

**Amenities Meeting Action Log**

|  |                                          |
|--|------------------------------------------|
|  | Action for Cllrs                         |
|  | Action for Clerk/Deputy Clerk/Admin Asst |
|  | Action for Cllrs and Deputy Clerk        |
|  | Ongoing                                  |

**ONGOING**

| Action No. | Minute No. | Date of Meeting | Minute Action                      | Allocated to                                      | To Do                                                 | Date completed |
|------------|------------|-----------------|------------------------------------|---------------------------------------------------|-------------------------------------------------------|----------------|
|            |            |                 | 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                    |                |
|            |            |                 |                                    |                                                   |                                                       |                |

2025/26

Amenities Meetings Action Log

| Action No. | Minute No. | Date of Meeting     | Minute Action                                                                                                                                                         | Allocated to                   | To Do/Current situation                                                                    | Date completed |
|------------|------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|--------------------------------------------------------------------------------------------|----------------|
| A10        | 030/25     | 22nd July 2025      | 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 |                |
| A12        | 039/25     | 23rd September 2025 | 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                                     |                |
| A14        | 041/25     | 23rd September 2025 | Wheelchair accessibility at public conv. To be discussed at next site meeting                                                                                         | Cllrs and Deputy Clerk         | To be discussed at next site meeting                                                       |                |
| A15        | 042/25     | 23rd September 2025 | Estate Management Plan to be amended                                                                                                                                  | Deputy Clerk / Admin Assistant | Take to next Environmental S/G meeting on 15/10/26                                         |                |
| A18        | 043/25     | 23rd September 2025 | Produce a communication strategy on how to reach young people                                                                                                         | Cllr Rabot                     | In conjunction with Kent Cricket Community Trust                                           |                |
| A34        | 069/26     | 27th January 2026   | Purchase baby changing unit x 2 (agreed at 24/2/26 mtg) and arrange for installation                                                                                  | Deputy Clerk                   | On hold until structural work has been completed                                           |                |
| A36        | 081/26     | 24th February 2026  | Chequer Tree to be planted in Southons Field to commemorate Queen Elizabeth II                                                                                        | Cllr Boswell                   |                                                                                            |                |
| A38        | 083/26     | 24th February 2026  | Once baby changing facilities have been installed instruct Ecosan to provide 2 x nappy disposal units and arrange signage for doors                                   | Deputy Clerk                   | See A34 above                                                                              |                |
| A44        | 095/26     | 24th March 2026     | Provide details of the annual play inspection to caretaker to ascertain what can/can't be undertaken                                                                  | Deputy Clerk                   | Contact contractors if work cannot be done in house                                        |                |
| A47        | 109/25     | 28th April 2026     | Local contractor to be contacted to ask for quote for basket swing/have any in stock                                                                                  | Deputy Clerk                   | Emailed contractors - no response. To chase                                                |                |
| A50        | 109/26     | 28th April 2026     | Look at maintenance equipment (see A12)                                                                                                                               | Deputy Clerk                   |                                                                                            |                |
| A51        | 109/26     | 28th April 2026     | Action anything from site meetings                                                                                                                                    | Deputy Clerk                   | Will review list at next site meeting                                                      |                |

2026/27

Amenities Meetings Action Log

| Action No. | Minute No. | Date of Meeting  | Minute Action                                                                              | Allocated to                             | To Do/Current Situation                                                       | Date completed |
|------------|------------|------------------|--------------------------------------------------------------------------------------------|------------------------------------------|-------------------------------------------------------------------------------|----------------|
| A57        | 023/26     | 25th August 2026 | Continue working with architect for phasing the changing rooms project                     | Cllr Griffiths and Clerk                 | Obtain new quotes from preferred contractors (via previous tender) and review |                |
| A58        | 023/26     | 25th August 2026 | Submit Management Plan for changing rooms conditions (and other conditions)                | Cllr Griffiths and Clerk (via Architect) | Passed to architect                                                           |                |
| A59        | 023/26     | 25th August 2026 | Review trees (?TPOs) at Playing Field/Rookery Path                                         | All Cllrs and Clerk                      | Site meeting                                                                  |                |
| A60        | 023/26     | 25th August 2026 | Erect signage with Resilience Planning / Emergency contact number for vehicle gate padlock | Clerk                                    | Reviewing mobile phone and number for emergency use                           |                |
| A61        | 023/26     | 25th August 2026 | Consider new play equipment for grant funding (SIPA)                                       | All Cllrs and Clerk                      | Site meeting                                                                  |                |
| A62        | 023/26     | 25th August 2026 | Purchase one goal for S/F                                                                  | Admin Assistant                          | Passed to Admin Asst for purchase (Like for like)                             |                |
| A63        | 023/26     | 25th August 2026 | Update Maintenance Strategies                                                              | Clerk                                    | Pass to caretakers                                                            |                |
| A64        | 024/26     | 25th August 2026 | Review management of trees at cemetery to add to Tree Management Policy                    | All Cllrs and Clerk                      | Site meeting                                                                  |                |
| A65        | 024/26     | 25th August 2026 | Obtain quote for tree audit (now every 18 months - Autumn/Spring)                          | Clerk                                    | In process of obtaining quotes                                                |                |
| A66        | 025/26     | 25th August 2026 | Make contact with contractors re solar panel installation                                  | Cllr Griffiths and Clerk                 |                                                                               |                |
| A68        | 027/26     | 25th August 2026 | Review Estate Management Plan                                                              | Environmental Sub-Group                  | Meeting 15th October 2026                                                     |                |
| A69        | 028/26     | 25th August 2026 | Review possible work for Community Payback Team                                            | All Cllrs and Clerk                      | Site meeting                                                                  |                |