

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

<b>Date:</b>	<b>Contacted via</b>	<b>Who took call/emails?</b>	<b>Brief details of issue raised</b>	<b>Council/Committee</b>
02/06/2025	Email	Ali	Play Scheme Manager - activity plan	Amenities - Play Scheme
02/06/2025	Email	Ali	Request for play scheme forms x 2	Amenities - Play Scheme
02/06/2025	Face to Face	Ali	Play Scheme initial registration forms collected, completed and/or delivered x 24	Amenities - Play Scheme
02/06/2025	Email	Ali	Play Scheme queries and initial registration forms received x 22	Amenities - Play Scheme
02/06/2025	Email	Ali	MBC Planning requesting more info for TPO application	Planning
02/06/2025	Face to Face	Rachel/Ali	Resident asking about community gardens	General
03/06/2025	Email	Ali	Play Scheme queries and initial registration forms received x 15	Amenities - Play Scheme
03/06/2025	Face to Face	Ali	Play Scheme initial registration forms collected, completed and/or delivered x 2	Amenities - Play Scheme
03/06/2025	Email	Ali	MBC confirmation of TPO application	Planning
03/06/2025	Email	Ali	Resident regarding parking in Albion Road	Highways
03/06/2025	Email	Ali	KALC - confirming attendance at EFCM	General
05/06/2025	Email	Ali	Confirmation from Motor Club for 2026 booking	Amenities - Open Space
05/06/2025	Email	Ali	Play Scheme queries and initial registration forms received x 7	Amenities - Play Scheme
06/06/2025	Face to Face	Rachel	Request for play scheme form to be printed off (registered)	Amenities - Play Scheme

06/06/2025	Face to Face	Rachel	Resident reporting abandoned vehicle in Chapel car park after reporting to 101	General
09/06/2025	Email	Ali	Resident asking for County Cllr contact and HIP request	General
09/06/2025	Email	Ali	Request to hire Southons Field	Amenities - Open Space
09/06/2025	Email	Ali	Resident requesting footpath to cemetery be strimmed	General
09/06/2025	Email	Ali	MBC - electoral role update	General
09/06/2025	Email	Ali	Parents not receiving notification of play scheme place x 4	Amenities - Play Scheme
09/06/2025	Telephone	Ali	Parents not receiving notification of play scheme place x 3	Amenities - Play Scheme
09/06/2025	Telephone	Ali	Pear Technology to update cemetery database	Office
09/06/2025	Telephone	Ali	Resident reporting damaged to street light	Highways
10/06/2025	Face to Face	Ali	Another resident reported damaged street light	Highways
10/06/2025	Email	Ali	CPT confirming attendance at Village Café on 13/6	General
16/06/2025	Email	Ali	Application for play scheme	Amenities - Play Scheme
16/06/2025	Email	Ali	Scouts - provided details of flyer for newsletter	Newsletter
16/06/2025	Email	Ali	Memorial stonemason - application for inscription	Amenities - Cemetery
16/06/2025	Email	Ali	Resident reporting overflowing dog bins at Highwood Green	General
16/06/2025	Email	Ali	Resident concerned about parking outside memorial hall	General
16/06/2025	Email	Ali	Play Scheme manager regarding booking of external session x 2	Amenities - Play Scheme

16/06/2025	Email	Ali	Confirmation from Mazars for AGAR submission	Finance
16/06/2002	Email	Ali	Marden History Group asking for poster to be added to e-newsletter	General
17/06/2025	Email	Ali	Hirer confirming receipt of risk assessment for Southons Field x 2	Amenities - Open Space
17/06/2025	Email	Ali	Scouts confirming assistance with newsletters	Newsletter
17/06/2025	Face to Face	Ali	Golding Homes to sign CCTV licence	General
17/06/2025	Email	Ali	MBC confirming S106 developer contributions is still available	Planning
18/06/2025	Email	Ali	Scouts providing roads for newsletter delivery	Newsletter
19/06/2025	Email	Ali	HML - emptying dog bins	General
19/06/2025	Email	Ali	Volunteer newsletter delivery - confirming x 3	Newsletter
19/06/2025	Face to Face	Ali	Resident reporting fencing following dog reports	General
19/06/2025	Face to Face	Ali	MoP asking for pre-school access x 2	General
20/06/2025	Telephone	Rachel	Call to speak with Ali regarding planning	Planning
23/06/2025	Email	Ali	Volunteer newsletter delivery - confirming x 2	Newsletter
23/06/2025	Email	Ali	Parish Councils regarding planning training	Planning
23/06/2025	Email	Ali	Report of BBQ being used at Southons Field	Amenities - Open Space
23/06/2025	Email	Ali	Report of overflowing litter bin at Plantation Lane	General
23/06/2025	Telephone	Ali	Staplehurst FC requesting hire of playing field for football training	Amenities - Open Space

23/06/2025	Email	Ali	Resident asking for Napoleon Drive hedges to be cut	Amenities - Open Space
23/06/2025	Face to Face	Ali	Someone asking for MP details	General
26/06/2025	Face to Face	Rachel	Resident reporting horse and trap on Playing Field	Amenities - Open Space

<b>Outcome</b>
Printed off for parents/ carers
Emailed across
Put in file for Lisa to respond
Printed and put in file for Lisa to respond
Submitted
Obtained contact details to send to Allotment Assoc and to provide him with Welcome Pack/village organisations
Passed to Lisa
Passed to Lisa
Noted - to be placed on next Planning agenda
Responded re location of DYL - resident to raise concern with Golding Homes/Highways
Noted
Added to 2026 diary
Responded to say fully booked but will add to waiting list
Emailed and printed forms off for parent to complete.

Will take photos and report to local PCSO/Police to see if stolen or where registered keeper is.
Provided Brian Black's email - HIP currently being reviewed
Passed to Rachel
Sent text to Graham
Passed to Lisa
Responded with details
Responded with details
Completed - new version on system
Reported to Kent Highways - ref 882683
Reported above
Provided details to Cllrs at FC meeting
Passed to Lisa
Confirmed flyer ok - provided dates for insertion/delivery
Confirmed inscription ok - returned signed paperwork
Management Company responsibility - contact Parish Office if any problems
Passed to Hall Committee
Confirmed - within budget

Noted
Passed to Rachel
Noted
Noted
With Cllr Griffiths
Noted - S106 proforma filed for completion when money to be drawn down.
Noted
Due 20/6/25 - let resident know
Noted
Noted
Told which door to go to.
Took message for Ali to call back Monday on return to office
Noted
Passed to Cllrs
Passed to Rachel to add rules to social media/e-newsletter
Reported to MBC - Ref: DIG725117043
Emailed Amenities Committee for agreement

Responded - policy is that they are left until after bird nesting season (31st July - Natural England).
Provided email for Katie Lam MP
Would report to PCSO to raise awareness