



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 7TH OCTOBER 2025 TO BE HELD AT THE ALLENS, ALBION ROAD, MARDEN COMMENCING AT 7.30PM.

063/25 PRESENT

064/25 APOLOGIES FOR ABSENCE

Apologies for absence to be received.

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

065/25 COUNCILLOR INFORMATION

Declaration of Pecuniary and Non-Pecuniary Interests

Changes to Register of Interest

Granting of Dispensation

066/25 MINUTES OF THE PREVIOUS MEETING

To receive and accept as a true record the Minutes of the Parish Council meeting held on 9th September 2025.

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

067/25 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:

Redloft: A talk on rural exception sites to be made to the meeting. This will be followed by any questions from Cllrs and/or public.

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 069/25 onwards.

069/25 CLERK'S REPORT

To receive and note the Clerk's report.

[Available in meeting papers](#)

070/25 PARISH MATTERS

Reports from MBC and KCC

Cllrs to receive and note written report from Borough and County Councillors
[Borough Cllr reports available in meeting papers.](#)

Police Update/Report from Police Forum

Crime Figures

Cllr Rabot to provide a report on receive crime figures.

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

Other Police Matters

Communication

Newsletter

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

Marden Flooding

Cllrs to receive response from Southern Water

[The Clerk will chase as no response has yet been received.](#)

Infrastructure Spend Plan (ISP)

Cllrs to receive any updates on the ISP

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

[Cllrs to note as no new items have been included.](#)

Changing Rooms Refurbishment

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

[Cllr Turner due to speak to architect regarding planning application and further actions.](#)

Public Conveniences – Solar Panels

Cllrs to consider response from MBC regarding the licence and response from MBC's solicitors.

Cllrs to discuss next steps for solar panel installation

Cllrs to consider quotes received for structural work on the public conveniences.

[Draft licence has been sent to Cllrs along with quotes for work.](#)

Marden Parish Council Policies

IT & Communications Policy and Accessibility Statement for Website

In line with the new Assertion 10 of the Audit Regulations Cllrs to adopt the amended policy in IT and Communications and the Accessibility Statement for MPC's website.

[Draft Accessibility Statement and draft IT & Comms Policy available in meeting pack.](#)

Allotments

Cllrs to receive notification of the modification to the S106 for the allotment site at Highwood Green.

[24/500346/MOD106 | Modification by mutual agreement of a planning obligation under Clause 13.6 of the Section 106 agreement dated 01/10/2013 relating to MA/13/0115, to allow transfer of the management of the allotments to Marden Parish Council. | The Map Depot Site Goudhurst Road Marden Kent](#)

Cllrs to receive update from Redrow solicitors.

[The Clerk had sent an email to Redrow for confirmation of works to be undertaken prior to transfer – requested response by 13th October 2025.](#)

Cllrs to consider next steps for allotment transfer.

[Cllrs to discuss next steps if response received from Redrow.](#)

Marden Cemetery

Cllrs to receive, and agree, Maidstone Borough Council's draft Hedgerow/Tree Planting Agreement for Marden Cemetery.

[Draft Planting Agreement has been sent to Cllrs.](#)

Kent Association of Local Councils (KALC) Award Scheme

CLLrs to note the closing date for the nominations of the KALC Award Scheme for 2026.

Closing date for nominations is 30th January 2026.

071/25 COMMITTEE REPORTS

Amenities Committee

To note the Minutes of the Amenities Committee meeting held on 23rd September. 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 30th September and 7th October 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 September.

