



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

## **BRIEFING NOTE for Full Council Meeting: 9<sup>th</sup> September 2025 commencing at 7.30pm in the Main Hall, Marden Memorial Hall, Goudhurst Road, Marden TN12 9JX**

### **051/25 PRESENT**

### **052/25 APOLOGIES FOR ABSENCE**

Apologies for absence to be received.

Cllrs to inform the Clerk by 5.00pm on 9<sup>th</sup> September if they will not be attending the meeting.

### **053/25 COUNCILLOR INFORMATION**

**Declaration of Pecuniary and Non-Pecuniary Interests  
Changes to Register of Interest  
Granting of Dispensation**

### **054/25 MINUTES OF THE PREVIOUS MEETING**

To receive and accept as a true record the Minutes of the Parish Council meeting held on 12<sup>th</sup> August 2025.

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

### **055/25 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING**

Members of the public to make themselves known to the meeting as to whether they wish to raise any issue under this item.

### **056/25 UPDATE ON LAND NORTH OF MARDEN**

Chairman will give a statement to the meeting following the meeting held with Maidstone Borough Council and developers on 28<sup>th</sup> August 2025

### **The meeting to be adjourned for the following to speak:**

[See public participation policy for information regarding speaking at meetings: attachments.asp](#)

Borough/County Councillors  
Residents

### **The meeting will continue to be adjourned for the following to speak on any other issue/item on the agenda:**

#### **PUBLIC FORUM**

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

#### **EXTERNAL VERBAL REPORTS (if in attendance)**

County Councillor Report  
Borough Councillors Report  
Police

The meeting to be reconvened to discuss item 057/25 onwards.

## **057/25 CLERK'S REPORT**

To receive and note the Clerk's report – [in meeting pack](#).

## **058/25 PARISH MATTERS**

### **Reports from MBC and KCC**

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

[Borough Cllr reports in meeting pack](#)

### **Police Update/Report from Police Forum**

#### Crime Figures

Cllr Rabot to provide a report on receive crime figures.

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

#### Other Police Matters

Cllrs to be provided with any information which came out of Police Surgery on 26<sup>th</sup> August.

### **Communication**

#### Newsletter

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

### **Marden Flooding**

Cllrs to receive response from Southern Water

### **Infrastructure Spend Plan (ISP)**

Cllrs to receive any updates on the ISP

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

### **Changing Rooms Refurbishment**

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

### **Meeting with Katie Lam MP**

Provisional date arranged for 16<sup>th</sup> January 2026 [confirmed and will also visit Primary Academy](#).

### **Resilience Planning**

Cllrs to consider the next steps proposed by the Resilience Planning Sub-Group

[Report in meeting pack](#)

### **Public Conveniences – Solar Panels**

Cllrs to consider response from MBC regarding the licence and instructing legal advice.

Cllrs to discuss next steps for solar panel installation

[MBC are currently drafting the licence for solar panel and water station installations on the toilets. Cllr Dobinson has met with the Clerk to look at current costings \(spreadsheet in meeting pack\).](#)

### **Community Cohesion Concerns (Flags on Lampposts)**

Cllrs to note email received from MBC

[Email in regard to English flags being flown – for information only](#)

## **059/25 COMMITTEE REPORTS**

### **Amenities Committee**

There was no Amenities Committee meeting held in August.

Previous minutes can be viewed at [Amenities Committee Minutes & Agendas - Marden Parish Council - Marden Parish Council, Marden, Tonbridge](#)

### **Planning Committee**

To note the Minutes of Planning Committee meetings held on 19<sup>th</sup> August and 2<sup>nd</sup> September which had been previously circulated and available on the Parish Council website.

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

### **Finance Committee**

There was no Finance Committee meeting held in August.

Previous minutes can be viewed at [Finance Committee Minutes & Agendas - Marden Parish Council - Marden Parish Council, Marden, Tonbridge](#)

### **Conferences/Meetings/Webinars/Other attended**

Those in attendance to update the meeting on the following:

Blue Light Event @ Staplehurst – 16<sup>th</sup> August

Meet the Cllrs (outside Marden Library) – 23<sup>rd</sup> August

Police Surgery – 26<sup>th</sup> August

MBC Meeting – 28<sup>th</sup> August – update provided at the start of the meeting

