



DRAFT MINUTES OF FULL COUNCIL HELD ON TUESDAY
10th MARCH 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.

125/26 PRESENT

Cllrs Adam, Boswell, Gibson, Goda, Griffiths, Newton, Rabot (in the Chair) and Tippen. The Clerk was also in attendance.

126/26 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Dobinson and Summersgill.
 Borough Councillor Couch also gave her apologies.
 Not in attendance: Cllr Turner.

127/26 COUNCILLOR INFORMATION

Declaration of Pecuniary and Non-Pecuniary Interests

Cllr Gibson declared a Pecuniary interest in item 131/26 (Allotments) as a resident of Highwood Green. Cllr Gibson would leave the meeting when this item was given discussed.

Changes to Register of Interest

There were no changes to Cllrs Registers of interest

Granting of Dispensation

There were no requests for dispensation.

128/26 MINUTES OF THE PREVIOUS MEETING

Cllrs received, and accepted, as a true record, the Minutes of the Parish Council meeting held on 10th February 2026. These were duly signed by the Chairman.

129/26 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

No members of the public in attendance.

The meeting was not adjourned as no one in attendance for the following:

PUBLIC FORUM

No members of the public

EXTERNAL VERBAL REPORTS (if in attendance)

County Councillor Report

Borough Councillors Report

Police

130/26 CLERK'S REPORT

Cllrs received and noted the Clerk's report which included updates on outstanding issues, website and Marden Neighbourhood Plan Regulation 14.

131/26 PARISH MATTERS**Reports from MBC and KCC**

Cllrs received and noted the written reports from Borough Councillors. Cllr Tippen raised a concern regarding the change of council tax paid by residents on benefits which may have an effect on future precept/budget decisions.

Police Update/Report from Police ForumCrime Figures

Cllr Rabot provided a report on receive crime figures obtained from the Kent Police website. Although not easy to understand it seemed as though Marden had 4 less than the previous month. The Admin Assistant would be asked to create a spreadsheet to list all crimes listed on the Neighbourhood Watch e-watch newsletter received twice a week.

*7.44 Cllr Adam arrived at meeting.*Other Police Matters

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

MBC Cluster meeting was held earlier today. Cllr Summersgill and the Clerk attended and notes had been circulated.

CommunicationNewsletter

The Spring edition of the newsletter had been distributed to all households.

Marden Flooding

The Clerk had received correspondence from Katie Lam's office informing MPC that the Southern Water issues raised were being looked into.

Infrastructure Spend Plan (ISP)

No new items for consideration had been received.

Changing Rooms Refurbishment

An email from the architect had been received and this had been discussed at the Planning Committee meeting held on 17th February – the response from Cllrs had been returned. Building Regs had been submitted, and plans were being finalised by architect for tender purposes.

Public Conveniences – Solar Panels

Cllr Summersgill reported that the licence had been agreed but nothing received in the office.

Allotments*7.49 Cllr Gibson left the meeting*

The legal representative at Redrow had left. MBC had been made aware and were liaising with Redrow. An email had been received setting out work Redrow planned in accordance with the allotment specification. Cllr Rabot had provided a table laying out what MPC's specification included and the response from Redrow. Cllrs went through the items listed from Redrow and this was updated to what was required by MPC prior to transfer.

8.01 Cllr Gibson returned to the meeting

Marden Parish Council Open Morning

Approx 45 residents attended on Saturday 7th April and responses from the MNP consultation would be reviewed by the Clerk following the Reg 14 closing date of 17th April.

MPC Documents

Policies

Cllrs agreed and ratified the Council/GDPR policies along with the agreement of all other Committee/Sub-Committee policies.

The Finance policies were to be reviewed at next Finance meeting; HR policies were reviewed in June 2025 and will be reviewed again on receipt of advice from Peninsula (HR Support).

Risk Assessments

The Clerk would review MPC's risk assessments and report back to next meeting.

Standing Orders and Financial Regulations

Standing Orders and Financial Regs had both been reviewed in 2025. Cllrs agreed to ratify these as no additional information had been received from NALC regarding updates. However, on completion of reviewing the Finance Policies these two documents would be checked to ensure there was no amendments to be made.

Terms of Reference

Cllrs agreed the Terms of Reference for Council, Committees and Sub-Committees together with the agreement of the addition for the Highways Working Group.

Annual Residents Meeting

Date of this meeting was on 14th April and would be held prior to April's Full Council meeting in the Old School Room. The Chairman and Committee Chairmen would read out their annual reports and the Clerk would be writing to village organisations to obtain their reports for the handout.

Full Council Action Log

Noted.

132/26 COMMITTEE REPORTS

Amenities Committee

Cllrs noted the Minutes of the Amenities Committee meeting held on 24th February 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 17th February and 3rd March which had been previously circulated and available on the Parish Council website.

Finance Committee

No Finance Committee meeting held in February.

Conferences/Meetings/Webinars/Other attended

Village Events Sub-Group meeting – 12th February: Notes circulated and update provided to Amenities Committee meeting.

Communications Sub-Group meeting – 12th February: Notes circulated
Environmental Sub-Group meeting – 17th February: Notes circulated and update provided to Amenities Committee meeting.

Resilience Cluster Meeting – 26th February: Cllrs Rabot, Tippen and the Clerk attended. Main aim is to assist where possible with neighbouring parishes in the event of an emergency.

Reg 14 consultation – 2nd March to 17th April

HR Sub-Committee meeting – 3rd March: Minutes to be circulated.

Highways Working Group/Car park meeting – 4th March: Notes circulated and awaiting response from Maidstone Borough Council Parking Services.

MPC Open Morning – 7th March: Approx 45/50 people attended.

Ward Cluster Meeting – 10th March: Notes circulated.

Conferences/Meetings/Webinars/Events forthcoming

Police Surgery – 13th March

Village Litter Pick – 28th March

Annual Residents Meeting – 14th April 2026

133/26 CORRESPONDENCE

Local Government Reorganisation Consultation – Cllrs completed the questionnaire and the Clerk would submit prior to the closing date.

Maidstone Borough Council Community Energy Survey for Parish Councils –

Cllrs gave Cllr Boswell and the Clerk delegate powers to review the questionnaire and submit a response on behalf of Marden Parish Council.

Cllrs received the following items for noting:

Marden Parish Council Office Correspondence Log – February

Marden Parish Church Magazine

KALC Newsletter

Clerk/Council publications

134/26 FINANCE

Bank Statements:

Revenue Accounts:

Nat West: £17,736.49

Unity: £26,544.92

Capital Account

CCLA: £57,614.34

Payments for Approval

Invoices for Payment

The following invoices were submitted for payment:

Alison Hooker: Laptop/open morning supplies (Budget Codes 4320/4205/4076) £632.45

The Hop Press: No Dog Walking signs for Cemetery (Budget Code 4303) £30.00

Castle Water: changing rooms water supply (Budget Code 4225) £7.14

Castle Water: Public Conv. Water supply (Budget Code 4327) £42.23

Total: £711.82

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

Cloudy IT contract

Cllrs had agreed at Finance Committee meeting to pay annually and following receiving information on the three contract terms (ie 1, 3 or 5 years) Cllrs agreed to sign up for 3 years.