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:

KALC Finance Conference – 12th September
SLCC Excel course – Module 1 webinar – 16th September
KALC Area Committee Meeting – 29th September
Meeting with Primary Academy Principal – 22nd September
Mulberry: Council Finance Essentials – 23rd September
SLCC Excel course – Module 2 webinar – 25th September
Christmas meeting – 30th September
Marden Neighbourhood Plan Steering Group – 30th September
MBC CIL/S106 training – 30th September
PPG – 1st October
Mulberry Audit and Transparency Webinar – 2nd October
Site meetings – 2nd and 3rd October
Allotments Sub-Group meeting – 3rd October
Communications Sub-Group meeting – 6th October
Resilience Planning Sub-Group meeting – 6th October
Play Scheme Sub-Group meeting – 6th October
Highways Working Group meeting – 7th October
Scribe Finance Conference (virtual) – 9th October
Cemetery Sub-Committee meeting – 9th October
Kent Highways/EA meeting – 14th October

Conferences/Meetings/Webinars/Events forthcoming

KALC Planning Training – 15th October 2025
Highways Seminar – 22nd October 2025
Environmental Sub-Group meeting – 4th November
MBC Parish Conference – 10th November

072/25 CORRESPONDENCE

The following items and for noting:

Marden Parish Council Office Correspondence Log – September
Marden Parish Church Magazine
KALC Newsletter
Clerk/Council publications

073/25 FINANCE

Bank Statements:

The Clerk to provide details at the meeting.

Santander

Cllrs to note that the Santander account (Capital) had now been closed and a report was being taken to Finance Committee meeting to propose monies to be transferred to the new CCLA account.

Payments for Approval

Invoices for Payment

Invoices due to payment to be submitted to the meeting.

Annual Governance and Accountability Return (AGAR) 2024/25

Cllrs to receive and minute receipt of the AGAR for 2024/25 and note comment in letter for "Minor Scope for Improvement in 2025/26".

[2024-2025 Financial Documents - Marden Parish Council - Marden Parish Council, Marden, Tonbridge](#)

074/25 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 Kent Highways regarding the priorities for 2025/26

Highways Working Group met on 7th October and an update will be provided verbally to the meeting.

Fingerposts

Cllrs to consider next steps.

Cllrs asked to consider obtaining quotes for wooden fingerpost at Plain Road junction.

Speedwatch

Cllrs to note dates for future sessions.

Correspondence

Cllrs to consider correspondence received from resident regarding A262 Traffic Action Group.

[Copy of email circulated to Cllrs prior to meeting.](#)

Public Transport



**DRAFT MINUTES OF THE PARISH COUNCIL MEETING
HELD ON TUESDAY 9TH SEPTEMBER 2025 AT MARDEN
MEMORIAL HALL, GOUDHURST ROAD, MARDEN
COMMENCING AT 7.30PM**

051/25 PRESENT

Cllrs Boswell, Dobinson, Gibson, Goda, Griffiths, Newton, Rabot (in the Chair), Summersgill, Tippen and Turner were present. The Clerk, Borough Cllr Russell, Borough Cllr Couch, County Cllr Black and 30 Residents were also in attendance.

052/25 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Adam.

053/25 COUNCILLOR INFORMATION

Declaration of Pecuniary and Non-Pecuniary Interests

There were no declarations of interest

Changes to Register of Interest

There were no requests to change Cllrs Registers of Interest forms

Granting of Dispensation

There were no requests for dispensation.

054/25 MINUTES OF THE PREVIOUS MEETING

Cllrs received and accepted, as a true record, the Minutes of the Parish Council meeting held on 12th August 2025. These were duly signed by the Chairman.

055/25 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

Members of the public were in attendance for item 056/25.

056/25 UPDATE ON LAND NORTH OF MARDEN

The Chairman gave a verbal statement to provide information to residents on the meeting held with Maidstone Borough Council and developers on 28th August 2025 (*Available at Appendix 1 of these minutes*).

The meeting was adjourned for the following:

Borough and County Cllrs and residents were provided the opportunity to speak/comment to the meeting.

Borough Cllr Summersgill gave details of how the planning process works for MBC along with information about MBC no longer having a 5-year housing supply

Borough Cllr Russell raised parish concerns of connectivity.

County Cllr Black raised concerns over highways which he was pursuing separately.

Borough Cllr Couch explained her position with this proposal and would welcome any comments from all residents to take forward.