Resilience Planning Meeting – 28<sup>th</sup> August – raised at item 058/25

SLCC Transfer of Assets webinar – 1<sup>st</sup> September

Community Forum – 4<sup>th</sup> September

KALC Procurement Webinar – 8<sup>th</sup> September

Highways (HIP) Meeting – 8<sup>th</sup> September

Memorial Hall meeting – 8<sup>th</sup> September

Mulberry Procurement/Tendering webinar – 9<sup>th</sup> September

### **Conferences/Meetings/Webinars/Events forthcoming**

KALC Finance Conference – 12<sup>th</sup> September

SLCC Excel course – Module 1 webinar – 16<sup>th</sup> September

KALC Area Committee Meeting – 20<sup>th</sup> September

Meeting with Primary Academy Principal – 22<sup>nd</sup> September

Mulberry: Council Finance Essentials – 23<sup>rd</sup> September

SLCC Excel course – Module 2 webinar – 25<sup>th</sup> September

ACV Sub-Group – 27<sup>th</sup> September (tbc)

[Christmas meeting – 30<sup>th</sup> September \(arranged since agenda published\)](#)

Marden Neighbourhood Plan Steering Group – 30<sup>th</sup> September

MBC CIL/S106 training – 30<sup>th</sup> September

Mulberry Audit and Transparency Webinar – 2<sup>nd</sup> October

Communications Sub-Group meeting – 6<sup>th</sup> October

Scribe Finance Conference (virtual) – 9<sup>th</sup> October

## **060/25 CORRESPONDENCE**

The following items - for noting:

Marden Parish Council Office Correspondence Log – August

Marden Parish Church Magazine

KALC Newsletter

Clerk/Council publications

Thank you letter from Kent Surrey Sussex Air Ambulance Charity

## **061/25 FINANCE**

### **Bank Statements:**

The Clerk to provide details at the meeting.

### **Payments for Approval**

#### Invoices for Payment

Invoices due to payment to be submitted to the meeting.

### **Other Financial Issues**

Request for grant funding

[Request received from Baby Umbrella charity – details provided to Cllrs prior to meeting.](#)

## **062/25 HIGHWAYS AND PUBLIC TRANSPORT**

### **Highways**

Highways Improvement Plan (HIP)

New priority list submitted to Kent Highways.

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

Cllrs to be provided with an update from the HIP meeting held on 8<sup>th</sup> September.

Fingerposts

Cllrs to receive update from County Cllr Black on the Plain Road fingerpost sign.

Speedwatch

Cllrs to note dates for future sessions.

### **Public Transport**



**DRAFT MINUTES OF THE PARISH COUNCIL MEETING  
HELD ON TUESDAY 12TH AUGUST 2025 AT THE ALLENS,  
ALBION ROAD, MARDEN COMMENCING AT 7.30PM**

**040/25 PRESENT**

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

**041/25 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Summersgill and Turner. Borough Cllr Couch also gave her apologies.

**042/25 COUNCILLOR INFORMATION**

**Declaration of Pecuniary and Non-Pecuniary Interests**

There were no declarations of interest

**Changes to Register of Interest**

There were no changes to Cllrs Register of Interest

**Granting of Dispensation**

There were no requests for dispensation

**043/25 MINUTES OF THE PREVIOUS MEETING**

Cllrs received, and accepted, as a true record, the Minutes of the Parish Council meeting held on 8<sup>th</sup> July 2025. These were duly signed by the Chairman.

**044/25 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING**

There were no members of the public in attendance.

Due to no public or other external representatives in attendance the meeting was not adjourned.

**PUBLIC FORUM**

No members of the public in attendance.

**EXTERNAL VERBAL REPORTS**

None of the following were in attendance:

County Councillor Report

Borough Councillors Report

Police

**045/25 CLERK'S REPORT**

Cllrs received, and noted, the Clerk's report which provided details on summer play scheme and outstanding items/projects which were currently being worked on.

## **046/25 PARISH MATTERS**

### **Reports from MBC and KCC**

Borough Cllr reports for July will be combined with August's and submitted to September's meeting.

No report was received from County Cllr.

### Offer of Funding from County Councillor

County Councillor Black had offered funding to support a parish council project. Cllrs considered several projects from the Infrastructure Spend Plan it was proposed to look at funding for additional Christmas lights and the Deputy Clerk would be asked to obtain costings for commando sockets and lighting.

### **Police Update/Report from Police Forum**

#### Crime Figures

Cllr Rabot provided a report on crime figures from the Kent Police website for May which included several anti-social behaviour in the village.

#### Other Police Matters

Police Surgery to be held on 26<sup>th</sup> August at Marden Village Club from 5pm to 6pm. This has started to be advertised on social media.

### **Communication**

#### Newsletter

Latest newsletter has been delivered to all residents and uploaded to website. The Newsletter policy was reviewed at the recent Communications Sub-Group- meeting and this would be added to the September Full Council agenda for ratification. Cllr Adam asked that the section on distribution be revised when groups assist with delivery.