Nat West Bank

Cllrs agreed for the Clerk to apply to have online access to Nat West Bank account to view and obtain monthly statements.

Business Stream Account

Cllr Turner had agreed to view this but unfortunately was not in attendance. The Clerk would contact Cllr Turner for a response.

135/26 HIGHWAYS AND PUBLIC TRANSPORT**Highways**

The Clerk was asked to contact the Highways Steward for Marden regarding updates on pothole repairs.

Highways Improvement Plan (HIP)

A resident had emailed the Clerk regarding speeding in Howland Road. The Police would be asked to consider a speed watch at this location and report to Highways Working Group.

Speedwatch

Two new locations had been agreed for Chainhurst and Cllr Goda was now trained on using the equipment. Three volunteers had come forward from the Open Day on Saturday and these were forwarded to Cllr Summersgill. Further dates would be arranged shortly.

Public Transport

Cllr Tippen had reported a pothole that had appeared in the station entrance.

There being no further business the meeting was closed at 8.44pm.

Cllr Adrian Rabot

Chairman

Date: 14th April 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 14th April 2026

Meetings etc 14th April to 12th May 2026

21st April – KCC Road Safety Seminar – Cllr Tippen and the Clerk attending

21st April – Planning Committee meeting

22nd April – Play Scheme Manager/Clerk meeting

27th April – Chairman/Vice-Chairman/Clerk meeting

28th April – Finance/Amenities Committee meetings

Correspondence Log

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

Full Council Action Log

Action Log updated following March'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

Answers to questions raised by Redrow had been returned with one query (also answered). No further correspondence received.

Changing Rooms

Building Regulations have been approved. Spoke to architect on 9/4/26 looking to send out specification for contracts this week. Will forward to MPC ready to add to Government's contract finder website – will update further at meeting.

Public Conveniences – Solar Panels

Licence received and item on agenda to sign. Once all three parties (MPC/MBC/Solicitors) have signed then the contractor can be contacted to begin the structural work.

MPC Website

Rachel is working on the new website. HugoFox will continue until Parish Online ready to go live.

MPC Litter Pick

Successful event – report to be given at Amenities Committee meeting.

Marden Neighbourhood Plan Regulation 14

Closing date 17th April – will review responses and send to Planning Committee for consideration and next steps.

Byelaws

I have submitted the amended Byelaws but have not received any updates to date.

Currently Working On:

End of Year Accounts (virtual meeting with Internal Auditor on 27th May)

Insurance Quotes

Contract Finder (Changing Rooms Refurbishment)

MBC Members Report from Cllr Claudine Russell

Dated: April 2026

Council

The Heathlands SPD was called in to Overview and Scrutiny for further assessment but was ultimately passed through to cabinet without any changes being recommended and has since been adopted.

The Annual meeting of the Council is scheduled for Saturday 16th May and the new Mayor will be Cllr Brian Clark (Lib Dem – Loose Ward area). The new deputy Mayor will be Cllr Denis Spooner (Conservative – Bearsted Ward area).

The Article 4 Directive motion that we raised in council has ended with a decision being taken to pursue a non-emergency Article 4 directive but to look at a slightly wider area than just Invicta House and to gather the evidence for this area.

There are various consultations open at the moment; Community Governance Review (CGR) for the unparished areas and Grove Green, Town Centre Public Spaces Protection Order Review, Dog Control Public Spaces Protection Order Review, Street Trading Policy.

You may have heard that the new recycling rules started on the 1st April but the good news is that our MBC recycling system already meets the new requirements. Collection days remain unchanged. You can now put Tetrapaks and cartons (like soup and juice cartons) in to the dry mixed recycling bin. MBC are working with communal properties to make sure everyone can take part.

Ward Work

I have chased about a number of fly tips across the ward this month. It has been a very busy month for fly tipping and clearing up fly tipping so for a short while the team fell below target but they are back to clearing quickly again now.

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

Green Party Councillors' Report of **March 2026**, for Marden & Yalding Ward Parishes –

In a busy period within the Borough Council before Easter, the Cabinet Meeting on 18th March dealt with ten 'business' items for approval; the next Cabinet is on 15th April, with the Full Council now meeting on 29th April. The latest Cabinet agenda included updating/new Policies on Bulky Waste charges, Housing Payments, Empty Homes and an Asset Management Strategy for the next three decades. The Council Tax Reduction Scheme for lowest earners is now in effect, as Council Tax bills are issued. The third quarter Budget update revealed an increasing 'surplus' on this year's Budget, now over £0.5m, and there were also motions on River/Nature restoration, Invicta House (Art.4 direction) and an expression of interest in Kent becoming a Foundation Strategic Authority (the step below a Mayoral Authority). We are still waiting to hear from Central Government about the future make-up of Kent for Local Government Reorganisation in 2028; a decision is expected in July, but recent government decisions on other Counties caused concern in some areas that what Boroughs have proposed may not be agreed... The mayor-making Council event will be on Saturday 16th May.

Other Committees continue through April, with Policy Advisory Committees (PACs) from 1st – 7th, Overview & Scrutiny on 13th and Planning on 22nd. As there are no elections in Maidstone this May, there is no suspension of Council business, although there is some restriction on 'political' decisions.

During March, Mike also attended meetings of the Rochester Bridge Trust and the Upper Medway Drainage Board, where he is an MBC representative on both. RBT is part-funding some re-tiling (wood shingles) work on Hunton's ancient Church, amongst other charitable donations within its geographical remit – this was agreed before Mike took up his role there! Mike also attended the opening of a new STEM (Science, Technology, Engineering & Maths) teaching hub at Kings' School in Rochester on 2nd March, which is available for public education events as well as school use. RBT is also inviting secondary schools across Kent to apply for engineering and maths-related funding, with grants for two years of up to £10,000 – by 1st May (www.rbt.org.uk/eesp). UMIDB is looking at assisting some restoration work on old stream paths and 'ghost ponds' in Collier Street and other sub-catchments, to help mitigate flooding, through its Conservation and Nature Resilience Fund.

The Council completed its Citizen's Assembly, consisting of four sessions of powerful conversations of ground-breaking citizen deliberation on Violence Against Women and Girls (VAWG). Residents came together with national and local experts, advocates and academics to explore some of the most difficult and important issues facing our community. The outcomes will be used to move straight into shaping our approach to making Maidstone safer for everyone. Some of the insights were shared with Councillors attending 'Active Bystander' training in March, and the interest from local and national organisations in the recommendations feels incredibly positive. Cllr Couch is also meeting with the Police and Crime Commissioner in April to discuss the 'Words Matter' reporting guidelines, which police forces are being encouraged to adopt. These guidelines provide clear information on how Police external communications teams should avoid victim-blaming language in their reports and use language that centres on the actions of perpetrators and encourages greater respect toward victims/survivors.

Parish Matters –

Collier Street – Mike attended the Parish meeting, and sent in detail about a Planning amendment.

