



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 9th December 2025 at 7.30pm at The Allens, Albion Road, Marden

Alison Hooker

Alison Hooker (Mrs)

Clerk to Marden Parish Council

2nd December 2025

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

085/25 PRESENT

086/25 APOLOGIES FOR ABSENCE

Apologies for absence to be received.

Cllrs to inform the Clerk by 5.00pm on 11th November if they will not be attending the meeting.

087/25 COUNCILLOR INFORMATION

Declaration of Pecuniary and Non-Pecuniary Interests

Changes to Register of Interest

Granting of Dispensation

088/25 MINUTES OF THE PREVIOUS MEETING

To receive and accept as a true record the Minutes of the Parish Council meeting held on 11th November 2025.

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

Copy in meeting pack.

089/25 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 090/25 onwards.

090/25 CLERK'S REPORT

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

091/25 PARISH MATTERS

Reports from MBC and KCC

Cllrs to receive and note written reports from Borough and County Councillors
Borough Cllr report 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

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

The Clerk to advise Cllrs on tendering following the Internal Audit.

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

Public Conveniences – Solar Panels

Cllrs to receive and discuss the draft licence from Maidstone Borough Council.

Allotments

Cllrs to receive update from Redrow solicitors.

Cllrs to consider next steps for allotment transfer.

Marden PC IT Policy

Following further information received from NALC Cllrs to review and ratify the changes to the IT Policy.

[attachments.asp](#)

Asset Transfer Working Group

Cllrs to consider, and agree Cllrs appointment, to the Asset Transfer Working Group as proposed by Amenities Committee to view potential asset transfers from Maidstone Borough Council and Kent County Council.

Annual Parish Meeting Format

Cllrs to receive the report submitted by the Clerk and discuss possible changes to the Annual Parish Meeting.

Report in meeting pack.

Full Council Action Log

For Cllrs to note.

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

Exclusive Right of Burial Certificate

Two Cllrs to sign the Exclusive Right of Burial Certificate for cemetery interment.

093/25 COMMITTEE REPORTS

Amenities Committee

To note the Minutes of Amenities Committee meetings held on 25th November which had been previously circulated and available on the Parish Council website.

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

Planning Committee

To note the Minutes of Planning Committee meeting held on 18th November 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 was held in November.

Previous minutes can be viewed at:

[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:

Clerks Conference – 13th November 2025

Memorial Hall meeting – 24th November 2025

Community Forum meeting – 27th November 2025

MBC Planning Training – 1st December 2025

Resilience Meeting at Staplehurst – 4th December 2025

Marden at Christmas – 6th December 2025

Highways Working Group meeting – 9th December 2025

Conferences/Meetings/Webinars/Events forthcoming

No further meetings (other than MPC Committee meetings) arranged for the remainder of 2025.

094/25 CORRESPONDENCE

The following items and for noting:

Marden Parish Council Office Correspondence Log – November

[Log of Correspondence 2025.xlsx](#)

Marden Parish Church Magazine

KALC Newsletter

Clerk/Council publications

095/25 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.

Cllr Allowances

For Cllrs not in attendance at meeting on 11/11/25

Cllrs to consider providing parish allowances to elected Cllrs for 2026/27.

Internal Audit

Cllrs to receive notes from Clerk (*in meeting pack*) and interim internal audit report following audit review on 3rd December.

073/25 HIGHWAYS AND PUBLIC TRANSPORT

Highways

Highways Improvement Plan (HIP)

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

Cllrs to be provided with an update from the Highways Working Group meeting held earlier in the day.

Speedwatch

Cllrs to note dates for future sessions.

Public Transport

Meeting with Southeastern/Network Rail – date to be confirmed.

Meeting papers can be found separately to the agenda at: [attachments.asp](#)

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