### **Marden Flooding**

A holding response had been received following the Clerk sending the two Parish Council letters again but no other updates had been received.

Cllr Adam spoke about new reservoir safety improvements being undertaken at Bewl Water with installation of additional pipework for emergency overflow. The Clerk was asked to contact Southern Water for a copy of their flood risk assessment for when these pipes come into operation.

### **Infrastructure Spend Plan (ISP)**

No items had been received to be added to the ISP.

### **Changing Rooms Refurbishment**

Cllr Turner would be asked to confirm whether he had submitted information regarding the condition on the planning approval.

### **Assets of Community Value (ACV)**

Cllrs Adam and Boswell along with the Clerk had met to go through the ACV list which had been circulated to Cllrs prior to the meeting.

Cllrs received the updated ACV document and accepted the proposals for priority submissions to MBC. The Clerk agreed to go through the submission application in regard to these priorities. The ACV Sub-Group would arrange to meet to review the wording.

### **Engagement with Katie Lam MP**

A suggestion has been made to invite Katie Lam to Marden. Cllrs discussed this and the Clerk was asked to invite her to the Parish Office to meet several of the Cllrs.

### **Parish Open Spaces Byelaws**

The Clerk had emailed Cllrs Adam and Newton in regard to the new wording on the statements to be submitted for the Byelaws application. Both Cllrs would review these and respond to the Clerk.

### **Hedge/Tree Planting – Marden Cemetery**

Funding was available for additional hedging which Cllrs agreed to submit an expression of interest for hedging for Marden Cemetery.

### **Amendments to Parish Council Documents**

Cllrs accepted the changes to Standing Orders, Financial Regulations and Value for Money Policy and RA proposed, with all Cllrs in favour to ratify all three documents. These would now be uploaded to the website.

## **047/25 COMMITTEE REPORTS**

### **Amenities Committee**

Cllrs noted the draft Minutes of Amenities Committee meeting held on 22<sup>nd</sup> July which had been previously circulated and available on the Parish Council website.

### **Planning Committee**

Cllrs noted the draft Minutes of Planning Committee meeting held on 5<sup>th</sup> August which had been previously circulated and available on the Parish Council website.

### **Finance Committee**

Cllrs noted the draft Minutes of Finance Committee meeting held on 29<sup>th</sup> July which had been previously circulated and available on the Parish Council website.

### **Conferences/Meetings/Webinars/Other attended**

Those in attendance updated the meeting on the following:

Finance and Governance Networking – 10<sup>th</sup> July – Cllr Dobinson attended and items discussed included external audit changes, financial implications on devolution and changes in HR/Employment Law.

Marden Memorial Hall Trustees meeting – 14<sup>th</sup> July – reported at Amenities Committee.

Asset Transfer Webinar - 16<sup>th</sup> July – notes circulated to Cllrs.

Community Forum – 17<sup>th</sup> July – Cllrs Boswell and Rabot attended. Cllrs asked that the notes of this be circulated.

Assets of Community Value Meeting - 19<sup>th</sup> July (*discussed at item 046/25*)

KALC Area Committee Meeting – 28<sup>th</sup> July

Environmental Sub-Group Meeting – 29<sup>th</sup> July – will be reported to the next Amenities Committee meeting.

Summer Play Scheme – 23<sup>rd</sup> July to 1<sup>st</sup> August – full report will be submitted to the next Amenities Committee meeting.

Marden in Bloom Dog Show (Marden Playing Field) – 10<sup>th</sup> August – very well attended and positive responses were received.

### **Conferences/Meetings/Webinars/Events forthcoming**

Blue Light Event at Jubilee Sports Field, Staplehurst – 16<sup>th</sup> August

Meet the Cllrs (outside Marden Library) – 23<sup>rd</sup> August – Cllrs Boswell, Rabot and Tippen would be in attendance.

Police Surgery – 26<sup>th</sup> August

Resilience Planning Meeting – 28<sup>th</sup> August

KALC Procurement Webinar – 8<sup>th</sup> September

Memorial Hall meeting – 8<sup>th</sup> September

#### **048/25 CORRESPONDENCE**

Marden Parish Council Office Correspondence Log – July  
 Marden Parish Church Magazine  
 KALC Newsletter  
 The Clerk/Councils Direct publications  
 Cllrs noted all above documents/publications.