Hunton – Liaison continues with residents over construction work adjacent to Lughorse Lane, and a forthcoming PlanAp for polytunnels. The recent Parish meeting covered several Road Safety aspects and consultation on The Square access; Mike reported back from the Police/MBC ‘Cluster’ meeting on 10th, which was attended by clerks from Nettlestead & Marden, but not by other Ward Parishes.

Marden – We received a couple of residents’ concerns about the unsolicited housing proposal (by GladMan Developments) for 115 homes off Plain Road; we are formulating a reply, but Mike’s position on MBC Planning Committee means he should not directly state his opinion. Nothing more has been received about the ‘North Marden’ development proposal, after the local invitation-only meeting on 27th February, and no news has been heard for a while about the Copper Lane housing development. A fly-tipping incident on Tilden Lane was resolved, one of several locations/lanes that MBC Waste are investigating. Cllr Couch supported a resident looking for reassurance regarding the implementation of the fast-track process within the Housing Assistance Policy for MND diagnoses.

Nettlestead – The Pelican Crossing did not come up at the March Joint Transportation Board (JTB) meeting, and Mike contacted the Chair, who confirmed it is with KCC for discussion at July meeting.

Yalding – We were disappointed that MBC’s argument against the Developer’s Appeal about (...not..) putting solar panels on the next phases of warehousing at YEP was dismissed; Grace had submitted a strong argument to the national Inspector, but Planning ‘rules’ took precedence. Mike also chased up a couple of Planning enquiries about a second Appeal for housing (three units) on Vicarage Lane. Cllr Couch has raised the issue of regular fly-tipping on Mill Lane with the relevant MBC team (again), but is pausing support for a resident pursuing noise complaints at the Boathouse with the Council, until the nature of the future/new tenant’s business is understood.

Updates for Newsletters/Sharing with Residents:

Medieval Fayre at Brenchley Gardens on Saturday - 11th April

The gardens (and the adjacent Museum) will have traditional crafts and skills being demonstrated (in costume) from 11am to 4pm, no charge. Find out more on www.visitmaidstone.com/whats-on.

Also happening all over town venues over the May Day Weekend is [Maidstone Fringe](#) musical festival, and there is a fun fair in Mote Park at the same time (and also the weekend before).

‘Drive Electric’ - 17th April

Drive Electric is coming to MidKent College Maidstone, Friday 17 April, 10am–2pm. Join it for a fun, informative day exploring the future of transport with a huge range of electric vehicles, expert advice, live demos and plenty more. “Whether you're a business, resident, student or just EV-curious, this event is the perfect chance to learn, ask questions, explore opportunities and see how electric transport could work for you”. Find out more and book:

<https://www.eventbrite.co.uk/e/drive-electric-tickets-1976717838266>

Maidstone's 'Big Day Out' - 13th June

MBC is inviting everyone to get out and enjoy our amazing parks and open spaces, and to be part of the first community-led 'Big Day Out.' Being held on Saturday 13th June, this (second) one-day festival is celebrating outdoor areas to be found all across the borough. Parishes are encouraged to host events on their green spaces as part of the celebration, and/or publicise neighbouring activities.

To find out more about the Maidstone Big Day Out, please visit the website: <https://bigdayout.info/>

→ Maidstone River Festival also returns on Saturday 25th July

Borough Councillors Grace Couch & Mike Summersgill – 2nd April 2026

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

REPORT TO FULL COUNCIL

Meeting date: 14th April 2026

Authors: Resilience Planning Working Group (RSWG)

Subject: Resilience Plan

Purpose: To inform Cllrs and request permission for purchase

Recommendations:

That Councillors consider and adoption the Resilience Plan

That Councillors consider and agree the purchase of the items listed below:

Small generator

Rechargeable LED work light

Hi-Viz waistcoats

Traffic cones

Background

- (1) After several drafts the Resilience Plan has been finalised for adoption. A public document (attached) has also been produced for the website and general circulation if required (this does not contain confidential information).
- (2) The RPWG has requested that Cllrs consider the purchase of the equipment in the attached quote for use in the event of power outages, emergency events etc.

Options for Council

- a) Note/Do nothing
- b) To do adopt the Plan
- c) To agree/refuse the purchase of equipment.

Reason for recommendation

To set up the Resilience Plan to work with agencies and neighbouring parishes in the event of an emergency.

Expected benefits

- a) The local community
- b) The environment
- c) The wider community
- d) Other

Appendices

Quotes

Public copy of the plan

Resilience Planning

Quotes for Equipment

Item	Supplier	Cost
Rechargeable LED Work Light	Screwfix	£ 20.82
Impax 1900W Generator	Screwfix	£ 333.33
Draper 1.7kw Generator	Toolstation	£ 541.65
Kohler 2kw Generator	Screwfix	£ 791.66
Hi-Viz Waistcoats x 10	Amazon	£ 19.98
Traffic cones x 5	Amazon	£ 42.83

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 - passed to Katie Lam MP	

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 - passed to Katie Lam MP	
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	On hold	
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 - add to contract finder	
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		
A206	118/26	10th February 2026	Arrange meeting with MBC/KCC re asset transfers	Ali	Asset Transfer WG	ON HOLD
A208	118/26		Update Chairmen's board after May APCM	Ali		
A213	123/26		Cllr Turner to view Business Stream account due to high invoice	Cllr Turner		
A219	131/26		Review Risk Assessments	Ali	Submit to April meeting	
A220	131/26		Review Finance Policies	Finance Committee	at next Finance meeting	
A226	134/26		Cllr Turner to be contacted regarding Business Stream invoice	Ali		
A227	135/26		Clerk to contact Kent Highways for update on pothole repairs	Ali	Emailed 12/3/26	

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
A177	083/25		Purchase a new laptop for planning / finance (Maximum £500)	Ali / Cllr Newton		COMPLETED - purchased 09/3/26
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
A201	103/26		Send Byelaw changes to Secretary of State	Ali	Sent	COMPLETED 19/3/26

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 Shephurst 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 access 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
A212	123/26		View other quotes for laptops with 16gb memory	Ali	Liaise with Cllrs Adam and Turner	COMPLETED - purchased 09/3/26
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
A216	131/26	10th March 2026	Obtain crime information from e-watch newsletter	Lisa	Request a spreadsheet to be set up to record all crime associated with Marden from the twice weekly e-watch newsletter	COMPLETED - passed to Lisa 12/03/26
A217	131/26	10th March 2026	Respond to Redrow with Cllrs comments on the allotment specification	Ali	Sent	COMPLETED 19/3/26
A218	131/26		Update policies onto website.	Ali		COMPLETED 13/3/26
A221	131/26		Write to village organisations for annual reports	Ali/Lisa	Responses back by 10th April	COMPLETED 19/3/26
A222	133/26		Respond to LCR survey	Ali		COMPLETED 16/3/26
A223	133/26		Respond to MBC Energy Survey	Ali/Anne		COMPLETED 16/3/26
A224	134/26		Notify Cloudy IT of 3-year contract	Ali		COMPLETED - Responded 12/3/26

A225	134/26		Nat West application for Clerk to obtain online viewing of statements	Ali	Application made 12/3/26 - Cllrs Tippen and Boswell to sign	COMPLETED 24/3/26
A228	135/26		Contact Beat Officers regarding speeding in Howland Road	Ali	Spoken to PCs on 13/3/26 - will look at location regarding places to stand safely	COMPLETED
A229			Contact sign company with their view on cast iron signs	Ali	Contacted Leander Architectural 12/3/26	Response received - undertake cast iron work for other councils



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

089/26 PRESENT

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

090/26 APOLOGIES FOR ABSENCE

Cllr Newton gave his apologies for this meeting. Although not an Amenities Committee member, Cllr Gibson gave her apologies for this meeting.

