



TO ALL MEMBERS OF MARDEN PARISH COUNCIL

Dear Councillor

YOU ARE HEREBY SUMMONED TO ATTEND the Parish Council meeting of Marden Parish Council to be held on Tuesday 10th March 2026 at 7.30pm at The Allens, Albion Road, Marden

Alison Hooker

Alison Hooker (Mrs)

Clerk to Marden Parish Council

5th March 2026

clerk@mardenkent-pc.gov.uk / 01622 832305 / www.mardenkent-pc.gov.uk

Members of the public and press are welcome to attend this meeting and may speak during the public adjournment 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 Council or 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 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

125/26 PRESENT

126/26 APOLOGIES FOR ABSENCE

Apologies for absence to be received.

Cllrs to inform the Clerk by 5.00pm on 10th February 2026 if they will not be attending the meeting.

127/26 COUNCILLOR INFORMATION

Declaration of Pecuniary and Non-Pecuniary Interests

Changes to Register of Interest

Granting of Dispensation

128/26 MINUTES OF THE PREVIOUS MEETING

To receive and accept as a true record the Minutes of the Parish Council meeting held on 10th February 2026.

[Full Council Minutes & Agendas - Marden Parish Council - Marden Parish Council, Marden, Tonbridge \(mardenkent-pc.gov.uk\)](#)

Copy in meeting pack.

129/26 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.

The meeting to be adjourned for the following:

PUBLIC FORUM

Members of the public will be given the opportunity to raise any issue under this item.

EXTERNAL VERBAL REPORTS (if in attendance)

County Councillor Report
Borough Councillors Report
Police

The meeting to be reconvened to discuss item 130/26 onwards.

130/26 CLERK'S REPORT

To receive and note the Clerk's report.
Copy in meeting pack.

131/26 PARISH MATTERS

Reports from MBC and KCC

Cllrs to receive and note written reports from Borough and County Councillors
Borough Cllr reports in meeting pack.

Police Update/Report from Police Forum

Crime Figures

Cllr Rabot to provide a report on receive crime figures.

Crime Figures can be found at: [Marden and Yalding | Your area | Kent Police | Kent Police](#)

Other Police Matters

Police and Community Protection Team will be in attendance at the Village Café on Friday 13th March

Communication

Newsletter

[MPC Newsletters - Marden Parish Council Marden, Tonbridge, Kent - Marden Parish Council, Marden, Tonbridge](#)

Marden Flooding

Cllrs to receive and updates from Southern Water

Infrastructure Spend Plan (ISP)

Cllrs to receive any new requests for inclusion in the ISP

[MPC Infrastructure Spend Plan - Marden Parish Council - Marden Parish Council, Marden, Tonbridge](#)

Changing Rooms Refurbishment

Cllrs to receive any updates on the refurbishment, tendering and discuss next steps.

Public Conveniences – Solar Panels

Cllrs to receive updates on licence and structural work

Allotments

Cllrs to receive update from Redrow solicitors.

Cllrs to consider next steps for allotment transfer.

Marden Parish Council Open Morning

Cllrs to receive update regarding the open morning on 7th March 2026

MPC Documents

Policies

Cllrs to agree and ratify Council policies and ratify all Committee/Sub-Committee policies.

[Policies & Procedures - Marden Parish Council - Marden Parish Council, Marden, Tonbridge](#)

Risk Assessments

[Risk Assessments - Marden Parish Council Marden, Tonbridge, Kent - Marden Parish Council, Marden, Tonbridge](#)

Standing Orders and Financial Regulations

[Standing Orders & Financial Regs - Marden Parish Council - Marden Parish Council, Marden, Tonbridge](#)

Terms of Reference

Cllrs to agree Terms of Reference for Council, Committees and Sub-Committees

[Terms of Reference 2025 - Marden Parish Council - Marden Parish Council, Marden, Tonbridge](#)

Annual Residents Meeting

Date of meeting 14th April to be held prior to April's Full Council meeting. Cllrs to agree booking of Old School Room and structure of meeting.

Full Council Action Log

For Cllrs to note.

[Full Council Meeting Action Log.xlsx](#)

132/26 COMMITTEE REPORTS

All minutes from Committee meetings held since 10th February are in the meeting pack.

Amenities Committee

Cllrs to note the Minutes of the Amenities Committee meeting held on 24th February which had previously been circulated and were available on the Parish Council website.

[Amenities Committee Minutes & Agendas - Marden Parish Council - Marden Parish Council, Marden, Tonbridge](#)

Planning Committee

Cllrs to note the Minutes of Planning Committee meeting held on 17th February and 3rd March which had been previously circulated and available on the Parish Council website.

[Planning Committee Minutes & Agendas - Marden Parish Council - Marden Parish Council, Marden, Tonbridge](#)

Finance Committee

No Finance Committee meeting held in February.

[Finance Committee Minutes & Agendas - Marden Parish Council - Marden Parish Council, Marden, Tonbridge](#)

Conferences/Meetings/Webinars/Other attended

Those in attendance to update the meeting on the following:

Village Events Sub-Group meeting – 12th February

Communications Sub-Group meeting – 12th February

Environmental Sub-Group meeting – 17th February

Resilience Cluster Meeting – 26th February

Reg 14 consultation – 2nd March to 17th April

HR Sub-Committee meeting – 3rd March

Highways Working Group/Car park meeting – 4th March

MPC Open Morning – 7th March

Conferences/Meetings/Webinars/Events forthcoming

Police Surgery – 13th March

Annual Residents Meeting – 14th April 2026

133/26 CORRESPONDENCE

Local Government Reorganisation Consultation

[Proposals for local government reorganisation in Kent and Medway - GOV.UK](#)

Maidstone Borough Council Community Energy Survey for Parish Councils – details provided to Cllrs prior to the meeting.

Cllrs to receive the following items for noting:

Marden Parish Council Office Correspondence Log – February – *in meeting pack*

Marden Parish Church Magazine

KALC Newsletter

Clerk/Council publications

134/26 FINANCE

Bank Statements:

The Clerk to provide details at the meeting.

Payments for Approval

Invoices for Payment

Invoices due for payment to be submitted to the meeting.

Cloudy IT contract

Cllrs to discuss what contract term to enter into for IT support.

Nat West Bank

Cllrs to consider application for Clerk to have online access to Nat West Bank account to view and obtain month statements.

Business Stream Account

Cllrs to advise on the recent invoices received from Business Stream

135/26 HIGHWAYS AND PUBLIC TRANSPORT

Highways

Highways Improvement Plan (HIP)

[MPC Highways Improvement Plan - Marden Parish Council - Marden Parish Council, Marden, Tonbridge](#)

Speedwatch

Cllrs to note dates for future sessions.

Public Transport

Meeting papers can be found separately to the agenda at: [Full Council Minutes & Agendas - Marden Parish Council - Marden Parish Council, Marden, Tonbridge](#)

If you have any questions etc that you wish to ask regarding this meeting please contact the Clerk on 01622 832305 or email clerk@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 clerk@mardenkent-pc.gov.uk



DRAFT MINUTES OF FULL COUNCIL HELD ON TUESDAY 10th FEBRUARY 2026 AT THE ALLENS, ALBION ROAD, MARDEN COMMENCING AT 7.30PM

Marden Parish Council operates under General Power of Competence since adopted on 7th May 2024. Minute Reference 012/24.

114/26 PRESENT

Cllrs Adam, Boswell, Dobinson, Gibson, Rabot (in the chair), Summersgill, Tippen and Turner were present. The Clerk and County Cllr Black were also in attendance.

Borough Cllr Russell arrived during the meeting.

115/26 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Goda, Griffiths and Newton. Borough Cllr Couch also gave her apologies.

116/26 COUNCILLOR INFORMATION

Declaration of Pecuniary and Non-Pecuniary Interests

There were no declarations of interest.

Changes to Register of Interest

There were no changes to Cllrs Registers of Interest

Granting of Dispensation

There were no requests for dispensation.

117/26 MINUTES OF THE PREVIOUS MEETING

Cllrs received, and accepted, as true records the Minutes of the Parish Council meeting held on 13th January and the Minutes of the EFCM held on 27th January 2026. These were duly signed by the Chairman.

118/26 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

There were no members of the public in attendance.

The meeting was adjourned for the following:

PUBLIC FORUM

There were no members of the public in attendance.

EXTERNAL VERBAL REPORTS (if in attendance)

County Councillor Report:

Working with KCC/MBC repairs to Hawkenbury Bridge following accident earlier in the year.

Government is reviewing the proposals of the Local Government Review.

Budget has been announced – Council meeting on Thursday to review this – will provide an update following this.

Grant being made to Marden Theatre Group.

Offered to contribute towards fingerpost refurbishment and if other village organisations want to apply the Clerk was asked to provide Cllr Black's email address.

Cllr Tippen raised the issue of how bad the roads were in the parish especially in regard to potholes - County Cllr Black would raise this concern with the cabinet member of Kent Highways and report back.

Borough Councillors Report

Cllr Summersgill reported that since the Borough Cllr report was circulated the MBC budget had gone to the Overview and Scrutiny Committee last night and will go to Cabinet tomorrow. Following this it will be before Council for final approval.

MBC Planning Committee had met with a developer for proposals on the Marden Road, Staplehurst.

Police

Not in attendance.

The meeting was reconvened to discuss item 119/25 onwards.

119/26 CLERK'S REPORT

The Clerk had circulated her report for January and updated the meeting on outstanding issues and projects.

120/26 PARISH MATTERS

Reports from MBC and KCC

Written reports had been circulated to Cllrs from Borough Cllrs.

Police Update/Report from Police Forum

Crime Figures

Cllr Rabot provide a report on crime figures which were sourced from the Kent Police website: 34 crimes had been reported in December which included anti-social behaviour, burglary and criminal damage across the parish.

7.47pm - Borough Cllr Russell arrived at the meeting but had nothing to raise other than what was in her report.

Other Police Matters

Update from Police Surgery held on 4th February – 4 residents attended and raised issues with the police in attendance. This is a confidential session and it was agreed that if anything needed to be brought to the attention with Parish Council this would be raised as a confidential matter at the end of the relevant meeting.

Police and Community Protection Team will be in attendance at the Village Café on Friday 13th March

Communication

Newsletter

Thanks were given to Cllr Boswell for putting the Spring edition which had now been sent to print.

Marden Flooding

The Chairman thanked Cllr Tippen for all the work she undertakes in regard to flooding around the parish.

The Clerk reported that copies of correspondence which had been sent to Southern Water had been forwarded to Katie Lam MP.

Cllr Summersgill had spoken to Upper Medway Internal Drainage Board about Plain Road flooding and the response had been be circulated.

Infrastructure Spend Plan (ISP)

No new items had been received but the document would be available at the open morning for residents to view and comment.

Changing Rooms Refurbishment

Cllr Griffiths had circulated an update to Cllrs and detailed drawings from architect were due shortly. Once received building regulations can be applied for and the tender process started. An email had been received from the architect just prior to tonight's meeting where several questions were raised. Cllr Tippen asked that this be added to the next available Planning agenda to discuss.

Public Conveniences – Solar Panels

The Clerk had chased the solicitors regarding the agreed licence but no timescale had been given. Unfortunately, we cannot proceed with any work until licence agreed. Borough Cllr Summersgill would speak to MBC officers regarding the licence.

Allotments

The Clerk had chased Redrow and received an email back on 9th February stating that the legal representative had left and all correspondence had been sent to colleagues. The Clerk had contacted MBC regarding this and they were emailing Redrow for information.

Asset Transfer Working Group

Cllrs had met earlier regarding the walk about to look at assets which may be considered to be taken over from KCC/MBC.

Cllrs were in agreement to start talks with Borough and County Cllrs to see what the plans are going forward.

Cllr Russell reported that MBC had produced a new Asset Disposal Policy which she would send to the Clerk.

Meeting with Katie Lam MP

Cllrs received the notes from meeting held with Katie Lam on 30th January 2026.

Meet the Council

Cllr Rabot and the Clerk had attended on Saturday 31st January. Several residents stopped to talk and a couple of issues were raised.

Marden Parish Council Open Morning

Cllrs received information regarding the open morning on 7th March 2026 and what was planned. Cllr Tippen and the Clerk had met last week to look at how the Regulation 14 consultation could be presented and this would be put to Planning Committee next week.

Cllrs were asked to let the Clerk know of their availability.

Chairmen's Board

Cllrs considered the Clerk's report along with quotes received for updating the Chairmen's board in the Parish Office. It was agreed to wait until after the Annual Parish Council meeting before updating.

MPC Policies

Cllrs were asked to review Council and GDPR Policies for ratification at the March Full Council meeting.

Full Council Action Log

Noted.

121/26 COMMITTEE REPORTS

Amenities Committee

Cllrs noted the Minutes of the Amenities Committee meeting held on 27th January which had previously been circulated and were available on the Parish Council website.

Planning Committee

Cllrs noted the Minutes of Planning Committee meeting held on 4th February which had been previously circulated and available on the Parish Council website.

Finance Committee

Cllrs noted the Minutes of the Finance Committee meeting held on 20th January which had previously been circulated and were available on the Parish Council website.

Conferences/Meetings/Webinars/Other attended

Community Forum – 22nd January – notes had been circulated.

Memorial Hall Trustees meeting – 26th January - reported to Amenities

KALC Area Committee meeting – 26th January – MPC's apologies were given.

Visit from Katie Lam – 30th January – discussed at item 120/26.

Meet the Council – 31st January – discussed at item 120/26

KALC AI Training – 3rd February – Deputy Clerk attended

KALC Neighbourhood Area Committees webinar – 4th February – delegate pack circulated to Cllrs

Police Surgery – 4th February – discussed at item 120/26

Carbon Literacy Training – 5th February – Cllr Dobinson attended

School Parking (Staplehurst PC) – 9th February – Clerk attended

Conferences/Meetings/Webinars/Events forthcoming

Village Events Sub-Group meeting – 12th February

Communications Sub-Group meeting – 12th February

Environmental Sub-Group meeting – 17th February

Resilience Cluster Meeting – 26th February

Reg 14 consultation – 2nd March to 17th April

KALC – Supporting Older People webinar – 6th March

MPC Open Morning – 7th March

122/26 CORRESPONDENCE

The following items were made available at the meeting and were noted.

Marden Parish Council Office Correspondence Log for January.

Marden Parish Church Magazine

KALC Newsletter – circulated prior to meeting

Clerk/Council publications

123/26 FINANCE

Bank Statements:

The following was reported to Cllrs:

Reserve Accounts

Nat West: £32,807.06 (£2,522.61 was due in from VAT refund)

Unity: £28,402.14

Cllrs agreed to transfer £15,000 from Nat West to Unity and a cheque was signed.

The Clerk asked if Cllrs would agree to adding to the next agenda the proposal to allow the Clerk online access to Nat West to view statements only. This was agreed.

Capital Account

CCLA: £57,614.34 (plus £264.97 interest which was currently held in Unity)

Payments for Approval

Invoices for Payment

The following invoices were submitted to the meeting for authorisation:

Alison Hooker – Miscellaneous Supplies (Budget Codes 4071, 4210, 4320 and 4076) - £1111.00

Payee – Payment made to wrong account / refund given (Budget Code 4140) £20.00

Marden Memorial Hall – office rent and refuse (Budget Codes 4070/4074) £300.00

Play Inspections – annual play inspections (Budget Code 4236) - £463.20

Castle Water – public convenience water supply (Budget Code 4327) £10.14

Castle Water – cemetery water supply (Budget Code 4302) £18.31

Castle Water – changing rooms water supply (Budget Code 4225) £7.90

Total: £930.55

Cllrs agreed invoices and Cllrs Adam and Turner would authorise on Unity.

Grant Applications

One application had been withdrawn.

Cllrs considered the grant application from SEND Help Marden and agreed to donate £150.00.

Parish Services Scheme Grant 2026/2027

Cllrs noted amount of £9,271.00 due for 2026/27 which was slightly down on the proposed budget calculations of £9,343.85.

Purchase of Office/Planning Laptop

Cllrs considered the quote put forward by Cllr Newton and the costs for upgrade to Windows 11 Pro. As this worked out above the proposed budget of £350 Cllrs agreed to increase the budget to £380 with 16GB memory. The Clerk would obtain quotes and report back via email.

Business Stream Account

Cllrs were advised on the recent invoices received from Business Stream which were higher than anticipated. The Clerk has spoken to Business Stream who stated it was a Castle Water issue. Cllr Turner took away the paperwork to review.

124/26 HIGHWAYS AND PUBLIC TRANSPORT

Highways

Highways Improvement Plan (HIP)

Following the Finance Committee meeting it was agreed to remove the village gateway in Maidstone Road off the priority list and add the additional yellow lines in Albion Road

Other Highways Issues

Notes had been circulated from the meeting held on 30th January 2026.

The National Highways and Transport Survey had been completed and submitted.

It was proposed that a dialogue would be opened with MBC regarding options for Marden car park. Cllrs agreed.

Single Yellow Lines in Goudhurst Road still need to be completed.

Speedwatch

Cllr Summersgill was looking to hold sessions over the next couple of weeks.

Public Transport

Meeting with Southeastern/Network Rail – no update received back from meeting held on 9th January.