#### **049/25 FINANCE**

##### **Bank Statements:**

##### Reserve Accounts

Nat West: £44,172.50

Unity: £99,146.52

The Clerk had applied again for changes/additions to Unity Trust Bank and Cllrs Dobinson, Goda and Griffiths signed the documentation.

The Clerk was trying to get confirmation from Nat West regarding changes to mandate.

##### Capital Account:

Santander: £72,582.55

The Clerk had submitted further ID for Cllr Tippen and hopefully this will now answer all the queries raised enabling the account to be closed.

##### **Payments for Approval**

##### Invoices for Payment

The following invoices due for payment were submitted to the meeting:

Qualitree Services Ltd – Tree work at Playing Field/Rookery Path - £1,128.00

Castle Water – changing rooms water supply - £7.90

Castle Water – cemetery water supply - £25.24

Rams Hill – mower repairs - £70.80

Graham Carey – ground maintenance - £456.00

Lamberhurst Engineering – New cemetery strimmer - £991.20

Play Scheme parent – refund - £48.00

Air Ambulance Charity – donation - £200.00

Total: £2,927.14

Cllrs agreed payments and Cllrs Adam and Tippen would authorise on Unity.

##### **Other Financial Issues**

##### Blue Light Event – 16<sup>th</sup> August

Cllr Rabot provided a verbal report to the meeting to consider funding to support this event. However, no details had been received so Cllrs agreed to put a decision on hold until further information is forthcoming.

##### Assertion 10 – Annual Governance and Accountability Return (AGAR)

##### 2025/26

Cllrs noted the report from the Clerk and the actions required for the changes to the 2025/26 AGAR. The Clerk made all Cllrs aware that they should use their MPC .gov emails and not personal ones. The Clerk would review the Social Media Policy and ensure it conforms with the additions required for an IT Policy.

## **050/25 HIGHWAYS AND PUBLIC TRANSPORT**

### **Highways**

#### Highways Improvement Plan (HIP)

The new priority list had been submitted to Kent Highways and a meeting was being arranged next month to meet with the new Kent Highways Officer.

#### Fingerposts

The Clerk was asked to chase County Cllr Black on the Plain Road fingerpost sign.

#### Speedwatch

A session was planned for next week.

### **Other Highways Issues**

#### Highways Working Group

Cllrs discussed the setting up of a Working Group for Highways issues which would report to Full Council but with no delegated powers (unless given by Full Council). The Working Group would look to monitor the HIP, recommend and changes/amendments/additions to Full Council and review/monitor the annual prioritisations. The Working Group would also monitor highways maintenance and draft responses to any surveys relating to highways. Cllrs agreed that the Group should consider of five Cllrs (Cllrs Boswell, Dobinson, Goda, Griffiths and Tippen) together with the Clerk.

### **Public Transport**

The temporarily reduced train service had started but Cllrs were concerned that not much publicity had been circulated. The Deputy Clerk would be asked to publicise again on social media and diarise the next planned dates.

There being no further business the meeting was closed at 8.41pm

Cllr Adrian Rabot

Chairman

Date: 9<sup>th</sup> September 2025

Marden Parish Council, Parish Office, Goudhurst Road, Marden

01622 832305 / 07376 287981 / [clerk@mardenkent-pc.gov.uk](mailto:clerk@mardenkent-pc.gov.uk) /

[www.mardenkent-pc.gov.uk](http://www.mardenkent-pc.gov.uk)

## **Clerk's Report – Full Council 9th September 2025**

### **Meetings etc 9<sup>th</sup> September to 14<sup>th</sup> October:**

Procurement/Tendering Webinar (Mulberry) – 9<sup>th</sup> September – Clerk  
Full Council – 9<sup>th</sup> September – All Cllrs  
Finance Conference (KALC) – 12<sup>th</sup> September – Clerk  
Excel Training Webinar – Module 1 (SLCC) – 16<sup>th</sup> September – Admin. Asst  
Planning Committee – 16<sup>th</sup> September – Planning Committee  
Chairman/Vice-Chairman/Clerk Meeting – 22<sup>nd</sup> September  
Primary Academy Meeting – 22<sup>nd</sup> September – Clerk/Chairman  
Amenities Committee – 23<sup>rd</sup> September – Amenities Committee  
Excel Training Webinar – Module 2 (SLCC) – 25<sup>th</sup> September – Admin. Asst  
Assets of Community Value – 27<sup>th</sup> September (tbc) – ACV Sub-Group  
Christmas Meeting – 30<sup>th</sup> September – Events Sub-Group  
Marden Neighbourhood Plan Meeting – 30<sup>th</sup> September – MNP Steering Group  
Audit & Transparency Webinar (Mulberry) – 2<sup>nd</sup> October – Clerk  
Communications Meeting – 6<sup>th</sup> October – Comms. Sub-Group  
Resilience Planning meeting – 6<sup>th</sup> October – Res. Planning Sub-Group  
Planning Meeting – 7<sup>th</sup> October – Planning Committee  
Scribefest Webinar (Scribe) – 9<sup>th</sup> October – Clerk  
Chairman/Clerk Meeting – 13<sup>th</sup> October  
Saturdays 9.30am to 10.30am – Rugby Taggers – Southons Field

### **Correspondence Log**

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

### **Full Council Action Log**

Action Log updated following August's meeting – available in the meeting pack and on the website.