091/26 COUNCILLOR INFORMATION

Declaration of Pecuniary and Non-Pecuniary Interests

Cllrs Tippen and Turner declared an interest in item 099/26 (Outside Bodies Reports - Memorial Hall) as Trustees of the Memorial Hall. Cllr Boswell declared an interest in item 095/26 (Open Space – Southons Field) as a resident backing onto Southons Field.

Requests for Dispensation

There were no requests for dispensation

092/26 MINUTES OF THE PREVIOUS MEETING

Cllrs received, and accepted as a true record, the Minutes of the Amenities Committee meeting held on 24th February 2026. These were duly signed by the Chairman.

093/26 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

There were no members of the public in attendance.

094/26 DEPUTY CLERK REPORT

The report was submitted to Cllrs prior to the meeting. The dog signs have been passed to the Caretaker to be put on stakes and positioned at locations agreed. The Caretaker has agreed to undertake Play Inspection Training in June along with Cllr Newton. The resident has responded with regard to a bench at the Marden Playing Field. They are also exploring having a bench at the Marden Parish Church grounds. They will let me know what they decide. The Tree Warden was unable to conduct the Tree Warden Report this year due to health issues. However, they will try again in Autumn 2026. The baby changing facilities and nappy bins will shortly be ordered by the Clerks. Cllrs noted.

095/26 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

Cllrs discussed creating Working Group and agreed that Cllrs Tippen, Turner and Boswell would sit on the group on behalf on the Amenities Committee along with Cllr Griffiths.

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.

Events on Southons Field

A list of the future events on Southons Field was circulated prior to the meeting. Cllrs noted.

Security Metal Shed

Cllrs had received a letter from a member of staff who had requested agreement from Cllrs to take away the metal from the shed for personal use. Cllrs discussed and agreed to the request.

Other Open SpaceAnnual Play Inspections

Cllrs were circulated prior to the meeting the Annual Play Inspections for the Marden Playing Field, Napoleon Drive and Southons Field. The findings were all found to be "Low Risk". The Clerks had created a breakdown on jobs for the Caretaker or a Contractor to carry out. There were also some issues to monitor. Cllrs asked that the Deputy Clerk provides a list to the Caretaker of what could be undertaken.

TreesMonthly Tree Inspections

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

096/26 CEMETERY**Exclusive Right of Burial Certificates**

There were no exclusive right of burial certificates to sign for this meeting.

Container Entrance

Following the last Amenities Committee meeting when Cllrs received quotes to carry out the work. It had been decided to wait for a Contractor to respond before Cllrs made the final decision, unfortunately, no response had been received from the outstanding Contractor. Therefore, Cllrs agreed that the contract would be awarded to GR Contractors at a cost of £750 via email to carry out the work on the hardstanding. This work was carried out on Saturday 21st March 2026.

Maintenance at the back of Cemetery

Following the Cemetery Sub-Committee Meeting that took place prior to this meeting, Cllrs discussed the maintenance at the back of the Cemetery. The outcome of the meeting was the maintenance plan will be updated for the

Cemetery with the following: the central area will be strimmed one metre from the base of the trees, the hedging areas will be strimmed one metre in front of the hedge and the area that has not been planted will be strimmed to keep on top of brambles/invasive weeds. All maintenance would be conducted once a year.

097/26 PUBLIC TOILETS AND CAR PARK

Public Toilet Issues

Solar Panels

The licence has been received for the work and this will be signed at the next Full Council meeting on 14th April 2026. Cllr Goda reported that he will be working with the Clerk to come up with a suitable electricity provider.

Car Park Issues

Cllr Summersgill mentioned that MBC has some "No Idling" banners that could be provided for the village and were there any suggestions of locations. It was suggested that the car park would be good and in the High Street if there was appropriate space.

098/26 AMENITIES SUB-COMMITTEES AND SUB-GROUPS

Environmental Sub-Group

The Sub-Group will meet again on 16th June 2026.

Green Homes Event – 17th May 2026

Cllr Boswell updated Cllrs on the upcoming event. KCC have drafted an poster which was circulated prior to the meeting. This will take place at the Marden Village Club at 10am till midday.

099/26 OUTSIDE BODIES REPORT

Memorial Hall

Cllr Tippen informed Cllrs that there were no issues to report.

Youth Issues

There were no youth issues to report.

100/26 AMENITIES MEETING ACTION LOG

Meeting Action Log

The Deputy Clerk had circulated prior to the meeting an update Meeting Action Log. Cllr Adam recommended that the reflectors be added.

101/26 OTHER AMENITIES ISSUES FOR DECISION/NOTING

There were no other Amenities Issues for decision/noting.

102/26 INVOICES FOR PAYMENT

The following invoice was put before Cllrs for payment:

GR Contracting – Container Entrance Hardstanding – £750.00

Castle Water – Water Bill - £3.67

Sevenoaks District Council – Licence Recharges – Premises Licence - £70.00

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

Alison Hooker – Ebay Reflectors/Glue - £20.55

Alison Hooker – Tesco Mobile Payment - £5.00

Total: £1,049.22

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

There being no further business, the meeting closed at 20.00.

Date: 28th April 2026

Signed:

Cllr Dobinson
Chairman, Amenities Committee
Marden Parish Council, Parish Office, Goudhurst Road, Marden, Kent, TN12
9JX
T: 01622 832305 / 07940 241333
E: deputyclerk@mardenkent-pc.gov.uk
W: mardenkent-pc.gov.uk



DRAFT MINUTES FOR THE MEETING OF MARDEN PARISH COUNCIL PLANNING COMMITTEE ON 17TH 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.

195/26 PRESENT:

Cllrs Boswell, Newton and Rabot were present. The Clerk was also in attendance.

196/26 APOLOGIES:

Cllrs Adam, Gibson, Goda, Griffiths and Turner had given their apologies.

As the Chairman and Vice-Chairman were absent Cllrs elected Cllr Rabot to take the chair for this meeting.

197/26 APPROVAL OF PREVIOUS MINUTES:

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

198/26 CLLR INFORMATION

Declarations of Interest

There were no declarations of interest.

Granting of Dispensation

There were no requests for dispensation.

199/26 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

There were no members of the public in attendance.

200/26 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
No further information received.

Following on from the previous meeting Cllrs had draft a response to this application via email and the final draft had been circulated for tonight's meeting. This was ratified by Cllrs, and the Clerk would submit to MBC following the meeting.

The response can be found at Appendix 1 to these minutes.