There being no further business the meeting was closed at 8.46pm

Cllr Adrian Rabot

Chairman

Date: 10th March 2026

Marden Parish Council, Parish Office, Goudhurst Road, Marden

01622 832305 / 07376 287981 / clerk@mardenkent-pc.gov.uk /

www.mardenkent-pc.gov.uk

Clerk's Report – Full Council 10th March 2026

Meetings etc 11th March to 7th April 2026

13th March – Police Surgery at Village Café
17th March – Planning Committee
24th March – Amenities Committee
25th March – burial at Marden cemetery (1.00pm)
31st March – meeting to be confirmed
7th April – Annual Residents Meeting / Full Council in Old School Room

Correspondence Log

This has been updated with February's correspondence and is available in the meeting pack and on the website.

Full Council Action Log

Action Log updated following February's meeting – available in the meeting pack and on the website. Cllrs to note any outstanding issues assigned to them.

Clerk's Outstanding Issues:

Allotments

No further forward since last meeting

MBC are in contact with Redrow regarding the transfer/S106 agreement

Changing Rooms

Building Regulations have been submitted and plans are being finalised for tender process. Clerk will advertise on Contract Finder once the drawings have been completed.

Public Conveniences – Solar Panels

Cllr Summersgill reported that the licence had been agreed but no confirmation had been received by the Parish Council.

MPC Policies

(On agenda)

Planning and Amenities policies have been reviewed by relevant committees and no changes made. [Amenities Policies & Procedures - Marden Parish Council - Marden Parish Council, Marden, Tonbridge](#) / [Planning Policies and Procedures - Marden Parish Council - Marden Parish Council, Marden, Tonbridge](#)

Finance policies will be reviewed at the next Finance Committee meeting. [Finance Policies and Procedures - Marden Parish Council - Marden Parish Council, Marden, Tonbridge](#)

HR policies were last reviewed in June 2025 and will be looked at again when any legislation changes. [HR Policies and Procedures - Marden Parish Council - Marden Parish Council, Marden, Tonbridge](#)

I have gone through Council and GDPR policies and circulated those where I have suggested changes. Cllrs are asked to still look through all policies to familiarise themselves with them: [Council Policies and Procedures - Marden Parish Council - Marden Parish Council, Marden, Tonbridge](#) and GDPR Policies - [GDPR Policies and Procedures - Marden Parish Council - Marden Parish Council, Marden, Tonbridge](#).

I will also be reviewing risk assessments to be added to the next relevant Committee/Council meeting.

MPC Website

The current website will start to be migrated over to the new one (Parish Online) from 1st April 2026. This will only be Full Council minutes and 5 years of accounts the rest will be done inhouse – in the meantime if you see anything that is out of date on our current one (www.mardenkent-pc.gov.uk), better placed elsewhere or think of anything that we should add please let Rachel or myself know.

MPC Litter Pick

Arranged for Saturday 28th March – please let Rachel know your availability for the morning

Marden Neighbourhood Plan Regulation 14

All the relevant documents have been uploaded to MPC's website and letters sent to statutory and non-statutory consultees. A folder with hard copies of documents and questionnaires are available to view in the parish office and Marden library. Closing date 17th April.

MBC Members Report from Cllr Claudine Russell

Dated: March 2026

Council

The Heathlands SPD has been called in to Overview and Scrutiny for further assessment.

The budget was passed with a 3% council tax rise. We put forward two amendments, one to keep the car parking charges the same as last year and the second to re-instate the capital line to begin the Leeds Langley Relief Road evidence gathering work in order to keep the safeguarded area for the road in the next iteration of the Local Plan and to work towards a transport bid. Both were rejected.

The Article 4 Directive on Invicta House will be coming to Planning, Healthier Stronger Communities committee this week.

Ward Work

I contacted parking enforcement to get them to do an enforcement round in Marden as parking on the yellow lines was becoming a regular occurrence.

I have chased Planning Enforcement regarding a couple of cases in the ward.

I have emailed the Police Crime Commissioner to ask again about fully staffing the Cranbrook Police Station and making it open to the public.

As always, if you need my help, please do not hesitate to email me at
claudinerussell@maidstone.gov.uk

Marden & Yalding Ward Green Party Cllrs - Grace Couch & Michael Summersgill – Parish Report for February 2026

Council Updates:

- Budget agreed at Council on Wed 25th Feb. Highlights include:
 - A balanced budget for 2026/27 has been approved, alongside a five-year Medium Term Financial Strategy. Council Tax Reduction amounts for residents who qualify due to being out of work or on low pay levels/benefits, will be increased from 80% to 100% next year, something being introduced in 6 other Boroughs to help alleviate the ‘cost of living’ crisis for those in need.
 - A surplus for the current financial year, first reported at the half-point stage, is now (at quarter3) getting bigger and scheduled to be over £600,000 now.
 - The Council agreed a 3% increase in its share of Council Tax, equivalent to £9 per year for a Band D property. County and other precepts will be higher.
 - Additional investment, aided by continuing improving finances, will support river restoration, nature recovery, climate action and community cohesion.
 - Funding has been agreed for town centre regeneration, including Earl Street pedestrianisation and more for creative and leisure provision.
 - £8 million over two years will be transferred into the Housing Investment Fund, making £20m in total for forthcoming Housing projects since 2022.
 - £300,000 has been set aside to meet Maidstone-specific costs linked to local government reorganisation (LGR), in addition to the assigned central funding.
 - Earmarked reserves of £2.5m are to be released to support economic development, tackling poverty and rural initiatives on transport and industry.
- This also includes approval of budget for 2-year project tackling period poverty, which has been brought forward by Cllr Couch
- LGR consultation with all residents has commenced and runs until 26th March:
<https://www.gov.uk/government/consultations/local-government-reorganisation-in-kent-and-medway>. We expect a Central Government decision in July (2026!)
- Paper is going to Policy Advisory Committee (PAC) to write to the Govt. to express interest in forming a ‘foundational strategic authority’, which is the precursor to any future unitary formation of Kent having strategic oversight from an elected Mayor.
- The VAWG (Violence against Women & Girls) Citizens Assembly commences in March, with the outcome of the online survey available here:
<https://news.maidstone.gov.uk/home/news/2027/february/survey-reveals-that-74-of-maidstone-residents-think-online-abuse-of-women-is-a-very-big-problem>
- The Borough Insight magazine is now being delivered - please let us know if any postal areas don't receive it, as we need to flag this up to Press office
- The Town Council/Parish consultation got 600 responses (71% in favour) and a 489 signature petition supporting it; there was no campaign against it. Papers go to DGP and then Full Council recommending its creation. For the first year, current elected Borough Councillors not in Parished wards will act as Town Councillors to get it set up, then there will be elections for the seats in 2028 (same time as Unitaries).
- Planning Committee this month comprised a majority of decisions related to GTT (Gypsy & Traveller) sites, and also all but one of the Appeals were on GTT sites.
- Proposals are coming forward for potential Housing sites outside MBC's Local Plan approved locations (as well as some approved sites being brought forward in time), as a result of the loss of a 5-year Housing supply in the Borough, AND a new idea in central Planning papers that locations near railway stations will be presumptively approved. Two expressions about the scoping of Environmental Assessments have been put in recently for areas north of the railway lines in Staplehurst and Marden.
- The borough Chief Executive (Alison Broom) will be moving to a part-time role in the new financial year (from April), and there will be a Deputy Chief Executive (from the

current leadership team). Alison will continue to lead on LGR (Govt Reorganisation) aspects, while William Cornell will lead on day-to-day operational matters.

- At Council on 25th February, the Mayor & Deputy Mayor were nominated. Cllr. Brian Clark (LibDem; Loose & Linton) is to be Mayor, and Denis Spooner (Conservative; Bearsted) is to be Deputy. If a Town Council is agreed, Mayoral roles will continue.

Coming Events: Highlights (full list already forwarded to Clerks):

- 20th-29th March Heart of Kent Walking Festival – several daily routes
- 28 Mar - 18 Apr Spring Showcase exhibition @ Creative Maidstone
- 11-Apr Medieval Fayre returns @ Brenchley Gardens
- 11-Apr Heritage Transport Show @ Detling Showground
- 30 Apr - 4 May Maidstone Fringe Festival, in pubs & clubs in town

PARISH Work:

Collier Street: Report from a Resident on Haviker Street about a blocked drainage channel has been passed to UMIDB (Medway Drainage Board) for inspection and action.

Yalding/Laddingford:

- Awaiting response from YEP regarding condition of hoarding raised by resident at Bulmer Lock
- Working with MBC resilience manager to share/elicit a response from Environment Agency and KMRF's Severe Weather Group Chair, regarding the use of (or lack thereof) Leigh storage/barrier during the recent 'close call' on flooding
- Cllr Couch submitted a number of objections from neighbours of 26/500120/FULL to allow them to be reviewed anonymously
- Cllr. Summersgill attended a meeting on 26th with Parish members, reviewing technical details related to the drainage of the new housing along Kenward Road.

Hunton: Significant disruption caused by a blocked culvert near the river bridge on East Street, which was not dealt with by KCC before Xmas, resulted in two driveways being damaged, half of the carriageway coned off and cracks in a building. Cllr. Summersgill contacted KCC Cabinet Member and one resident involved our MP.

Marden: Continuing involvement to try and solve Utility cost issues on Stilebridge caravan site, and fly-tipping opposite; Involvement with national Gypsy-Traveller advice team.

Cllr. Summersgill attended a Developer's 'Stakeholder Workshop' on 27th, regarding the potential North Marden housing proposal, along with the Cabinet Member for Housing, many Parish Councillors and several invited representatives from the village

Nettlestead: The petition about the road crossing did not come up at Joint Transport Board (JTB) meeting late January, as KCC Highways were still working on design details.

Borough Councillors Grace Couch & Mike Summersgill – 1st March 2026

Emails: michaelsummersgill@maidstone.gov.uk, gracecouch@maidstone.gov.uk



List of MPC Policies & Procedures

Those in red have suggested changes by the Clerk but it is recommended that Cllrs read through all policies at some stage to familiarise themselves with the contents.

Council Policies

Assets Register Policy

CCTV Policy

Communications Policy - NEW

Community Engagement Policy

Complaints Handling Procedure

Co-option Procedure

Filming and Recording of Meetings Policy

Freedom of Information Policy

Freedom of Information Scheme of Details

Gifts and Hospitality Policy

Granting of Dispensation Policy

Habitual and Vexatious Complainants Policy

Health and Safety Policy

Health and Safety Handbook (Employees)

High Consequences Infectious Diseases Policy

IT Policy - NEW

Learning and Development Policy

Meetings Attendance Policy

Newsletter Policy

Officer and Councillor Protocol

Press and Media Policy

Public Participation Policy

Risk Management Scheme

Risk Register

Scheme of Delegation

Standing Orders

Travel and Subsistence Policy

Office Opening Times:

Mondays, Tuesdays & Fridays 10am - 12 noon

Email: clerk@mardenkent-pc.gov.uk

Website: www.mardenkent-pc.gov.uk

Parish Council



Amenities Policies – reviewed and agreed at Amenities Committee meeting with no changes made.

Biodiversity Policy (Environmental Sub-Group)
Environmental Policy (Environmental Sub-Group)
Events Policy
Hedgerow Policy (Environmental Sub-Group)
Memorial Safety
Metal Detecting Policy
Noticeboard Policy
Open Spaces Hiring Policy
Southons Field Beacon Lighting Policy
Stallholders Policy
Tree Management Policy and Risk Assessment

Finance Policies – to be reviewed at the next Finance Committee meeting

Banking Policy
Budget Virement Policy
Debit Card Usage Policy
Financial Regulations – updated in August 2025
Financial Risk Assessment
Grant Awarding Policy
Internal Financial Control Policy
Investment Policy
Medium Term Financial Plan
Reserves Policy
Value for Money Policy

GDPR Policies – Clerk has read through and no changes required

Breach Notification Policy
Document Retention Policy
Privacy Notice – General
Privacy Notice – Employees
Privacy Notice – Play Scheme
Subject Access Request Policy
Subject Access Request Procedure

HR Policies – reviewed in June 2025

Display Screen Equipment Policy
Pay Policy
The following are combined in the Employees Handbook:

- Anti-Bribery Policy
- Capability Procedures
- Capability and Disciplinary Appeal Procedures
- Dignity at Work Policy
- Disciplinary Procedures

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- Equality, Inclusion and Diversity Policy
- Grievance Procedures
- Email/Internet Policy
- Leave Policy
- Lone Worker Policy
- Pandemic Policy
- Sexual Harassment Policy
- Workplace Stress Policy

Planning Policies – reviewed and agreed at Planning Committee meeting with no changes made

Policy No 1 – Guidance for Committee Members and Public

Policy No 2 – Enforcement

Policy No 3 – Pre-Application Meetings

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TERMS OF REFERENCE **COUNCIL AND COMMITTEES**

Decision Making

Subject to stipulations **(1)-(3)** (*below*), and to the observance of decisions of the Council on matters of principle or policy, with the exception of **(a)-(m)** (*below*) **authority shall be delegated to the Council's Amenities, Finance and Planning Committees or Officers** (*see also Marden Parish Council's (MPC) Scheme of Delegation*).

The acts and proceedings of a Committee shall: where they are delegated to the Committee, so far as is legally permissible be deemed the acts and proceedings of the Council as regards other matters be subject to confirmation by the Council and, when confirmed, shall be deemed the acts and proceedings of the Council in all respects be subject to the provisions of the Council's Standing Orders and Financial Regulations, except as otherwise determined by Council

Matters to be resolved only by Council

- issuing the precept
- borrowing money
- approving the end of year Accounts and Annual Return
- incurring capital expenditure over and above the Council's approved budget
- incurring revenue expenditure which is over and above the Council's approved budget and is in excess of £5,000 per item (unless incurred already under Financial Regulation 3.4)
- amending Standing Orders and Financial Regulations
- fixing the number of Committees, and the names and number of Members appointed to each Committee
- determining the functions and constitution of Committees and Sub-Committees
- fixing the dates of routine meetings of the Council and its Committees
- filling of Member vacancies occurring on any Committee or Council (if required to do so by law)
- appointing or nominating persons to fill vacancies on outside bodies
- confirming the appointment of, and dismissing of, the Parish Clerk, Deputy Clerk and any other person/s employed by the Council.
- ratifying all Council and Committee Policies and Risk Assessments.

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Officers

The Council may, from time-to-time and by mutual consent, delegate authority to its Proper Officer or other appropriate Officer. *See MPC's Scheme of Delegation.*

Council Chairman & Committee Chairmen

The statutory annual election of a Chairman shall be subject to the following restriction: The length of continuous service of any Chairman of Full Council or the Chairmen of Planning, Finance and Amenities Committees shall be restricted to three years, unless the Council unanimously agrees otherwise. At completion of any three-year term, all Chairmen will stand down for one year and not be eligible for re-election to the post of Chairman until the following annual meeting of the Parish Council and subsequent Committees.

The Chairman and Vice-Chairman of the Parish Council will be ex-officio on Planning, Amenities and Finance Committees and have voting rights.
The Chairman of the Parish Council will be ex-officio on Sub-Committees.

Committee Chairmen

In liaison with the Parish Clerk, the Committee Chairmen/Vice-Chairmen have the authority to cancel or postpone a meeting owing to lack of business or in an emergency.

Safeguards

The Council may, at any time without prejudice to executive action taken already, revoke any executive power delegated to a Committee or Officer.
Matters delegated to Committee may be referred to Full Council at the request (written or verbal) of two Members of the Council **prior** to the resolution of the matter.

In accordance with Standing Order 7a the Council may, under specified conditions, reverse a Committee (or Council) decision within 6 months.

See Emergency Committee Terms of Reference for further information in the case of meetings not being able to convene.

Marden Parish Council Terms of Reference

Adopted by Marden Parish Council on: 12th June 2018

Reviewed on: 13th June 2017 / 12th June 2018 / 11th June 2019

Amended on: 24th March 2020 / 10th May 2022 / 9th May 2023 / 9th April 2024 / 11th March 2025

Review date: March 2026

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TERMS OF REFERENCE **COMMITTEES**

Amenities Committee

The Amenities Committee of Marden Parish Council consists of the Chairman and Vice-Chairman of the Parish Council and a minimum of 4/maximum of 6 Cllrs. The appointment of members to this Committee is decided at the Annual Parish Council meeting.

The role of the Amenities Committee is to:

- 1) Oversee the management and administration of the Southons Field, Marden Playing Field and other open space.
- 2) Oversee the management and administration of Maidstone Road Cemetery
- 3) Promote “Marden at Christmas” and other Parish and National events.
- 4) Promote Youth facilities in the Parish
- 5) Promote the provision of new or expanded leisure and visitor facilities where there is clear need and demand.
- 6) Have an appointed Councillor as the representative of Marden Memorial Hall who will provide a written or verbal report to Amenities Committee meetings (written report to be provided prior to meeting if not a member of Committee)
- 7) Make representations to the appropriate authority on matters relating to the provision and maintenance of leisure facilities for residents and visitors.
- 8) Make representations to the appropriate authorities in respect of tourism strategies for the Borough and County where those strategies have an impact on the management of tourism within the parish.
- 9) Make representations to the appropriate authority in respect of the provision and maintenance of litter bins, street cleaning, waste recycling and other related initiatives.
- 10) Oversee the management and administration of the public conveniences.
- 11) Make representations to the appropriate authority in relation to the provision and maintenance of all street furniture within the parish.
- 12) Make representations on Sustainability, Health and Wellbeing issues.

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13) If appropriate, to recommend to the Full Council revenue or capital expenditure over and above Council's approved budget.

14) Review S106/CIL spending on Marden Open Spaces

Take up any additional tasks assigned to it by the Full Council as appropriate.

15) Delegate to the Cemetery Sub-Committee responsibility for items 4 to 9 of the Cemetery Sub-Committee Terms of Reference.