### **Clerk's Outstanding Issues:**

#### **Allotments**

Waiting for MBC Legal to sign S106 document.

#### **Banks**

Unity Trust – Cllrs have been set up on mandate

Nat West – Waiting for confirmation

Santander – sent new ID for Cllr Tippen – waiting for further correspondence/confirmation of closure.

#### **Fingerposts**

Timeline/information sent to County Cllr Black who is looking into issues raised by Kent Highways

#### **Single/Double Yellow Lines**

Designs received from Kent Highways. Querying a couple of issues.

**Public Conveniences Solar Panels**

Spoken with MBC Officer: sending request to MBC Legal Department: asked for information regarding water station – Deputy Clerk provided details.

**Southern Water**

Letters sent to a different contact at Southern Water – waiting for response

**Other Information**

Attended training/webinar on Transfer on Assets – notes included in meeting papers

Regular visits to cemetery/Southons Field/Playing Field – to chat with grounds staff

Meeting with Rachel and Lisa to discuss Marden at Christmas prior to Christmas meeting on 30/9/25

Still liaising with Santander/Business Stream regarding outstanding issues.

## **MBC Members Report from Cllr Claudine Russell**

**Dated: September 2025**

### **Council**

We're starting to see the end of quarter 4 reports coming through into all committees. A lot is being made of the successes that were started by our administration such as the Leisure Centre improvements and the new Museum footfall due to the new gallery. Unfortunately some things have not progressed as well, the lighting strategy in the town centre seems to be lagging behind, three Cllrs resigned over the draft of the Heathlands supplementary planning document and in general the reports that we are getting through for the September committees seem thin.

The council has officially lost its land housing supply and speculative applications are arriving. A pre-application meeting was held for Land North of Marden for 900 houses. There are meetings scheduled in October to give an update on the Local Plan and to bring to committee ideas and strategy for the next Local Plan.

Full Council has been delayed until after the results of the by-election are known and we once again enter in to the period of restricted political activity until the by-election on the 2<sup>nd</sup> October.

Local Government Reorganisation is continuing with the preferred option due back to MHCLG in November.

### **Overview and Scrutiny**

We have completed our empty property review and actually found a surprisingly small number of empty properties across the borough, all had detailed reasoning provided for why the owner or the housing association (in their case it was almost always pending refurbishment) had left the property empty. We now start to look at public trust in MBC and will follow up with a review of the CIL charging schedule as the leadership have decided not to review this now.

As always, if you need my help, please do not hesitate to email me at [claudinerussell@maidstone.gov.uk](mailto:claudinerussell@maidstone.gov.uk)

## Green Party Councillors' Report of July/August 2025, for Marden & Yalding Ward Parishes –

Things continued to be busy again within the Borough Council in July, but then took a bit of a break in August (except for a Planning Committee). Discussions with other Kent Councils, and more separately with the new KCC authority, continued towards resolving a 'common' position on Local Government Re-organisation and financial effects, with proposals/options supposedly to be agreed between the 14 Kent district/borough Councils in first week of September; the County authority threw a bit of a spanner in the Works early August, with a single Authority proposal being tabled and now Medway Council has come up with a different proposal combining Maidstone with Ashford.

We had a public Council meeting on 16<sup>th</sup> July, quickly followed by a Cabinet meeting on 23<sup>rd</sup> July, and several decisions were made at those meetings; a couple of Public questions were tabled at the Council meeting, but none at Cabinet. Items passed at Council, as well as receiving Reports from several Committees, included a Petition to place a memorial on Penenden Heath to the 'Maidstone Witches' wrongly convicted and executed in 1652, a Motion to re-consider Padel provision in Maidstone town centre (on Coronation Square, behind Lockmeadow) and the funding of rental costs for Fusion Healthy Living on Parkwood estate. At Cabinet the next week, matters concerning SPD's for HMOs, Gypsy & Traveller site identification procedures, the Arts & Culture Strategy for 2025-2030, Community funding and Council Tax Reduction for certain residents were discussed, along with Budget forecasting and a site acquisition proposal in Farleigh (for our own housing needs).

