



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.

TO ALL MEMBERS OF MARDEN PARISH COUNCIL

BRIEFING NOTE FOR FULL COUNCIL MEETING ON 8TH JULY 2025 AT THE ALLENS, ALBION ROAD, MARDEN

029/25 PRESENT

030/25 APOLOGIES FOR ABSENCE

Apologies for absence to be received.

Cllrs to inform the Clerk by 5.00pm on 4th July if they will not be attending the meeting.

031/25 COUNCILLOR INFORMATION

Declaration of Pecuniary and Non-Pecuniary Interests

Changes to Register of Interest

Granting of Dispensation

032/25 MINUTES OF THE PREVIOUS MEETING

[Draft Minutes in Meeting Pack.](#)

To receive and accept as a true record the Minutes of the Parish Council meeting held on 10th June 2025.

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

033/25 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

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

The meeting to be adjourned for the following items:

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 034/25 onwards.

034/25 CLERK'S REPORT

To receive and note the Clerk's report.

[Can be viewed in the Meeting Pack.](#)

035/25 PARISH MATTERS

Reports from MBC and KCC

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

[Reports received can be viewed in the 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 note various anti-social behaviour in the village.

Communication

Newsletter

Marden Flooding

Infrastructure Spend Plan (ISP)

Cllrs to receive any updates on the ISP

No new updates had been received to add to the ISP.

Changing Rooms Refurbishment

Cllrs to receive any updates on the refurbishment.

The Clerk had responded to the architect but no further information had been received at the time of the agenda being published.

036/25 COMMITTEE REPORTS

Amenities Committee

There was no Amenities Committee meeting held in June.

Planning Committee

To note the draft Minutes of Planning Committee meeting held on 17th June and 1st July 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 June.

Conferences/Meetings/Webinars/Other attended

Those in attendance to update the meeting on the following:

AI Webinar: 18th June: [Notes in Meeting Pack](#)

KALC EFCM (Reorganisation/Devolvement): 19th June

Highways Improvement Plan Meeting: 24th June [see item 39/25 below](#).

Rude Mechanicals at Southons Field – 27th June

Cloudy IT File Management Webinar: 1st July

Scribe HR Webinar: 2nd July

Conferences/Meetings/Webinars/Events forthcoming

Finance and Governance Networking – 10th July

Marden Memorial Hall Trustees meeting – 14th July

KALC Clerks Forum Webinar - 15th July

Asset Transfer Webinar - 16th July

Assets of Community Value Meeting - 19th July

KALC Chairmans Forum Webinar - 22nd July

Summer Play Scheme – 23rd July to 1st August

MPC Meetings to be arranged:

Resilience Planning

037/25 CORRESPONDENCE

Marden Parish Council Office Correspondence Log – June [available in the Meeting Pack](#)

Marden Parish Church Magazine [available at the meeting](#)

KALC Newsletter [circulated to Cllrs prior to meeting](#).

Letter of thanks from Paddock Wood Community Advice Centre [available in Meeting Pack](#)

KALC - Local Government Reorganisation Survey [circulated to Cllrs prior to the meeting.](#)

Golding Homes – Consultation for change of name of The Allens [information available at the meeting.](#)

038/25 FINANCE

Bank Statements:

The Clerk to provide details at the meeting.

Grant Request

Cllrs to consider grant request from Air Ambulance Charity [Grant application available in the Meeting Pack.](#)

Payments for Approval

Invoices for Payment

Invoices due to payment to be submitted to the meeting.

039/25 HIGHWAYS AND PUBLIC TRANSPORT

Highways

Highways Improvement Plan (HIP)

Update from meeting held on 24th June

Cllrs to receive the updated HIP document and agree next steps for the HIP Priority List.

[Draft HIP, Criteria and Priority List available in the meeting pack.](#)

Fingerposts

Cllrs to receive update from County Cllr Black on the Plain Road fingerpost sign. [No update received at time of publishing agenda.](#)

Speedwatch

Cllrs to note dates for future sessions. [Cllrs Summersgill and Rabot to report to the meeting.](#)

Other Highways Issues

Public Transport

Cllrs to receive update following meeting held with South Eastern. [Information in Meeting Pack.](#)

[Full Council Action Logs \(ongoing and completed\) can be viewed in the meeting pack.](#)



**DRAFT MINUTES OF THE PARISH COUNCIL MEETING
HELD ON TUESDAY 10TH JUNE 2025 AT THE ALLENS,
ALBION ROAD, MARDEN COMMENCING AT 7.30PM**

017/25 PRESENT

Cllrs Boswell, Gibson, Griffiths, Newton, Rabot (in the Chair), Tippen and Turner were present. The Clerk, County Cllr Black and one member of the public were also in attendance.

018/25 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Adam, Dobinson, Goda and Summersgill. Borough Cllr Couch also gave her apologies. Borough Cllr Russell would be late to the meeting.

019/25 ELECTION OF VICE-CHAIRMAN

Cllrs Boswell and Tippen had both expressed an interest in being appointed Vice Chairman. The Chairman asked them to say a few words and invited Cllrs to vote.

Cllr Boswell was voted as Vice-Chairman for this Council year and would be ex-officio on Committees.

The Chairman thanked both Cllrs for putting themselves forward as Vice-Chairman.

020/25 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 Registers of Interest

Granting of Dispensation

There were no requests for dispensation.

021/25 MINUTES OF THE PREVIOUS MEETING

Cllrs received and accepted as a true record the Minutes of the Annual Parish Council meeting held on 13th May 2025. These were duly signed by the Chairman.

022/25 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

Member of public did not wish to raise any item

The meeting was adjourned for the following items:

PUBLIC FORUM
EXTERNAL VERBAL REPORTS (if in attendance)

County Councillor Report

Cllr Black had no verbal report but raised an issue which was noted but advised that it was not a matter for this meeting.

19:40 Cllr Black and one member of the public left the meeting

Borough Councillors Report

Not in attendance at the time of this item.

Police

Not in attendance.

The meeting was reconvened to discuss item 023/25 onwards.

023/25 CLERK'S REPORT

Cllrs received and noted the Clerk's report. The report included meetings being arranged and updates on outstanding issues. The Clerk asked that Cllrs consider holding a Finance Committee meeting to discuss the Financial Regulations and HMRC/VAT Reclaim.

19:50 Cllrs Gibson and Tippen left the meeting

024/25 PARISH MATTERS

Reports from MBC and KCC

Written reports were received from all three Borough Cllrs and noted by Cllrs. Cllr Turner gave a brief explanation of the Maidstone Local Plan/5-year housing supply to Cllr Griffiths.

19:55 Cllr Gibson returned to the meeting

19:56 Cllr Tippen returned to the meeting

Police Update/Report from Police Forum

Crime Figures

Cllr Rabot gave an update on the most recent crime figures from the Kent Police website: 19 crimes in April which included 8 violence offences; 3 anti-social behaviour; criminal damage and theft.

Other Police Matters

Marden had been allocated a PCSO who was hoping to attend the Village Café shortly to introduce herself.

Cllr Rabot gave a verbal report on the Police Community Sports Day which is being arranged at Marden Sports Club on 16th August.

Cllr Boswell asked if it was possible to arrange another Police Surgery date and Cllr Rabot would talk with the Ward Police and the new PCSO.

Communication

Newsletter

Thanks were expressed to Cllr Boswell for another well written newsletter.

This was currently in draft format and being read by Cllrs. The Deputy Clerk would start to edit it next week ready for printing.

It was proposed to have a “Meet The Councillors” event outside the library and a date would be arranged to add to the newsletter.

20:06 Borough Cllr Russell arrived at the meeting

Marden Flooding

Southern Water had been written to again asking for updates on MPC letter sent in January but no response had been received.

Infrastructure Spend Plan

Cllrs had received the Infrastructure Spend Plan prior to the meeting which had been reviewed/updated following the consultation. Cllrs agreed the content, and this would now be placed on the website.

Marden Resilience Plan

Cllrs had received the new draft Marden Resilience Plan prior to the meeting and Cllr Rabot gave a verbal report on the process to get to this stage. A meeting was to be arranged with the Resilience Sub-Group.