16) Appoint sub-committees and/or working groups to undertake any specific project work as necessary. This may include non-elected members.

17) Review Amenities Policies and Risk Assessments periodically

See Emergency Committee Terms of Reference for further information in the case of meetings not being able to convene

Delegated Powers to Amenities Committee:

Byelaws

Recommending the making or adoption of byelaws

Capital Expenditure

Recommending capital works and resourcing their implications

Cemetery

Managing Marden Cemetery. Authority to spend according to the Cemetery budget amount.

Christmas Expenditure

To manage the "Marden at Christmas" event. Authority to spend according to the Christmas budget amount.

Committee and Member Support

Recommending changes to Amenities Committee Terms of Reference

Community Support

Managing community support activities including provision and maintenance of facilities, liaison with other bodies and cultural support

External Consultation and Representation

Commenting on consultation documents from other bodies

Events

Managing Parish Council events. Authority to spend according to the Events budget amount.

Finance

To authorise the payment of accounts/invoices at Committee meetings.

Grounds Maintenance

To main the areas of open space at the play area and Napoleon Drive. Authority to spend according to the Grounds Maintenance/Open Space budgets amount.

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Land Management

Managing and maintaining the Council's various buildings. Authority to spend according to the buildings budget amounts.

Maintaining the Council's various areas of amenity land, play areas, recreation grounds and open spaces including setting hire charges. Authority to spend according to budgets relevant to open spaces.

Play Area

See Land Management above

Play Scheme Expenditure

To manage the Annual Summer Play Scheme. Authority to spend according to the Play Scheme budget amount.

Trees

To manage and maintain tree issues/scheduled work. Authority to spend according to the Trees budget amount.

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TERMS OF REFERENCE

COMMITTEES

Finance Committee

The Finance Committee of Marden Parish Council consists of the Chairman and Vice-Chairman of the Parish Council and a minimum of 2/maximum of 4 Cllrs. The appointment of members to this Committee is decided at the Annual Parish Council meeting.

The role of the Finance Committee is to:

- 1) Review and update the Financial Regulations and ensure they are observed by the Council.
- 2) Review and update Financial Risk Assessments regularly
- 3) Oversee the financial administration of the Council.
- 4) Maintain the Financial planning system including the determination of budgets.
- 5) Monitor performance against budgets and taking any necessary action
- 6) Draft annual budget and precept before making recommendation to Full Council
- 7) Monitor purchasing decisions to ensure a value for money approach to all aspects of Council activity in accordance with Financial Regulations.
- 8) Receive and review audit reports and arranging for implementation of any recommendations.
- 9) Develop, maintain and monitor the policy on the management of reserves.
- 10) Undertake quarterly internal audit checks on accounts and reconciling accounts.
- 11) Monitor the work of the Responsible Financial Officer (RFO) to ensure proper accounting records and adequate internal financial controls are in place.
- 12) Provide advice and guidance to the Chairmen of other Committees and to the Full Council on all aspects of financial management.
- 13) Review the annual salaries of all employees following a report from the HR Sub-Committee and make recommendations to Full Council for ratification
- 14) Take up any additional tasks assigned to it by the Full Council as appropriate.

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15) Appoint sub-committees and/or working groups to undertake any specific project work as necessary.

16) Review Financial Policies and Risk Assessments periodically.

See Emergency Committee Terms of Reference for further information in the case of meetings not being able to convene.

Delegated Powers to Finance Committee:

Audit

Responsibility for maintaining a continuous internal audit system.

Receiving and considering reports on internal audit.

Receiving and consider reports of the External Auditor.

Budgetary Control

Recommending the annual Budget and resolutions for the level of precept

Managing budgetary control matters including the allocation of financial resources and virement of revenue expenditure other than within the approval budget of a committee.

Capital Expenditure

Recommending capital works and resourcing their implications

Committee and Member Support

Recommending changes to Financial Regulations and Financial Risk Assessment

Recommending changes to Finance Committee Terms of Reference

External Consultation and Representation

Commenting on consultation documents from other bodies

Financial Matters

Managing the Council's financial affairs.

Finance

To authorise the payment of accounts/invoices at Committee meetings.

Grants

Award of general revenue grants to local organisations and groups within the Grants budget amount.

Insurance

Arranging and maintaining cover in respect of the Council's assets and activities against a wide range of risks.

Risk Management

Managing the Council's risk management practices and procedures

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TERMS OF REFERENCE **COMMITTEES**

Planning Committee

The Planning Committee of Marden Parish Council consists of the Chairman and Vice-Chairman of the Parish Council and a minimum of 4/maximum of 6 Cllrs. The appointment of members to this Committee is decided at the Annual Parish Council meeting.

The role of the Planning Committee is to:

- 1) Make representations to the Planning Authority on applications for planning permission.
- 2) Make representations in respect of appeals against the refusal of planning permission.
- 3) Make representations in respect of enforcement action or alleged breaches of planning regulations (under confidential item).
- 4) Make representations regarding street naming.
- 5) Make representations regarding street trading licences
- 6) Consider and monitor any development plans relating to the Parish, Borough and County and make appropriate representations.
- 7) Make representations to the appropriate Planning Authority in respect of all other planning matters not referred to above.
- 8) Make representations and attend at the Court proceedings (where necessary) on applications for Justices/Transfer of Justices Licences to the Magistrates when notified of such applications.
- 9) Make representations to the highway authority in respect of highway matters which are relevant to planning.
- 10) All other matters which are the responsibility of third party agencies and affect directly the Parish's natural environment, built environment and infrastructure.
- 11) Take up any additional tasks assigned to it by the Full Council as appropriate.
- 12) Appoint sub-committees and/or working groups to undertake any specific project work as necessary. This may include non-elected members.

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13) Review Planning Policies periodically.

See Emergency Committee Terms of Reference for further information in the case of meetings not being able to convene.

Delegated Powers to Planning Committee:

Committee and Member Support

Recommending changes to Planning Committee Terms of Reference

Conservation

Commenting on proposals for the creation or modification of conservation areas

Development Control

Commenting on planning applications referred to the Council for comment

External Consultation and Representation

Commenting on consultation documents from other bodies

Finance

To authorise the payment of accounts/invoices at Committee meetings.

Planning Policy

Commenting on all planning documents and consultation from the Planning Authority

Street Naming

To recommend names of new streets

Tree Preservation Orders (TPOs)

Commenting on TPO applications received from the Local Planning Authority

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TERMS OF REFERENCE **COMMITTEES**

Emergency Committee

(motions carried at the Extra Ordinary Full Council Meeting held on 24th March 2020)

The Emergency Committee of Marden Parish Council will be brought into force to manage High Consequence Infectious Diseases and other emergencies in the event that it is impractical for the Parish Council to conduct its business through face-to-face meetings. It will consist of all 11 Parish Councillors.

That Standing Order 9.b be suspended under Standing Order 10.a.xv for the duration of an emergency to remove the requirement for four clear days written notice of the wording of a motion.

That the Standing Orders be temporarily added to Under Standing Order 26.b as follows:

A temporary Emergency Committee comprising all Councillors shall be established;

The Emergency Committee shall have full delegated powers to temporarily exercise all functions of the Council (including its committees and sub-committees) to the extent permitted by law.

For the avoidance of doubt, the Emergency Committee has the power to temporarily:

Add to, vary, suspend or revoke Standing Orders under Standing Orders 10.a.xv and 26.b;

Approve any revisions to or suspension of any part of the Financial Regulations as drawn up by the Responsible Financial Officer for consideration under Standing Order 19.a;

Amend the Council's policies and procedures (including the Scheme of Delegation) as may be required for the duration of the emergency; and

Respond to planning applications and any consultations in the name of the Council or its other committees, as applicable.

That further purpose of Standing Order 3.d, the nature of the emergency and its consequential effects be considered special reasons under the Public Bodies (Admission to Meetings) Act 1960 to waive the requirement for meetings of the Emergency Committee to be open to the public.

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That the Standing Orders be temporarily varied under Standing Order 26.b so that the Emergency Committee may operate “virtually”, with meetings called and decisions taken by email correspondence (or other means agreed by the Emergency Committee), without direct public participation but taking account of any representations made to the Council by the public, subject to the meetings being minuted by the Council’s Proper Officer in the normal way.

The Virtual Meetings Policy and Guideline will be added as an addendum to the Standing Orders

That the Emergency Committee should be dissolved after three months unless the Council resolves in accordance with the unamended Standing Orders that a shorter or longer period shall be adopted.

Financial Regulations

That Financial Regulation 18 be temporarily revised for the duration of the emergency so that the Emergency Committee may take the place of the Council, its Finance Committee and Human Resources Sub-Committee as required for each purpose to the extent permitted by law.

Scheme of Delegation

That the Scheme of Delegation be temporarily amended for the duration of an emergency so that the Emergency Committee may further delegate any functions of the Council (including its committees and sub-committees) to the Chairman, an agreed number of Councillors, the Proper Officer*, the Responsible Financial Officer or any combination thereof, as appropriate, to the extent permitted by law.

Signed by Cllrs Boswell, Adam and Tippen in the presence of Cllr Newton and the Proper Officer (Alison Hooker) on 24th March 2020.

**In the absence of the Proper Officer the Deputy Clerk will take on the role.*

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TERMS OF REFERENCE

SUB-COMMITTEES

Human Resources (HR) Sub-Committee

Reports to Finance Committee

The Human Resources Sub-Committee of Marden Parish Council is a sub-committee of the Finance Committee and consists of the Chairman of the Parish Council and a minimum of 2/maximum of 4 Cllrs. The appointment of members to this Sub-Committee is decided at the Annual Parish Council meeting.

The role of the HR Sub-Committee is to:

- 1) Recruit, retain and develop staff to undertake the work of the council.
- 2) Review the pay and conditions of employment of the staff and to update these as necessary to comply with the law and with good practice.
- 3) Provide an annual report to Finance Committee for the budget setting meeting recommending the pay award for all employees.
- 4) Determine the staffing levels necessary to efficiently discharge the work required by the council and to review the workloads periodically.
- 5) Ensure the health and safety of staff employed by providing appropriate working spaces, tools and equipment and to train staff as necessary to safeguard their health and safety at work.
- 6) Undertake reviews of working practices and procedures of the Council as a whole when so requested and to make recommendations to Full Council.
- 7) Undertake regular staff appraisals of both employed and self-employed staff
- 8) Review staff appraisal forms and act on any recommendations.
- 9) Make proposals to the Finance Committee following agreement of staff appraisal recommendations.
- 10) Undertake reviews of risk assessments for all employees and volunteers
- 11) Liaise with the HR Support (Peninsula) on any staffing issues that may arise where additional support is required

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- 12) Take up any additional tasks assigned to it by the Full Council or Finance Committee as appropriate.
- 13) Ensure the disciplinary procedure/policy and grievance procedure/ policy remains up to date following guidance received from Peninsula.
- 14) Investigate and resolve a disciplinary or grievance matter being raised by an employee and to appoint a Councillor/Councillors or the Clerk in line with MPC's Disciplinary/Grievance Policies.
- 15) Review Financial Regulations and Financial Risk Assessment which are relevant to HR matters to ensure up to date and relevant
- 16) Review HR Policies and Risk Assessments periodically

See Emergency Committee Terms of Reference for further information in the case of meetings not being able to convene

**Delegated Powers to HR Sub-Committee:
Committee and Member Support**

Recommending changes to Finance Committee Terms of Reference

Finance

To authorise the payment of accounts/invoices at Sub-Committee meetings.

Risk Management

Managing the Council's risk management practices and procedures

Staffing

Recommending changes to the Council's approved staffing establishment

Reviewing and monitoring the Council's employment arrangements.

Managing staff appraisals.

Reporting of appraisal recommendations.

To implement national pay awards and conditions of service.

To review new/existing job descriptions.

To draft job adverts and undertake interviews of new staff to the Council.

To recommend successful applicant to Full Council for appointment.

Clerk to the Council/Proper Officer

Recommending the appointment of the Clerk/Proper Officer to Full Council.

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TERMS OF REFERENCE

SUB-COMMITTEES

Cemetery Sub-Committee

Reports to Amenities Committee

The Cemetery Sub-Committee of Marden Parish Council is a sub-committee of the Amenities Committee and consists of the Chairman of the Parish Council and a minimum of 2/maximum of 5 Cllrs. The appointment of members to this Sub-Committee is decided at the Annual Parish Council meeting.

The role of the HR Sub-Committee is to:

- 1) Review the cemetery rules and regulations at least annually and put before Amenities Committee for ratification.
- 2) Review and recommend the cemetery fees annually in October and report to Finance Committee for budgeting purposes.
- 3) Undertake and attend at least two site meetings annually (April and September) and report back to Amenities Committee.
- 4) Agree memorial/inscription applications if issues arise by the Clerk.
- 5) Agree burial/interment of ashes if not resident of parish if concerns raised by Clerk.
- 6) Be responsible for directing the maintenance of the cemetery within a schedule agreed by the Amenities Committee in order to maintain a good standard of appearance in the cemetery.
- 7) Be responsible for the direction the operation of the cemetery with the use of the Parish Council's rules and regulations to ensure the safety, dignity and ongoing use of the cemetery.
- 8) Ensure the Clerk has effectively documented procedures in place to take day to day operational decision on the management of the cemetery. All procedures will be referred to the Parish Council for approval if needed to include:
 - a) Keeping records of all burials and interment of ashes and their locations;
 - b) To liaise with funeral directors appertaining to all interments;
 - c) To receive all documentation and fees from the funeral director at least three days before the funeral and sending relevant documents to the Register of Deaths.
- 9) Ensure that all gravestones and trees are in a safe condition.

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10) Provide a list of small items of work to be undertaken by caretaking staff to the Clerk and/or Deputy Clerk when need arises

11) Recommend how to spend money within the budget of the cemetery on projects relating to the cemetery and reporting to the Amenities Committee/Finance Committee for ratification

The Cemetery Sub-Committee will make no decisions other than those outlined above. All other recommendations will be required to be ratified at the next Amenities Committee or Full Council meeting.

**Delegated Powers to Cemetery Sub-Committee:
Cemetery**

Managing Marden Cemetery

To agree memorial/inscription applications if issues arise by the Clerk.

To agree burial/interment of ashes if not resident of parish and concerns raised by the Clerk

To be responsible for the direction of maintenance of the cemetery within a schedule agreed by the Amenities Committee in order to maintain a good standard of appearance in the cemetery

To be responsible for the direction of the operation of the cemetery with the use of the Parish Council's rules and regulations to ensure the safety, dignity and ongoing use of the cemetery.

To ensure the Clerk has effectively documented procedures in place to take day to day operational decision on the management of the cemetery. All procedures will be referred to the Parish Council for approval if needed.

To ensure all gravestones and trees are in a safe condition.

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TERMS OF REFERENCE

SUB-COMMITTEES

Open Spaces Sub-Committee

Reports to Amenities Committee

The Open Space Sub-Committee of Marden Parish Council is a sub-committee of the Amenities Committee and consists of the Chairman of the Parish Council and a minimum of 2/maximum of 5 Cllrs. The appointment of members to this Sub-Committee is decided at the Annual Parish Council meeting.

The role of the Open Spaces Sub-Committee is to:

- 1) Review the fees for Southons Field and Playing Field annually in October and report to Finance Committee for budgeting purposes.
- 2) Review the terms and conditions of Open Space bookings (ie Southons Field and Playing Field) at least annually.
- 3) Undertake and attend at least two site meetings annually (April and September) and report back to Amenities Committee.
- 4) Be responsible for directing the maintenance of the Parish Council owned open space within a schedule agreed by the Amenities Committee in order to maintain a good standard of appearance.
- 5) Ensure that all trees and buildings are in a safe condition.
- 6) Review mowing contract on a three-year basis (or earlier if required) and take to Amenities Committee/Finance Committee for ratification
- 7) Determine how to spend money within the budget on projects relating to the open spaces and reporting to the Amenities Committee/Finance Committee for ratification
- 8) Provide a list of small items of work to be undertaken by caretaking staff to the Clerk and/or Deputy Clerk when need arises

The Open Spaces Sub-Committee will make no decisions other than those outlined above. All other recommendations will be required to be ratified at the next Amenities Committee or Full Council meeting.

Delegated Powers to Open Spaces Sub-Committee:

No delegated or spending powers given to the Open Spaces Sub-Committee.

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TERMS OF REFERENCE

SUB-GROUPS/WORKING GROUPS

Communication Sub-Group

Reports to Full Council

The membership of the Communications Sub-Group will be appointed at the Annual Parish Council meeting and will be reviewed annually. The Sub-Group will consist of two Cllrs and the Chairman of the Council. The Deputy Clerk will clerk the meeting

The role of the Communications Sub-Group is to:

- 1) Oversee the Parish Council's communication as set out in the Communication and Newsletter Policies and recommend to Full Council.
- 2) Review all aspects of communications relevant to the Parish Council and recommend to Full Council.
- 3) Review the Communication and Newsletter Policies annually or, if required, during the course of the year and recommend to Full Council.

The Communications Sub-Group will not make decisions on behalf of the Parish Council. Any recommendations made by the Sub-Group will be subject to agreement by the Parish Council, or delegated Committee.

Delegated Powers to Communications Sub-Group

No delegated or spending powers given to the Communications Sub-Group.

