

## SNODLAND TOWN COUNCIL

### AMENITIES & RECREATION COMMITTEE

12 JULY 2018

Committee Members present:	Cllrs D Keeley (C), Mrs D Crook (VC), Mrs B Brown, Mrs D King, Mrs L Downes, P Hickmott, A Keeley and Mrs N Misy
Council Members present:	Mrs K Sowten (Chief Executive) and Miss E Jones
Members of the public:	Two members of the public present

1.	<p><u>Apologies for absence</u></p> <p>Apologies were received from Cllrs Mrs S Bell, Mrs B Keeley and Mrs K Mordecai-Woolf.</p>
2.	<p><u>Declaration of Interests</u></p> <p>There were no declarations of interest.</p>
3.	<p><u>Minutes - To agree the minutes of the meeting held on 31 May 2018</u></p> <p>The minutes of 31 May 2018 were agreed as a correct record of the meeting.</p>
4.	<p><u>Questions from the public</u> (<i>Members of the public are advised that they may speak for up to three minutes</i>)</p> <p>There were no questions from the members of the public.</p>
5.	<p><u>To receive a report from the Allotment Committee</u></p> <p>Cllr A Keeley advised that there were no urgent matters outstanding regarding the allotments.</p>
6.	<p><u>To receive a report on the Carnival</u></p> <p>The CEO reported that the Carnival parade was successful with many more participants taking part with the floats or as a walking group. The fun day at Potyns sportsground was not as well turned out as in previous years due to the England football match taking place at 3.00pm.</p> <p>The CEO reported to the Committee that the planning for the event had been very challenging this year, having to produce detailed events plans for the police and the fire service.</p> <p>The CEO advised that due to the extremely vast and complex health and safety requirements that are now required, she recommended that a Health and Safety Event Consultant be hired for all future Snodland Town Council events, especially the Firework display held in November – they would have the specialised expertise to deal with the all the health, safety and security matters and ensure that breaches do not occur.</p>

0408	<b>RESOLVED</b> – for the CEO to obtain quotes from Event Management companies to assist with the health and safety at all future Council events.
7.	<p><u>To receive details regarding Tesco Bags for Help Scheme towards Christmas in Snodland</u></p> <p>The CEO advised that she had submitted an application form to Tescos for the Tesco Bags for Help Scheme which had now been accepted and had now been set up at Tesco Express and Tesco Lunsford Park. If successful, the funding would be put towards purchases for the Christmas in Snodland event in December. Each Tesco customer is given a disc to insert into their chosen charity (3 options are given) at the check-out.</p>
0409	<b>RESOLVED</b> – that the information be advertised on Facebook and Snodland Town Council Website.
8.	<p><u>To discuss issues raised regarding fishing protocols and rubbish at Nevill Park</u></p> <p>The CEO informed the Committee that a resident came into the office to complain about the large amount of rubbish which is being left at Nevill Park and especially disused fishing equipment being discarded around the fishing lake.</p> <p>In order to monitor the lake effectively, it was suggested that, in the first instance, fishing licence holders could be issued with permits from STC to use the lake – this would encourage fisherman to police the area themselves and also to provide names and addresses of all fisherman.</p>
0410	<b>RESOLVED</b> – to charge over 16's a nominal fee of £20.00 to obtain a yearly permit and also to discuss any alternative ideas with the complainant as he fishes on a regular basis and will have a better insight as to how best to monitor the area.
9.	<p><u>To discuss concerns relating to parking issues in Snodland</u></p> <p>The CEO informed the Committee that a letter had been received from a local resident over concerns regarding extending the restricted parking at Rocfort Road car park to evenings and weekends - the matter was originally raised at the last Full Council meeting. The resident asked the Committee for their views on this.</p> <p>Other areas of concern were the side roads which are in close proximity to the 2 local primary schools due to parents parking during school drop-offs and pick-ups and the area around the train station is also an area of concern.</p> <p>It was advised that Tonbridge and Malling Borough Council would be undertaking a separate parking review solely for Snodland, due to the amount of parking issues that Snodland have. It was, therefore, recommended that any parking issues be brought up at this review and await the outcome of their findings.</p>
0411	<b>RESOLVED</b> – to write to the complainant to advise that we would await the outcome of Tonbridge and Malling Borough Council's parking review of Snodland.