Changing Rooms Refurbishment

Cllrs had noted that the planning application has been approved by Maidstone Borough Council which was discussed at the last Planning Committee meeting. The Clerk was in the process of writing to the architect with questions regarding the conditions which were raised at Planning.

CCTV Licence

Cllrs received and considered the draft licence agreement from Golding Homes for the connection of CCTV into their property. This was agreed and a meeting had been arranged for 17th June for the Clerk and Cllr Griffiths to meet with Golding Homes to sign.

Marden PC Open Spaces Byelaws

No comments had been received following the consultation therefore Cllrs agreed to submit the application to amend the Open Spaces Byelaws to the Secretary of State.

Chairmen’s Board

Cllrs received information on the costings to update the Parish Council Chairmen’s Board in the Parish Office. Cllrs agreed in principle but asked the Clerk to see if cheaper companies were available.

Parish Council Code of Conduct

Cllrs received and considered the draft Parish Council Code of Conduct sent by KALC Maidstone Area Committee. Cllrs were in agreement and the Clerk would respond to KALC.

025/25 COMMITTEE REPORTS

Amenities Committee

Cllrs noted the draft Minutes of Amenities Committee meeting held on 27th May 2025 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 20th May and 3rd June 2025 which had been previously circulated and available on the Parish Council website.

Several Cllrs met on 7th June to discuss the Regulation 14 responses on the Marden Neighbourhood Plan Review. Several changes were made and these would be submitted to the next Planning Committee meeting.

Finance Committee

No Finance Committee meeting held in May.

Conferences/Meetings/Webinars attended

Resilience Planning Meeting with Staplehurst Emergency Team: 15th May

KALC Area Committee Meeting: 19th May – Minutes circulated

AI Webinar: 21st May – notes would be circulated following 18th June session

Community Engagement Forum – 29th May

Communications Sub-Group Meeting: 5th June – Notes circulated. The

Quality of Life survey was discussed and a proposal of a Highways

Committee. Cllrs agreed and this would be added to the July Full Council to appoint Cllrs.

Web/Email Compliance Webinar: 5th June. The Clerk would circulate notes shortly.

HR Sub-Committee Meeting: 5th June. Draft minutes would be circulated shortly.

Marden Neighbourhood Plan Meeting: 7th June

Conferences/Meetings/Webinars/Events forthcoming

AI Webinar: 18th June

KALC EFCM (Reorganisation/Devolvement): 19th June

Highways Improvement Plan Meeting: 24th June

Community Engagement Forum: 8th July

KALC Clerks Forum Webinar: 15th July

Asset Transfer Webinar: 16th July

Assets of Community Value Meeting: 19th July

KALC Chairmans Forum Webinar: 22nd July

Environmental Sub-Group – 29th July

MPC Meetings to be arranged:

Resilience Planning

026/25 CORRESPONDENCE

Marden Parish Church Magazine

KALC Newsletter

The May office correspondence log was also provided to Cllrs and was available on the website.

027/25 FINANCE

(A) Bank Statements:

Revenue Accounts:

Nat West: £53,558.80

Unity Trust: £131,270.26

Capital Account:

Santander: £72,582.55

(B) Accounts 2024/2025:

(B)(i) Statement of Internal Control

Cllrs received and agreed the Statement of Internal Control. The document was then signed by the Chairman and RFO.

(B)(ii) Internal Auditor Report

Cllrs received and noted the end of year Final Report received from the Internal Auditor. Thanks were given to the Clerk for the work during the financial year.

(B)(iii) Bank Reconciliation/Balance Sheet 31st March 2025

Cllrs received and accepted the end of year bank reconciliation at 31st March 2025

Cllrs received and agreed the end of year Balance Sheet as at 31st March 2025 which was duly signed by the Chairman and RFO.

(B)(iv) Annual Governance and Accountability Return (AGAR) 2024/2025(B)(iv)(a) Section 1 – Annual Government Statement 2024/2025

The Clerk read out the following statements to Cllrs:

- (1) We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements;
- (2) We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness;
- (3) We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances;
- (4) We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations;
- (5) We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required;
- (6) We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems;
- (7) We took appropriate action on all matters raised in reports from internal and external audits;
- (8) We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements;
- (9) Trust funds including charitable. In our capacity as the sole management trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. *Not appropriate to Marden PC as not a sole managing trustee of a local trust(s).*

Answers were recorded on the AGAR and the Chairman and Clerk (RFO) signed and recorded the minute number.

(B)(iv)(b) Section 2 – Accounting Statements 2024/2025

The Clerk had completed Section 2 with figures from 2023/2024 and 2024/2025 accounts and circulated to Cllrs. Cllrs confirmed the accounting statements and the Chairman signed and recorded the minute number.

(C) Other Papers for External AuditorInternal Auditor certificate

Cllrs received and noted the Internal Auditor's year-end AGAR certificate.

AGAR documentation:

Cllrs received and noted the additional documents to be sent to the External Auditor which included:

- i. Bank Reconciliation as at 31st March 2025
- ii. Statement of Variances – Year ending 31st March 2025
- iii. Explanation of differences between Box 7 and Box 8 on Annual Return
- iv. Explanation of Earmarked Reserves
- v. Contact Details of Parish Council Clerk and Chairman
- vi. Declaration and Notice of Appointment of Exercise of Public Rights
- vii. Assertions for Intermediate Audit

(D) Marden Sports Coaching

Cllr Rabot provided a report on possible sports coaching in the summer and request for funding. Cllr Rabot has tried to arrange Charlton Athletic Community Trust to undertake a footballing coaching project in the Summer but unfortunately it may need to be moved to Autumn. Marden Parish Council may be asked to match fund once costings are received. Cllr Rabot would submit a report once more details are known.

(E) Payments for ApprovalInvoices for Payment

The following invoices were submitted for payment:

Castle Water: public conv water supply (Code 4327) - £15.79

Castle Water: Changing Rooms water supply (Code 4225) - £7.90

Castle Water: Cemetery water supply (Code 4302) - £1.67

KALC: Training x 2 (Code 4010) - £120.00

Memorial Hall: Office rent and refuse (Codes 4070/4074) - £300.00

Epic Engineering: Drill goalposts/fittings (Code 4220) - £107.28

Total: £552.64

Cllrs agreed payments and Cllrs Gibson and Turner would authorise on Unity. The Clerk raised a concern over two Business Stream invoices as these were exceptionally high. Cllr Turner agreed to look into this.

028/25 HIGHWAYS AND PUBLIC TRANSPORT**Highways**Highways Improvement Plan

A meeting was due to be held on 24th June to view responses from consultation and to consider new priorities.

Fingerposts

The Clerk had provided County Cllr Black with a timeline of the work on the fingerposts which he had raised with Kent Highways. Unfortunately, no response had been received by the meeting.

Speedwatch

Cllrs were given an update from the Speedwatch team who attended the Motor Show on 24th May. Cllr Rabot reported that this had seemed popular by visitors to the event. A Speed Watch session is planned for July or August.

Other Highways Issues

No other highways issues were reported.

Public Transport

No issues raised.

The Clerk informed the meeting that due to staff absences in July the Assistant Clerk from Pembury would be at the meeting on 8th to take minutes.

There being no further business the meeting was closed at 9.04pm

Cllr Adrian Rabot

Chairman

Date: 8th July 2025

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 8th July 2025

Meetings

Assets of Community Value: 19th July

Resilience Planning: to be arranged

APM Review: 21st or 24th July (tbc)

Correspondence Log

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

Full Council Action Log

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

Sharepoint/Teams

Rachel and I have undertaken additional training on this and will be setting aside a few hours later on in the month to go through what is required and have a trial before "going live" with Cllrs.

Clerk's Outstanding Issues:

Allotments

No further updates received.

Bank Mandates

Applications submitted for Nat West and Unity – Not received any correspondence yet as to whether Cllrs have been set up.

Cemetery – Pear Technology

Installed onto my desktop. Speaking with Cloudy IT and Pear Technology to see if it can be downloaded onto Sharepoint for all office staff to access.