FULL APPLICATION

26/500724/PSINF – Marden Primary Academy, Goudhurst Road, Marden
Part retrospective application for the construction of a new single storey school building (four classrooms, dining hall, kitchen and staff room), hard surfacing play areas, provision of 11 additional car parking spaces and demolition of dining hall building (revised scheme to 24/503556/PSINF). Cllrs reviewed the part-retrospective application and agreed in principle but wish the previous comments for application 24/503556/PSINF regarding condition of travel plan and dropped kerbs be reiterated.

26/500803/FULL – The Beech House, Plain Road, Marden

Retrospective application for conversion of an existing building to an annex to the main dwelling.

Cllrs raised no objection subject to the annex remaining ancillary to the main dwelling

LISTED BUILDING CONSENT

26/500686/LBC – 1 High Street, Marden

Listed Building Consent for internal alterations including removal of partition walls and doors on ground and first floor to enable the enlargement of a second bedroom, with creation of ensuite and to provide a new shower room at ground floor level.

No objection subject to the Conservation Officer's approval.

SUBMISSION OF DETAILS

26/500811/SUB – The Taj of Kent, Church Green, Marden

Submission of details pursuant to condition 2 (internal noise levels) subject to 25/501984/PNMA

Noted

201/26 PLANNING APPLICATIONS OUTSIDE MARDEN PARISH

There was no planning applications received outside of Marden parish.

202/26 MBC DECISIONS & APPEALS**Decisions**

The following decision had been received from MBC:

26/500023/LBC – 2 Church Green Cottages, Pattenden Lane

Listed Building Consent for installation of an EV charger on the side of the property.

MPC: Raised no objection

MBC: Granted

Decisions outside Marden Parish

No decisions on applications Marden planning applications had been received.

Appeals

No appeal information received.

203/26 OTHER PLANNING ISSUES:**MBC Planning Committee**

Cllrs noted the next MBC Planning Committee meeting on 19th March 2026.
No applications for Marden were due to be heard.

204/26 MARDEN NEIGHBOURHOOD PLAN (MNP)

The Open Morning was held on 7th March. Any responses on Regulation 14 would be gathered and viewed at the end of the consultation period.

205/26 INVOICES FOR PAYMENT:

The following invoices for payment were submitted to the meeting:

P&F Cleaning – Public Conv. Cleaning (Budget Code 4326) £725.00

Gallagher – Vehicle insurance (Budget Code 4341) £728.17

Total: £1,453.17

Cllrs agreed payments and Cllr Newton and Cllr Rabot would authorise on Unity.

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

206/26 ENFORCEMENT**New/Reported Alleged Enforcement****MBC Update on Enforcement**

No enforcement issues were raised.

There being no further business the meeting closed at 8.00pm

Signed:

Cllr Turner, Chairman, Marden Planning Committee

Date: 7th April 2026

Marden Parish Council, Parish Office, Goudhurst Road, Marden

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

APPENDIX 1

Response from Marden Parish Council: 17th March 2026

Land North of Marden

Response to EIA scoping opinion for 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. MBC Application No: 26/500615/EIASCO

Traffic and Transportation: Potential Significant Effects

Clause 4.2.6

It is considered unreasonable to exclude construction traffic from the environmental impact assessment for the following reasons:

- 1) The routes taken by large goods vehicles during construction can be materially different from the operational traffic generation due to traffic regulation order constraints (such as weight, width or length limits).
- 2) The environmental impacts of construction traffic can be materially different to operational traffic due to physical constraints such as restricted junctions, narrow lanes and sharp bends.

Proposed assessment methodology

Clause 4.2.7

The list of relevant guidance is considered variously incomplete and inaccurate as follows:

The current version of Design Manual for Roads and Bridges (DMRB) document GG 119 'Road Safety Audit' is revision 2.0.1

DMRB document GG 142 'Walking, cycling and horse-riding assessment and review' should be referenced, especially Section 4 'Walking, cycling and horse-riding assessment'

Department for Transport (DfT) Local Transport Note (LTN) 1/20 'Cycle Infrastructure Design' should be referenced, especially Section 2 'Planning for Cycling'

The Chartered Institution of Highways & Transportation's 'Manual for Streets 2' (2010) should be referenced, especially Section A 'Context and Process'

The Kent Design Guide should be referenced, especially Section 4 'Transport assessment and travel plan guidance' (2025)

Clause 4.2.9

The vehicle routes most likely to be taken by Marden residents (both existing and from any future development) need to be assessed. In addition to the B2079 and A229 (already mentioned as in scope) to/from Maidstone, these include:

Route to/from Tonbridge via Sheephurst Lane, B2162, Churn Lane, Pearsons Green Road, Mile Oak Road, Mascalls Court Road, B2017 and A26

Route to/from Tunbridge Wells via Sheephurst Lane, B2162, Yew Tree Green Road, Crook Road, Blind Lane, Brenchley Road, B2160 and A21

Route to/from the M25 via Pattenden Lane, Green Lane, B2162, B2015, A228, B2016, A20 and M20

Clause 4.2.12

The impacts on train services need to consider the route as a whole and not just the existing services currently calling at Marden. For example, there are already significant constraints on the main commuting route to/from London on the length between Tonbridge and Orpington and at the termini that effectively preclude additional or longer trains at the height of the AM and PM peaks. Cumulative effects also need to be considered (see below).

Clauses 4.2.15 and 4.2.16

In addition to motorised traffic, the effects on those walking, wheeling and cycling also need to be explicitly assessed.

Cumulative effects

Clause 4.2.19

As noted in clause 4.2.12, the cumulative effect of proposed developments on the main rail commuting route to/from London needs to be assessed. This should not be restricted to planning applications and allocated sites within 5 km of the site but needs to include those in the vicinity of all stations between Ashford and Tonbridge.

Socio-Economic

Clause 4.5

Marden has experienced housing growth in recent years:

The 2011 Census counted 1,542 households and a population of 3,724.

By the 2021 Census this had grown to 2,056 households and a population of 5,027.

The Maidstone Local Plan Review, adopted in 2024, included the site “Land East of Albion Road and North of Copper Lane” which has received outline planning consent for the erection of up to a further 117 dwellings.

Whilst MPC agrees that an assessment should be made of the impact on MBC’s housing supply and on increased demand on local facilities, we are of the view that the following additional areas also should be considered:

- Impact on quality of life of the existing community resulting from a substantial increase in the size of the community.
- An assessment of how the existing community absorbs the potential number of new residents into the community.
- Impact on the existing community of potentially moving existing services (eg. healthcare and education) to a site north of the railway line as it seems likely that if

said services are provided with additional facilities, then existing users may be redirected to specific services at the new locations.

- Impact on the proposed new community as a whole on living and working in a community that is effectively split by significant barriers. The Maidstone Road (B2162) will cut through the new northern “village quarter” and the railway divides the existing village and the proposed development. In both cases, a very limited number of crossing places seem to be practicable, and this will lead to limited access between the different resulting “zones” of the community.