10.	<p><u>To receive an update with regards to the New Play Equipment installation at the Recreation Ground and Nevill Park</u></p> <p>The CEO advised that the new play equipment at the Recreation Ground and Nevill park had been opened to the public on Wednesday 11<sup>th</sup> July 2018. The Chairman thanked Council staff for all their hard work in assisting with this. The climbing frame which is situated in the Recreation Ground is smaller than the original one and it was recommended that an additional item should be added.</p> <p><b>0412 RESOLVED</b> - that the information for the new play equipment be advertised on FB and the Council Website.</p>
11.	<p><u>To receive an update on the progress of the 3G pitch on the MUGA</u></p> <p>The CEO reported that she had a pre-start meeting with the contractors next Wednesday 18<sup>th</sup> July 2018. The letter of intent has been sent off to them and a marketing leaflet has been printed. She advised that the higher grade 3G grass had been chosen at the last Policy and Resources meeting and that the 3G pitch would be open for business from September 2018. The warranty would be for 8 years. The CEO also advised that a sinking fund be set up in next years budget for the replacement and maintenance of the surface.</p>
12.	<p><u>To receive an update regarding Street Lighting</u></p> <p>The CEO advised the Committee that the work on the street lights had finally begun – she confirmed that the lights in Pout Road had been replaced. Other roads that are on the list are:</p> <ul style="list-style-type: none"> <li>• Charles Close</li> <li>• Lakeside (just 1)</li> <li>• Bingley Close</li> <li>• Orchard Way</li> <li>• Brook Lane (jct with Lakeside)</li> <li>• Meadow Walk</li> <li>• Lakeview Close</li> <li>• Wyvern Road</li> <li>• Portland Place</li> <li>• May Street</li> <li>• Waghorn Road</li> <li>• Birling Road</li> <li>• Pout Road</li> <li>• Cooper Road</li> </ul> <p>The CEO advised that she had signed the contract with a new Street Light maintenance company and advised that she was very happy with the work that had been carried out so far and the excellent customer service provided.</p>
13.	<p><u>Correspondence</u></p>
13.1	<p><u>Letter from Cllr P Hickmott regarding the annual beer festival</u></p> <p>The Chairman read out a letter which had been received from Cllr P Hickmott thanking the Council for the use of the cricket meadow and the marquees for the</p>

0413	<p>beer festival. The monies raised at the event will be divided between Snodland Scouts, Snodland Twinning Association and Christ Church.</p> <p>He also requested that the cricket meadow be booked for next year's event and this would take place on <b>Saturday 29<sup>th</sup> June 2019</b>.</p> <p><b>RESOLVED</b> – to give permission for Cllr P Hickmott to use the cricket meadow for next year's beer festival.</p>
13.2	<p><u>E-mail from Kent Wildlife Trust</u></p> <p>The Chairman read out the e-mail received from a Warden from Kent Wildlife Trust Medway Valley advising that he would be agreeable to carry out a guided walk and talk to give newer Councillors further information regarding the management of the Holborough Marsh nature reserve.</p> <p><b>RESOLVED</b> - for the CEO to contact the Warden to arrange a Thursday evening tour and talk during early September 2018.</p>
13.3	<p><u>E-mail regarding Queens Commonwealth canopy trees</u></p> <p>The Chairman read out an e-mail from a local resident requesting their permission to plant trees in Snodland (hazel, silver birch and a rowan tree) from the Queens Commonwealth Canopy.</p> <p><b>RESOLVED</b> – to accept the request from the resident but Councillors needed to identify specific areas in Snodland where the trees could be planted and to advise the CEO accordingly.</p>
13.4	<p><u>Litter-pick –Willowside &amp; the Cricket Meadow</u></p> <p>Cllr D King advised the Committee that she would be carrying out a litter pick on <b>Sunday 15<sup>th</sup> July 2018</b> and asked that Councillors join her. She would be at Willowside at 2.00pm and the Cricket Meadow at 2.30pm.</p>

There being no other business, the meeting closed at 8.20pm.

**SNODLAND TOWN COUNCIL**

**AMENITIES & RECREATION COMMITTEE**

**12 JULY 2018**

Committee Members present:	Cllrs D Keeley (C), Mrs D Crook (VC), Mrs B Brown, Mrs D King, Mrs L Downes, P Hickmott, A Keeley and Mrs N Misy
Council Members present:	Mrs K Sowten (Chief Executive) and Miss E Jones
Members of the public:	Two members of the public present