Fingerposts

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

Single/Double Yellow Lines

No update received on designs to be sent through by Kent Highways

HMRC/VAT Reclaim

Information received from HMRC/.gov website and from Tax Advisor with SLCC. Need to consider meeting to discuss further as to what MPC does in regards to being able to reclaim VAT on changing rooms refurbishment.

HR Policy Document Review

Policy updates reviewed along with employee handbook updated. Employees have received new versions.

Play Scheme

Registration opened on 2nd June with over 40 enquiries/applications. Staffing all in place. Application to be submitted to Ofsted to confirm registration is not required.

Public Conveniences Solar Panels

Currently being discussed by Amenities Committee

Southern Water

Written again to John Mealey – waiting for response

Other Information

18th July – Children's party on Southons Field

22nd July – Marden Primary Academy Y6 leavers party on Southons Field

23rd July to 1st August – Summer Play Scheme at Scout HQ

28th July – Bowls Club parking at Southons Field 12noon to 7pm

3rd August – Bowls Club parking at Southons Field (tbc)

4th August – interment of ashes at Marden Cemetery

10th August – Dog Show at Marden Playing Field

Saturdays 9.30am to 10.30am – Rugby Taggers

MBC Members Report from Cllr Claudine Russell

Dated: June 2025

Council

The leadership at MBC are determined to spend a large amount of money – now £7.7million to refurbish the Maidstone House offices. I fail to see how this represents value for money on a number of reasons, notably it is more than the asset is worth. I have called the item in to Overview and Scrutiny for proper consideration.

Overview and Scrutiny

We have chosen the topics that we will be starting with this year, namely an empty property review, an exercise in examining public trust of MBC and to pick up a review of the CIL charging schedule as the leadership have decided not to review this now.

Ward Work

MARDEN –I was pleased to see that there was a resolution of a longstanding planning enforcement issue within the ward and the inspector found fully in favour of MBC and the structures will need to be removed. I have been trying to get the fly tipped waste outside of the Ballards Close flats removed, it is on private land and is not Golding Homes but I continue to try to secure its removal.

NETTLESTEAD – I have shared the petition as far and wide as possible. I continue to work with Cllr Hudson and I have been in contact with the waste team to ensure they are aware of the road closures and to pre-emptively make sure that they will be accessing Gibbs Hill to collect the waste.

YALDING – No casework this month.

COLLIER STREET – No casework this month.

HUNTON – No casework this month.

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

Green Party Councillors' Report of June 2025, for Marden & Yalding Ward Parishes –

Things continued to be busy again within the Borough Council after the (KCC) election 'purdah', and Cabinet have been rapidly catching up with projects and proposals that had been 'on hold' during that period, setting out the priorities for Year One (April '25 – March '26) that needed to be emphasised from our approved Programme for 2025-29, so they are addressed right now and don't fall victim to any central government 'halt' to forward financing of projects (which could happen!).

We had a public Cabinet meeting on 18th June, after three Policy Advisory (PAC) reviews earlier in the month (Grace is vice-chair of one of these), and that looked at last year's financial outturn (a £100,000+ surplus, unlike last year's deficit), took forward the future budget planning, looked at community safety activities, approved Mike's Action Plans for Biodiversity & Climate Change up to 2030, and also discussed a project to refurbish Maidstone House (which has been 'called in' for more scrutiny). The next Council meeting is due on 16th July, which will be chaired by the new Mayor, Cllr. Martin Round of Headcorn (who was this weekend hosting the Battle of Britain festival at the aerodrome); after that, another Cabinet meeting is being held on 23rd July with none due in August.

Updates for Newsletters/Sharing with Residents:

Please check out www.visitmaidstone.com/whats-on for details of things happening in and around the town; there is an Arts Carnival on 12th July, with a town procession and a musical event in Brenchley Gardens and a new Titanic exhibition at the Museum from 12th July.

Don't forget the River Festival in town on July 26th, and there will be Bandstand concerts on Sundays from 20th July, and Art in the Park on Fridays, in Brenchley Gardens all Summer. For other musical interests, there is the Maid of Stone rock festival in Mote Park and Blue Reef in Linton, both in July.

Parish Matters –

Collier Street – All Councillors (+ MP) had an email from resident about problems on Benover Road.

Hunton – Traffic concerns (another crash outside the school) and school-time parking issues.

Marden – Mike has been involved in residents' concerns about illegal land use near StileBridge.

Nettlestead – Mike & Grace publicised the zebra crossing petition to the wider M&Y Ward (again).

Yalding – The monthly Repair Café events are proving very useful; much praise needs to go to all the local community members 'staffing' this initiative. Grace has been liaising between Kenward Trust staff and our beat PCs, re. anti-social behaviour support work in the Summer. MBCs emergency response team are still trying to liaise with Trooli about landline issues, after Laddingford problems.

Borough Councillors Grace Couch & Mike Summersgill – 29th June 2025

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

TRAINING

AI Webinars

Held on 7th May, 21st May and 18th June 2025

Courses run by KALC/Breakthrough Communications.

The Clerk and Deputy Clerk attended all three webinars and Cllrs Boswell and Rabot attended the webinar on 21st May.

As Marden PC has a subscription with Microsoft 365 the best AI platform to use is CoPilot. However, there are others around that can easily be used by employees and Cllrs should be aware that the free versions are not secure and therefore any information put onto the system can be used for training purposes. MPC, at the current time, does not subscribe to any other AI platform. There are also data protection implications with using AI. MPC should consider incorporating usage into the social media (or similar) policy.

It was found that AI could be a useful tool for a lot of the work undertaken in the Parish office but all information received must be checked and adapted for Parish Council work. Any reports written by using this method should be advertised as such.

Canva (which MPC uses for newsletters) also has an AI version (Canva MagicWrite) which could be used for newsletters. As MPC pays a subscription for Canva this is included.

Website Accessibility

Held on 5th June 2025

The Clerk attended.

Course run by Scribe/Aubergine

Websites now need to adhere to Web Content Accessibility Guidelines (WCAG2.2AA) *I am currently reviewing the Accessibility Statement which needs to be agreed and added to the website.*

The latest version of the Smaller Authorities' Proper Practices Panel (SAPPP) 2025 (*financial guidelines for Parish Councils*) states that for next External Audit for 2025/26 has a new Assertion (10) which is Digital and Data Compliance. All Councils need to have a .gov.uk or .org.uk email address (*MPC has this along with a .gov.uk website*)

All Councils should have an IT policy on the use of employees/councillors using IT equipment and software.

Cllrs should note that all council emails should be via the .gov.uk / .org.uk email address and not to use personal (or link to personal) accounts. This is relevant for Freedom of Information (FOI) requests as any council information stored on personal emails etc can be accessed to obtain any details relevant to the FOI.

In regard to the WCAG2.2 websites need to be checked regularly to ensure documents are accessible (consider using [WAVE Web Accessibility Evaluation Tools](#)).

Any forms used in websites should be a web page form and not downloadable documents and any posters etc should have salient information added in as a descriptive text as posters cannot be read by accessibility readers. Should also avoid pasting URLs or using "click here" etc.

LOG OF CORRESPONDENCE AND HOW DEALT WITH?