Biodiversity and Climate Change

The site poses a number of biodiversity risks that mean that careful consideration should be given to the scope of any assessment in order to avoid having a severe negative impact on the local ecosystem.

Clause 4.8.10 “The Proposed Development will seek to achieve 10% biodiversity on-site”.

We would note that Maidstone Borough Council’s LPR Policy LPRSP14(A)(a)– Natural Environment states “development, having regard to Biodiversity Opportunity Areas and/or Nature Recovery Networks. Biodiversity net gain should be calculated in accordance with the latest Natural England/DEFRA biodiversity metric or equivalent. Where 20% biodiversity net gain is demonstrated not to be financially viable, together with other policy costs, then the statutory minimum net gain provision will be secured”.

The site contains and adjoins Habitats of Principal Importance (HPI). The Scoping Opinion mentions both Bridgehurst Woods and the three SSSI’s including the Marden Meadows site. However, Bridgehurst Woods, which is a designated Ancient Woodland, is connected via a large matrix of high-grade habitats directly to Marden Meadows SSSI (less than 500m) and the River Beult (an SSSI) which lies less than 2000m from the site boundary. Both SSSI’s could be put at risk by changes to the water table and dust from construction. The River Beult’s chemical state is currently rated as ‘fail’ which indicates the river does not meet the required standards for water quality which is essential for supporting both people and wildlife. The proposed development could have a significant impact on the river’s ecosystem.

Additionally, air quality/pollution should be assessed during the construction and operational phases on ancient woodland, SSSI’s and LWS and the potential impacts of nitrogen deposition.

The habitats, which are all managed for nature include lowland mixed broadleaved woodland, lowland meadows, hedgerows, a network of ponds and an area of wet woodland and these habitats are Kent Biodiversity Action Plan habitats. They are inter-dependent and intersecting in terms of species that live there and recent monitoring has recorded many species that are nationally or locally rare and also species of principle importance in England.

The proposed site could have significant adverse impacts on the landscape and visual receptors. Marden Cemetery is of particular concern not only for its significant

views, but its onsite biodiversity and the site is also vulnerable to groundwater. Whilst swathes could mitigate some of these concerns, to protect the cemetery from the proposed nearby development, guidelines should be sought from the Environment Agency.

This site is almost entirely zoned by Natural England as “Network Enhancement Zone 1” and lies completely within the impact zones of both of Marden’s SSSIs. Natural England’s ‘Impact Risk Zones’ for SSSIs state that emissions from any type of development can cause air pollution and/dust affecting the habitat and the species on the SSSIs.

Hedgerows, single mature trees and shaws are predominant boundary features of the site, the majority of which have been present for more than 200 years, and many are likely to meet the important criteria of the Hedgerow Regulations 1997 and fail other biodiversity tests.

However, having considered all of the information about the proposed development site we note that the Scoping Opinion states that:

“...the majority of the site comprises arable land which has limited value in its potential provision of habitat to protected and notable species. The most important habitat features are the ponds, hedgerows and tree lines throughout the site as well as Bridgehurst Wood which is an area of ancient woodland. Most of these habitats have been provisionally assessed as being in Good or Moderate condition however some of the hedgerows, ponds and tree lines have been assessed as being in Poor condition.”

Therefore, the Scoping Opinion needs to take into account the previous four paragraphs and recognise that the site is important in respect of connectivity for protected species and other wildlife accessing SSSI sites and Ancient Woodlands

The Scoping Opinion does not appear to have taken into account KCC’s Kent & Medway Local Nature Recovery Strategy (updated in January 2026) and MBC’s Landscape Character Assessment 2025/26 (currently at consultation).

Clauses 4.3.1 and 4.3.4

The Institute of Environmental Management & Assessment (IEMA) guide to assessing Greenhouse Gas Emissions and Evaluating their Significance 2022 indicates there would be a significant adverse effect from the proposed development on greenhouse gas emissions and mitigation is therefore crucial. Climate Change impacts therefore also need to be taken into account.

Species of principal importance have been recorded within the site. The RSPB and the British Trust for Ornithology (BTO) highlight the existence of red listed birds’ species on the site, and surrounding farmland, including Turtle Doves, Yellow Hammers, Linnets and Skylarks. BTO ringing data indicates that the immediate area holds a significant proportion of these birds. The RSPB National and Area Team has advised that the Turtle Doves in particular could be significantly impacted by the proposed development and as they are a red listed species, this harm could be great and irreversible.

Whilst the Corylus Ecology Habitat Survey report undertaken in February 2026 provides a provisional baseline for the onsite habitats it does not provide information on the presence of protected species, although we understand these will be undertaken. The Habitat Classification Report is based on surveys undertaken in 2021 for the presence of Great Crested Newts, Reptiles, Dormouse, Bat, Badger and the breeding of protected birds and it is essential that up-to-date reports are undertaken.



DRAFT MINUTES OF THE MEETING OF THE MARDEN PARISH COUNCIL CEMETERY SUB-COMMITTEE ON TUESDAY 24TH MARCH 2026 HELD AT 7.00PM AT THE ALLENS, ALBION ROAD, MARDEN

007/26 PRESENT

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

008/26 APOLOGIES

Cllr Newton gave his apologies for this meeting.

009/26 COUNCILLOR INFORMATION

Declaration of Pecuniary and Non-Pecuniary Interests

There were no declarations of Pecuniary and Non-Pecuniary Interests.

Granting of Dispensation

There were no granting of dispensations.

010/26 MINUTES OF THE PREVIOUS MEETING

Cllrs received, and accepted as a true record, the Minutes of the Cemetery Sub-Committee meeting held on 9th October 2025. These were duly signed by a Cllr on the Sub-Committee.

011/26 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

There were no members of the public in attendance.

012/26 MAINTENANCE OF BACK OF CEMETERY

Whilst viewing the Maintenance Plan for the Cemetery, Cllrs discussed the maintenance needed in the central area that had been planted with trees. Cllr Boswell informed the meeting that last year the Cemetery Groundsman strimmed the area. Cllr Tippen recommended the Woodland Trust's advice that maintenance for newly planted areas. It was proposed that weeding up to one metre diameter around each tree, hedging will be strimmed one metre in front of the hedge, the central area where the trees were planted be strimmed one metre around the base of the trees and the area currently unplanted will be strimmed to keep on top of brambles/invasive weeds. It was agreed that this maintenance was completed once a year.

Cllrs also recommended that the tree guards stay in place until agreed by Cllrs to remove. The Cemetery Groundsman will be informed.

Cllr Rabot recommended that there be a six monthly check on the hedging from MBC and keep these records in case of inspection.

The Cemetery Maintenance Plan will be updated accordingly.

Cllrs agreed all of the above and this would be reported to the Amenities Committee.

There being no further business, the meeting closed at 19.15.

Asset Transfer Working Group

Notes of meeting held on Monday 30th March 2026 commencing at 11.15am in the Parish Office.

Present:

Cllrs Boswell, Dobinson, Rabot and Tippen.

Apologies:

The Clerk had given her apologies as was attending another meeting. In her absence Cllr Tippen took the notes.