1.	<p><u>Apologies for absence</u></p> <p>Apologies were received from Cllrs Mrs S Bell, Mrs B Keeley and Mrs K Mordecai-Woolf.</p>
2.	<p><u>Declaration of Interests</u></p> <p>There were no declarations of interest.</p>
3.	<p><u>Minutes - To agree the minutes of the meeting held on 31 May 2018</u></p> <p>The minutes of 31 May 2018 were agreed as a correct record of the meeting.</p>
4.	<p><u>Questions from the public</u> (<i>Members of the public are advised that they may speak for up to three minutes</i>)</p> <p>There were no questions from the members of the public.</p>
5.	<p><u>To receive a report from the Allotment Committee</u></p> <p>Cllr A Keeley advised that there were no urgent matters outstanding regarding the allotments.</p>
6.	<p><u>To receive a report on the Carnival</u></p> <p>The CEO reported that the Carnival parade was successful with many more participants taking part with the floats or as a walking group. The fun day at Potyns sportsground was not as well turned out as in previous years due to the England football match taking place at 3.00pm.</p> <p>The CEO reported to the Committee that the planning for the event had been very challenging this year, having to produce detailed events plans for the police and the fire service.</p> <p>The CEO advised that due to the extremely vast and complex health and safety requirements that are now required, she recommended that a Health and Safety Event Consultant be hired for all future Snodland Town Council events, especially the Firework display held in November – they would have the specialised expertise to deal with the all the health, safety and security matters and ensure that breaches do not occur.</p>



10.	<p><u>To receive an update with regards to the New Play Equipment installation at the Recreation Ground and Nevill Park</u></p> <p>The CEO advised that the new play equipment at the Recreation Ground and Nevill park had been opened to the public on Wednesday 11<sup>th</sup> July 2018. The Chairman thanked Council staff for all their hard work in assisting with this. The climbing frame which is situated in the Recreation Ground is smaller than the original one and it was recommended that an additional item should be added.</p> <p><b>0412 RESOLVED</b> - that the information for the new play equipment be advertised on FB and the Council Website.</p>
11.	<p><u>To receive an update on the progress of the 3G pitch on the MUGA</u></p> <p>The CEO reported that she had a pre-start meeting with the contractors next Wednesday 18<sup>th</sup> July 2018. The letter of intent has been sent off to them and a marketing leaflet has been printed. She advised that the higher grade 3G grass had been chosen at the last Policy and Resources meeting and that the 3G pitch would be open for business from September 2018. The warranty would be for 8 years. The CEO also advised that a sinking fund be set up in next years budget for the replacement and maintenance of the surface.</p>
12.	<p><u>To receive an update regarding Street Lighting</u></p> <p>The CEO advised the Committee that the work on the street lights had finally begun – she confirmed that the lights in Pout Road had been replaced. Other roads that are on the list are:</p> <ul style="list-style-type: none"> <li>• Charles Close</li> <li>• Lakeside (just 1)</li> <li>• Bingley Close</li> <li>• Orchard Way</li> <li>• Brook Lane (jct with Lakeside)</li> <li>• Meadow Walk</li> <li>• Lakeview Close</li> <li>• Wyvern Road</li> <li>• Portland Place</li> <li>• May Street</li> <li>• Waghorn Road</li> <li>• Birling Road</li> <li>• Pout Road</li> <li>• Cooper Road</li> </ul> <p>The CEO advised that she had signed the contract with a new Street Light maintenance company and advised that she was very happy with the work that had been carried out so far and the excellent customer service provided.</p>
13.	<p><u>Correspondence</u></p>
13.1	<p><u>Letter from Cllr P Hickmott regarding the annual beer festival</u></p> <p>The Chairman read out a letter which had been received from Cllr P Hickmott thanking the Council for the use of the cricket meadow and the marquees for the</p>

0413	<p>beer festival. The monies raised at the event will be divided between Snodland Scouts, Snodland Twinning Association and Christ Church.</p> <p>He also requested that the cricket meadow be booked for next year's event and this would take place on <b>Saturday 29<sup>th</sup> June 2019</b>.</p> <p><b>RESOLVED</b> – to give permission for Cllr P Hickmott to use the cricket meadow for next year's beer festival.</p>
13.2	<p><u>E-mail from Kent Wildlife Trust</u></p> <p>The Chairman read out the e-mail received from a Warden from Kent Wildlife Trust Medway Valley advising that he would be agreeable to carry out a guided walk and talk to give newer Councillors further information regarding the management of the Holborough Marsh nature reserve.</p> <p><b>RESOLVED</b> - for the CEO to contact the Warden to arrange a Thursday evening tour and talk during early September 2018.</p>
13.3	<p><u>E-mail regarding Queens Commonwealth canopy trees</u></p> <p>The Chairman read out an e-mail from a local resident requesting their permission to plant trees in Snodland (hazel, silver birch and a rowan tree) from the Queens Commonwealth Canopy.</p> <p><b>RESOLVED</b> – to accept the request from the resident but Councillors needed to identify specific areas in Snodland where the trees could be planted and to advise the CEO accordingly.</p>
13.4	<p><u>Litter-pick –Willowside &amp; the Cricket Meadow</u></p> <p>Cllr D King advised the Committee that she would be carrying out a litter pick on <b>Sunday 15<sup>th</sup> July 2018</b> and asked that Councillors join her. She would be at Willowside at 2.00pm and the Cricket Meadow at 2.30pm.</p>