Ward Councillors have also been presented with Developer proposals during August, concerning the detail of 112 houses scheduled at Kenward Road (Yalding), and a scheme going through pre-planning discussions for land north of Marden. Also, 85 houses at Coxheath were approved at PlanComm.

After the resignation of all three Independent Councillors in the Harrietsham, Lenham & North Downs Ward during August, an election for 3 new Councillors will take place on 2<sup>nd</sup> October. Depending on who gets elected, there may be some changing around of Committee priorities, and possibly re-alignment of the Cabinet (as one of them was a Cabinet member); a Full Council meeting will be held on 13<sup>th</sup> October, to confirm any changes, replacing a scheduled 1<sup>st</sup> October Council date.

### **Updates for Newsletters/Sharing with Residents:**

Please check out [www.visitmaidstone.com/whats-on](http://www.visitmaidstone.com/whats-on) for details of things happening in and around the town; the Titanic exhibition at the Museum ends on 20<sup>th</sup> September, and the last Sunday Bandstand event in Brenchley Gardens is on 7<sup>th</sup> Sept. Heritage Open Days run from 12<sup>th</sup> – 21<sup>st</sup> September, when there are free tours of some of the features of the town, including the Town Hall & Mote Park, and also Marden & Detling have events listed. The annual Literary festival takes place with authors in various locations from 4<sup>th</sup> - 11<sup>th</sup> October; details on [www.maidstonelitfest.org](http://www.maidstonelitfest.org).

### Parish Matters –

**Collier Street** – A 'duck problem' made national & regional news... Mike met residents and the livestock owner on site in early August, and things seem to have quietened down... for now.

**Hunton** – Parish meeting on 21<sup>st</sup> July...which welcomed a new Councillor. More fly tipping on several lanes; discussions about buying a mobile ANPR camera to combat this perennial problem. Mike has called in a retrospective PlanAp on new caravans, and reported another to Enforcement.

**Marden** – A proposal for a new property on Lucks Way has caused a considerable number of residents to contact us: Cllr. Russell called this in. Mike has continued liaison about illegal occupation on a riverside site, alongside MBC/EA enforcement activities – Mike will attend a residents' meeting with MP on 18<sup>th</sup> Sept. A pre-planning meeting and presentation/discussion about a possible new housing scheme north of the railway line in Marden was held (with Parish & MBC's Planning Committee members in attendance) on 28<sup>th</sup> August; Ward & Parish Councillors spoke at it.

**Nettlestead** – Mike has visited Retreat Caravan Site in July, and engaged with the Cabinet Member for Waste Services, to try and resolve the collection & recycling problems; which so far have resulted in residents now being able to recycle and put out food waste, with MBC using same waste truck!?

**Yalding** – The August Parish meeting dealt with a lot of recent Planning enquiries, and the George applications will now be taken together at Planning committee, after representations to Officers. Mike & Grace have received requests from two residents for help with Planning proposals/repeats.

The detailed proposals for the 112 housing site on Kenward Road were published in late July, and MBC members attended a meeting about this on 14<sup>th</sup> August in Maidstone House, after which Mike asked for some clarification on drainage aspects from Fernham Homes. Grace has been in touch with Kenward House about their solar farm initiative and been responding to residents about outdoor music noise & licensing at The Boathouse. Mike met the Medway River Pilgrims, who stayed overnight in Yalding on 22<sup>nd</sup> July, and walked with them some of the way; a seminar was held at Aylesford on 24<sup>th</sup> to discuss 'Rights of River' with other Councils & interests along the river route.

Borough Councillors Grace Couch & Mike Summersgill – 29<sup>th</sup> August 2025

Emails: [michaelsummersgill@maidstone.gov.uk](mailto:michaelsummersgill@maidstone.gov.uk), [gracecouch@maidstone.gov.uk](mailto:gracecouch@maidstone.gov.uk)

## **Report to Full Council**

**Meeting date:** 9th September 2025

**Authors:** Resilience Planning Sub-Group

**Subject:** Next steps of the Resilience Plan

**Purpose:** To enable Cllrs to make a decision on going forward

**Recommendations:** That Council consider the following:

- (1) MPC to advertise in the next edition of the newsletter for volunteers with background of IT, communications, fire, medical, 4x4 and chainsaw licence holders to come forward to sit on the Resilience Planning Sub-Group and be included in the contact list for emergencies.
- (2) Cllrs to consider putting name forward to volunteer for inclusion into the Plan.
- (3) For Resilience Planning Sub-Group to condense the plan to provide a poster for notice boards, railway station, doctors etc.
- (4) For the Clerk to consider village groups and organisations for involvement (ie WI, Church) for assistance in emergencies.
- (5) For the Clerk to contact Memorial Hall, Sports Club, Village Club, Church etc to be available to use facilities as rest centres and for contact details of key holders.
- (6) Agree to arrange a desk top exercise run by Kent Resilience Forum in February 2026.
- (7) To agree purchase of hi-viz jackets, ID/lanyards and AM battery operated radio.