Items Discussed:

MBC/KCC Asset Transfer Policies

Following receipt of MBC and KCC's policies on asset transfers Cllrs reviewed these and agreed to recommend that MPC will not pursue open space transfer apart from Lucks Way. This proposal is that this area of open space would be reviewed when some other MPC projects had been completed. **Action:** Review again in October 2026.

Marden Car Park

The MPC Highways Working Group had met recently with officers of MBC regarding the future use of the car park. A response was still awaited and once received this would be reviewed again by the Asset Transfer Working Group.

Marden Library

It was proposed that no further action be taken on this but agreed to monitor the situation if/when any information was forthcoming from KCC.

Public Toilets

No further action as MPC already lease the building from MBC.

Date of Next Meeting:

It was proposed that the Asset Transfer Working Group would meet again in October 2026. Date to be confirmed nearer the time.

KALC AREA COMMITTEE – MAIDSTONE
NOTES OF MEETING HELD ON 30TH MARCH 2026 AT HEADCORN VILLAGE HALL

Alison Hooker (Clerk) attended to represent Marden PC in Cllr Summersgill's absence.

Before the meeting commenced Peter Couling gave a presentation on the current Gypsy & Traveller (G&T) DPD:

Regulation 18c was undertaken in November 2025 with the preferred policies and potential sites.

Regulation 19 consultation was due to commencing in June/July 2026 but no definite date been sent.

As AH understood it (copy of slides were due to be circulated shortly):

The 2011-2031 Local Plan stated that there was a need for 187 pitches over that period.

In 2022-2023 MBC had approved 312 pitches.

The assessed need had therefore been exceeded so why so many approved? Was this poor analysis of the assessment when undertaking the Local Plan? Were there legal constraints meaning that more were approved? Were there successful appeals?

MBC are considered a "soft touch" for G&T applications.

Maidstone Borough has 71,200 households with 576 of these being G&T.

Per 1,000 residents Maidstone Borough has 5.74 – the national average is 1.06.

ORS, who undertook the assessment on behalf of MBC, consulted with residents but many of the questions asked were misleading compared to the assessment questionnaire from Tonbridge & Malling BC.

Other considerations not taken into account were the mortality rate (G&T population's life expectancy was 10-12 years less than those living in bricks and mortar properties. The report was not able to be challenged.

It is understood that 27 potential sites will be in Regulation 19 however expected windfalls could cover this number.

Parish Councils are encouraged to engage with the proposals in Reg 19, submit comments/responses and notify MBC if they wish to participate in the examination process.

The meeting then commenced at approximately 7.45pm

Items discussed:

MBC Community Governance Review – 1 Town Council being recommended for approval.

KCC/MBC Public Assets – would be transferred to Town Council. Concern of community assets such as Mote Park – who would this be transferred to as it is currently a borough-wide asset?

The proposed Town Council would be the same level of government as current Parish/Town Councils.

The Unitary Council cannot force powers down to PC/TCs (ie grass verge cutting).

Local Government Review – option is due to be decided in July 2026. Some assets made be put up for sale but unsure of the community assets. Need to ensure that if sold these remain within the community.

Concurrent Functions/Devolved Powers – May be the way forward once unitary. If powers are passed down could concurrent functions be paid as a grant for parishes to undertake this work? PC/TCs to consider budgets from 2027/28 as may not be Parish Service Scheme grants. Significant increases in precept?

Parish Charter – KALC are working on new parish charters once unitary is in place. Should be one between PC/TC and each unitary council.

KALC are waiting for the option to be announced and would then look to see how KALC would fit in along with PC/TCs.

Local Plan Review – process continues (4 to 5 year cycle) until at least a Unitary Council takes control. The current plan starts to lose weight from 2029.

Looking to invite a KCC Highways Officer to a future meeting to speak about road closures.

KALC Area Committee AGM – 26th May 2026 at Yalding Village Hall

Parish Conference – 16th September 2026 at Market Hall

LOG OF CORRESPONDENCE AND HOW DEALT WITH?

No names/contact details should be added here

MARCH

Date:	Contacted via	Who took call/emails?	Brief details of issue raised	Council/Committee	Outcome
02/03/2026	Telephone	Ali	Funeral Directors confirming date of burial	Cemetery	Noted and put in diary
02/03/2026	Telephone	Ali	Church Office asking for CIO forms	Office	Sent via email
02/03/2026	Email	Ali	IA - info on IT policy	Office	Passed to Cllr Griffiths
02/03/2026	Face to Face	Ali	Groundsman - RTW interview	HR	Information put in personnel file
02/03/2026	Face to Face	Ali	Borough Cllr Russell	Office	Catch up meeting
02/03/2026	Telephone	Ali	Staplehurst PC re play scheme fees	Amenities	Update on fees being charged
02/03/2026	Email	Ali	Architect asking for update from last email	Amenities	Passed to Cllr Griffiths to respond
02/03/2026	Email	Ali	Vestry Hall regarding key collection for Saturday's hire	General	Noted
03/03/2026	Email	Ali	Katie Lam's PA - have we had a response from MP's office regarding SW	General	Responded - no and any help would be appreciated.
04/03/2026	Email	Ali	Request from resident regarding planning information of Cherry Orchard estate	General	Will diarised to look at paperwork next week
04/03/2026	Email	Ali	Paperwork for burial	Cemetery	Filed
05/03/2026	Email	Ali	Request from UK Power Networks regarding ownership of Plantation Lane	General	Sent details via email last month
06/03/2026	Email	Rachel	Tree Warden reply regarding situation of Tree Report	Amenities	Will contact office again in September with update
10/03/2026	Email	Ali	Request received for interment of ashes in existing plot	Cemetery	Passed to Rachel to respond
10/03/2026	Email	Ali	Confirmation of grave digger for burial on 25/3/26	Cemetery	Noted
10/03/2026	Email	Ali	Internal Auditor confirming date and time	Finance	27/5/26 - remote audit
10/03/2026	Email	Ali	Katie Lam March newsletter	General	Added to website
10/03/2026	Email	Ali	Kent Highways asking MPC to notify residents of Chantry Road Closure 31/3/26	Highways	Requested more information as to whether residents have received a letter drop as MPC can only notify via Facebook and weekly e-newsletter.
10/03/2026	Email	Ali	Request from local girls football team to use MPC's open space for training	Amenities	Passed to Rachel to circulate