(Comments from all the above are available at Appendix 2 of these minutes).

Cllr Tippen informed the meeting that as soon as information is available it will be put on MPC's website page to keep residents informed of the current situation.

The meeting continued to be adjourned whilst residents left the meeting and for the following to speak on any other issue/item on the agenda:

Borough Cllr Russell and 28 members of the public left meeting.

PUBLIC FORUM

No member of the public wished to speak on any item.

EXTERNAL VERBAL REPORTS (if in attendance)

County Councillor Report:

County Cllr Black congratulated Marden Theatre Group on their latest performance and asked for details regarding providing funding to the Group. The Clerk would forward his email to MTG. He confirmed that he had also passed questions regarding the fingerpost to Cabinet Member of Highways

Borough Councillors Report

No new information to report following receipt of the written report submitted with meeting pack.

Police

Not in attendance.

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

057/25 CLERK'S REPORT

Cllrs received and noted the Clerk's report which included updates of items outstanding and next month's meeting dates. The Clerk gave a verbal report on updates received today including speaking with Business Stream regarding a large invoice and Santander to close the capital account.

Cllrs congratulated the Clerk of her 23rd anniversary of working for Marden Parish Council.

058/25 PARISH MATTERS

Reports from MBC and KCC

Cllrs received, and noted, the written reports from Borough Councillors

Police Update/Report from Police Forum

Crime Figures

Cllr Rabot provided a report on receive crime figures obtained from the Kent Police website. There had been 30 offences in June including robbery, anti-social behaviour, public order offences, violence, criminal damage and vehicle thefts

Other Police Matters

Ward Cluster meeting was held earlier today and Cllr Rabot attended. The Community Voice survey was circulated to be completed by residents to provide information of areas of concern.

Cllrs provided with details of the Police Surgery on 26th August where 4 people attended 3 of whom raised concerns over catapults.

Community Protection Team and PCSO would like to meet at the Friday Village Café in September/October and Cllr Rabot would also arrange for further dates to continue the Police surgery at the Village Club.

Communication

Newsletter

The next newsletter is due to go to print on 24th October. Cllr Boswell has started to draft and had emailed organisations for report. An update on tonight's meeting on Land North of Marden would be included.

Marden Flooding

The Clerk had chased Southern Water and was waiting for a reply in regard to previous correspondence sent.

Infrastructure Spend Plan (ISP)

No new items had been received to add.

Changing Rooms Refurbishment

Cllrs had been circulated the specification for sending to contractors. Cllrs agreed for Cllr Turner to make contact with the architect to raise questions regarding planning conditions and items on the specification.

Meeting with Katie Lam MP

Provisional date arranged for 16th January 2026 confirmed and will also visit Primary Academy. Cllrs will discuss at the January Full Council meeting what the structure of the meeting will be.

Cllr Summerhill, in his Borough Council role, has a meeting with the MP later this month regarding issues in certain areas of the parish.

Resilience Planning

Cllrs received a report on the next steps proposed by the Resilience Planning which included:

- Cllrs were asked to put themselves forward if they are able to be part of the Sub-Group along with advertising for volunteers.
- Condense the plan into a poster for advertising around the parish.
- Involve village organisations/venues to assist

- Purchase of hi-viz, ID etc to help identify volunteers when attending incidents. Cllr Goda also recommended the purchase of a battery operated radio.

Kent Resilience Forum had offered to run a desk top exercise in February 2026.

Cllrs agreed for the Resilience Planning Sub-Group to take this forward along with the Clerk would obtain costings for items to be purchased.

Public Conveniences – Solar Panels

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.

Cllr Goda agreed to obtain details of the standard return rate from the current supplier and would report back to the Council.

The Clerk was asked to obtain quotes for the work reported in the survey whilst waiting for the draft licence from MBC.

Community Cohesion Concerns (Flags on Lampposts)

Cllrs noted the email received from MBC regarding English flags being flown. Cllrs agreed to put statement into the next newsletter.