### **Background**

The Resilience Planning Sub-Group have drafted a new version of what was the Emergency Plan for Marden. This has now been set out in accordance with the template provided by the Kent Resilience Forum.

This has been circulated previously to Cllrs but if a further copy is required Cllrs to request from the Clerk.

The Resilience Planning Sub-Group is due to meet again on 6<sup>th</sup> October to discuss the above if Cllrs agree. The Sub-Group will also look to condense document into a poster format; review document to see what can realistically be covered by the Resilience Planning team and appoint 8 personnel for the communication tree once volunteers have come forward.

### **Options for Council**

Cllrs to discuss, ask questions and consider agreeing (1) to (7)

**Reason for recommendation**

To set up a Resilience Planning Team, currently as part of Marden Parish Council.

**Expected benefits**

The local community

~~The environment~~

The wider community

Other

**Public Convenience Solar Panel installation****Full Council - 9th September 2025****Revised quotes received**

Solar Panels quotes:

Specification: To install solar panels on public convenience building to provide electricity to power lights and other electrical compliances and to transfer back into grid

Quotes received from	No. of solar panels	Approx kWh per year	kWp (PV System)	Pigeon Proofing	Additional compliant fuseboard	Ongoing labour costs	Technical support	Other	Total Cost	Updated quote February 2025
Little Green Energy	5	2,280	2						£ 4,990.00	£ 4,823.00

Grant applied for from Bockinfold Solar Community Fund

MBC own building so require a licence to undertake work and structural survey

Agreed in principle to employ Little Green Energy to undertake the work

Costs:	Income	Expenditure
Voltalia grant	£ 4,200.00	
KCC Grant	£ 1,000.00	
Solar panels		£ 4,823.00
Structural survey		£ 500.00 (Torcal Structural Engineers)
MBC licence		£ 1,250.00
<b>TOTAL</b>	<b>£ 5,200.00</b>	<b>£ 6,573.00</b>

MPC to fund remaining £1,373 (from Infrastructure Spend Plan budget)

**Approx return:**

Currently the Memorial Hall receives 5.83p per kWh back from the grid

LGE estimates that 2,280 kWh will come from the solar panels = £132.92 pa received

# **WEBINAR**

## **Transfer of Assets**

**Held on 1<sup>st</sup> September 2025**

*Courses run by SLCC*

*Speaker: Roger Taylor (Solicitor for Local Councils)*

### *Transfer of assets from County/Borough Councils*

Property Asset transfer should be a freehold transfer  
(lease – exclusive right of procession / licence – right to use)

Parish Councils need to:

Ensure they understand any liabilities

Check previous maintenance and other records associated with asset

Before, or when offered an asset:

Consider what power is used to acquire the asset

Does PC have (or want) the power to manage

Consider separate body to set up and run (ie community centre/library)

Ensure have enough in the budget for legal, professional (ie planning, structural) advice

Does PC need to employ professional assistance (do not rely on volunteers as they are not covered by indemnity insurance)

Ensure to engage with local community – do they want to take on this asset as ongoing costs will more than likely need to be added to precept

Parish Councils to consider:

What assets are in the community?

What assets does PC want/not want to take on?

Put together a list of all assets, reasons for taking on/not taking on, possible ongoing costs, can PC manage in house etc?

Arrange meeting with County/Borough Council to discuss

S123 of the Local Government Act 1972 gives local authorities right to dispose of land (same as S127 for PCs).

Secretary of State produced circular 06/03 in 2003/2004 where local authorities can transfer assets at a nominal value rather than full market value.

Voluntary Transfers:

“overage clause” if PC takes on the asset and undertakes work, change of use etc and then wishes to sell asset the LA can have a % of the increase in value. Could be argued that this is benefiting the local community and therefore the equity in the sale would go back into the PC funds to provide community with additional expenditure.

“buy back clause” LA need to be offered the asset if PC wish to sell

Advised not to accept overage or buy back clauses.

Also view documents regarding restrictive covenants – these covenants between LA and PC are enforceable.