No names/contact details should be added here

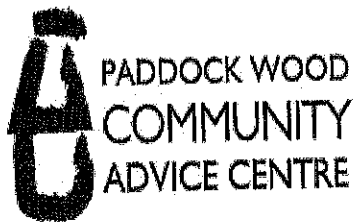
Date:	Contacted via	Who took call/emails?	Brief details of issue raised	Council/Committee	Outcome
02/06/2025	Email	Ali	Play Scheme Manager - activity plan	Amenities - Play Scheme	Printed off for parents/ carers
02/06/2025	Email	Ali	Request for play scheme forms x 2	Amenities - Play Scheme	Emailed across
02/06/2025	Face to Face	Ali	Play Scheme initial registration forms collected, completed and/or delivered x 24	Amenities - Play Scheme	Put in file for Lisa to respond
02/06/2025	Email	Ali	Play Scheme queries and initial registration forms received x 22	Amenities - Play Scheme	Printed and put in file for Lisa to respond
02/06/2025	Email	Ali	MBC Planning requesting more info for TPO application	Planning	Submitted
02/06/2025	Face to Face	Rachel/Ali	Resident asking about community gardens	General	Obtained contact details to send to Allotment Assoc and to provide him with Welcome Pack/village organisations
03/06/2025	Email	Ali	Play Scheme queries and initial registration forms received x 15	Amenities - Play Scheme	Passed to Lisa
03/06/2025	Face to Face	Ali	Play Scheme initial registration forms collected, completed and/or delivered x 2	Amenities - Play Scheme	Passed to Lisa

03/06/2025	Email	Ali	MBC confirmation of TPO application	Planning	Noted - to be placed on next Planning agenda
03/06/2025	Email	Ali	Resident regarding parking in Albion Road	Highways	Responded re location of DYL - resident to raise concern with Golding Homes/Highways
03/06/2025	Email	Ali	KALC - confirming attendance at EFCM	General	Noted
05/06/2025	Email	Ali	Confirmation from Motor Club for 2026 booking	Amenities - Open Space	Added to 2026 diary
05/06/2025	Email	Ali	Play Scheme queries and initial registration forms received x 7	Amenities - Play Scheme	Responded to say fully booked but will add to waiting list
06/06/2025	Face to Face	Rachel	Request for play scheme form to be printed off (registered)	Amenities - Play Scheme	Emailed and printed forms off for parent to complete.
06/06/2025	Face to Face	Rachel	Resident reporting abandoned vehicle in Chapel car park after reporting to 101	General	Will take photos and report to local PCSO/Police to see if stolen or where registered keeper is.
09/06/2025	Email	Ali	Resident asking for County Cllr contact and HIP request	General	Provided Brian Black's email - HIP currently being reviewed
09/06/2025	Email	Ali	Request to hire Southons Field	Amenities - Open Space	Passed to Rachel
09/06/2025	Email	Ali	Resident requesting footpath to cemetery be strimmed	General	Sent text to Graham
09/06/2025	Email	Ali	MBC - electoral role update	General	Passed to Lisa

09/06/2025	Email	Ali	Parents not receiving notification of play scheme place x 4	Amenities - Play Scheme	Responded with details
09/06/2025	Telephone	Ali	Parents not receiving notification of play scheme place x 3	Amenities - Play Scheme	Responded with details
09/06/2025	Telephone	Ali	Pear Technology to update cemetery database	Office	Completed - new version on system
09/06/2025	Telephone	Ali	Resident reporting damaged to street light	Highways	Reported to Kent Highways - ref 882683
10/06/2025	Face to Face	Ali	Another resident reported damaged street light	Highways	Reported above
10/06/2025	Email	Ali	CPT confirming attendance at Village Café on 13/6	General	Provided details to Cllrs at FC meeting
16/06/2025	Email	Ali	Application for play scheme	Amenities - Play Scheme	Passed to Lisa
16/06/2025	Email	Ali	Scouts - provided details of flyer for newsletter	Newsletter	Confirmed flyer ok - provided dates for insertion/delivery
16/06/2025	Email	Ali	Memorial stonemason - application for inscription	Amenities - Cemetery	Confirmed inscription ok - returned signed paperwork
16/06/2025	Email	Ali	Resident reporting overflowing dog bins at Highwood Green	General	Management Company responsibility - contact Parish Office if any problems
16/06/2025	Email	Ali	Resident concerned about parking outside memorial hall	General	Passed to Hall Committee

16/06/2025	Email	Ali	Play Scheme manager regarding booking of external session x 2	Amenities - Play Scheme	Confirmed - within budget
16/06/2025	Email	Ali	Confirmation from Mazars for AGAR submission	Finance	Noted
16/06/2002	Email	Ali	Marden History Group asking for poster to be added to e-newsletter	General	Passed to Rachel
17/06/2025	Email	Ali	Hirer confirming receipt of risk assessment for Southons Field x 2	Amenities - Open Space	Noted
17/06/2025	Email	Ali	Scouts confirming assistance with newsletters	Newsletter	Noted
17/06/2025	Face to Face	Ali	Golding Homes to sign CCTV licence	General	With Cllr Griffiths
17/06/2025	Email	Ali	MBC confirming S106 developer contributions is still available	Planning	Noted - S106 proforma filed for completion when money to be drawn down.
18/06/2025	Email	Ali	Scouts providing roads for newsletter delivery	Newsletter	Noted
19/06/2025	Email	Ali	HML - emptying dog bins	General	Due 20/6/25 - let resident know
19/06/2025	Email	Ali	Volunteer newsletter delivery - confirming x 3	Newsletter	Noted
19/06/2025	Face to Face	Ali	Resident reporting fencing following dog reports	General	Noted
19/06/2025	Face to Face	Ali	MoP asking for pre-school access x 2	General	Told which door to go to.

20/06/2025	Telephone	Rachel	Call to speak with Ali regarding planning	Planning	Took message for Ali to call back Monday on return to office
23/06/2025	Email	Ali	Volunteer newsletter delivery - confirming x 2	Newsletter	Noted
23/06/2025	Email	Ali	Parish Councils regarding planning training	Planning	Passed to Cllrs
23/06/2025	Email	Ali	Report of BBQ being used at Southons Field	Amenities - Open Space	Passed to Rachel to add rules to social media/e-newsletter
23/06/2025	Email	Ali	Report of overflowing litter bin at Plantation Lane	General	Reported to MBC - Ref: DIG725117043
23/06/2025	Telephone	Ali	Staplehurst FC requesting hire of playing field for football training	Amenities - Open Space	Emailed Amenities Committee for agreement
23/06/2025	Email	Ali	Resident asking for Napoleon Drive hedges to be cut	Amenities - Open Space	Responded - policy is that they are left until after bird nesting season (31st July - Natural England).
23/06/2025	Face to Face	Ali	Someone asking for MP details	General	Provided email for Katie Lam MP
26/06/2025	Face to Face	Rachel	Resident reporting horse and trap on Playing Field	Amenities - Open Space	Would report to PCSO to raise awareness



94 Commercial Road
Paddock Wood
Kent TN12 6DP

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info@pwadvice.org
www.pwadvice.org

Cllr Rabot
Marden Parish Council
Memorial Hall
Goudhurst Road
Marden TN12 9JX

11th June 2025

Dear Cllr Rabot

Thank you so much for the generous donation of £300 for 2025/26 from Marden Parish Council which is gratefully received. Our service continues to support residents of Marden advising them about many issues including benefits, consumer matters, debt, employment, family, housing and relationship breakdown.

Each year we report to you increased client numbers on the year before and this year is no exception: we have helped 1,174 clients on 1,513 different issues over the course of the year to March 2025, approximately 11% up on the previous year. Our Top 3 issues for advice during 2024-25 remain as welfare benefits, housing and debt.

As we reported last year, we could not help many more people with our current team's skill set and capacity and therefore started to turn people away from further afield so that we could be sure to meet the demand from the local area and, most particularly, the parishes which fund us. This had not been necessary previously but advice services in Maidstone and the Medway towns seem to be struggling with local demand, so an increased number of people are looking beyond their own community for help.

We also secured approximately £1.48m worth of financial gain for our clients on cases updated in the year 2024-2025 in unclaimed benefits, debt relief and other savings. As demand continues to grow and we persevere in offering face to face advice to ensure each individual receives the degree of support they need to enable them to address their problems, your donation will help us achieve this over the coming year.

Kind regards

A handwritten signature in black ink that reads 'Katie'.

Katie Hargreaves





FINANCE GRANT REQUEST FUNDING REQUEST

Name of Applicant: Nick Turrell, Community Fundraising
Manager.....

Name of Organisation:Air Ambulance Charity Kent Surrey Sussex, KSS, Rochester City
Airport, Maidstone Road, Chatham, Kent ME5 9SD.....