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TERMS OF REFERENCE

SUB-GROUPS/WORKING GROUPS

Play Scheme Sub-Group

Reports to Amenities Committee

The membership of the Play Scheme Sub-Group will be appointed at the Annual Parish Council meeting and will be reviewed annually. The Sub-Group will consist of two Cllrs, the Chairman of the Council, the Clerk and Deputy Clerk. The Clerk will clerk the meeting

The role of the Play Scheme Sub-Group is to:

- 1) Oversee the running of the Summer Play Scheme.
- 2) Review Play Scheme Policies and Risk Assessments annually and recommend to Full Council.
- 3) Recommend location and dates for the Summer Play Scheme to the Amenities Committee
- 4) Recommend staffing to the HR Sub-Committee.
- 5) Recommend expenditure to the Amenities Committee within the agreed budget.
- 6) Assist with the set up and day to day running of the scheme.
- 7) Review end of scheme expenditure and refer recommendations to Finance Committee for the next year's budget

The Play Scheme Sub-Group will not make decisions on behalf of the Parish Council. Any recommendations made by the Sub-Group will be subject to agreement by the Amenities Committee or other delegated committee.

Delegated Powers to Play Scheme Sub-Group

No delegated or spending powers given to the Play Scheme Sub-Group.

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TERMS OF REFERENCE

SUB-GROUPS/WORKING GROUPS

Village Events Sub-Group

Reports to Amenities Committee

The membership of the Village Events Sub-Group will be appointed at the Annual Parish Council meeting and will be reviewed annually. The Sub-Group will consist of four Cllrs and the Chairman of the Council. The Deputy Clerk will clerk any meetings

The role of the Village Events Sub-Group is to:

- 1) Consider village events being run by the Parish Council throughout the year and recommend to the Amenities Committee.
- 2) Discuss and consider dates and times of village litter picks and recommend to the Amenities Committee.
- 3) Consider where litter picking to take place.
- 4) Review litter pick risk assessments and policies and recommend to the Amenities Committee.
- 5) Consider what equipment is required and request additional purchases to Amenities Committee.
- 6) Discuss Christmas dates and recommend structure and expenditure to Amenities Committee.
- 7) Review Christmas risk assessments and policies and recommend to Amenities Committee.
- 8) Discuss and make recommendations on ad hoc events within the parish to the Amenities Committee.
- 9) Review risk assessments for ad hoc events and recommend to the Amenities Committee.
- 10) Delegated powers to cancel or postpone any future event organised by Marden Parish Council.
- 11) Delegated powers to cancel any event on Parish Council owned land in the case of extreme weather conditions.

Office Opening Times:

Mondays, Tuesdays & Fridays 10am - 12 noon

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Parish Council Terms of Reference March 2025



The Village Events Sub-Group will, other than items (10) or (11) above, not make decisions on behalf of the Parish Council. Any recommendations made by the Sub-Group will be subject to agreement by the Amenities Committee or delegated committee.

No spending powers given to the Village Events Sub-Group.

Delegated Powers to Village Events Sub-Group Events

To cancel, or postpone, any future events organised by Marden Parish Council

To cancel an event on Parish Council owned land in the case of extreme weather conditions

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Parish Council Terms of Reference March 2025



TERMS OF REFERENCE

SUB-GROUPS/WORKING GROUPS

Environmental Sub-Group

Reports to Amenities Committee/Full Council

The membership of the Environment Sub-Group will be appointed at the Annual Parish Council meeting and will be reviewed annually. The Sub-Group will consist minimum of 3/maximum of 6 Cllrs. Notes of the meetings will be taken by a Cllr in attendance. The Administrative Assistant will provide admin support.

Members of the public can be members of the Sub-Group which can be up to 12 members. Members of the public, who are not members of the Sub-Group, are entitled to attend meetings, and contribute, towards recommendations put to the Amenities Committee.

The role of the Environmental Sub-Group is to:

- 1) Work with the community to produce ideas and strategies that will have positive impacts on the natural environment of the Parish of Marden and encourage new ways to enhance the sustainability and biodiversity of the Parish and contribute to the fight against climate change.
- 2) Aid in the compliance of the Parish Council with its Environment Policy Aims.
- 3) Direct their own scope in terms of which projects or initiatives they wish to consider and review. (Note: Any final recommendations must first be made to the Amenities Committee for a final decision on the action to be taken, and whether the Parish Council wishes to pursue the projects or initiatives.)
- 4) Set out aims within the Environment Policy of Marden Parish Council.
- 5) Aim to comply with, and promote, and Principles of the Parish Council's Environment Policy.
- 6) Review the Environmental Policy and any risk assessment associated with this Sub-Group periodically and make recommendations to Amenities Committee.

The Environmental Sub-Group will not make decisions on behalf of the Parish Council. Any recommendations made by the Sub-Group will be subject to agreement by the Amenities Committee or Full Council.

The Environmental Sub-Group shall have no financial delegated authority. Any financial expenditure requests must be agreed by the Amenities Committee. The

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Sub-Group may apply for grants outside of the Parish Council under the name of the Parish Council, but the requests must first be approved by the Amenities Committee.

Members of the Environmental Sub-Group shall be acting voluntarily. Any expenditure for the group for the purposes of stationery shall be made through the Clerk of the Parish Council only. There will be no reimbursements for members of the public, nor members of the Council, unless payments are explicitly authorised by the Clerk/Amenities Committee in advance.

The Environmental Sub-Group shall meet as and when required to deal with matters under the scope of this terms of reference with times and locations of the meetings being determined by the Sub-Group members. (It is anticipated that the Sub-Group should meet on a 2 monthly basis)

Delegated Powers to Environmental Sub-Group

No delegated or spending powers given to the Environmental Sub-Group.

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Parish Council Terms of Reference March 2025



TERMS OF REFERENCE **SUB-GROUPS/WORKING GROUPS**

Highways Working Group

Reports to Full Council

The membership of the Highways Working Group will be appointed at the Annual Parish Council meeting and will be reviewed annually. The Working Group will consist minimum of 3/maximum of 6 Cllrs together with up to 3 residents. Notes of the meetings will be taken by the Clerk or a Cllr in attendance.

Members of the public, who are not members of the Sub-Group, are entitled to attend meetings, and contribute, towards recommendations put to the Full Council.

The role of the Highways Working Group is to:

- 1) Review the Highways Improvement Plan (HIP), draft the 5 priorities annually and report these to Full Council at the January meeting for ratification.
- 2) Liaise with Kent Highways on items from the HIP
- 3) Liaise with residents regarding highways issues and discuss at Working Group meetings – take forward any proposals to Full Council.
- 4) To consider responses on the annual National Highways and Transport Survey – to report to Full Council prior to closing dates.
- 5) To receive reports/notes from highways seminars.
- 6) To make proposals to Full Council/Finance Committee on additional funding for projects prior to budget setting.

The Highways Working Group will not make decisions on behalf of the Parish Council. Any recommendations made by the Working Group will be subject to agreement by Full Council.

The Highways Working Group shall have no financial delegated authority. Any financial expenditure requests must be agreed by Full Council. The Working Group may consider applying for grants outside of the Parish Council but the requests must first be approved by Full Council.

Delegated Powers to Highways Working Group

No delegated or spending powers given to the Highways Working Group.

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Parish Council Terms of Reference March 2025



TERMS OF REFERENCE

OTHER

Marden Neighbourhood Plan Steering Group

Marden Neighbourhood Plan (MNP) Steering Group will consist of Parish Councillors and members of the public. The Parish Clerk will clerk the meetings.

MNP will appoint a Chairman from the membership of the Group

The role of the Marden Neighbourhood Plan Steering Group is to:

- 1) Oversee the preparation and any reviews of the Parish's Neighbourhood Plan and to make recommendations to the Full Council.
- 2) Recommend to the Finance Committee any budget required for the ongoing work of the MNP.
- 3) To recommend to the Finance Committee, as part of the annual budget process, any items which it requires the Finance Committee to consider and approve for the next financial year.
- 4) Encourage residents to take an active part in their community, its activities and its future to ensure the MNP is representative of the community's ambitions.
- 5) Arrange consultations and other parish events to ensure a high level of community engagement throughout the planning process.
- 6) Produce, monitor and update the MNP project/review timetable.
- 7) Identify sources of funding and resource requirements. All grants and funding will be applied for by the Parish Council who will ringfence the funds for the MNP work.
- 8) Liaise with relevant authorities and organisations to make the MNP as effective as possible.
- 9) Keep under review the legislative requirements around neighbourhood planning to ensure the MNP meets all requirements.
- 10) Agree, subject to ratification of the Full Council, a final submission to Maidstone Borough Council

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Parish Council Terms of Reference March 2025



No business shall be dealt with unless five members of the Group are present, with at least three of these being Cllrs. If not quorate, any items to be discussed will be deferred until a future meeting.

MNP will be open to any Cllr or member of the public to attend who may speak or comment on any item.

Members, whether Cllrs or members of the public, will adhere to the Council's Code of Conduct

Meetings will be held on dates determined by the Group.

Delegated Powers to Marden Neighbourhood Steering Group (MNP)

No delegated or spending powers given to the Marden Neighbourhood Plan Steering Group.

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Parish Council Terms of Reference March 2025



Full Council Meetings Action Log**ONGOING**

Action No.	Minute No.	Date of Meeting	Minute Action	Allocated to	To Do	Date completed
A18	138/24	13th February 2024	Risk Assessments - review format (see A109)	Clerk	ONGOING: Continuing to be updated.	
A27	153/24		Review faint yellow lines in village	Cllrs	ONGOING: To report to the Clerk	
A105	125/25	10th December 2024	Update Word documents to meet new Accessibility regulations	Ali	ONGOING	
A109	136/25(F)	11th March 2025	Update Risk Assessments and upload to website	Ali	ONGOING	
A177	085/25	11th November 2025	Arrange further Speed Watch dates	Cllrs Rabot and Summersgill	ONGOING	

2024/2025

Full Council Meetings Action Log

Action No.	Minute No.	Date of Meeting	Minute Action	Allocated to	To Do	Date completed
A111	137/25(D)(e)	11th March 2025	Trial Sharepoint with a few Cllrs	Ali/Rachel		
A117	148/25(D)		Chase Southern Water	Ali	Chased April - September Mike Russell is now contact	

2025/26

Full Council Meetings Action Log

Action No.	Minute No.	Date of Meeting	Minute Action	Allocated to	To Do	Date completed
A143	035/25	8th July 2025	Review email regarding planning condition for changing rooms application	Cllr Turner	Ask for condition to be withdrawn	
A150	046/25	12th August 2025	Write to Southern Water regarding the new pipework system at Bewl Water / flood risk assessment	Ali	Emailed Mike Russell 9/9/25	
A168	069/25	14th October 2025	Arrange meeting with Allotment Society	Ali / Cllr Rabot		
A171	074/25		Obtain quotes for wooden fingerposts	Ali / Admin Asst		
A172	080/25	11th November 2025	Invite PCSO to next Community Forum	Cllr Boswell		
A173	080/25		Put together a list of possible contractors for changing rooms refurbishment	Cllr Griffiths	Liaise with architect and Cllr Turner	
A176	083/25		Purchase a new laptop for planning / finance (Maximum £350)	Ali / Cllr Newton		
A181	091/25	9th December 2025	Advertise changing rooms tender on Contract Finder once plans/spec been drawn up	Ali		
A184	091/25		Apply for building Regs for public conv.	Cllr Turner		
A201	103/26	13th January 2026	Send Byelaw changes to Secretary of State	Ali		
A206	118/26	10th February 2026	Arrange meeting with MBC/KCC re asset transfers	Ali	Asset Transfer WG	
A208	118/26		Update Chairmen's board after May APCM	Ali		
A212	123/26		View other quotes for laptops with 16gb memory	Ali	Liaise with Cllrs Adam and Turner	
A213	123/26		Cllr Turner to view Business Stream account due to high invoice	Cllr Turner		

Full Council Meetings Action Log
2023/2024
Completed actions

Action No.	Minute No.	Date of Meeting	Minute Action	Allocated to	To Do	Date completed
A1	126/24	13th February 2024	Cllrs to review Council policies prior to March meeting	All Cllrs	COMPLETED	12/03/2024
A2	127/24		Contact BTP regarding recent vandalism / update from CCTV	Clerk	contacted via online chat	
A3	127/24		Contact Southern Water regarding sewer plan for the village/The Parsonage	Cllr Summersgill & Clerk	Cllr Summersgill to assist clerk with drafting letter. Letter sent 11th March 2024. Cllr Summersgill taken a copy to SW meeting (10/7/24) MS liaising with other SW contacts (Aug 2024)	(see A117 and A124)
A4	127/24		Review library status	Cllrs Adam and Boswell and Robertson	To meet to discuss	ON HOLD - to be discussed with Parish Assets held by KCC/MBC
A5	127/24		Cllr Rabot to be MPC's representative on the Maidstone IAG	Clerk & Cllr Rabot	Clerk to contact Maidstone IAG with Cllr Rabot's details COMPLETED	14/02/2024
A6	127/24		Local Council Award Scheme: review Value for Money statement	Cllr Tippen & Clerk	Clerk to also ascertain what else is required for submission. Cllrs resolved that all documentation was in place to submit COMPLETED	12/04/2024
A7	127/24		Open Morning/Consultation 9/3/24	All Cllrs, Clerk & Deputy Clerk	Gather papers etc together for C/Rooms, Elections and ISP COMPLETED	09/03/2024
A8	127/24		Parish Winter Support Grant	Clerk	Form to be completed for Foodbank donation COMPLETED	16/02/2024
A9	128/24		Planning application: 24/500346/MOD106	Clerk	To respond before closing date of Cllrs comments COMPLETED	14/02/2024

A10	128/24		Planning application: 20/505751/EIFUL	Cllr Turner	To draft statement and attend MBC Planning Committee 15/2/24 COMPLETED	Statement drafted 14/2/24 deferred from MBC Planning Committee meeting
A11	129/24		Marden Conservation Area consultation	Clerk	Respond prior to closing date COMPLETED	14/02/2024
A12	129/24		Marden Conservation Area consultation	Clerk	Contact MBC regarding differing closing dates COMPLETED	14/02/2024
A13	130/24		CCLA	Clerk	arrange to open new account - on 11/6/24 agenda COMPLETED	9/7/24 see item A56
A14	130/24		Four Year Financial Business Plan	Clerk	Update Plan from Finance Committee recommendation COMPLETED	Agreed March 2024
A15	138/24		Raise police concerns (cc Inspector)	Clerk	Emailed / raised via Ward Cluster meetings COMPLETED	completed
A16	138/24		Local Council Award Scheme: draft application	Clerk	Finalise application following APM - submit to April FC COMPLETED	Resolved to accept document: 12th April 2024
A17	138/24		ACV meeting to be arranged	Clerk/Cllrs	Meeting arranged for 3/8/24 at 10am COMPLETED	Meeting 3/8/24
A19	141/24	12th March 2024	Review Cloudy IT annual support	Clerk/Finance	Review at budget meetings	
A20	142/24		Arrange meeting with representatives regarding parking/traffic in Goudhurst Road	Cllrs	COMPLETED	Meeting held 15th April 2024 at 3.15pm
A21	142/24		Respond to Kent Highways regarding HIP	Clerk	Teams Meeting arranged 10/6/24 COMPLETED	Meeting 10/6/24
A22	142/24		Request copy of timetable from SE	Clerk	COMPLETED	Received 7/5/24
A23	149/24		Submit LCAS application to NALC	Clerk	COMPLETED	Submitted 15/4/24
A24	149/24		Update Terms of Reference	Clerk	COMPLETED	Updated 15/4/24
A25	150/24	9th April 2024	Review format of APM	Clerk/Cllrs	Review in January 2025	Raised at April 2025 FC meeting
A26	153/24		Contact Borough/County Cllrs re parking at Church Green (email from dentist)	Clerk	All three have spoken to dentists with options available. COMPLETED	Completed

A28	153/24		Speedwatch - review list of volunteers	Clerk	Arrange training. Clerk liaising with Cllr Summersgill as co-ordinator COMPLETED	First session undertaken 29/7/24
A29	153/24		South Eastern grants for biodiversity: obtain further information	Clerk/Cllr Boswell	Contacted South Eastern regarding 16/4/24 - response received meeting 20/6/24 with SE rep, Clerk and Cllr Boswell COMPLETED	Meeting 20/6/24

2024/2025

Full Council Meetings Action Log

Completed actions

Action No.	Minute No.	Date of Meeting	Minute Action	Allocated to	To Do	Date completed
A30	009/24	7th May 2024	Update Committees/Sub-Committees on Structure document and website	Clerk	COMPLETED	09/05/2024
A31	010/24		Update Sub-Groups/Outside bodies on Structure document and website	Clerk	COMPLETED	09/05/2024
A32	013/24		Arrange meeting with Noah Ovenden (Redrow) to discuss allotments	Clerk	Emailed 9/5/24 - meeting held 6/6/24 - report to 9/6/24 meeting COMPLETED	Meeting 6/6/24
A33	014/24		Arrange Sub-Group meetings for ACV, Byelaws and Resilience Planning	Clerk	Emailed Cllrs 9/5/24 for dates: Byelaws 13/7/24 at 9am. Resilience Planning 10/2/25 ACV to be arranged (<i>see also A128</i>)	COMPLETED
A34	014/24		Arrange Sub-Group meetings for Cemetery and Communications	Deputy Clerk	Comms meeting held 4/6/24 / and Cemetery 24/5/24 COMPLETED	4/6/24 and 24/5/24
A35	016/24		Submit AGAR to External Auditors	Clerk	Emailed 23/5/24 COMPLETED	23/05/2024
A36	016/24		Advertise AGAR on website and notice boards	Clerk/Admin Asst.	Website: 23/5/24 Noticeboards: 30/5/24 COMPLETED	30/05/2024
A37	024/24	9th July 2024	Cllrs and office staff to undertake Carbon Literacy Training	All	Look at SLCC training	Training sessions being run by MBC
A38	024/24		Finalise Planning Statement/Statement of Community Involvement for changing rooms application	Ali/Cllr Besant	Amend timings COMPLETED	11/07/2024
A39	024/24		Finalise plans and other documents for changing rooms submission to MBC	Ali	Liaise with architect - COMPLETED	see A67
A40	025/24		Contact South Eastern representative regarding funding etc for graffiti boards and flower beds	Ali/Cllr Boswell	Cancelled - closing date has passed	