Cllr Black and one member of the public left the meeting.

059/25 COMMITTEE REPORTS

Amenities Committee

There was no Amenities Committee meeting held in August.

Planning Committee

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

Finance Committee

There was no Finance Committee meeting held in August.

Conferences/Meetings/Webinars/Other attended

Those in attendance to update the meeting on the following:

Blue Light Event @ Staplehurst – 16th August: not as well attended as it was hoped but it was discussed at the Ward Cluster meeting to continue with this event next year to encourage community contact with ward police and community protection team.

Meet the Cllrs (outside Marden Library) – 23rd August: Unfortunately, no one visited Cllrs to raise any concerns. It was proposed to hold every other month and advertise the dates in the newsletter.

Police Surgery – 26th August: covered earlier in the meeting with a further date to be planned in October/November.

MBC Meeting – 28th August – update provided at the start of the meeting

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

SLCC Transfer of Assets webinar – 1st September: Clerk had circulated notes from the meeting. Details were being held in the office on assets held by MBC and KCC and it was proposed that a Working Group be set up in the near future to discuss further.

Community Forum – 4th September

KALC Procurement Webinar – 8th September: Clerk attended had would circulate any notes to Cllrs shortly.
 Highways (HIP) Meeting – 8th September: to be reported under item 062/25
 Memorial Hall meeting – 8th September: to be reported to Amenities.
 Mulberry Procurement/Tendering webinar – 9th September: cancelled.

Conferences/Meetings/Webinars/Events forthcoming

KALC Finance Conference – 12th September
 SLCC Excel course – Module 1 webinar – 16th September
 KALC Area Committee Meeting – 29th September
 Meeting with Primary Academy Principal – 22nd September
 Mulberry: Council Finance Essentials – 23rd September
 SLCC Excel course – Module 2 webinar – 25th September
 ACV Sub-Group – 27th September (tbc)
 Christmas meeting – 30th September (arranged since agenda published)
 Marden Neighbourhood Plan Steering Group – 30th September
 MBC CIL/S106 training – 30th September
 Mulberry Audit and Transparency Webinar – 2nd October
 Communications Sub-Group meeting – 6th October
 Scribe Finance Conference (virtual) – 9th 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:

Revenue:

Nat West: £42,507.77

Unity: £86,414.21

Capital:

Santander: £72,582.55

The Clerk spoke again today to Santander as a letter had been received regarding making the account dormant again. Informed that all ID had been received and that it was processing to closure. A reply from Santander confirming this should be received in 5 working days.

Payments for Approval

Invoices for Payment

The following invoices were submitted for payment:

Castle Water – public convenience water supply - £3.86

KCC – photocopier rental - £108.02

Marden Memorial Hall – office rent/refuse/hall hire - £340.00

Rams Hill Mowers – strimmer repairs - £60.00

Paul Waring – contract mowing - £401.40

Total: £837.32

Cllrs agreed payments and Cllrs Dobinson and Griffiths would authorise on Unity.

Other Financial Issues

Request for grant funding

Request received from Baby Umbrella charity. Cllrs agreed to donate £150.00.

062/25 HIGHWAYS AND PUBLIC TRANSPORT

Highways

Highways Improvement Plan (HIP)

New priority list had previously been submitted to Kent Highways following which a meeting was held on 8th September with a Highways representative. Cllrs had been provided with an update from the meeting.

Fingerposts

The Clerk had been corresponding with Cllr Black regarding this and questions had been raised with the Cabinet Member of Highways.

Speedwatch

Cllr Summersgill reported that it is National Speed Watch day on Friday so a session would be held.

Other areas are being considered around the parish.

Public Transport

No issues raised on public transport.