Reason for Request: ...Our aim is an end to preventable loss of life from medical emergency, and to ensure the best possible outcomes for patients. We fulfil this aim by provision of HEMS (Helicopter Emergency Medical Service). HEMS brings A&E resources, including doctors and critical-care paramedics, direct to the patient at the scene of emergency. Some complex surgical procedures may be undertaken there, including chest and heart procedures and administration of anaesthetics and blood transfusions. Plus rapid transfer to the most appropriate hospital trauma centre.

Grant is requested as a contribution to the operating costs of HEMS – helicopters, rapid-response vehicles, medical equipment, fuel, highly-trained crews.

.....
.....

How much are you asking for / what the proportion of the total cost?: £500 out of £20.4million annual cost/ £56000 daily cost.....

What other funding do you have for this project? ...Our ongoing fundraising effort includes grants, donations, lottery, raffles, legacies, events, sponsorship, business partnerships

Grant applications are being made to other councils, and the response is very positive and supportive .
.....
.....

Does it involve adults and/or children of Marden: ...In the event of serious medical or trauma emergency, all residents of Marden Parish, regardless of age, could be potential beneficiaries of our life-saving service.....

If so, how many on average:N/A.....

Has the organisation it's own bank account: YES

Has the organisation got a constitution: YES

Contact details: Email:
Telephone:

Thank you for your application this will be considered by Councillors at the next full council meeting.

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DRAFT Marden Highways Improvement Plan (HIP) - updated 24th June 2025

Part A – Marden Parish Council Action Plan (Priorities)

KH = Kent Highways / MPC = Marden Parish Council / MBC = Maidstone Borough Council / KCC - Kent County Council / TRO = Traffic Regulation Order

DYL = Double Yellow Lines / SYL = Single Yellow Lines

HIGHWAY IMPROVEMENT PLAN – Stage 1				ACTION PLAN – Stage 2		
MPC ID	Priority	Location	Problem and suggested remedy	Cost Estimate	Funding Source	Action/Programme/Comments
						(Who/When)
HIP004	4	B2079 Maidstone Road – Footway Extension to Cemetery and Sports Club See HIP 004 Action Plan	Discontinuous pedestrian route between end of existing footway at Rhodes Close to cemetery and sports club with gaps requiring walking on the carriageway, sections not accessible by persons of restricted mobility and lengths unusable in poor weather	Refer to HIP004 action plan	Refer to HIP004 action plan	KH to look at land ownership Possible Developer scheme.
HIP005	1 (Priority 4 on HIP Priority List 2025)	B2079 from the top of Winchett Hill to 50mph limit at Marden Beech	Seven accidents recorded on Crashmap over the last five years plus two more recent accidents on 4th November 2019 and 11th December 2019. Other accidents have occurred although not reported. The road is heavily used by motorists, including HGV's, farm vehicles, cars and cyclists. Pedestrians also use the road as there is no footway. A 60 mph speed limit is in place from the Parish boundary to Marden Beech. There are a number of blind bends in the road as well as properties exiting onto this road. Speed is a contributory factor a 50 mph limit from the parish boundary to the existing 50mph limit would help mitigate the risks. The parallel road the B2162 has a 50 mph limit along much of its length and there is only one reported incident on Crash map. A safety assessment of this stretch of road would also indicate if any other action needs to be taken.	£200 for speed survey c. £3000 for TRO c. £2000 for sign installation on site		KH received data from GPS/tracking systems – majority of vehicles are travelling less than 50mph KH will look into what can be done in regard to extending 50mph restrictions. <u>Action:</u> TRO cost £3,000 approx Signage cost £2,000 approx. MPC to speak with Goudhurst PC regarding extending restriction cross boundary MPC to speak with Eric Hotson regarding financing MPC to undertake an information consultation prior to TRO

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HIP006	2	Church Green	<p>Bus stop currently located outside the Taj restaurant and adjacent to heavily used shops where cars are regularly parked. The bus has to double park at the bus stop, making it dangerous for passing traffic including motorists and cyclists.</p> <p>Move the bus stop further east onto Church Hill beyond the zebra crossing and appropriate bus clearway" signage/yellow boxes to be implemented.</p>			<p>KH emailed KCC Bus Stop Scheme on 17/7/20 to ascertain costs.</p> <p><u>Action:</u> KH would undertake an assessment of the area to see if moving the bus stop was safe to do so MPC to liaise with Southeastern Network Rail regarding bus replacement signage 20/7/20- KH emailed Bus Stop Team for advice on whether it is possible to relocate bus stop – awaiting response Bus Stop Team have advised that they would support the stop being moved, ideally keeping to close to the station. Have emailed them again to ask about funding for this.</p>
HIP007	1 NEARING COMPLETION	B2079 south of Marden Primary School	<p>There are no parking restrictions on Goudhurst Road B2079 south of Marden Primary School. During the week cars are parked all day at this site and as there is very little evidence of parking here at weekends then it is safe to assume that it is commuter parking.</p> <p>The road is heavily used by all forms of transport with a notable increase in HGV's over the last few years.</p> <p>The road is not wide enough for parked cars and 2-way traffic and this becomes particularly difficult when HGV's have nowhere to pull in if they meet an oncoming vehicle. There have been occasions when HGV's have been seen to mount the footway on the west side when an oncoming vehicle approaches. This is particularly concerning as the footway is now heavily used by residents from the new Highwood Green estate. See HIP 008.</p> <p>Additionally, at School drop off and pick up time Goudhurst Road is very heavily congested and the all-day parking prevents parents from using this part of the road to drop off/pick up children.</p> <p>Extending the SYL restriction to village boundary on both sides of the road would help to mitigate these problems.</p>	c. £3000 for TRO plus £1,000 lining and signing on site	TBC	<p>TRO required at a cost of approx. £3,000 to extend SYL.</p> <p><u>Action:</u> MPC to plot on a map the extent of SYL and send to KH Informal consultation would need to be undertaken by MPC followed by TRO This was one of the identified actions in the Marden Parish Council Parking Survey March 2018 but did not progress due to other higher priority changes that were needed at the time 20/7/20 – Parish Council to provide exact extents and KCC to produce a plan so that the Parish Council can carry out an informal consultation with affected residents and school etc. Timeplate 9.30 to 10.00 1/2/22 - Extents to be south of zebra crossing to Admirals Way (both sides) – Plan to be sent to MPC to carry out informal consultation first (Speak to KCC/MBC re DYL's in Admirals Way) 11/10/22 – Added as Priority 1 on Kent Highways document 5/12/22 – Meeting held with Kent Highways Officers Q: If the parking is commuters, where are they likely to park when accessing the train station and where will parents park for the school? Any lining will also restrict this Any reduction in parked cars will likely lead to increased speeds Q: Are householders in support of this? MPC asked to carry out an informal consultation and submit photos of parked cars KH in contact with developers (Dev02a) regarding DYLs/TROs being installed 10/1/24 – MPC undertaken pre-consultation exercise – Kent Highways to agree TRO consultation undertaken in March/April 2025 June 2025 - KCC drawing up plans NEARING COMPLETION</p>