There being no other business, the meeting closed at 8.20pm.



## SNODLAND TOWN COUNCIL

### AMENITIES & RECREATION COMMITTEE

12 JULY 2018

Committee Members present:	Cllrs D Keeley (C), Mrs D Crook (VC), Mrs B Brown, Mrs D King, Mrs L Downes, P Hickmott, A Keeley and Mrs N Misy
Council Members present:	Mrs K Sowten (Chief Executive) and Miss E Jones
Members of the public:	Two members of the public present

1.	<p><u>Apologies for absence</u></p> <p>Apologies were received from Cllrs Mrs S Bell, Mrs B Keeley and Mrs K Mordecai-Woolf.</p>
2.	<p><u>Declaration of Interests</u></p> <p>There were no declarations of interest.</p>
3.	<p><u>Minutes - To agree the minutes of the meeting held on 31 May 2018</u></p> <p>The minutes of 31 May 2018 were agreed as a correct record of the meeting.</p>
4.	<p><u>Questions from the public</u> (<i>Members of the public are advised that they may speak for up to three minutes</i>)</p> <p>There were no questions from the members of the public.</p>
5.	<p><u>To receive a report from the Allotment Committee</u></p> <p>Cllr A Keeley advised that there were no urgent matters outstanding regarding the allotments.</p>
6.	<p><u>To receive a report on the Carnival</u></p> <p>The CEO reported that the Carnival parade was successful with many more participants taking part with the floats or as a walking group. The fun day at Potyns sportsground was not as well turned out as in previous years due to the England football match taking place at 3.00pm.</p> <p>The CEO reported to the Committee that the planning for the event had been very challenging this year, having to produce detailed events plans for the police and the fire service.</p> <p>The CEO advised that due to the extremely vast and complex health and safety requirements that are now required, she recommended that a Health and Safety Event Consultant be hired for all future Snodland Town Council events, especially the Firework display held in November – they would have the specialised expertise to deal with the all the health, safety and security matters and ensure that breaches do not occur.</p>

0408	<b>RESOLVED</b> – for the CEO to obtain quotes from Event Management companies to assist with the health and safety at all future Council events.
7.	<p><u>To receive details regarding Tesco Bags for Help Scheme towards Christmas in Snodland</u></p> <p>The CEO advised that she had submitted an application form to Tescos for the Tesco Bags for Help Scheme which had now been accepted and had now been set up at Tesco Express and Tesco Lunsford Park. If successful, the funding would be put towards purchases for the Christmas in Snodland event in December. Each Tesco customer is given a disc to insert into their chosen charity (3 options are given) at the check-out.</p>
0409	<b>RESOLVED</b> – that the information be advertised on Facebook and Snodland Town Council Website.
8.	<p><u>To discuss issues raised regarding fishing protocols and rubbish at Nevill Park</u></p> <p>The CEO informed the Committee that a resident came into the office to complain about the large amount of rubbish which is being left at Nevill Park and especially disused fishing equipment being discarded around the fishing lake.</p> <p>In order to monitor the lake effectively, it was suggested that, in the first instance, fishing licence holders could be issued with permits from STC to use the lake – this would encourage fisherman to police the area themselves and also to provide names and addresses of all fisherman.</p>
0410	<b>RESOLVED</b> – to charge over 16's a nominal fee of £20.00 to obtain a yearly permit and also to discuss any alternative ideas with the complainant as he fishes on a regular basis and will have a better insight as to how best to monitor the area.
9.	<p><u>To discuss concerns relating to parking issues in Snodland</u></p> <p>The CEO informed the Committee that a letter had been received from a local resident over concerns regarding extending the restricted parking at Rocfort Road car park to evenings and weekends - the matter was originally raised at the last Full Council meeting. The resident asked the Committee for their views on this.</p> <p>Other areas of concern were the side roads which are in close proximity to the 2 local primary schools due to parents parking during school drop-offs and pick-ups and the area around the train station is also an area of concern.</p> <p>It was advised that Tonbridge and Malling Borough Council would be undertaking a separate parking review solely for Snodland, due to the amount of parking issues that Snodland have. It was, therefore, recommended that any parking issues be brought up at this review and await the outcome of their findings.</p>
0411	<b>RESOLVED</b> – to write to the complainant to advise that we would await the outcome of Tonbridge and Malling Borough Council's parking review of Snodland.