10/03/2025	Email	Ali	Resident with concerns of speeding on Howland Road	Highways	Responded - raise with Highways WG/add to HIP
10/03/2026	Telephone	Ali	Staplehurst PC re planning /finance issues	General	Responded
10/03/2026	Email	Ali	Resident regarding volunteering (Speed Watch / Resilience Planning / Other	General	Passed to relevant Cllr to make contact
10/03/2026	Email	Rachel	Resident giving an update on the memorial bench on Playing Field	Amenities	Will confirm once a decision has been made
10/03/2026	Email	Ali	Public Conv. Solicitors regarding licence (signing)	Office	Provided signatores and requesting hard copy to sign
11/03/2026	Email	Ali	KCC regarding photocopier rental	Office	end of 3-year contract do we will the continue for a further 2 years? Place on April's agenda
12/03/2026	Email	Ali	Nat West - confirmation of online application	Finance	Noted
13/03/2026	Email	Ali	Resident volunteering for litter pick	Amenities	Wishes to pick up equipment on 27th March - noted
16/03/2026	Email	Ali	Kent Highways confirming report on overhanging hedge at Plain Road	Highways	Ref No. 953402
16/03/2026	Email	Ali	KCC - agenda for Road Safety seminar (21/4/26)	Highways	Passed copy to Cllr Tippen
16/03/2026	Email	Ali	Resident reporting damage to road sign and verge markers	Highways	Reported to Kent Highways Ref: 953732 for road sign Ref: 953733 for verge markers
16/03/2026	Email	Ali	Resident regarding litter / flytipping in Stilebridge Lane	Amenities	Responded to say that MBC were aware of the situation in this area
16/03/2026	Email	Rachel	Confirmation of information received from Staplehurst Football Club regarding toilets and parking	Amenities	Noted
16/03/2026	Email	Ali	MBC - ACV resubmission is the same as a normal application	Planning	Noted
17/03/2026	Email	Ali	History Group - scanned press cuttings.	Office	Arranged to meet Eunice to provide usb/paper copies at Library.
18/03/2026	Email	Ali	Cloudy IT - confirmation of new 3-year contract	Office	Noted
18/03/2026	Email	Ali	cc'd into email from resident regarding speedwatch request with Police	Police	Noted
19/03/2026	Email	Ali	MBC re litter picking equipment collection	Amenities	Arranged to collect on Thursday

19/03/2026	Email	Ali	Resident - reporting anti-social/pavement parking	Police	Sent to Police/PCSO
19/03/2026	Email	Ali	Resident regarding DYL/SYL in Albion Road	Highways	Added to HIP - waiting to update with Kent Highways
22/03/2026	Email	Rachel	Invoice received from contractor who carried work on container entrance	Amenities	Printed and added to Amenities invoices
23/03/2026	Email	Ali	MPC Insurers confirming end of 3-year contract	Office	Start obtaining quotes
23/03/2026	Face to Face	Rachel/Ali	Resident asking about homelessness and requesting a meeting with Church	General	Advised to speak to Church who would then contact us/Borough Cllrs
23/03/2026	Email	Ali	MBC confirming litter picking equipment collection	Amenities	Confirmed for 10am collection
23/03/2026	Email	Ali	Confirmation of Rialtas webinar on Tues 24/3/26	Finance	Noted - Ali attending
23/03/2026	Email	Ali	Insurers with updated Community Event information	Amenities	Filed in Events folder
23/03/2026	Email	Ali	Insurers providing form for completion regarding renewal quote	Office	Printed and to be completed
23/03/2026	Email	Rachel	S/F booking form received from Staplehurst Football Club for hire	Amenities	Printed and passed to the Clerk
23/03/2026	Telephone	Ali	Resident reporting notice board door open at playing field	Amenities	Rachel visiting on way home
23/03/2026	Telephone	Ali	Enquiry for information regarding area of residency	General	Wrong number
24/03/2026	Email	Ali	Cub group requesting use of Southons Field 25/3/26	Amenities	Noted and informed IJ regarding locking
24/03/2026	Email	Ali	CCTV company regarding quote for viewing CCTV in office	General	Will need to assess when moving system. Will email Qtech once a date for refurbishment has been set.
24/03/2026	Face to Face	Ali	Resident reporting parking on grassed area	General	Asked to send details via email - will then report to MBC/Golding Homes
24/03/2026	Telephone	Ali	Next of Kin regarding grave number for memorial	Cemetery	Provided details - awaiting application form stone mason
24/03/2026	Telephone	Ali	Resident reporting road sign being installed on own land	General	Asked for photos - will report to MBC
24/03/2026	Email	Rachel	KCC contact regarding work on lamppost and keeping existing commando socket	General	Confirmed that existing commando socket will be added to new lamp post

24/03/2026	Email	Ali	Email with photos of road sign (above)	General	Passed to MBC
24/03/2026	Email	Ali	MBC with update on road sign	General	Confirmed installed in wrong location - getting rectified.
25/03/2026	Email	Rachel	Public Liability received from Staplehurst Football Club for S/F hire	Amenities	Passed to the Clerk
26/03/2026	Email	Ali	Resident asking about hospital transport	General	Provide the Key Contacts List
26/03/2026	Email	Ali	Resident asking about ownership of land	General	Area in question is owned by MBC - gave B.Cllr emails addresses to contact in the first instance
26/03/2026	Email	Ali	Borough Cllr Couch providing updated mobile number	General	Updated website and newsletter contact list
26/03/2026	Telephone	Ali	Resident reporting flytipping (shopping trolley)	General	Reported to MBC. Ref: DIG818305191
26/03/2026	Telephone	Ali	Request for hall booking	Hall	Passed to Lisa
26/03/2026	Face to Face	Lisa	Fire Alarm company to check system	Hall	
26/03/2026	Email	Ali	Play Scheme - volunteering	Play Scheme	Arrange to meet with manager to discuss this Summer's play scheme and staffing
27/03/2026	Email	Rachel	Various emails from residents regarding volunteering for litter pick	Amenities	Confirmation of reading information and confirming those taking part
27/03/2026	Face to Face	Ali	2 x residents to collect litter picking equipment	Amenities	Signed form to say read risk assessment
30/03/2026	Email	Ali	Scouts regarding play scheme	Play Scheme	Would liaise with the P/S manager and respond
30/03/2026	Email	Ali	Resident with photo of litter pick pile at car park	Amenities	Saved
30/03/2026	Email	Ali	Resident reporting some litter pick bags in Maidstone Road	Amenities	Rachel to drive round later and collect
30/03/2026	Email	Ali	Stonemason confirming sizes of memorials	Cemetery	Sent details
31/03/2026	Telephone	Ali	Photocopying company asking for contract details	Office	Still in current contract
31/03/2026	Telephone	Ali	Yalding PC Chairman querying some consultation information raised at last night's KALC meeting	General	Passed details that I was aware of
31/03/2026	Email	Ali	Powerpoint slides from Mazars webinar (SLCC)	Office	Noted
31/03/2026	Email	Rachel	Powerpoint slides from Kent SLCC from AGM and Mini Conference	Office	Noted
31/03/2026	Email	Ali	SLCC re LRG/Asset Transfer	General	Passed to ATWG

31/03/2026	Email	Ali	Staplehurst PC with dates for Res. Planning Cluster meeting	Resilience Planning	Passed to RPWG
31/03/2026	Email	Ali	Weald of Kent Lions asking about Annual Parish Meeting	APM	Gave details of new APM structure - would include a report in handout if they wish
31/03/2026	Face to Face	Rachel/Ali	UK Driving Licence handed into Parish Office	General	Advertised on social media and awaiting collection
31/03/2026	Email	Rachel	Enquiry from family member regarding scattering of ashes on existing grave	Cemetery	Sent invoice for payment
31/03/2026	Email	Rachel	Reply from family member	Cemetery	Confirmation of payment of invoice