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HIP008	3	B2079 Goudhurst Road – Western Footway between School House and Maple Lodge. See HIP 008 Action Plan.	Varying width of footway, with some parts very narrow and difficult for wheelchair and pushchair users due to overhanging vegetation and other lengths having impediments such as a street lighting column and a telephone pole.	Refer to HIP008 Action Plan c.£4000	MPC	<p><u>Action:</u> KH/MPC(?) to write to residents requesting hedges are cut back. KH to view Highways maps to ascertain highway boundary. 20/7/20 - Plan sent to MPC showing what is considered to be publicly maintainable highway 1/2/22 - Verge and footway - verge could be taken out and tarmacked. Approx £40 to £50 per Lin.m. - Approx £4,000 to carry out works.</p>
HIP009	1 (jointly with HIP010) NEARING COMPLETION	South end of Pattenden Lane near junction with B2079	<p>The road junction is very wide and dangerous for pedestrians as there is nowhere to escape to when a vehicle approaches. At certain times of day when there are few vehicles parked in Church Green vehicles passing through that area to turn into Pattenden Lane often travel at speed and there is no safe place for a pedestrian due to the width of the road if they are in the middle of crossing at the time. Many people daily cross at this point to and from the Primary School, Children’s Centre, Pre School Play Group, Train Station. There are now many more properties to the south of this junction, since Highwood Green was built, whose residents regularly walk to and from Marden Station. In addition, pedestrians walk their children to school, pre-school etc on this side of the road and whilst they may be encouraged to use the opposite footway there is no guarantee they will so this will not reduce the risk.</p> <p>One option would be a pedestrian refuge island that would help alleviate the danger, but we want to work with KCC to identify the best solution.</p>	Cost of investigation/ design c. £1,000 c.£10k-£12k for feasibility report	TBC	<p>KH could undertake a feasibility study at a cost of £3,000 or a free desktop study. MPC requested a desktop study in the first instance. 20/7/20 – KCC to carry out desktop study to look at request for pedestrian island or other options to assist pedestrians at this junction. 20/4/21 - MPC discussed with KH who would give us an estimate for a preliminary design & survey. 29/6/21 MPC identified that there are no dropped kerbs at this junction. KH to be notified that this should be added to the design. 1/2/22 – Swept paths would make a traffic island difficult to manoeuvre – Will look at possibly extending the footpath outside the hairdressers. KCC to look at on site and provide preliminary costings to MPC. 11/10/22 – Added as Priority 2 on Kent Highways document (in conjunction with HIP010). 5/12/22 – Meeting held with Kent Highways Officers. More clarity is required as to the reasons why HGVs are turning in Sovereigns Way. May be a costly scheme – does MPC have any funding towards this? KH can get a design and rough quote put together but may require extra funding from KCC Member if investigations prove this feasible. KH will provide rough costings of installing an island in the centre of the junction / another option is to look at the possibility of widening the kerb outside Little Eden. Request to improve the height restriction signage has been raised. 10/1/24 – wide junction – GM speak with planners re widening footway. £10k-£12k for feasibility report / £1k to £1.5k for design. February 2025 - footway widened opposite side to Little Eden. Waiting for SYL/DYL to be reinstated. NEARING COMPLETION</p>

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HIP010	1 (jointly with HIP009) CONTINUE TO MONITOR FOR TIME BEING	Sovereigns Way and South end of Pattenden Lane at railway bridge	There is a height restriction on the bridge. If an HGV has ignored the height restriction signs on B2079 and turns into Pattenden Lane they have to reverse into Sovereigns Way to turn round. This is causing residents to have safety concerns as the lorries often mount the footway. The footway is also breaking up as a result. KCC to work with Network Rail using the guidance in the 'Prevention of Strikes on Bridges over Highways – A Protocol for Highway Managers & Bridge Owners', published by Network Rail on behalf of the Bridge Strike Prevention Group. Review signage especially in Maidstone Road (Underlyn Lane junction).			KH to review the document and liaise with Network Rail. 11/10/22 – Added as Priority 2 on Kent Highways document (in conjunction with HIP009). 5/12/22 – Meeting held with Kent Highways Officers (see comments on HIP009) February 2025 - signaged amended/moved in Maidstone Road (Underlyn Lane junction) CONTINUE TO MONITOR FOR TIME BEING
HIP013	1 (Priority 2 on HIP Priority List 2025)	B2079 Goudhurst Road – Beech Bridge Cottages to south of Roughlands Lane. See HIP013 Action Plan	Narrow carriageway between Beech Bridge Cottages to south of junction with Roughlands Lane resulting in kerb / verge damage from vehicular over-running	Refer to HIP013 Action Plan Approx. £25,000	Marden PC	KH to review area and investigate boundary/grass verge ownership. 20/7/20 – checked crashes and no personal recorded injuries over the last 3-year period to 31/12/19. Sent MPC plan showing what is considered to be publicly maintained highway. There are road narrow warning signs already in place either side of bridge. 1/2/22 – discussed at parish meeting – Approximate cost would be £25,000
HIP014	1 (Priority 3 on HIP Priority List 2025)	Howland Road – bend by Rose and Crown Cottages	A dangerous and blind bend where parking is permitted and there is no proper footway. Previous suggested improvements have been rejected but with the increasing amount of traffic using this road a scheme to protect pedestrian safety is needed. KCC to survey and identify potential solutions		TBC	KH would arrange for a desktop study to be undertaken. 20/7/20 – KCC to carry out desktop study to see what measures can be implemented. 20/4/21 - Advised KH that we would like a meeting post election on site with County Cllr & residents to look at options. 24/6/21 - Asked Lottie Parfitt-Reid to liaise with Highways Manager re meeting
HIP017	4	Pattenden Lane – Footway Extension to 30 mph Limit. See HIP017 Action Plan	Existing footways along Pattenden Lane stop approx. halfway between railway bridge and end of 30 mph limit, leaving pedestrians to walk mostly along busy carriageway or trespass on Wheelbarrow Park Estate forecourt on western side (with deep ditch on eastern side).	Refer to HIP017 action plan	Refer to HIP017 action plan	KH unsure ownership and cost of putting in a footway. 20/7/20 – Plan sent to MPC showing extend of publicly maintained highway.

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HIP020	4	Oak Tree Close	No current parking restrictions difficult for emergency vehicles and refuse lorries to access, and although fully used there is no room for additional parking spaces and it is also unclear whether problems are caused by residents' vehicles of Oak Tree Close or surrounding properties or those seeking to avoid station car parking charges. SYL to alleviate all day parking and allow access to emergency vehicles and refuse vehicles.			KH reported Highways not responsible for this area but would view maps and report back ownership to MPC. 20/7/20 – Plan sent to MPC showing publicly maintained highway
HIP021	2 (Priority 5 on HIP Priority List 2025)	Various – Pedestrian Crossings for Inclusive Mobility. See HIP021 Action Plan	Some pedestrian crossings in the village centre lack dropped kerbs for those using wheelchairs, pushchairs, etc. and many others lack tactile paving for the visually impaired.	Refer to HIP021 Action Plan c.£1000 per pair of dropped kerbs	KCC/MPC	MPC to undertake a survey of possible sites. Cost - £1,200 per pair of dropped kerbs. 20/7/20 – MPC to provide locations – KCC to possibly fund 1 or 2 locations this financial year. 29/6/21 - MPC identify locations & priorities: (1) Goudhurst Road, entrance to Marden Primary School; (2) Haffenden Close/Church Hill junction; – COMPLETED (3) High Street - at entrance to The Old Market; (4) Chantry Road/Lime Close junction; (5) Chantry Road by the bungalows. 1/2/22. KCC to survey kerbs. Approx cost £1000 per pair. KCC maybe able to deliver 1 pair in next financial year. 1/3/22 KCC marked up Goudhurst Road entrance to Primary School for work (not undertaken)
HIP022	4	Howland Road – Footway Extension to Bridgehurst Corner. See HIP022 Action Plan	Existing footway only on southern side beyond Ramsden Way, leaving pedestrians to walk along carriageway near blind bend from Poachers Keep to Footpath KM274 (for Sports Club, etc.)	Refer to HIP022 Action Plan	Refer HIP022 Action Plan	KH to investigate ownership of verge and report back to MPC. 20/7/20 – Plan sent to MPC showing extent of publicly maintained highway
HIP024	3	Plain road/Thorn Road junction	Visibility very poor when turning right from Albion Road into Thorn Road. No pedestrian footway here. Options: (1) Make one way round the island. However, unlikely to be suitable for large vehicles eg combine harvester; (2) Remove island to make into conventional junction. Likely to be unpopular with residents; (3) Consider pedestrian signage.			

