleon Drive Reflectors: The Clerk had installed reflectors on the chicane, but by the Site Meeting two had already been removed. These would be replaced. **Action:** Clerks

ND Play Area Toadstools – these still need to be cleaned. **Action:** Caretaker

Issues raised by Caretaker

The Caretaker informed Cllrs that one of the internal fixings from the Play Area gate had been removed at some point. Agreed to await the report from the next Play Inspection.

Playing Field Play Area

Cllrs noted that the Play Equipment was looking clean.

There were some cracks in the wet pour which have already been reported.

The damaged baby swing has been fully removed by the Caretaker. Cllrs discussed the existing 3 swings in the double bay which are old and agreed that quotes should be obtained for replacing the full bay and using the 2027/28 SIPA money towards this. **Action:** Clerks to obtain quotes and submit to Amenities for discussion.

The Clerk is awaiting a quote for replacing the basket swing

Napoleon Drive Play Area

It was agreed that the previously painted galvanised fencing should be left unpainted longer term. The Caretaker said that he had tried to remove the paint, but it was near impossible. Cllr Newton said that the only effective way would be to dip the panels, but that wasn't practical. Cllrs agreed that the fences should remain as they are, with the Caretaker removing flaking paint on a regular basis. **Action:** Caretaker

Napoleon Drive Open Space

Cllrs again reviewed the current gap in the fencing where bikes/horse/carts are getting through, alongside the practicalities of the chicane. The positioning of the two chicane fences does not allow accessible access and so wheelchairs/pushchairs etc also use the gap in the fencing to access the Playing Field. It was therefore agreed to leave the gap for the time being.

Cllr Newton noted a protruding corner of metal on one of the posts at the edge of the gap. **Action:** The Caretaker would be asked to fix this.

Cllr Boswell asked for the brambles to be cut back and the boundaries tidied in this area. **Action:** The Caretaker would be asked to clear.

Trees

The Chestnuts Area would be tidied up once the leaves had all fallen

Boundary and General Playing Field Open Space

Cllrs reviewed the Western area near the gym equipment and asked for the path to be kept clear and the lower branches of the coppiced tree to be removed so that the area could be trimmed underneath. **Action:** Caretaker

Along the Southern edge of the field, Cllrs asked that the dead trees and undergrowth be cleared away, so that a larger area could be trimmed in future. **Action:** Caretaker

Also along this edge there is a tree near The Parsonage that is leaning badly towards the Playing Field. As the tree is not on MPC land, the Clerks were asked to contact the Management Company to have it assessed asap. There is also a loose branch up in the canopy, which could fall onto the Playing Field at some point. **Action:** The Clerks

Changing Room

The Caretaker is still to clear some items from the Changing Room and put them in the skip on Southons Field. **Action:** Caretaker to complete.

Youth Shelter

No new issues to report.

Dog waste

Cllrs noted that the dog poo bag dispenser was empty. The Caretaker confirmed that he filled it up weekly.

The Clerk informed Cllrs that the new commercial waste company would no longer take dog waste as part of the General Waste collection. This would now need to be binned separately and collected by a different waste company. The Caretaker confirmed there were currently 8 general bins in the Playing Field area. Signage would also need to be changed on the existing bins. **Action:** The Clerks would look at changing signage and review options/costs for future collection and report to Amenities Committee.

Rookery Path

A resident had raised a concern about overhanging trees from Rookery Path into her garden. Cllrs inspected the area and the Clerk confirmed that the trees concerned were not covered by a TPO, so the tree surgeon would be contacted for a quote. Additionally he would be asked to look at the tree behind the basketball net which is dead and covered in ivy. **Action:** Clerks to obtain quote for tree works

The TPO order in this area covered five ash trees and one oak, but two of the ash trees had had to be felled due to ash die back. Cllrs considered replanting these two with a horse chestnut from Cllr Boswell's garden and an oak sapling from the cemetery planting. However the Clerk noted that this would affect the TPO, so would need to be looked into first. **Action:** Clerks to review TPO conditions for re-planting

The yew trees along Rookery Path do not have TPOs on them and Cllr Newton wondered if yew trees are automatically protected. (Deputy Clerk can confirm they do not have automatic protection, unless growing in a Conservation area, Protected site or Churchyard).

There were more brambles growing out of the tree so the Deputy Clerk would remind the Caretaker to carry out removal. **Action:** Deputy Clerk

Community Pay Back Options

Cllrs noted that the verge of the car park on Merchant Place was overgrown and this could be an area that Community Pay Back could tidy along with Rookery Path and Napoleon Drive Open Space.

Cllrs thanked the Caretaker for his work on the Playgrounds and Play Area.

The Playing Field meeting ended at 10.55am.

PUBLIC CONVENIENCES - 11.00AM

Actions from Last Site Meeting

The Caretaker had fixed the loose flush handle in the Ladies toilet.

Issues raised by Caretaker

The Caretaker did not join Cllrs at the toilets.

Cleaning

Both the Ladies and Gents toilets need a deep clean to clear higher cobwebs etc, but this would be done after the solar panel installation work was complete. The Caretaker would also be asked to paint the toilets internally over the winter. **Action:** Deputy Clerk to book a deep clean and internal painting after works finished.

Building inspection (internal and external)

Ladies

Toilet Roll Dispenser - Cllr Tippen noted that the two toilet roll dispensers were not effective and excess paper was ending up on the floor. These would be replaced with the same style as the Gents. **Action:** Clerk to purchase and ask Caretaker to fit.

Light Bulb - one of the light bulbs internally needs replacing. **Action:** Caretaker.

Broken Tile – Cllrs noted a broken tile on the floor, near the door. **Action:** Deputy Clerk would speak to the Caretaker to see what could be done.

Gents

Tap – the tap on the cubicle sink spins round. **Action:** Caretaker to fix, or notify Clerks if it needs replacing.

Baby Change Facilities

The Clerks measured the internal walls of the Ladies and Gents, to see if a wall-based baby change station could be fitted in each toilet, using dimensions and adjacent activity space as recommended in the BS 6465-2:2017 Code of Practice. The space available in each would be tight, but should be workable, depending on the specific baby change units that were purchased. The Deputy Clerk would investigate further. **Action:** Deputy Clerk.

Disabled Toilet Access

The Cllrs and Clerks discussed whether the toilets met the standards for a disabled toilet. There are numerous measurements and requirements, so the Deputy Clerk agreed to fully measure the space and existing facilities and report back on the level of compliance. **Action:** Deputy Clerk.

Signage

Cllr Newton offered to create new signage for the toilets if required. **Action:** Clerks to assess in light of Baby Change and Disabled Access outcomes.

Water Refill Station

MBC have approved the installation of a water refill station on the external wall of the toilets, which is valid for 3 years. Cllrs agreed to put this on hold for now and ask the Environmental Group to see if any grants were available for such works. **Action:** Environmental Group.

CAR PARK

There were no issues to report in the car park.

The Public Conveniences meeting finished at 11.15am