A41	026/24		Contact Voltalia regarding solar panel / energy efficiency	Ali	Public Conveniences / Changing Rooms COMPLETED	Email sent 10/7/24
A42	026/24		Correspondence log	Ali (Rachel/Lisa)	update office staff and submit to Full Council monthly COMPLETED	
A43	027/24		Submit CCLA application	Ali	Need to get bank statements verified by solicitor/notary COMPLETED	see item A56
A43	027/24		Submit Unity application	Ali	COMPLETED	confirmation received 13/8/24
A44	027/24		Amend Nat West mandate on line	Ali	COMPLETED	completed
A45	027/24		Arrange payment of grants	Ali	KSSAA and Baby Umbrella charities COMPLETED	Grant paid 11/7/24
A46	028/24		Chase Kent Highways for HIP update	Ali	COMPLETED	Received 18/7/24
A47	029/24		Review speedwatch equipment	Cllr Summersgill	COMPLETED	26/07/2024
A48	034/34	13th August 2024	Provide new Cllr (Cllr Dobinson) with relevant co-option forms	Ali	Meeting arranged 19/8/24 COMPLETED	19/08/2024
A49	036/24		Liaise with Police regarding open morning	Ali/Police	Arranged for 4/10/24 COMPLETED	04/10/2024
A50	036/24		upload Metal Detecting Policy onto website and contact resident with details	Ali/Rachel	Metal Detecting Policy uploaded 14/8/24 COMPLETED	14/08/2024
A51	036/24		Liaise with Cllrs Adam/Newton regarding next steps for submitting Byelaws	Ali/Cllrs Adam and Newton	Public consultation required before writing a statement and sending to Secretary of State COMPLETED	Discussed at 10/9/24 meeting
A52	036/24		Upload agreed Financial Regulations to the website	Ali	COMPLETED	14/08/2024
A53	037/24		Cllr Dobinson to undertake speedwatch training	Cllr Dobinson	To let Cllr Summersgill know when completed	PD resigned January 2025
A54	037/24		Booking Cllr Turner onto KALC training (Neighbourhood Planning & Advanced Planning)	Ali	COMPLETED	14/08/2024
A54	037/24		Booking Cllr Newton onto KALC training (Rights of Way) along with Cllr Boswell	Ali	COMPLETED	14/08/2024

A55	038/24		Local Transport Plan consultation	Ali	Defer to September meeting Cllr Adam completing on MPC's behalf COMPLETED	Closing date 8/10/24
A56	039/24		Clerk to obtain authorisation on CCLA application	Ali	Appointment with solicitor 15/8/24 - submit application following authorisation COMPLETED	01/09/2024
A57	040/24		Contact resident regarding speeding vehicles	Ali	Provide details of County Cllr and add to HIP COMPLETED	14/08/2024
A58	047/24	10th September 2024	Put UMIDB email onto Planning Agenda	Ali	Added to 17/9/24 agenda COMPLETED	12/09/2024
A59	047/24		Discuss consultation for Byelaws when discussing dates for MNP	Ali	To be discussed at 17/9/24 planning meeting - deferred to 15/10/24 meeting COMPLETED	Consultation arranged for 22/3/25
A60	047/24		Invite Maidstone Mayor and CE of KALC to present Quality Gold certificate	Ali	Invite to November meeting COMPLETED	Attending 12/10/24
A61	047/24		Obtain two quotes from solicitors re land transfer	Ali	Obtained further quotes - on 10/12/24 agenda COMPLETED	03/12/2024
A62	047/24		Discuss next steps/Regulation 14 for MNP	Ali	Added to 17/9/24 agenda - deferred to 15/10/24 meeting COMPLETED	Consultation 22/3/24 - MNP Group to meet to discusse (Planning)
A63	050/24		Details of conclusion of audit to be advertised	Ali	Placed on website and notice boards COMPLETED	03/09/2024
A64	050/24		Accept notice board grant from MBC and purchase notice board once funding received	Ali/Rachel	Accepted grant 12/9/24 - awaiting delivery	Delivered 16/1/25
A65	050/24		Cllr Dobinson to be added to Unity and Nat West mandates	Ali	Forms to be complete and signed	PD resigned January 2025
A66	051/24		Make contact with South Eastern for further update following January meeting	Ali	Emailed South Eastern 11/9/24 COMPLETED	see A69
A67	065/24	8th October 2024	Contact architect to proceed with plans for changing rooms	Ali	Emailed architect - awaiting further information COMPLETED	10/12/2024

A68	067/24		MBC Rate Relief consultation to be passed to Hall Trustees	Kate	Kate completed as Hall Trustee COMPLETED	31/10/2024
A69	069/24		Chase South Eastern following meeting held earlier in the year	Ali	COMPLETED	10/12/2024
A70	075/24	12th November 2024	Cllr Turner to chase contractor regarding fingerpost repairs	Andy	On 10/12/agenda to discuss other contractor COMPLETED	10/12/2024
A71	076/24		Cllr Rabot to liaise with Police regarding future police surgeries in the village	Cllr Rabot	Arranged for 20th March at 10am - Village Club	14/02/2025
A72	076/24		Cllrs to consider youth worker in 26/27 budget - consultation with public at open day on 22/3/25	All	Add to Open Day papers 22/3/25	23/01/2025
A73	076/24		Cllr Adam requested that the Council's recycling collection be added to Amenities	Ali	Ali passed to Rachel On 26/11/24 Amenities Agenda COMPLETED	26/11/2024
A74	076/24		MPC Quality of Life Survey - Cllrs to inform Clerk of any changes/suggestions by 10/12/24 meeting	All	Place on December FC Agenda COMPLETED	10/12/2024
A75	077/24		Committee Structure updated	Ali	Updated document and website COMPLETED	14/11/2024
A76	078/24		Overview & Scrutiny/CIL survey	Ali	Completed and returned COMPLETED	14/11/2024
A77	079/24		Internal Auditor quotes	Ali	Place on next Finance Committee agenda	21/01/2025
A78	086/24	10th December 2024	Co-option of Cllr Goda	Jon/Ali	Complete Rol / send to MBC COMPLETED	16/12/2024
A79	088/24		Flooding under Pattenden Lane railway bridge	Ali	Raise with Kent Highways / Network Rail at next meeting	24/04/2025
A80	088/24		Quality of Life Survey	Rachel	Upload to Microsoft Forms and circulate to Cllrs	
A81	088/24		Use of Southons Field for 10k run 1/6/25	Ali	Speak with organisers re contingency planning COMPLETED	12/12/2024
A82	088/24		KALC Community Award	All	Consider nominations - put before January 2025 meeting for agreement	14/01/2025

A83	090/24		Remote Meeting Access consultation	Ali	Completed at meeting - to be submitted COMPLETED	12/12/2024
A84	091/24		Solicitors quote accepted for land transfer	Ali	Contact Solicitors to start process COMPLETED	16/12/2024
A85	092/24		Fingerpost repair	Clr Tippen/Ali	Contact contractor to confirm acceptance of quote for works - cast iron not to be used - Cllrs discussing alternatives 11/2/25 - request more details Deferred to 11/3/25 meeting - further information received - need to revisit 15/4/25 - decision to use wood - KH contacted	(See A130)
A86	092/24		Meeting with South Eastern	Clr Adam/Ali	Confirm Richard will attend F2F meeting - ? Microsoft Teams availability Member of staff left - rearrange for March - dates to be agreed - 24th April 2025	COMPLETED - meeting notes circulated
A92	102/25	14th January 2025	Highways consultation	Clr Newton - Accessibility Clr Tippen - Highway Maint. Clr Adam - Public Transport Clr Summersgill - Road Safety Clr Rabot - Walking/Cycling	Response required by 28/2/25	28/02/2025
A87	100/25		Write to Southern Water regarding recent flooding/Roughlands	Ali	Letter sent	23/01/2025
A88	100/25		Confirm with architects acceptance of fees	Ali	Emailed 21/1/25	21/01/2025
A89	100/25		KALC Community Award	Ali/Kate	wording to be sent to KALC by 7/1/25	30/01/2025
A90	100/25		Public Conv solar panels - confirm structural engineer and write to MBC with questions before agreeing licence	Ali	Emailed structural engineer and MBC	21/01/2025

A91	100/25	14th January 2025	Clerk to liaise with CCTV company regarding new quote and to respond to Golding Homes to accept the licence agreement	Ali	Awaiting quote - quote received - take to FC meeting 11/2/25	07/02/2025
A93	105/25		SYL/DYL - send response back to Kent Highways	Ali	Sent 16/1/25 - place on February full council agenda	
A94	105/25		Pattenden Lane design - send back suggested amendments to Highways	Ali	Sent 16/1/25	work starting 10/2/25
A95	105/25		Report fading white lines to Kent Highways	Ali	Maidstone Road; Chantry Road junctions / Zebra crossing reported. View other areas (utility work) where lines are faded	Reported
A96	123/25	11th February 2025	Clr Dobinson to complete register of interest forms within 28 days	Clr Dobinson/Ali	Forms to be sent to MBC once completed	14/02/2025
A97	124/25		To liaise with Police Inspector regarding contacting ward officers	Clr Rabot		COMPLETED - now have PCSO as well as Ward Police
A99	124/25		Respond to architect's email regarding changing rooms	Ali		12/02/2025
A100	124/25		Chase company for further quote for solar panels	Ali		12/02/2025
A103	124/25		Prepare advert, application pack for 14/2 for new role	Ali	Advertised from 14/2/25	14/02/2025
A98	124/25		Write again to Southern Water following recent response	Ali		13/02/2025
A101	124/25		Update Policies, Risk Assessments and ToRs etc for ratification at March FC meeting	Ali		11/03/2025
A104	125/25		Update Committee structure document following Clr Dobinson's co-option	Ali		12/02/2025
A106	128/25		Contact Kent Highways with queries/agreements discussed at meeting	Ali		12/02/2025
A102	124/25		Open Day - prepare papers/questionnaires	Ali/Clr Tippen/Office		COMPLETED
A107	136/25(E)	11th March 2025	Contact Architect regarding planning permission for pavilion	Ali		14/03/2025
A108	136/25(F)		Upload Policies and ToRs etc on website	Ali		14/03/2025
A110	136/25(G)		Prepare papers/boards for Open Morning	Ali/Kate	Meet on 21/3/25	Completed 22/3/25

A112	138/25(b)(e)		Complete Kent & Medway Nature Recovery consultation	Cllr Boswell/Cllr Rabot	Completed and Clerk sent to KCC	13/02/2025
A113	138/25(B)(f)		Prepare file with parish assets (devolution)	Ali	Set up Asset Transfer Working Group	Meeting 12/1/26
A114	139(C)(a/b)		Set up bank mandates for Cllrs Dobinson, Goda and Griffiths	Ali	Unity/Nat West Chasing banks for update	UNITY COMPLETED (see A202)
A115	140/25(A)(d)		Circulate Network Rail link for engineering work	Cllr Adam		13/02/2025
A116	146/25	15th April 2025	Co-option application: invite candidate along to a future meeting	Ali	Call an EFCM 29/4/25	Cllr Griffiths co-opted 29/4/25
A118	148/25(G)		Parish surveys - closing date 25th April	Ali	Review responses at May meeting	Circulated to relevant Committees / Cllrs
A119	148/25(H)		Review format of APM	Clerk/Cllrs	Cllrs discussed via email - take to December Full Council	On 9/12/25 Agenda
A120	149/25(D)		Recruitment of new Parish Groundsperson	Ali	Telephoned 16/4/25 - accepted role	COMPLETE

A121	151/25(C)(ii)		Storage at cemetery	Lisa	Obtain quotes for containers - Agreed at Amenities/Finance	6/5/25 container delivered
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2025/26

Full Council Meetings Action Log

Completed Actions

Action No.	Minute No.	Date of Meeting	Minute Action	Allocated to	To Do	Date completed
A122	009/25	13th May 2025	Update Committee Structure and website	Ali	COMPLETED	30/07/2025
A123	012/25		Monitor South East Water works at Church Green following leak	All	Report to Kent Highways any issues	COMPLETED MAY 2025
A124	012/25		Respond to Southern Water following email in respect of MPC's January letter	Ali		COMPLETED 22ND MAY 2025
A125	012/25		Review ISP document	Ali/Cllrs	Put before June Full Council when reviewed	COMPLETED Agreed and uploaded to website 16/06/25
A126	012/25	13th May 2025	Finalise Byelaws paperwork	Ali/Cllrs Adam and Newton	Waiting for response from Cllrs Adam and Newton - once received submit to Secretary of State	See A201
A127	012/25		Other Surveys	Ali	Pass Community Survey to Deputy Clerk Add MNP Reg 14 results to Planning Committee	15/05/2025
A128	013/25		Arrange ACV	Ali	ACV meeting - 19/7/25	COMPLETED
A128	013/25		Arrange Resilience Planning meetings	Ali	Confirmed date 28/8/25 @ 2pm	COMPLETED
A129	015/25		Review Financial Regulations following procedurement information	Ali/Finance	COMPLETED	12/08/2025
A130	016/25		Send Fingerpost information to County Cllr Black	Ali		COMPLETED 20TH MAY 2025
A131	016/25		Arrange HIP meeting to discuss priorities for 2025/26	Ali/Cllrs Tippen, Goda and Newton	Add any items from survey and use Matrix to ascertain priorities.	ARRANGED FOR 24TH JUNE 2025
A132	016/25		Add Speedwatch as a Full Council agenda item	Ali	For June Full Council meeting	15/05/2025
A133	023/25		Arrange Finance Meeting to discuss Financial Regs and HMRC/VAT	Ali/Finance	COMPLETED	12/08/2025

A134	024/25	10th June 2025	Arrange further Police Surgery with Ward Police and new PCSO (Becky Mount)	Ali/Cllr Rabot	Arranged for 28th August at Village Club	COMPLETED
A135	024/25		Arrange "Meet The Councillors" date and time	Ali/All Cllrs	Email Cllrs for convenient date	COMPLETED - arranged for 23rd August (Ali/Cllrs Boswell and Tippen)
A136	024/25		CCTV Licence - arrange for agreement to be signed	Ali/Cllr Griffiths	Arranged with Golding Homes 2pm on 17/6/25	COMPLETED 17/6/25 signed by Ali/Cllr Griffiths
A137	024/25		Chairman's Board to be updated	Admin Assistant	Obtain further quotes from other companies - place on January 2026 FC agenda	See item A208
A138	025/25		Draft Parish Councils Code of Conduct	Ali	Respond to KALC that Cllrs agree with the new draft CofC	COMPLETED - sent to KALC Area Committee 16/6/25
A139	025/25		Add Highways Committee to July's agenda	Ali	Appointment of Cllrs on Highways Committee (proposed by Comms Sub-Group)	COMPLETED for July agenda
A140	027/25		Submit AGAR to External Auditor and add documents to website/notice boards	Ali	AGAR Statement of Internal Control	COMPLETED - 16/6/25
A141	028/25		Arrange further Speed Watch session	Cllrs Rabot and Summersgill	Arranged for 11th July	COMPLETED
A142	028/25		Arrange HIP meeting		24/06/2025	COMPLETED
A144	035/25		MNP - Reg 14 to be repeated / modifications statement to be drafted	MNP Steering Group	Meeting arranged 30/9/25	30/09/2025 Modification statement drafted - take to Planning Committee 7/10/25
A145	037/25		Proposal to change name of The Allens	Ali	Respond / do not support this change due to it being part of Marden history	COMPLETED - Responded
A146	038/25	8th July 2025	Donation to Kent Air Ambulance	Ali	Add to next invoice list for payment	COMPLETED
A147	039/25		HIP - slight amendments to be made - can then be submitted to Kent Highways	Cllrs Dobinson and Tippen Ali	Amend & submit to Kent Highways	SUBMITTED 29/7/25