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HIP025	1 NEARING COMPLETION	Albion Road/Stanley Road junction	DYL due to poor visibility from parked cars when exiting Stanley Road DYL at either side of junction with Stanley Road/Albion Road to junction with Seymour Drive	£2,800 for TRO £2,600 for lining		11/10/22 – Added as Priority 4 on Kent Highways document. 5/12/22 – Meeting held with Kent Highways Officers. KCC will only support DYL corner protection where it could lead to an increase in safety, there are no recorded accidents at this location. It appears that several of the nearby properties do not have driveways. Q: Has an informal consultation been carried out to gauge support for this? What is the public support like? MPC to carry out an informal consultation with neighbouring properties. Any photos and evidence of the problem will be beneficial too. 10/1/24 – MPC undertaken pre-consultation exercise – KH to agree. £2.8k for TRO / £2.6k for lining. TRO consultation undertaken in March/April 2025 June 2025 - KCC drawing up plans NEARING COMPLETION
HIP027	3	High Street – outside White Lyon House	Continuation of footway outside White Lyon House to junction with Old Market for pedestrian safety			
HIP028	4	Park Road – junction with Pagehurst Road	Restore character of junction: (1) install new wooden finger post / tidy area; or (2) As 1 above but with new road layout (triangle)			Operations Team to assess
HIP029	2	Hunton Road, Chainhurst	Resident requested gateways at each entrance to Chainhurst			
HIP030	1	B2079 Maidstone Road near 30mph sign	Install gateway at entrance to village	£1,200 to £1,500 plus installation	Possibly KCC	Not enough room on these verges (a minimum of 1.5m is needed for a gateway). If MPC wish to pursue KH could investigate the location by the village sign round the bend in Maidstone Road. Kent Highways Definition Team are investigating the highway boundary approaching the bend into the village. 10/1/24 – questioned position by existing sign/planter:
HIP031	2	Stanley Road	Resident requested DYL on either side of Stanley Road near the junction with South Road			

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HIP 032	3	Goudhurst Road from Admiral Way towards village entrance	Residents of Spring Grove Cottages concerned re speeding. To review any potential traffic calming once gateway installed			
HIP 033	1	Albion Road	Missing footway required if planning application for land at Albion Road/Copper Lane approved			Cross reference to planning application for Copper Lane/Albion Road development
HIP 034	2	Rural Roads	Speeding vehicles Resident has asked for Battle Lane to be included on the HIP			For discussion at next review
HIP 035	1 (Priority 1 on HIP Priority List 2025)	Bend at West End (between Memorial Hall and West End Tavern)	Safety review due to the number of accidents.			
HIP 036	1 (Priority 6 on HIP Priority List 2025)	Pedestrian Crossing in High Street by pharmacy)				

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Marden Parish Council - Highway Improvement Plan Criteria
Updated 24th June 2025

Score	Priority
10+	1
8-9	2
6-7	3
3-5	4
0-2	n/a

	Usage
Many	3
	2
	1
Few	0

	Deliverability
Easy	2
Fairly hard	1
Hard	0

HIP ID		HIP001	HIP002	HIP003	HIP004	HIP005	HIP006	HIP007	HIP008
	<i>Maximum Score</i>	Pattenden Lane / Church Green junction DYL	Sutton Forge SYL	Albion Road SYL	Cemetery & Sports Club Footway	B2079 Winchett Hill to Marden Beech 50mph	B2079 Church Green Bus Stop Relocation	B2079 Goudhurst Road SYL	B2079 Goudhurst Road Footway
		COMPLETED	COMPLETED	COMPLETED				NEARING COMPLETION	
Safety									
Pedestrians	2				2	2	0	1	2
Cyclists	2				1	2	1	1	0
Vehicular	2				1	2	1	2	0
Parking	1				0	0	1	1	0
Amenity									
Parking	1				0	0	1	0	0
Ecology	1				0	0	0	0	0
Heritage	1				0	0	0	0	0
Public Trans	1				0	0	1	0	0
Usage	3				1	3	2	3	2
Deliverability	2				0	2	1	2	2
Total	16				5	11	8	10	6
New priority					4	1	2	1	3

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Marden Parish Council - Highway Improvement Plan Criteria
Updated 24th June 2025

Score	Priority
10+	1
8-9	2
6-7	3
3-5	4
0-2	n/a

	Usage
Many	3
	2
	1
Few	0

	Deliverability
Easy	2
Fairly hard	1
Hard	0

HIP ID		HIP009	HIP010	HIP011	HIP012	HIP013	HIP014	HIP015	HIP016
	<i>Maximum Score</i>	Pattenden Lane / B2079 Church Green	Pattenden Lane Railway Bridge - lorry restriction	High Street junction with Albion Road	B2079 Church Farm Corner, Maidstone Road	B2079 Beech Bridge / Roughlands	Howland Road - Rose & Crown Cotts bend	Pattenden Lane (industrial area) lorry movements	Pattenden Lane (industrial area) pavement parking
		COMPLETED		COMPLETED	COMPLETED			COMPLETED	COMPLETED
Safety									
Pedestrians	2		2			1	2		
Cyclists	2		1			2	2		
Vehicular	2		2			2	2		
Parking	1		0			0	1		
Amenity									
Parking	1		0			0	0		
Ecology	1		0			1	0		
Heritage	1		0			0	0		
Public Trans	1		0			0	0		
Usage	3		3			3	3		
Deliverability	2		2			1	0		
Total	16		10			10	10		
			1			1	1		

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DRAFT Marden Parish Council - Highway Improvement Plan Criteria
Updated 24th June 2025

Score	Priority
10+	1
8-9	2
6-7	3
3-5	4
0-2	n/a

	Usage
Many	3
	2
	1
Few	0

	Deliverability
Easy	2
Fairly hard	1
Hard	0

HIP ID		HIP017	HIP018	HIP019	HIP020	HIP021	HIP022	HIP023
	<i>Maximum Score</i>	Pattenden Lane footway extension	Thorn Road - bend by 30mph entrance	Sutton Court parking	Oak Tree Close SYL	Various pedestrian crossings for inclusive mobility	Howland Road - footway extension to Bridgehurst corner	Fingerposts
			COMPLETED	CLOSED				NEARING COMPLETION
Safety								
Pedestrians	2	2			0	2	2	
Cyclists	2	1			0	0	1	
Vehicular	2	1			0	1	1	
Parking	1	0			2	0	0	
Amenity								
Parking	1	0			0	0	0	
Ecology	1	0			0	0	0	
Heritage	1	0			0	0	0	
Public Trans	1	0			0	0	0	
Usage	3	0			0	3	1	
Deliverability	2	1			2	2	0	
Total	16	5			4	8	5	
		4			4	2	4	

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Marden Parish Council - Highway Improvement Plan Criteria
Updated 24th June 2025

Score	Priority
10+	1
8-9	2
6-7	3
3-5	4
0-2	n/a

	Usage
Many	3
	2
	1
Few	0

	Deliverability
Easy	2
Fairly hard	1
Hard	0

HIP ID		HIP024	HIP025	HIP026	HIP027	HIP028	HIP029	HIP030	HIP031
	<i>Maximum Score</i>	Plain Road/Thorn Road junction	Poor Visibility Stanley Road/Albion Road junction	Bell Bollards Maidstone Road/High Street	Footpath outside White Lyon House	Park Road junction	Gateways in Chainhurst	Gateway in Maidstone Road	DYL Stanley Road
				CLOSED					
Safety									
Pedestrians	2	2	2		2	0	2	2	1
Cyclists	2	2	2		1	0	1	1	2
Vehicular	2	0	2		0	0	1	1	2
Parking	1	0	0		0	0	0	0	1
Amenity									
Parking	1	0	0		0	0	0	0	0
Ecology	1	0	0		0	1	0	0	0
Heritage	1	0	0		0	1	1	2	0
Public Trans	1	0	0		0	0	0	0	0
Usage	3	3	3		3	1	2	3	1
Deliverability	2	0	2		1	1	2	2	2
Total	16	7	11		7	4	9	11	9
		3	1		3	4	2	1	2