10.	<p><u>To receive an update with regards to the New Play Equipment installation at the Recreation Ground and Nevill Park</u></p> <p>The CEO advised that the new play equipment at the Recreation Ground and Nevill park had been opened to the public on Wednesday 11<sup>th</sup> July 2018. The Chairman thanked Council staff for all their hard work in assisting with this. The climbing frame which is situated in the Recreation Ground is smaller than the original one and it was recommended that an additional item should be added.</p> <p><b>0412 RESOLVED</b> - that the information for the new play equipment be advertised on FB and the Council Website.</p>
11.	<p><u>To receive an update on the progress of the 3G pitch on the MUGA</u></p> <p>The CEO reported that she had a pre-start meeting with the contractors next Wednesday 18<sup>th</sup> July 2018. The letter of intent has been sent off to them and a marketing leaflet has been printed. She advised that the higher grade 3G grass had been chosen at the last Policy and Resources meeting and that the 3G pitch would be open for business from September 2018. The warranty would be for 8 years. The CEO also advised that a sinking fund be set up in next years budget for the replacement and maintenance of the surface.</p>
12.	<p><u>To receive an update regarding Street Lighting</u></p> <p>The CEO advised the Committee that the work on the street lights had finally begun – she confirmed that the lights in Pout Road had been replaced. Other roads that are on the list are:</p> <ul style="list-style-type: none"> <li>• Charles Close</li> <li>• Lakeside (just 1)</li> <li>• Bingley Close</li> <li>• Orchard Way</li> <li>• Brook Lane (jct with Lakeside)</li> <li>• Meadow Walk</li> <li>• Lakeview Close</li> <li>• Wyvern Road</li> <li>• Portland Place</li> <li>• May Street</li> <li>• Waghorn Road</li> <li>• Birling Road</li> <li>• Pout Road</li> <li>• Cooper Road</li> </ul> <p>The CEO advised that she had signed the contract with a new Street Light maintenance company and advised that she was very happy with the work that had been carried out so far and the excellent customer service provided.</p>
13.	<p><u>Correspondence</u></p>
13.1	<p><u>Letter from Cllr P Hickmott regarding the annual beer festival</u></p> <p>The Chairman read out a letter which had been received from Cllr P Hickmott thanking the Council for the use of the cricket meadow and the marquees for the</p>

0413	<p>beer festival. The monies raised at the event will be divided between Snodland Scouts, Snodland Twinning Association and Christ Church.</p> <p>He also requested that the cricket meadow be booked for next year's event and this would take place on <b>Saturday 29<sup>th</sup> June 2019</b>.</p> <p><b>RESOLVED</b> – to give permission for Cllr P Hickmott to use the cricket meadow for next year's beer festival.</p>
13.2	<p><u>E-mail from Kent Wildlife Trust</u></p> <p>The Chairman read out the e-mail received from a Warden from Kent Wildlife Trust Medway Valley advising that he would be agreeable to carry out a guided walk and talk to give newer Councillors further information regarding the management of the Holborough Marsh nature reserve.</p> <p><b>RESOLVED</b> - for the CEO to contact the Warden to arrange a Thursday evening tour and talk during early September 2018.</p>
13.3	<p><u>E-mail regarding Queens Commonwealth canopy trees</u></p> <p>The Chairman read out an e-mail from a local resident requesting their permission to plant trees in Snodland (hazel, silver birch and a rowan tree) from the Queens Commonwealth Canopy.</p> <p><b>RESOLVED</b> – to accept the request from the resident but Councillors needed to identify specific areas in Snodland where the trees could be planted and to advise the CEO accordingly.</p>
13.4	<p><u>Litter-pick –Willowside &amp; the Cricket Meadow</u></p> <p>Cllr D King advised the Committee that she would be carrying out a litter pick on <b>Sunday 15<sup>th</sup> July 2018</b> and asked that Councillors join her. She would be at Willowside at 2.00pm and the Cricket Meadow at 2.30pm.</p>

There being no other business, the meeting closed at 8.20pm.