A148	046/25	12th August 2025	Obtain costings for Christmas lights/commando sockets - apply for County Cllr funding	Ali/Rachel	Rachel to obtain costings Ali to submit to Cty Cllr	SUBMITTED 26/8/25
A149	046/25	12th August 2025	Update newsletter policy	Ali	Passed to Rachel to circulate to Comms Sub-Group	COMPLETED 18/8/25
A151	046/25		Review ACV submission details for priorities	Ali	Pass to ACV Sub-Group when completed	DRAFTED AND SENT TO ACV S-G 19/8/25
A152	046/25		Arrange a meeting with Katie Lam MP	Ali	Emailed 19/8/25	ARRANGED FOR 16/1/26
A153	046/25		Upload revised Standing Orders, Financial Regs and VFM policy to website	Ali		COMPLETED 18/8/25
A154	049/25		Review Social Media Policy (IT Policy) in line with new Assertion 10 of AGAR	Ali	Passed to Rachel to circulate to Comms Sub-Group	COMPLETED 18/8/25
A155	058/25	9th September	Cllr Rabot to liase with Ward Police/ PCSO to arrange further dates for police surgeries	Cllr Rabot	See item A162	
A156	058/25		Contact to be made with architect regarding changing rooms specification and planning conditions	Cllr Turner		COMPLETED Cllr Griffiths project managing
A157	058/25	9th September 2025	Cllrs to discuss structure of meeting with Katie Lam MP on 16th January 2026 - meeting moved to 23rd January 2026	All Cllrs	To be added to January FC agenda	On 13/1/26 agenda
A158	058/25		Resilience Planning to undertake agreed next steps at their meeting on 6th October	Resilience Planning Sub-Group	Meeting 6/10/25 - costings to be obtained for items discussed at FC	COMPLETED Meeting held on 6/10/25 for next steps
A159	058/25		Cllr Goda to look at standard return rates from the electricity provider at the public conv.	Ali/Cllr Goda	Ali to forward latest bill to Cllr Goda	Bill sent to JG 11/9/25
A160	059/25		Dates to be arranged for Meet the Cllrs (bi-monthly)	All Cllrs	Arrange for November / January	Arranged for 29/11/25 and 31/1/26
A161	No item number	14th October 2025	Add Local Needs Housing to next full Planning Committee agenda to discuss options/sites etc	Ali / Planning Committee	18th November meeting	COMPLETED
A162	069/25		Cllr Rabot to liase with Ward Police/ PCSO to arrange further dates for police surgeries	Cllr Rabot	Moved from A155	COMPLETED - ARRANGED FOR 17/11/25

A163	069/25		Clerk to provide Cllr Griffiths with folder for changing rooms as he has agreed to project manage - also liase with Cllr Turner	Ali / Cllr Griffiths / Cllr Turner	Speak with Cllr Turner regarding architect	COMPLETED
A164	069/25		Public Conv. Solar panels - agree draft licence and send to MBC.	Ali	Finalising paperwork to send to MBC solicitors.	COMPLETED - sent to solicitors 13/11
A165	069/25		Contact grant funders regarding solar panels	Ali		COMPLETED - all agreed for carrying over
A166	069/25		IT Policy/Accessibility statement to be finalised and added to website	Ali		COMPLETED
A167	069/25		Chase Redrow re allotments	Ali		CHASED - 16/10/25
A169	072/25		Produce financial report for capital income and expenditure for Finance meeting 28/10/25	Ali		COMPLETED - put before Finance meeting 28/10/25
A170	073/25		Invite resident (DS) to next Highways Working Group meeting to discuss A262 action group	Ali		COMPLETED - Meeting arranged for 9/12/25
A174	083/25	11th November 2025	Transfer capital monies from Unity to CCLA	Ali		Completed December 2025
A175	083/25		Add Cllr allowances to December F/C meeting	Ali	For other Cllrs to discuss	On 9/12/25 agenda
A176	084/25		Consider additional HIP funding for 26/27	Ali / Finance Committee	Report to next Finance Committee	COMPLETED
A178	085/25		Arrange meeting with South Eastern	Ali	Arranged for 9th January at 10.30am	COMPLETED
A179	091/25	9th December 2025	Update January meeting with October crime figures	Cllr Rabot	Report to 13/1/26 meeting	COMPLETED
A180	091/25	9th December 2025	Circulate 2026 newsletter dates	Ali / Comms Sub-Group		Sent 11/12/25
A182	091/25		Building Regs for changing rooms to be applied for	Ali / Cllr Griffiths	Liaise with architect and Cllr Turner	COMPLETED
A183	091/25		Ask for more information from MBC solicitors re clause 7.1 of licence of public conv.	Ali		Emailed 11/12/25 - response to be discussed at Jan meeting
A185	091/25		Obtain additional quotes for public conv. Work	Ali/Lisa		COMPLETED
A186	091/25		Add IT Policy to January 2026 agenda	Ali	Report to 13/1/26 meeting	On 13/1/26 agenda

A187	091/25		Set up date for Asset Transfer working group	Ali / Cllrs Boswell, Dobinson, Rabot and Tippen	Arrange for January/February 2026	Arranged for 12/1/26
A188	091/25		Change name and format of Annual Parish Meeting and add to newsletter	Cllr Boswell	Jan-26	COMPLETED
A189	092/25		Report enforcement issues to MBC	Ali		Reported 11/12/25 - response received and reported to Planning meeting 16/12/25
A190	092/25		Resilience report to January Full Council	Cllr Rabot	13/1/26 meeting	Added to 13/1/26 agenda (AR to provide report)
A191	094/25		Add Internal Audit report to January 2026 agenda	Ali	Report to 13/1/26 meeting	On 13/1/26 agenda
A192	095/25		Request information from Kent Highways regarding school boundary (dropped kerb)	Ali		Emailed 11/12/25 - response circulated to Cllrs
A193	095/25		Provide details of material used for repairs to Sheephurst Lane river bridge	Cllr Tippen	Report back to Ali / meeting	KT phone taken - reported/logged with Kent Highways
A194		13th January 2026	Publish MBC consultations	Ali		COMPLETED
A195	103/26		Publicise Police Surgery and Meet The Council	Ali	Meet the Council - 31st January / Police Surgery - 4th Feb	COMPLETED
A196	103/26		Raise issues of Plain Road flooding to Upper Medway Internal Drainage Board	Cllr Summersgill		COMPLETED
A197	103/26		Cllrs to discuss IT Policy at Comms Sub-Group Meeting	Rachel/Comms Sub-Group	Cllr Griffiths reviewed it - draft to be discussed to Comms S/G	COMPLETED
A198	103/26		Cllrs agreed KALC award - nomination to be forwarded to KALC	Ali		COMPLETED
A199	103/26		Draft an introduction/briefing note for Katie Lam MP meeting	Cllr Rabot	For meeting on 30/1/26	COMPLETED
A200	103/26		Open Morning prep	Ali / Cllr Tippen	Meeting 3rd February	COMPLETED
A202	106/26		Resubmit Nat West mandate changes	Ali	Sent application 13th February 2026	COMPLETED
A203	107/26		Draft a response to Kent Highways regarding Sheephurst Lane bridge	Cllr Adam		COMPLETED

A204	118/26	10th February 2026	Place questions from architect (Changing Rooms) onto next Planning Agenda	Ali	17th February meeting	COMPLETED
A205	118/26		Send information re solar panels to Borough Cllr Summersgill	Ali		COMPLETED
A207	118/26		Cllrs to let Clerk know availability for Open Morning (7th March)	All Cllrs		COMPLETED
A209	118/26		Add Policies onto March agenda	Ali	10th March meeting	COMPLETED
A210	123/26		Add to next agenda for Clerk to acces Nat West online account to view statements only	Ali	10th March meeting	COMPLETED
A211	123/26		Notify SEND Help Marden re grant and arrange payment to Vestry Hall	Ali	17th February meeting	COMPLETED
A214	124/26		Remove village gateway from HIP and add additional yellow lines to Albion Road	Ali	Update HIP priority	COMPLETED
A215	124/26		Arrange meeting with MBC re car park	Ali	Highways WG	COMPLETED 4/3/26



DRAFT MINUTES OF THE MEETING OF THE MARDEN PARISH COUNCIL AMENITIES COMMITTEE HELD ON TUESDAY 24TH FEBRUARY 2026 COMMENCING AT 7.30PM AT THE ALLENS, ALBION ROAD, MARDEN

075/26 PRESENT

Cllrs Boswell, Dobinson (in the Chair), Newton, Rabot, Summersgill, Tippen and Turner were present. Cllrs Adam, Gibson and the Deputy Clerk were also in attendance.

076/26 APOLOGIES FOR ABSENCE

There were no apologies received for this meeting. Cllr Goda was absent.

077/26 COUNCILLOR INFORMATION

Declaration of Pecuniary and Non-Pecuniary Interests

Cllrs Newton, Tippen and Turner declared an interest in item 085/26 (Outside Bodies Reports - Memorial Hall) as Trustees of the Memorial Hall. Cllr Boswell declared an interest in item 081/26 (Open Space – Southons Field) as a resident backing onto Southons Field.

There were no requests for dispensation

078/26 MINUTES OF THE PREVIOUS MEETING

Cllrs received, and accepted as a true record, the Minutes of the Amenities Committee meeting held on 27th January 2026. These were duly signed by the Chairman.

079/26 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

There were no members of the public in attendance.

080/26 DEPUTY CLERK REPORT

The report was submitted to Cllrs prior to the meeting. Dog signs have been ordered for the cemetery and once received, these will be installed. The new container storage at Southons Field will be ordered in April once the ground is drier. The Caretakers will dismantle the metal shed and a skip will be ordered. The Cemetery Groundsman has been asked to plant the remaining hedge saplings in the gap of the hedging at the Cemetery and the space between the Napoleon Drive play area and the Playing Field. The Annual Play Inspections have been received and the Admin Assistant has created a breakdown of them looking to see if the outcomes can be conducted by the Caretaker or a Contractor. Once complete it will be shared with Cllrs and added to the March Amenities Committee meeting agenda. Cllrs noted.

081/26 OPEN SPACE**Playing Field**Play Inspection Report from MPC

The reports for the Playing Field Play Area, Napoleon Drive Play Area, the Sports Wall and the Outdoor Gym Equipment had been received from the Caretaker for MPC. There were no issues to report. Cllrs noted.

Changing Room Refurbishment

There were no further updates to report at this meeting.

Southons FieldPlay Inspection Report from MPC

The reports for the Play Trail, Swings and Football Goal Post had been received from the Caretaker for MPC with no new issues to report. Cllrs noted.

Chequer Tree

Cllr Boswell reported that there was a plaque to commemorate Queen Elizabeth II and she had been growing a chequer tree for it to go with. She proposed to plant this in Southons Field and Cllrs agreed.

Other Open Space

There were no issues to report.

TreesMonthly Tree Inspections

The monthly tree inspections had been received for the Playing Field and Southons Field and no issues were reported. Cllrs noted.

082/26 CEMETERY**Exclusive Right of Burial Certificates**

There was one exclusive right of burial certificate which was signed by two Cllrs.

Container Entrance

Following the last Amenities Committee meeting when Cllrs were asked to consider laying road planings down to allow the Caretakers to access the container in all weathers, the Deputy Clerk had obtained quotes. Cllr Boswell raised the question of whether bark could be laid instead but as this area would be used for parking the groundsman's vehicle it was not felt suitable. There were two quotes received in time for this meeting. Cllrs discussed and agreed to wait till Friday for a quote from the other company. Cllrs agreed that the Deputy Clerk will email the outcome around to Cllrs and that a decision will be made on what company to use.

Cllr Turner arrived at 19.41

083/26 PUBLIC TOILETS AND CAR PARK**Public Toilet Issues**Solar Panels

Cllr Summersgill reported that the lawyers have approved the Licence but a formal paperwork needs to come from MBC Property which has not been received as yet.

Baby Changing Facilities

Following the Clerks visit to the Public Toilets to assess the site, Cllrs were asked to consider having baby changing facilities in both Mens and Ladies

toilets. The Deputy Clerk had circulated an example of baby changing station and costs for nappy disposal. Cllrs discuss and agreed for the Clerks to purchase two stations and arrange for Ecosan to provide and empty the nappy disposal bins for both toilets.

Car Park Issues

There were no car park issues to report.

084/26 AMENITIES SUB-COMMITTEES AND SUB-GROUPS

Environmental Sub-Group

The Sub-Group met on 17th February at 6.30pm and the notes had been circulated prior to this meeting. Cllrs noted. Cllr Boswell requested that a Cemetery Sub-Committee meeting be arranged to discuss maintenance at the hedge planting at the back of the Cemetery.

Green Homes Event – 17th May 2026

Cllr Boswell updated Cllrs on the upcoming event. KCC have drafted an agenda. This will take place at the Marden Village Club at 10am till midday.

085/26 OUTSIDE BODIES REPORT

Memorial Hall

Cllr Newton reported that the large window above the main entrance had started leaking during the past few weeks after all the wet weather. The water was going into the electrical trunking. A company has attended to fix the window and discovered that the window frame itself does not have a lintel. Trustees will be engaging builders to investigate the window on that wall and the ones in the Old School Room and Pre-School room. The refurbishment of the kitchen will need to be put on hold as the hall fire alarm system is now obsolete and no new parts can be obtained. The Hall Facilities Administrator is being requested to seek quotes from fire safety companies.

Youth Issues

There were no youth issues to report.

086/26 OUTSTANDING ISSUES

Outstanding Issues List

The Deputy Clerk has changed the Outstanding Issues List to the Amenities Meeting Action Log. This included all actions starting from the beginning of 2026 and instead of having just projects on, would record actions out of the meeting, by whom with a to do and when completed. This had been circulated prior to the meeting and will be updated and circulated at each meeting. Cllrs agreed and noted.

087/26 OTHER AMENITIES ISSUES FOR DECISION

Amenities Policies for Review

The policies had been circulated to Cllrs prior to the meeting for them to review. All Cllrs agreed that they agreed the policies and only one change had been made to the Tree Management Policy. These policies would now be taken to the Full Council Meeting to be ratified on Tuesday 10th March.

Village Litter Pick

The Deputy Clerk updated Cllrs that the volunteers list was being added to. All the arrangements for litter picker, gloves, etc was being organised. The John Banks Hall has been booked for Saturday 28th March.

Marden at Christmas

The notes of the Post Marden at Christmas had been circulated prior to the meeting along with feedback received from residents. The Deputy Clerk explained further some of the changes. Cllrs noted.

088/26 INVOICES FOR PAYMENT

The following invoice was put before Cllrs for payment:

MBC Building Control – Building Regs Plan Check Fee – £311.88

Marden PCC – Hire of Vestry Hall 7/3/26 - £68.00

Viking – Office Supplies - £55.09

The Hop Press – Newsletter Printing - £1,525.00

Ian Jones – Locking/Unlocking S/F and P/C - £200.00

Total: £2,159.95

Cllrs agreed the payments and Cllrs Adam and Turner would authorise on Unity.

At the end of the meeting Cllr Adam requested that the Deputy Clerk obtain details of reflective strips for the railings at Napoleon Drive. Information would be circulated via email.

There being no further business, the meeting closed at 20.20.

Date: 24th March 2026

Signed:

Cllr Dobinson

Chairman, Amenities Committee

Marden Parish Council, Parish Office, Goudhurst Road, Marden, Kent, TN12 9JX

T: 01622 832305 / 07940 241333

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**MINUTES FOR THE MEETING OF MARDEN PARISH
COUNCIL PLANNING COMMITTEE ON 17TH FEBRUARY
2026 HELD IN THE PARISH OFFICE MEETING ROOM,
MARDEN MEMORIAL HALL, GOUDHURST ROAD,
MARDEN COMMENCING AT 7.30PM**

Marden Parish Council operates under General Power of Competence since adopted on 7th May 2024. Minute Reference 012/24.

169/26 PRESENT:

Cllrs Adam, Boswell, Rabot and Turner (in the chair). Cllr Tippen and the Clerk were also in attendance.

170/26 APOLOGIES:

Apologies were received from Cllrs Gibson and Goda.

Not in attendance Cllrs Griffiths and Newton (apologies given after the meeting).

171/26 APPROVAL OF PREVIOUS MINUTES:

Cllrs received and agreed the minutes of the meeting held on 3rd February 2026. These were duly signed by the Chairman.

172/26 CLLR INFORMATION

Declarations of Interest

Although not a member of the Planning Committee Cllr Tippen declared an interest in item 175/26 as a neighbouring resident.

Granting of Dispensation

There were no requests for dispensation.

173/26 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

There were no members of the public in attendance.

174/26 PLANNING APPLICATIONS WITHIN MARDEN PARISH

FULL APPLICATION

26/500009/FULL – Tanner Farm Cottage, Goudhurst Road, Marden

Proposed change of use of an existing ancillary outbuilding to short term holiday let accommodation and associated internal alterations. Alteration to fenestration and external façade, including the re-cladding of the façade with horizontal timber weatherboarding and creation of small private amenity area. After discussing the application the following was agreed:

RESOLVED: Cllrs raised no objection to this application but would want it conditioned that it meets Marden Neighbourhood Plan Policy BE3 (Sustainable Construction) and Maidstone Borough Council Local Plan Review Policies LPRQD1 (Sustainable Design) (1), (2) and (8). Cllrs would also want it conditioned that it is ancillary to the main dwelling.

26/500309/FULL – 7 Challenger Way, Marden

Erection of a garden studio

RESOLVED: Cllrs raised no objection.

PERMISSION IN PRINCIPLE

26/500258/PIP – 1 Beechbridge Cottages, Goudhurst Road, Marden
Permission in Principle for the sub-division of existing residential plot and erection of 1 dwelling.

As this was a new type of application received Cllr Turner explained the reasoning around a Permission in Principle application. Following this Cllrs discussed this application as this development was in the open countryside.

RESOLVED: Cllrs recommended refusal as felt that insufficient weight had been given to LPRSP9 (Development in the Countryside) and notwithstanding the current land supply situation this policy should not be disregarded.