DRAFT

Marden Parish Council - Highway Improvement Plan Criteria
Updated 24th June 2025

Score	Priority
10+	1
8-9	2
6-7	3
3-5	4
0-2	n/a

	Usage
Many	3
	2
	1
Few	0

	Deliverability
Easy	2
Fairly hard	1
Hard	0

HIP ID		HIP 032	HIP 033	HIP 034	HIP 035	HIP 036		
	<i>Maximum Score</i>	Goudhurst Road (Admiral Way to Spring Grove) - speeding vehicles	Missing footway - Albion Road towards Copper Lane	Rural roads - speeding vehicles (Battle Lane)	Bend at West End (between Memorial Hall and West End Tavern)	Pedestrian crossing in High Street by Pharmacy		
Safety								
Pedestrians	2	0	2	2	2	2		
Cyclists	2	1	2	2	2	2		
Vehicular	2	2	2	1	2	1		
Parking	1	0	0	0	1	1		
Amenity								
Parking	1	0	0	0	1	1		
Ecology	1	0	0	0	0	0		
Heritage	1	0	0	0	0	1		
Public Trans	1	0	0	0	1	0		
Usage	3	3	3	2	3	3		
Deliverability	2	1	2	2	1	1		
Total	16	7	11	9	13	12		
		3	1	2	1	1		



Highway Improvements Team working in Partnership with Marden Parish Council Highway Improvement Plan

Submission Date:

(Please remember that the HIP is for new initiatives/measures/schemes in your community – it is NOT to be used as a maintenance log, as these MUST be logged using the online reporting tool via this link <https://www.kent.gov.uk/roads-and-travel/report-a-problem>)

HIP Front Cover

HIP Version	Submitted by (Name)	HIP Date	Record Of Meeting Dates with KCC Virtual or Face to Face	County Member	
1	Alison Hooker	24/6/25		Cllr Brian Black	
Please list below the funding opportunities/Sources for HIP initiatives/Measures				County Member, Parish Precept, CIL	
Are you an active member of the Speed Watch Scheme?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Are you an active member of the Lorry Watch Scheme?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Name of HIP Representative	Greg McNicoll	Contact Telephone Number		Email Address	
Name of Clerk	Alison Hooker	Contact Telephone Number	01622 832305	Email Address	clerk@mardenkent-pc.gov.uk
Name of Chair	Adrian Rabot	Contact Telephone Number	01622 832305	Email Address	cilrrabot@mardenkent-pc.gov.uk
KCC Project Manager Team	Community & Engagement Team (WEST)	Contact Telephone Number	03000 418181	Email Address	west.highwayimprovements@kent.gov.uk

- Please note the Priority column **MUST** be those issues which are regarded as the most important (No 1 being your highest priority, then filtering down) KCC is unable to guarantee that all your requests will be deliverable, but Project Managers can investigate your top 1 or 2 priorities per year.

Please Note: Highway Improvement Plans will only be accepted if they are in this prescribed template format. **PLEASE DO NOT ALTER IN ANY WAY.** Whilst this is intended to be a living document for your Parish Council, KCC can only make resources available to review your HIP annually – **XXXX's review is on or after XXXX each year.**

Highway Improvements Team working in Partnership with Marden Parish Council Highway Improvement Plan

Live Priorities Record

Priority	Location	USRN	Problem/Concern	What do you feel are the potential solutions?	KCC Comments (This column is to be completed by Project Manager ONLY)
1. (MPC Ref: HIP035)	Bend at West End (between Marden Memorial Hall and West End Tavern)		Large number of accidents in this area (vehicles hitting walls, fences and lamp columns)	Safety Review initially	
2. (MPC Ref: HIP013)	B2079 Beech Bridge / Roughlands		Narrow carriageway between Beech Bridge Cottages to south of junction with Roughlands Lane resulting in kerb / verge damage from vehicular over-running	Priority / one way provision	
3. (MPC Ref: HIP014)	Howland Road – Rose & Crown Cottages bend		A dangerous and blind bend where parking is permitted and there is no proper footway.	Previous suggested improvements have been rejected but with the increasing amount of traffic using this road a scheme to protect pedestrian safety is needed. KCC to survey and identify potential solutions	

Highway Improvements Team working in Partnership with Marden Parish Council Highway Improvement Plan

<p>4. (MPC Ref: HIP005)</p>	<p>B2079 from the top of Winchett Hill to 50mph limit at Marden Beech</p>		<p>Seven accidents recorded on Crashmap over the last five years plus two more recent accidents on 4th November 2019 and 11th December 2019. Other accidents have occurred although not reported. The road is heavily used by motorists, including HGV's, farm vehicles, cars and cyclists. Pedestrians also use the road as there is no footway. A 60 mph speed limit is in place from the Parish boundary to Marden Beech. There are a number of blind bends in the road as well as properties exiting onto this road.</p>	<p>Speed is a contributory factor a 50 mph limit from the parish boundary to the existing 50mph limit would help mitigate the risks. The parallel road the B2162 has a 50 mph limit along much of its length and there is only one reported incident on Crash map. A safety assessment of this stretch of road would also indicate if any other action needs to be taken. Additional signage.</p>	
<p>5. (MPC Ref: HIP021)</p>	<p>Various – Pedestrian Crossings for Inclusive Mobility.</p>		<p>Some pedestrian crossings in the village centre lack dropped kerbs for those using wheelchairs, pushchairs, etc. and many others lack tactile paving for the visually impaired.</p>	<p>MPC identified locations & priorities: (1) Goudhurst Road, entrance to Marden Primary School; (2) High Street - at entrance to The Old Market; (3) Chantry Road/Lime Close junction; (4) Chantry Road by the bungalows.</p>	
<p>6. (MPC Ref: HIP036)</p>	<p>Pedestrian Crossing in High Street by pharmacy)</p>		<p>Highlighted by residents in a recent consultation that an additional pedestrian crossing is needed at this end of the village</p>		

Response from South Eastern/Network Rail on some of the issues raised at the recent Railway meeting with Marden PC.

Please see below the answers for your queries:

Access for All – unfortunately we don't have any further update on this, but we hope we will be on a position to provide one in due time.

Fire Hydrant – My colleague Keeley Holland will be more than happy to discuss this further.

Fencing – The fencing to the back of both platforms 1 and 2 had some essential repairs undertaken about a year ago. At present, there are no plans or budget provision for a full replacement. We're currently having to balance available funds against priorities and risk, and unfortunately, there are more pressing works that need to take precedence. As you'll appreciate, the current control period offers very limited financial flexibility, which makes these decisions particularly challenging.

I hope you find this information useful. Please don't hesitate to get in touch if you need anything further.

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	
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	12th March 2024	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		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	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		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 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	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

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
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
A123	012/25	13th May 2025	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
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
A135	024/25	10th June 2025	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
A142	028/25		Arrange HIP meeting		24/06/2025	COMPLETED

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

Action No.	Minute No.	Date of Meeting	Minute Action	Allocated to	To Do	Date completed
A3	127/24	13th February 2024	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) <i>(see also A117 and A124)</i>	
A4	127/24		Review library status	Cllrs Adam and Boswell and Robertson	To meet to discuss	
A18	138/24		Risk Assessments - review format (see A109)	Clerk	To update prior to next review in January 2025	
A27	153/24		Review faint yellow lines in village	Cllrs	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	
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 (<i>See also A130</i>)	
A97	124/25	11th February 2025	To liaise with Police Inspector regarding contacting ward officers	Cllr Rabot		
A105	125/25		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	
A117	148/25(D)		Chase Southern Water	Ali	Chased 16/4/25	
A119	148/25(H)		Review format of APM	Clerk/Cllrs		

2025/26

Full Council Meetings Action Log

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	Waiting for Vice-Chairman & Committees to be appointed	
A126	012/25		Finalise Byelaws paperwork	Ali/Cllrs Adam and Newton	Submit to Secretary of State	
A128	013/25		Arrange ACV/Resilience Planning meetings	Ali	ACV meeting - 19/7/25	
A129	015/25		Review Financial Regulations following procurement information	Ali/Finance	Send procurement info to Finance Committee - add to June Full Council meeting	
A133	023/25	10th June 2025	Arrange Finance Meeting to discuss Financial Regs and HMRC/VAT	Ali/Finance	See also A129	
A134	024/25		Arrange further Police Surgeries with Ward Police and new PCSO (Becky Mount)	Ali/Cllr Rabot		
A137	024/25		Chairman's Board to be updated	Admin Assistant	Obtain further quotes from other companies	
A141	028/25		Arrange further Speed Watch session	Cllrs Rabot and Summersgill		