Transfer in respect of Local Government Review:

PC can negotiate going forward with the transfer without adding any further restrictions/clauses. However, if asset has restrictive covenant(s) when purchased these will be taken on by the P.

Ensure to read through title documents (get legal advice) as these may have restrictions and that PC is not breaching any conditions.

Consider what do you want to do with the assets? Change (planning permission required?/continue to use as currently.

Any properties in name of LA will transfer in name, by a declaration, by Chief Executive of old LA to new – no transfer required if not being transferred to PC/other body.

When review has taken place PCs advised to check land registry to ensure that PC owned assets have not been transferred over.

Car Parks

PCs have no right to run ANPR systems or link into DVLA to obtain personal information regarding vehicles.

PCs can only rely on byelaws to take action.

Advice to employ a company for running the car parks

Other

If an employee is linked to an asset being transferred and is largely employed to work at that asset that TUPE may apply. Ask at time of enquiry with LA as to whether any particular employees are associated with that asset. If so, also need to consider pension arrangements (some may be in LGPS – more expensive).

Contractors – consider if any contracts are in place (ie maintenance, cleaning, grounds maintenance) – how long is the contract period / what is the notice time etc. Need to consider whether no taking on the asset it will be sold on the open market – possibly leading to facility closed/change of use.

Once acquired if transferred to a charity it can't be transferred back (classed as disposal). Consider granting a lease to charity instead.

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

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

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

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

**Full Council Meetings Action Log  
2023/2024**

<b>Action No.</b>	<b>Minute No.</b>	<b>Date of Meeting</b>	<b>Minute Action</b>	<b>Allocated to</b>	<b>To Do</b>	<b>Date completed</b>
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	

2024/2025

Full Council Meetings Action Log

Action No.	Minute No.	Date of Meeting	Minute Action	Allocated to	To Do	Date completed
A37	024/24	9th July 2024	Cllrs and office staff to undertake Carbon Literacy Training	All	Look at SLCC training	
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	
A111	137/25(D)(e)		Trial Sharepoint with a few Cllrs	Ali/Rachel		
A113	138/25(B)(f)		Prepare file with parish assets (devolution)	Ali	ONGOING	
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
A117	148/25(D)		Chase Southern Water	Ali	Chased 16/4/25	
A119	148/25(H)		Review format of APM	Clerk/Cllrs	Meeting to be arranged	

2025/26

Full Council Meetings Action Log

Action No.	Minute No.	Date of Meeting	Minute Action	Allocated to	To Do	Date completed
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	
A137	024/25	10th June 2025	Chairman's Board to be updated	Admin Assistant	Obtain further quotes from other companies	
A143	035/25	8th July 2025	Review email regarding planning condition for changing rooms application	Cllr Turner	Ask for condition to be withdrawn	
A144	035/25		MNP - Reg 14 to be repeated / modifications statement to be drafted	MNP Steering Group	Meeting arranged 30/9/25	
A150	046/25	12th August 2025	Write to Southern Water regarding the new pipework system at Bewl Water / flood risk assessment	Ali		

**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 <del>Robertson</del>	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
A38	024/24	9th July 2024	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		<del>Contact South Eastern representative regarding funding etc for graffiti boards and flower beds</del>	<del>Ali/Cllr Boswell</del>	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	Clr Summersgill	COMPLETED	26/07/2024
A48	034/34	13th August 2024	Provide new Clr (Clr Dobinson) with relevant co-option forms	Ali	Meeting arranged 19/8/24 COMPLETED	19/08/2024
A49	036/24		Liase 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		Liase with Clrs Adam/Newton regarding next steps for submitting Byelaws	Ali/Clrs 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		Clr Dobinson to undertake speedwatch training	Clr Dobinson	To let Clr Summersgill know when completed	PD resigned January 2025
A54	037/24		Booking Clr Turner onto KALC training (Neighbourhood Planning & Advanced Planning)	Ali	COMPLETED	14/08/2024
A54	037/24		Booking Clr Newton onto KALC training (Rights of Way) along with Clr Boswell	Ali	COMPLETED	14/08/2024
A55	038/24		Local Transport Plan consultation	Ali	Defer to September meeting Clr 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 discuss (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	Cllr 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	Cllr 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	Cllr Newton - Accessibility Cllr Tippen - Highway Maint. Cllr Adam - Public Transport Cllr Summersgill - Road Safety Cllr 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	Cllr Dobinson to complete register of interest forms within 28 days	Cllr 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	Cllr 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 Cllr 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/Cllr 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
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

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

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
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
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
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