175/26 PLANNING APPLICATIONS OUTSIDE MARDEN PARISH

25/505280/FULL – Land North of Little Cheveney Farm, Sheephurst Lane (Collier Street Parish)

Section 73 Application for Minor Material Amendment to Approved plans condition 2 for amendments to the layout involving the permissive footpath at west of site moved to be at least 15m from ancient woodland – a revised substation to the latest NGED design – revised access track and entrance which includes amendments to hedgerow planting – inter row spacing reduced from 3m to 2.5m – amendments to the internal access tracks, and the erection of 2 spares containers and 3 weather stations. Variation of condition 4 (access) to refer to the amended access swept path plan and access plans. Variation of condition 24 (permissive path) to refer to the amended general PV layout plan. Removal of condition 25 (arboricultural method statement), 11 (construction environmental management plan), 12 (landscape environmental management plan), and 17 (drainage strategy pursuant to 22/501335/FULL (APP/U2235/W/23/3321094) for installation of a renewable energy led generating station comprising of ground-mounted solar PV arrays, associated electricity generation infrastructure and other ancillary equipment comprising of storage containers, access tracks, fencing, gates and CCTV together with the creation of woodland and biodiversity enhancements.

Cllrs were concerned that in the link to the application and information available in the description on the website reference was made to the removal of condition 25 (construction traffic management plan) of application 22/501335/FULL. However, although no reference had been made in any of the documents, Cllrs strongly disagreed that this condition should be considered for removal (or variation) especially in light of the planning inspectorate confirming MPC's previous comments regarding the movement of construction traffic at appeal.

The Clerk was asked to send this to the planning officer.

176/26 MBC DECISIONS & APPEALS

Decisions

Cllrs received the following MBC Decisions on Marden planning applications.

25/504990/FULL – Great Thorn Farm, Marden Thorn, Marden
Erection of a detached garage and office with shower and w/c
MPC: Recommended refusal.

MBC: Granted

25/505133/LBC – Mill Farm House, Hunton Road, Marden

Listed Building Consent is sought for works to the curtilage-listed Bakehouse, including reinstatement of a removed timber wall plate with like-for-like oak, removal of an unapproved modern French door, reinstatement of the former wall and window opening with a new oak framed window and lime mortar repairs, and retention of glazed infill panels between existing oak posts (replacing non-original cladding, with reversible fixings).

MPC: No objection

MBC: Refused

25/505041/SUB – The Taj of Kent, Church Green, Marden

Submission of details pursuant to condition 2 - (Environmental Noise Assessment) subject to 25/501984/PNMA

MPC: Noted

MBC: Refused

25/505249/SUB – 5 High Street, Marden

Submission of details pursuant to condition 3(a) - External window joinery, Subject to 25/502478/LBC

MPC: Noted

MBC: Approved

26/500203/TCA – The Bridge House, High Street, Marden

Conservation Area notification: Common Horse Chestnut: Section fell to 2ft above ground level, Sequoia (Dead): Section fell to as close to ground level as practicable. Reason for works: General maintenance

MPC: Noted

MBC: Raised no objection

25/505178/FULL – Walnut Tree Cottage, Howland Road, Marden

Erection of a single storey rear extension to accommodate new staircase with installation of rooflight, internal alterations and changes to the fenestration.

MPC: No objection

MBC: Granted

25/504885/FULL – Turkey Farm House, Goudhurst Road, Marden

Erection of a single storey two bay garage with one bay as storage and alterations to the landscape.

Application withdrawn.

Decisions outside Marden Parish

No decisions received on applications outside of Marden parish.

Appeals

No appeal information was received.

177/26 OTHER PLANNING ISSUES:

MBC Planning Committee

Cllrs noted the next MBC Planning Committee meeting on 19th March 2026.

Marden Changing Rooms

Cllrs went through the questions raised in the recent email received from the architect and the Clerk would speak with Cllr Griffiths to confirm before sending responses back.

178/26 NATIONAL PLANNING POLICY FRAMEWORK (NPPF)

Cllrs discussed the proposed changes to the NPPF and it was proposed that Cllr Turner would draft a response on policies F4, F5 and F8, Cllr Adam would respond on policies S5 and S6 and the Clerk would contact other Planning Committee members to view policies L1, L3 and S4.

Draft responses should be back to the Clerk by 26th February to formalise a reply at the next Planning Committee meeting.

179/26 MARDEN NEIGHBOURHOOD PLAN (MNP)

The Clerk, along with Cllr Tippen, explained what information would be available for the Reg 14 consultation and what would be made available on the website and at the Open Morning. Cllr Turner agreed to print relevant papers on A2 for the open morning.

180/26 INVOICES FOR PAYMENT:

The following invoices were submitted to the meeting:

Mulberry LAS Ltd – Procurement webinar (Budget Code 4010) £54.00

Qualitree – 2 x playing field tree work (Budget Code 4216) £102.00 & £504.00

P&F Cleaning – public conv. Cleaning (Budget Code 4326) £725.00

Marden PCC – SEND donation (Budget Code 4155) £150.00

Total: £1,535.00

Invoices were agreed and Cllrs Adam and Rabot would authorise on Unity.

181/26 ENFORCEMENT

No new enforcement or updates were to be reported so meeting did not require moving to confidential session.

There being no further business the meeting closed at 9.10pm

Signed:

Cllr Turner, Chairman, Marden Planning Committee

Date: 3rd March 2026

Marden Parish Council, Parish Office, Goudhurst Road, Marden

01622 832305 / 07376 287981 / clerk@mardenkent-pc.gov.uk



DRAFT MINUTES FOR THE MEETING OF MARDEN PARISH COUNCIL PLANNING COMMITTEE ON 3RD MARCH 2026 HELD IN THE OLD SCHOOL ROOM, MARDEN MEMORIAL HALL, GOUDHURST ROAD, MARDEN COMMENCING AT 7.30PM

Marden Parish Council operates under General Power of Competence since adopted on 7th May 2024. Minute Reference 012/24.

182/26 PRESENT:

Cllrs Adam, Boswell, Gibson (in the chair), Goda, Newton and Rabot were present.

Cllr Tippen, the Clerk and three members of the public were also in attendance.

183/26 APOLOGIES:

Cllrs Griffiths and Turner gave their apologies.

In the absence of the Chairman Cllr Gibson, as Vice-Chairman of Planning Committee, took the chair.

184/26 APPROVAL OF PREVIOUS MINUTES:

Cllrs received, and agreed, the minutes of the meeting held on 17th February 2026. These were duly signed by the Chairman.

185/26 CLLR INFORMATION

Declarations of Interest

There were no declarations of interest.

Granting of Dispensation

There were no requests for dispensation.

186/26 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

Members of the public were in attendance for item 26/500615/EIASCO. With the agreement of Cllrs this item was discussed first.

187/26 PLANNING APPLICATIONS WITHIN MARDEN PARISH ENVIRONMENTAL IMPACT ASSESSMENT (EIA)

26/500615/EIASCO – Land North of Marden

EIA Scoping Opinion – Proposed construction of up to 1,100 homes together with land reserved for education, later living accommodation and local commercial/ community uses, access, landscaping and other works

Cllrs discussed this application and had also received a copy of the previous EIASCO response (21/501909/EIASCO).

The following comments were made by Cllrs:

- Boundaries are slightly different compared to the previous EIASCO.
- Integrity of single development.
- Sustainability

- Roads not taken into account in scoping document: Maidstone Road at railway bridge, Sheephurst Lane, Green Lane, Pattenden Lane, Plain Road, Underlyn Lane. Along with roads used when travelling towards Tunbridge Wells/A21 via Goudhurst; travelling towards Tonbridge via Matfield; traveling towards Ashford/M20.
- Surveys for all species/ecology need updating.
- Train capacity.

Residents were then asked if they had anything to raise. These were as follows:

- Paragraph 1.3.11: Previous report should not be totally disregarded
- Paragraph 4.2.6: What is the impact of construction traffic? Should be included in the scoping document.
- Table 2.1 on pages 20 and 21: consider SSSIs/neighbouring boundaries when assessing air quality.
- Table 2.1 page 30: 2nd and 3rd columns are empty.

RESOLVED: Councillors considered the above and agreed to look at all issues and amending the original response to provide updated comments including the Copper Lane development. Cllr Tippen agreed to draft a response and circulate to Cllrs. This would be confirmed at the next meeting on 17th March and sent to MBC prior to the close of the consultation.

3 members of the public left the meeting

FULL APPLICATION

26/500520/FULL – 5 Challenger Way

Erection of a single storey rear extension

Cllrs discussed this application and it was noted that there were no dimensions on the plans. Cllrs also raised concerns regarding the French doors on the elevation facing No.1 Challenger Way.

RESOLVED: Although not refusing Cllrs wished MBC to carefully consider the location of the French doors on side elevation due to the omission of any windows in the current dwelling.

LAWFUL DEVELOPMENT CERTIFICATE

26/500624/LAWPRO – Swan Oast, Staplehurst Road, Marden

Lawful Development Certificate for proposed siting of a single-unit mobile home for ancillary purposes to the main dwelling.

Noted

188/26 PLANNING APPLICATIONS OUTSIDE MARDEN PARISH

There was no planning applications received outside of Marden parish.

189/26 MBC DECISIONS & APPEALS

Decisions

Cllrs received the following MBC Decisions on Marden planning applications:

25/503551/LAWPRO – The Converted Barn, Thorn Road, Marden

Lawful Development Certificate for proposed erection of a single storey rear extension (south).

MPC: Noted

MBC: Approved

25/503948/LDCEX – Tanner Farm Caravan Park, Goudhurst Road, Marden
Lawful Development Certificate for existing use for the permanent siting of touring caravans in breach of condition on existing applications
87/1718 condition (v), 91/0402 condition 01, 93/1450 conditions 06 and 07.
MPC: Noted

MBC: Refused

25/503949/LDCEX – Tanner Farm Caravan Park, Goudhurst Road, Marden
Lawful Development Certificate existing – Land Used for the Showing and petting of animals with animal shelters and feeding facilities since 1991.

MPC: Noted

MBC: Refused

25/505196/LAWPRO – 4 Tilden Cottages, Tilden Lane, Marden

Lawful development certificate for proposed construction of rear facing roof dormer window

MPC: Noted

MBC: Refused

Decisions outside Marden Parish

No decisions outside of the parish were received.

Appeals

No appeal details were received.

190/26 OTHER PLANNING ISSUES:

MBC Planning Committee

Cllrs noted the next MBC Planning Committee meeting on 19th March 2026.

Marden Changing Rooms

The Building Regulations application had been received by MBC and payment made. The responses to the architect's email discussed at the last meeting had been returned and the documents were being finalised for the tender process.

191/26 NATIONAL PLANNING POLICY FRAMEWORK (NPPF)

Several Cllrs had viewed the relevant paragraphs of the NPPF consultation which had been circulated prior to the meeting. These were discussed at the meeting and the final document agreed. This would be circulated for confirmation that all comments had been included and the Clerk would then submit prior to the consultation end date of 10th March.

192/26 MARDEN NEIGHBOURHOOD PLAN (MNP)

Letters and links to MPC's website had been sent out on 27th February with the Regulation 14 consultation commencing on 2nd March (ending 17th April). Paperwork for Saturday's Open Day was being printed.

193/26 INVOICES FOR PAYMENT:

The following invoices were submitted for payment:

Employees/HMRC – March salaries/PAYE/NIC (Budget Codes 4000/4002) - £10,361.85

Wright Landscapes – hedge cutting at Southons Field (Budget Code 4222) - £180.00

Cloudy IT – monthly IT support (Budget Code 4077) - £223.44

Stanleys – vehicle fuel (Budget Code 4316) - £69.16
Tonbridge & Malling BC – MNP printing (Budget Code 4205) - £161.83
D C Hudson – Changing Rooms architect fees (Budget Code 4335) -
£1,496.04
KALC – Play Inspection Training x 2 (Budget Code 4010) - £168.00
KCC – Photocopier rental (Budget Code 4065) - £108.02
Total: £12,768.
Cllrs agreed payments and Cllr Adam and Rabot would authorise on Unity.

There were no enforcement issues to discuss so meeting wasn't closed for confidential item.

194/26 ENFORCEMENT
New/Reported Alleged Enforcement
MBC Update on Enforcement

There being no further business the meeting closed at 8.53pm

Signed:

Cllr Turner, Chairman, Marden Planning Committee
Date: 17th March 2026
Marden Parish Council, Parish Office, Goudhurst Road, Marden
01622 832305 / 07376 287981 / clerk@mardenkent-pc.gov.uk



VILLAGE EVENTS SUB-GROUP: POST MARDEN AT CHRISTMAS MEETING NOTES

**THURSDAY 12TH FEBRUARY 2026 AT 10.30AM
PARISH OFFICE**

Present:

Cllrs Boswell, Rabot and Tippen. The Deputy Clerk was also in attendance.

Apologies:

None.

Cllr Newton was absent.

Debrief of Marden at Christmas 2025:

Events:

The Allens

It was reported that not having any music or singing did impact the event at the Allens. The refreshments went well as usual, however, people started to disperse at around 11.45am so there was no much audience for the morris dancing.

Village

The church was popular with its soup and the Elf Hunt had another successful year.

Memorial Hall

The queue for the Grotto started later but this was due to the children still doing the Elf Hunt around the village. The BBQ still needs more help.

Generally, the event desperately needs more volunteers as those helping were run ragged and tired at the end of the day.

Feedback

From Residents (Online Form):

The Deputy Clerk had created an online form that was shared on social media and the e-newsletter. It had now also been shared in the Spring Parish Newsletter. The cut off date would be 13th March. Feedback from residents is attached to these meeting notes.

From Local Businesses:

The Deputy Clerk wrote a letter and printed out a form for the businesses that took part in Marden at Christmas to get their feedback. Only four were returned. There was a lot of comments about enjoying the community feel and the majority reported they enjoyed being part of the event. One business came up with some fantastic ideas on how to improve the event.

From Stallholders:

The Clerk emailed out to the Stallholders asking for feedback. Only two responded. They thought it was a successful event, however there were a few suggestions of having more things for children to do at the Fair as in craft table/tombola. The format is very tired as in same stallholders in the same positions.

Christmas 2026

Date:

Cllrs decided that the date for Marden at Christmas 2026 would be Saturday 5th December.

New Ideas:

Cllrs and the Deputy Clerk discussed ideas for this year's event. It was understood that there needed to be a few changes given the feedback received. The Deputy Clerk requested that a Marden at Christmas Working Group be created that would include external volunteers. This would be to enhance the event across the village but not be solely down to Marden Parish Council. It was noted that MPC volunteers were low and therefore the event needed to change to make sure those volunteering were not exhausted by the event. The locations and main format would remain the same but with fresh ideas. These are as follows:

The Allens

Format will remain the same. Refreshments served and there will be morris dancing. However, the need for carol singing has been made clear from the feedback so this will be back. Cllr Rabot has kindly spoken to a representative of Antiphony who would be happy to perform for a small fee or donations. Timings will be looked at.

Village

From creating the Working Group, it is hoped that a few more activities or events can take place to add to Marden at Christmas without any cost or effort from Marden Parish Council who are already stretched. Notes from the Working Group will be shared periodically with the Village Events Sub-Group.

Memorial Hall

The format will remain the same but the stalls in the Hall will be updated and reduced. An area for children to take part with craft activities. No stalls in the John Banks Hall. More stalls in outside car park area. The Police Cadets will help with the Grotto. The BBQ will need four people to run with the person cooking to be there from set up as cooking needs to start earlier.

It was enormously helpful to take the event down on Monday instead of Saturday when everyone is tired.

Meeting for September 2026:

The Pre Marden at Christmas meeting will take place on Thursday 17th September 11.30am in the Parish Office. External volunteers will be invited.

Budget for 2026:

The budget for 2026 Marden at Christmas and Festive Lighting is £6072.95. Cllrs discussed and agreed to increased the stallholder fee to £15.00 for Marden at Christmas 2026.

Other Issues

Help/Volunteers:

It was understood that not all Parish Councillors can attend Marden at Christmas to help. This was on a voluntary basis whilst it is part of the duties of office staff. The

event would be simplified but it is hoped that the involvement of those on the Working Group will make a difference to the event.

Festive Lighting:

As well as feedback for the Marden at Christmas event, there was also feedback on the festive lights in the village. Cllrs agreed that if there is any spare budget, that next Christmas we would aim to light the remaining two lamp posts. In future years, we should aim to increase the lights further down Goudhurst Road, Maidstone Road, Albion Road and Howland Road. Cllrs also agreed that an explanatory note about the Christmas lights should be included in the 2026 Autumn Parish Newsletter when Marden at Christmas is publicised.

Next Meeting:

The Deputy Clerk will keep Cllrs updated regularly from her meetings with the Working Group. A report will be submitted periodically to the Amenities Committee at their meetings. The next face to face meeting will be the meeting on Thursday 17th September.



COMMUNICATION SUB-GROUP MEETING NOTES

THURSDAY 12TH FEBRUARY 2026 AT 11.30AM

PARISH OFFICE

Present:

Cllrs Boswell, Rabot and Tippen. The Deputy Clerk was also in attendance.

Apologies:

There were no apologies.

Items to be Discussed:

Social Media:

Facebook:

Since the last meeting the Facebook page has been suspended and the Deputy Clerk has had to create a new page and increase the Followers by sharing on Marden Community pages. The current followers are 274. Cllrs discussed and agreed for the Deputy Clerk to approach the Clerk to see if there was money in the Communications budget to pay for advertising of the Page to the local area.

Instagram:

517 Followers

X:

128 Followers

E-Newsletter

Current Subscribers are 446.

Welcome Pack:

The Clerk had circulated the draft Welcome Pack to Cllrs prior to the meeting with the updated contact list for Village and other contacts. Cllr Tippen queried whether there should be just one list instead of two on the website. The Deputy Clerk would pass this onto the Clerk.

IT Policy:

Cllrs were sent the draft IT Policy by the Clerk prior to the meeting. Given the amount of changes and the input from another Cllr not on this Sub-Group, it was decided that a separate meeting solely to discuss this was arranged.