There being no further business the meeting was closed at 8.55pm

Cllr Adrian Rabot

Chairman

Date: 14th October 2025

Marden Parish Council, Parish Office, Goudhurst Road, Marden

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

APPENDIX 1

FULL COUNCIL MEETING – 9TH SEPTEMBER 2025 056/25 UPDATE ON LAND NORTH OF MARDEN

Chairman's Opening Statement:

MPC were invited to send 2 Councillors to a Briefing meeting on 28th August with Members of MBC's Planning Committee, Ward Councillors, DHA Planning Consultants and The Vistry Group (the proposed developer). Cllrs Rabot and Tippen attended this meeting at Maidstone House.

The applicant's briefing note sent was confidential at that stage, and we are currently awaiting approval as to whether this can be shared with residents.

DHA's Consultant Chris Dawkins stated that the revived proposal was in its early stage and largely based on the previous submission to the Call for Sites in 2019, that it would be subject to change following public consultation and dialogue with members and officers. The proposal has reduced to circa 900 houses. He outlined proposals for new infrastructure, 2.5 FE Primary School and new Medical Centre, new station car park to north of the station with proposed infrastructure improvements and road improvements, but all at an early stage.

The developers have indicated that they will start undertaking public consultations in October this year with proposed submission of a planning application in early 2026. They confirmed that a new Transport Impact Assessment, Environmental Impact Assessment and Landscape Visual Assessment would be undertaken. It was requested by a Borough Cllr that Marden Wildlife be a statutory consultee. Cllrs wish residents to note that this meeting is for MPC to provide as much information to residents as possible and that MPC will keep them informed throughout the stages of public consultation and the planning process.

It is important to note that this is not a decision-making meeting, and councillors will not be voting on whether they agree or disagree with the proposal. That will come at a later stage when and if a planning application is submitted.

It is also important to know that councillors must be very careful not to give their opinion as to whether or not they agree or disagree with this potential proposal. Councillors have to maintain an open mind until all the facts are available. If the Parish Council makes any public statement – in support or against this proposal before an application is submitted and discussed at a Parish Council meeting, then we run the risk of the applicant claiming we were not looking at the application with an open mind as we had pre-determined our view. The consequence would be that the Parish Council's view is not taken into account when final decisions are made.

I propose to adjourn the meeting for the Borough/County Cllrs to speak and for residents to raise any questions - please be aware that we can only note your comments as the information we have been given is from the briefing note/meeting held on 28th August. However, the Clerk will keep details of any questions raised on file for when/if an application is received.

APPENDIX 2

FULL COUNCIL MEETING – 9TH SEPTEMBER 2025 056/25 UPDATE ON LAND NORTH OF MARDEN

Amendment made to 2nd paragraph of page 97- should have read 2023/24 (not 2013/14)

Comments from the Floor:

Borough Councillors

Cllr Summersgill:

It is important to understand Planning procedures, as the process is quasi-legal. I will try and explain some of the processes that might apply to this potential Proposal.

Introducing myself as having THREE hats, I am going to try and explain some basics of Planning and the relevance of the Local Plan (and the 'tilted balance') from my first years' experience as a member of the Borough's Planning Committee, since being elected last year as a Ward Councillor for Marden & Yalding. I have also been a Parish Councillor for longer, at Hunton for several years and now at Marden also – but I don't take part in any Parish Planning Committee decisions, to try to ensure my impartiality (so I don't make comments that could be deemed to 'pre-determine' me).

When a Planning Application comes in, Residents and Parish Councils can make several comments upon it – either Supporting or Objecting (or neither). Decisions are made by MBC Planning Officers on the Application, but if a Parish Council (or Ward Councillor) 'calls it in', then it would go to the Planning Committee where **elected Councillors** may debate the Planners' decision (and agree or not) – this most commonly happens when Planners are going to Approve an application and Parish/Ward members want it to be overturned. But the opposite can and does happen, the Approval of a decision which was Refused by Planners! You may think that the Planners, or MBC Committee, decision is final, but NO – Developers quite commonly Appeal a decision, and then a separate 'national' process happens.

