

LOG OF CORRESPONDENCE AND HOW DEALT WITH?*No names/contact details should be added here***Aug-25**

Date:	Contacted via	Who took call/emails?	Brief details of issue raised	Council/Committee	Outcome
01/08/2025	Email	Ali	Play Scheme x 4 re party and payment	Amenities - Play Scheme	Noted / Invoice sent
01/08/2025	Email	Ali	Kent Highways - new Highway Information Pack	Highways	Filed
04/08/2025	Email	Ali	Arranged for key collection for Scout HQ	Amenities - Play Scheme	
04/08/2025	Email	Ali	Residents x 10 regarding attending planning meeting	Planning	Noted
04/08/2025	Email	Ali	Play scheme x 3 - feedback forms	Amenities - Play Scheme	added to spreadsheet
04/08/2025	Telephone	Rachel	Resident reporting a missing wallet	General	Nothing handed in but took details in case it is handed in
05/08/2025	Email	Ali	Residents x 6 regarding attending planning meeting	Planning	Noted
05/08/2025	Telephone	Ali	Resident reporting playing field gates open	Amenities - Open Spaces	Rachel went to field to lock
05/08/2025	Email	Ali	Resident regarding update on rural roads speeding	Highways	added to HIP but not a priority for 2025
06/08/2025	Email	Ali	Parish Council asking where playing field picnic benches were from	Amenities - Open Spaces	Provided details of company
07/08/2025	Telephone	Ali	MBC regarding a planning application	Planning	Noted
07/08/2025	Email	Ali	Funeral Director to arrange a burial	Amenities - Cemetery	Provided information and booked in diary
08/08/2025	Telephone	Rachel	Local business owner who litter picks regularly requested litter picker	General	Took litter picker from Southons Field pavilion and delivered it to the home address
11/08/2025	Telephone	Ali	Resident - querying whether a road was private or public	Highways	Provided FindMyStreet website
11/08/2025	Email	Ali	Residents x 7 giving permission to send details to NHW co-ordinator	General	Passed to NHW
11/08/2025	Email	Ali	Highways Officer to arrange a date to discuss HIP	Highways	Date to be arranged - confirmed with interested Cllrs
12/08/2025	Email	Ali	Residents x 1 giving permission to send details to NHW co-ordinator	General	Passed to NHW
12/08/2025	Email	Ali	MBC - play areas form to be completed	Amenities - Open Spaces	Passed to Rachel for next Amenities Committee meeting

18/08/2025	Email	Ali	Kent Highways - comments received back on HIP	Highways	Passed to Highways Working Group
18/08/2025	Email	Ali	Resident reporting play equipment damage	Amenities - Open Spaces	Passed to Rachel to chase contractor
18/08/2025	Email	Ali	Kent Highways - to arrange a meeting to discuss HIP	Highways	Arranged and Working Group made aware
18/08/2025	Email	Ali	Kent Highways - update on 2024 priorities	Highways	Take to Working Group meeting
18/08/2025	Email	Ali	Residents x 1 giving permission to send details to NHW co-ordinator	General	Passed to NHW
18/08/2025	Email	Ali	Received information regarding historic accidents at West End bend	Highways	Add to HIP documents for Highways meeting
19/08/2025	Email	Ali	Received information regarding historic accidents at West End bend	Highways	Add to HIP documents for Highways meeting
19/08/2025	Email	Ali	Paperwork from Funeral Directors regarding funeral	Amenities - Cemetery	Filed
19/08/2025	Email	Ali	Bowls Club regarding hedge work	Amenities - Open Spaces	Responded - MPC will undertake work
19/08/2025	Email	Ali	Staplehurst PC - ACV info	General	Noted
19/08/2025	Email	Ali	Resident sent info regarding historic traffic incidents at West End	Highways	Add to HIP documents for Highways meeting
20/08/2025	Email	Ali	Other parishes arranging planning training	Planning	Interested depending on date and location.
20/08/2025	Email	Ali	Resident sent further information on West End incidents	Highways	Add to HIP documents for Highways meeting
20/08/2025	Email	Ali	County Cllr PA providing a form to complete for funding (Xmas lights)	Amenities - Christmas	Form to be completed
22/08/2025	Telephone	Rachel	Resident reporting containers being delivered at Copper Lane	Planning	Took message to discuss with Ali. Report to Claudine Russell, Borough Councillor.
22/08/2025	Email	Ali	Insurers requesting more information on container	Office	Sent information back
22/08/2025	Email	Ali	Cloudy IT requesting confirmation that we are running with Windows 11	Office	Confirmed
22/08/2025	Email	Ali	Mazars requesting further information on AGAR	Finance	Sent details
26/08/2025	Email	Ali	KCC grant funding - requesting copy of quote for Xmas lights	Finance	Sent quote

26/08/2025	Email	Ali	Mazars - confirmation of receipt of additional information	Finance	Noted
26/08/2025	Email	Ali	MBC - confirming reinstatement of SYL outside Ballards will be done shortly	General	Noted
26/08/2025	Email	Ali	MBC requesting photos of location for SYL	General	Took photos (27/8/25) and sent to MBC
27/08/2025	Email	Ali	Unity confirming application for amendments/additions been made	Finance	Sent to Jon, Paul and Neil to confirm receipt of letter and logging on.
28/08/2025	Email	Ali	Rams Hill with costings for a new strimmer	Finance	VC informed office that strimmer no longer working - GP trying (1/9/25) to see what problem is - if not AH will investigate further
28/08/2025	Email	Ali	Resident requesting update on MBC litter bin replacements	Amenities	Informed that MBC were in the process of replacing/ adding new bins in the village
29/08/2025	Email	Ali	Request from Russet Runners to use SF in 2026 for 10k event	Amenities	Passed to Rachel to contact Amenities Cmt to confirm
29/08/2025	Email	Ali	Resident enquiring about access gate to car park	General	Emailed MBC to find contact details to pass to resident