Website:

The Deputy Clerk gave Cllrs an update on the website. The current quote would be honoured for this year and the Clerk was currently working on making sure all the documents were up to date on the website ready for them to be transferred over.

Next Meeting:

The Sub-Group would meet again on Thursday 16th April 11.30am in the Parish Office.



NOTES OF ENVIRONMENTAL SUB-GROUP MEETING HELD ON TUESDAY 17TH FEBRUARY 2026 COMMENCING AT 6.00PM IN THE PARISH OFFICE, GOUDHURST ROAD, MARDEN

1. Present:

Cllrs Anne Boswell, Paul Dobinson, Adrian Rabot, Mike Summersgill and a member of the public (SF) were in attendance.

2. Apologies:

Apologies were received from Cllr Andy Turner.

3. Notes from Environmental Sub-Group held on Tuesday 4th November Agreed.

4. Action List from Environmental Sub-Group

It was thought this document was somewhat lengthy/complicated.

Action: PD to see if the document could be presented in a different format.

5. Parish Councils Environment Network (PCEN) meetings

Meeting was held 2nd February but no one from Marden was able to attend. MS would attend the next meeting on 19th February.

MS gave an update on the Greensand Farming Cluster who are meeting with the Marden Farming Cluster and he has requested some funding from the MBC budget towards this important project.

Action: MS to give feedback post meeting.

6. MBC Carbon Literacy Training

PD attended this training on 5th February. He found it very useful and learned his carbon emissions are 50% more than average. PD's personal action is to cycle to get his shopping rather than drive. PD mentioned initiatives such as:

Downswood Nature Park

Who have a 5-year nature plan and how could Marden do something similar.

Action: PD to source a copy of this plan;

Singleton Charity Acres

MBC are promoting 'No Mow May' in various areas to encourage perennial wildflowers to grow.

E-Bike Scheme trial

Tiny Forests – trialling in Allington – overplanting in an area to enable more carbon to be captured.

Action: PD to provide an article on Carbon Literacy for the Summer Newsletter.

7. Green Homes/Retrofit Session with KCC

To be held on Sunday 17th May 10am-12pm in Marden Village Club. AB ran through the proposed agenda/timetable that KCC have suggested.

Actions: (1) AB to respond to KCC regarding the event; (2) MS to try to borrow MBC's Thermal Camera for the event and let the MBC Environmental Officer/Maidstone CAN know; (3) AR to contact local companies such as Little Green Energy.

8. Marden Parish Council Environmental Policies

Cllrs viewed the policies relevant to this Committee which included the Biodiversity Policy, Environmental Policy, Hedgerow Policy and Tree Management Policy. No changes were required.

AR had put together monitoring summaries for both the Biodiversity and Hedgerow Policies and whilst it was recognised that tabled documents could not be used on our current website, it is more useful to have certain policies in this format e.g. a Biodiversity Action Plan.

Action: PD to look at the policies further prior to the Amenities meeting on 24th March.

It was proposed that at each Environmental Group meeting those in attendance would look at policies to come up with a meaningful short-term review and once a year go out to look at MPC open spaces on where improvement could possibly be made.

9. Nature Recovery Fund

The deadline for Phase 2 of funding of £195k is 31st March. MS applying for some funding to restore a piece of land at Chainhurst bridge.

Action: AR to monitor applications that have been successful.

10. Hedge/Tree Planting at back of Marden Cemetery

It was proposed that a Maintenance Plan for this area was required to include strimming/mowing along with a programme of removing the tree guards.

Action: Deputy Clerk to arrange a Cemetery Sub-Committee meeting.

11. MBC Climate Change & Biodiversity February Newsletter

Action: The Deputy Clerk to post the newsletter on social media and in the weekly e-Newsletter.

12. Maidstone Repair Café

Next date for the repair café is 4th April.

13. Swift Mapping

MBC have a few dedicated 'Swift Streets' and are liaising with the High Weald Swifts society. It was proposed that we could try to have dedicated swift streets in Marden and will liaise with Marden Wildlife. Two nests at Little Mill Farm and two nests in Thorn Road have been mapped on the Swift Mapper.

Action: MS to find out more about Swift Bricks which need to be positioned at certain heights, orientation and near eaves and whether we could source any funding for these.

14. Recycling Food Waste

Action: AB to include an article in Summer newsletter and 'Shake it Out' (reduce recycling contamination campaign).

15. Anti-Idling Signs for Schools

The school has been provided with anti-idling banners but has not put them up. MS has got no further with this.

16. The Big Green Week/Maidstone Day Out

This was due to be held on 13th June. Consider advertising to encourage residents to enjoy local open space.

17. Grants and Funding

Action: Environmental Group to look at available funding.

18. Rainwater Harvesting

MBC are currently offering free water butts to residents living in areas which are prone to surface water flooding.

Actions: (1) Deputy Clerk to draw residents' attention to MBC providing Water Butts; (2) Discuss rainwater harvesting systems further at next meeting.

19. Hedgehog Havens

Details had been received regarding hedgehog havens.

Action: To consider this further along with bat and bird boxes in MPC open spaces.

20. Pond Warden/Pond Restoration

MS to update on whether the Heritage of Kent Ponds could be brought to Low Weald but there was no update.

21. Earth Charter Principles

MPC have endorsed in principle they conform with the 16 Earth Charter Principles.

Action: SF to review the document prepared by AR and discuss at next meeting. AR to provide photos.

22. MPC Climate Change Action Plan

MS advised that MBC has still not progressed with creating a template yet.

23. Marden Plastic Free Campaign

The group leader has stepped down and nobody else has come forward yet to take over the project.

24. NALC National Network: Climate Emergency session

Next session Friday 8th May – AB unable to attend.

25. MBC Thermal Imaging Cameras

MS reported that MBC have been using their Thermal Imaging Cameras on housing association properties in the borough.

Action: MS to speak to MBC about borrowing a camera for the Green Homes session on 17th May.

26. DEFRA Consultation on Solid Fuel Burning

Closing date for consultation is 19th March. It was felt that we do not need to respond to this consultation.

27. 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: AB to raise at the car park meeting and MS to update on progress at the next meeting.

28. Other Issues

MS advised that MBC have won the Kent Wildlife Award – biodiversity is the best in the South East.

29. Date of Next Meeting

Tuesday 16th June at 6pm in Marden Parish Office.

LOG OF CORRESPONDENCE AND HOW DEALT WITH?

No names/contact details should be added here

FEBRUARY 2026

Date:	Contacted via	Who took call/emails?	Brief details of issue raised	Council/Committee	Outcome
02/02/2026	Email	Ali	Onecom to discuss landline issues	Office	Asked to ring on mobile
02/02/2026	Telephone	Ali	Onecom to discuss landline issue	Office	Will send engineer and replacement phones
02/02/2026	Email	Ali	Responses for Welcome Pack contact updates	Office	Several received
02/02/2026	Email	Ali	Resident asking about signing passports	General	Passed link to .gov website as to who can sign
03/02/2026	Email	Ali	Rugby Taggers with dates S/F used in January	Finance	Sent invoice
03/02/2026	Email	Ali	Confirmation of Rugby Taggers invoice paid	Finance	Noted
03/02/2026	Email	Ali	S/F hirer providing insurance details	Amenities	Noted
03/02/2026	Email	Ali	HMRC - confirmation of salary submission	Finance	Noted
03/02/2026	Email	Ali	Community Protection Team advice re reporting of bonfires	General	Noted - pass details to resident
06/02/2026	Email	Ali	Onecom regarding upgrade to phone system	Office	Noted - waiting for new phones to be delivered
06/02/2025	Telephone	Ali	Resident enquiring about MiB planters	General	Passed to Anne
06/02/2026	Email	Ali	Kent Highways re HIP	Highways	ER looking into updated priority list and will response asap - arrange a meeting following this
06/02/2026	Email	Ali	Welcome Pack updates	Office	Noted
09/02/2026	Email	Ali	Resident regarding a piece of play equipment	Amenities	Passed to Rachel to speak to Chris
09/02/2026	Answerphone	Ali	UK Power Solutions - ownership of Plantation Lane	General	Provided land registry title deed reference (KCC).
09/02/2026	Email	Ali	Redrow - member of staff dealing with transfer has left - waiting to find new contact details	Allotments	Passed info to MBC S106/Planning. Report to Full Council
09/02/2026	Email	Ali	Confirmation of Staplehurst School meeting	General	Noted - Ali attended
10/02/2026	Email	Ali	MBC will make contact with Redrow for allotment update	Allotments	Noted
10/02/2026	Email	Ali	Resident regarding extending yellow lines in Albion Road	Highways	Informed would be added to the HIP priority list.
10/02/2026	Email	Ali	cc'd into email from Borough Councillor regarding parking attendants visits to Marden	General	Noted
10/02/2026	Email	Ali	Borough Cllr provided MBC Asset Transfer policy	General	Circulated to Asset Transfer Working Group

10/02/2026	Email	Ali	Confirmation from MBC re car park meeting on 4/3/26	Highways	Circulated to Highways Working Group
13/02/2026	Face to Face	Rachel	Resident visiting the office enquiring about removal of TV	General	Signposted resident to the British Heart Foundation website for free collection
13/02/2026	Telephone	Ali	Hall fire alarm company regarding upgrad	Hall	Passed to Trustees
13/02/2026	Telephone	Ali	Resident regarding land ownership	General	Advised to contact Land Registry
13/02/2026	Telephone	Ali	Next of Kin regarding transfer of ERB	Cemetery	Provided details
16/02/2026	Email	Ali	Onecom regarding engineers visit	Office	Wait for confirmation of visit
16/02/2026	Email	Ali	Next of Kin regarding burial	Cemetery	Wait for paperwork from funeral directors
17/02/2026	Email	Ali	Sharps - photocopier meter readings	Office	Submitted
17/02/2026	Email	Ali	Volunteers confirming helping with newsletter deliveries	Newsletters	Noted
17/02/2026	Email	Ali	Request for information re memorial application	Cemetery	Provided information
19/02/2026	Email	Ali	Pitney Bowes - ink order for franking machine	Office	Not required as still have one to use
19/02/2026	Email	Ali	Volunteers confirming collection/delivery of newsletters	Newsletters	Noted / delivered
20/02/2026	Face to Face	Ali	Onecom engineer to set up new phone system	Office	Phones now back working
20/02/2026	Face to Face	Lisa	Hall CCTV annual maintenance	Office	
20/02/2026	Email	Ali	Resident re gypsy and traveller call for sites	Planning	Public consultation due in June 2026
20/02/2026	Email	Ali	Architect confirming building regs submitted and fee due to be paid	Amenities	Put invoice to Amenities Committee for payment
20/02/2026	Email	Ali	MBC Neighbourhood Plan confirming stat. consultee list	Planning	Noted for Reg 14 consultation
23/02/2026	Email	Ali	Flowchart received from Mulberry regarding procurement	Finance	Noted
23/02/2026	Email	Ali	MBC - reporting that a holding email had been received back from Redrow re allotments	Allotments	Noted
24/02/2026	Email	Ali	Insurers regarding hiring of open space and litter picking	Office	Noted
24/02/2026	Telephone	Rachel	Resident requesting amount of homes in Chainhurst	General	Returned call after looking at the Newsletter deliveries for the area. Recommended 200.
25/02/2026	Email	Ali	Horticultural company asking if we can suggest someone who may be interested in a workshop	Office	Passed details of Horticultural Society

Alison Hooker

From: Consultation (MBC) <Consultation@Maidstone.gov.uk>
Sent: 05 March 2026 08:49
Subject: Community Energy Parish Survey- DEADLINE EXTENDED
Attachments: Community Energy Parish Survey Question Reference FIN.pdf

Dear Parish Council,

Maidstone Borough Council is exploring opportunities to support the development of community-led energy projects across the Borough.

We would like to understand your Parish Council's level of interest, and the support you may need to take potential projects forward. We are also assessing the appetite for establishing a Borough-wide Community Energy Group, which could help deliver projects collaboratively and reinvest any profits into local initiatives for community benefit.

Your insight will be invaluable in shaping targeted support, partnerships, and potential funding mechanisms.

We kindly ask that each Parish Council submits *one collective response* to the survey, ideally coordinated through your Clerk or a nominated councillor.

Responses should be submitted online using the link below. Attached is a paper copy of the survey questions for discussion.

[Click here to submit the response for you Parish](#)

Survey closes: ~~8 March 2026~~. EXTENDED – 17 March 2026

If you have any queries regarding this consultation, please email consultation@maidstone.gov.uk

Thank you for your contribution.

Clare Harvey on behalf of Shelley Wilcken, Biodiversity and Climate Change Manager

Consultation & Engagement Officer

Information and Analytics

Policy, Transformation & Insight

Maidstone Borough Council, King Street, Maidstone, Kent ME15 6JQ

[w www.maidstone.gov.uk](http://www.maidstone.gov.uk)

My working hours are 8am to 4pm, Monday to Friday.

To access our digital services please visit <https://maidstone.gov.uk/service> Sign up to receive your Council Tax bill by email <https://maidstone.gov.uk/emailbilling> We understand the importance of ensuring that personal data, including sensitive personal data is always treated lawfully and appropriately and that the rights of individuals are upheld. We are required to collect, use and hold personal data about individuals. Data is required for the purposes of carrying out our statutory obligations, delivering services and meeting the needs of individuals that we deal with. This includes current, past and prospective employees, service users, members of the public, Members of the Council, our business partners and other local authorities or public bodies. To view our full statement to see how your data will be stored and processed please visit <https://maidstone.gov.uk/dataprotection> This email is confidential. If you receive it by mistake, please advise the sender by email immediately. Any unauthorised use of the message or attachments is prohibited. Unless stated otherwise, any opinions are personal and cannot be attributed to Maidstone Borough Council. Unless a purchase order is attached this email is not a contract or an order. It is your responsibility to carry out Virus checks before opening any attachments.



Community Energy - Parish Survey

The information provided by you in this survey will be used to help us shape targeted support, partnerships, and potential funding mechanisms.

If you require this consultation in another format or have any queries about the consultation please email: consultation@maidstone.gov.uk

Q1 Parish Details

Parish Name	<input type="text"/>
Contact Name	<input type="text"/>
Contact Role	<input type="text"/>

Q2 How would you describe your Parish Council's current level of interest in community energy initiatives?

- Interested
- Curious about options
- Not interested
- Don't know

Q3 Rank the following factors in order of how strongly they motivate your parish to explore community energy, with 1 being the most motivating and 6 the least motivating.

	1	2	3	4	5	6
Reducing carbon emissions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lowering energy bills for community buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reducing fuel poverty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Increasing local energy resilience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Generating income for community projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supporting local climate / environment objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Each ranking number can only be used once.

Q4 Are there any other factors motivating your parish to explore community energy?

Q5 Do you have buildings or land that could potentially be suitable for community energy projects?

- | | |
|--------------------------------------|----------|
| <input type="checkbox"/> Yes | Go to Q6 |
| <input type="checkbox"/> Potentially | Go to Q7 |
| <input type="checkbox"/> No | Go to Q7 |

Q6 Please provide brief details about the building or land that could be used for community energy project (e.g. village hall roof, recreation ground, car parks)

Q7 Do you know of community groups in your Parish who may also be interested in community energy projects?

- | | |
|--------------------------------------|----------|
| <input type="checkbox"/> Yes | Go to Q8 |
| <input type="checkbox"/> Potentially | Go to Q9 |
| <input type="checkbox"/> No | Go to Q9 |

Q8 Please provide details local community groups in your parish who may be interested in community energy projects

Q9 How would you describe your Parish's level of ambition for community energy?

- Small scale (e.g. solar PV on a community building)
- Medium scale (e.g. multiple sites, EX charging, battery storage)
- Large scale (e.g. solar farm, wind, microgrids)
- Other - {Q9.a}
- Not sure/Don't know

Q9a please specify -

Q10 Has your Parish already begun exploring or developing any energy projects?

- No – not yet Go to Q12
- Early idea discussions Go to Q12
- Initial feasibility work completed Go to Q11
- Detailed feasibility / business case underway Go to Q11
- Project ready for procurement or delivery Go to Q11

Q11 Use the box below to provide details about the projects where feasibility work has taken place as well as projects ready for delivery and completed projects.

Q12 What types of support would be most helpful from Maidstone Borough Council?
Rank or order of usefulness to your parish, where 1 is most useful and 7 is least useful.

	1	2	3	4	5	6	7
High level advice on project options	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feasibility studies / technical assessments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to funding or guidance on grants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Procurement support (contractors / installers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal or governance advice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community engagement support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Help forming a Community Energy Group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Each ranking number can only be used once.

Q13 What are the TOP barriers preventing you from progressing community energy projects?

- Lack of technical knowledge
- Lack of staff / volunteer capacity
- Uncertainty about costs or savings
- Lack of suitable sites
- Planning confidence / regulatory concerns
- Funding constraints
- Something else - {Q13.a}
- No barriers

Select up to 3 answers.

Q13a please specify

Q14 Would your Parish Council be interested in joining or supporting a Borough-wide Community Energy Group that:

- delivers renewable and energy efficiency projects;
- secures external funding; and
- reinvests profits into community initiatives?

- Yes, definitely
- Possibly – would like more information
- Not at this time

Q15 How would you prefer to be involved?

- Full member (actively involved)
- Supporter / partner
- Occasional participant
- Not interested

Q16 Please use the box below for any additional comments about community energy projects.

Thank you for taking the time to complete this survey