The Appeal against a Refusal is heard/overseen by a national body called the Planning Inspectorate, and they either overturn (or confirm refusal) after a hearing where more information often appears, and after some months of time. That is not the end, as persons (and Councils) can seek a Judicial Review of a Planning Inspectorate decision, on legal grounds that have to be quite specific... and costly. But then, the Secretary of State **can overturn** the Inspector's decision, too! Just to summarise an example: Parish, residents and MBC Planners all object to a PlanAp, so it doesn't even go to Planning committee, but Developer can then Appeal those refusals –and have done so on a recent 112-home Site in Yalding. So as a Planning Committee member, I may not even get any say in this particular potential PlanAp.

Now to the LOCAL Plan and the 'tilted' balance'. We have a very recent Local Plan, approved by a Government Inspector in March 2024, as it contained a rational set of policies and future Sites for the next 14 years of expected housing needs, which appeared to (in 2024) include a new housing supply of sites at 1000+/year for the next 5 years. North Marden was not in that new Plan, but it did include Copper Lane in

those initial 5 years, AND North Marden also not listed for sites to be built out in years 6 on. What has changed? Why can a 'hostile' Application for a Site that is not in the Plan come about? First the new party in charge at Central government level, and also the 'local' political landscape; it is the Central Govt part which is important.

New Labour policies to build more houses (ca.10% more onto pre-2024 targets), plus removing current ways of providing for a 'stepped' change in provision over the Plan years, and a (yet to be finalised) new Planning Act which has to come in... and a new Housing Minister, as of Saturday! Coupled with a 'slow' housing market since 2023/24, this has meant that not many Developers have come forward with new Sites to be started or built out in the last year in Maidstone Borough.

Those two changes have now made MBC's 'formal' forward housing supply go down from 5+ years to 4.5 years now, along with delays on the three large 'garden' Sites moving along (they alone constitute half of the MBC 14-year housing supply). This then brings in the so-called 'tilted balance' that has to be considered by Planners, as ONE factor in a reasoning as to why ANY housing application may be suitable to fix that gap and bring it back up to 5 years of forward supply – MBC would prefer Sites that were IN the Local Plan to be brought forward early, **but** it could also include Sites that are not in the Local Plan. Just to compare and contrast, adjacent Boroughs like Tonbridge & Malling and Tunbridge Wells have NO current Local Plan and no 5-year housing supply, so are constantly getting speculative applications – there are examples of these on our borders in Wateringbury, East Malling and in Paddock Wood. Maidstone is in fact 'better off' in terms of resisting speculation...

In conclusion, MBC Planners will still look at many other aspects of housing, eg. style & layout, heritage, sustainability, drainage, biodiversity and environment (plus taking in the views of Statutory Consultees like KCC Highways and Natural England), but when central government says it will aim to facilitate yet more housing, especially on sites where there is good connectivity to a railway station, this can perhaps 'tilt the balance' on any decision...

These are my personal thoughts/views; I am not a qualified Planner but an Engineer!
Michael Summersgill, Parish & Ward Councillor – 9th September 2025

Cllr Russell:

Site had been on the radar since 2020 at the MBC Call for Sites consultation. This site wasn't put into the local plan, although other garden community sites were and this was adopted in 2024.

Now, as explained by Cllr Summersgill, MBC are lacking the 5 year housing supply although this proposal is being suggested will take more than these 5 years.

No planning application had been received but a pre-application had been held and, along with the Parish Council, we want to bring everyone into the conversation at an early stage and every Cllr in attendance will take on board all comments.

The pre-application meeting was a discussion meeting and everything discussed can be altered.

Cllr Russell continued to give a local view of the proposal and developers are focussing on sustainability but no details of permeability of the new proposal and the existing village were given.

If plans go through assistance is required for help with legal so asked anyone who is able to help to come forward.

Cllr Couch:

As a young person she will be looking at the availability of housing which is affordable and will work and listen to all residents.

She will be listening to all the different views towards future development in the parish both for and against and will aim to attend as many forums as possible to get residents views.

County Councillor

Cllr Black:

Concerns raised regarding highways, the proposal of roundabouts, the construction access/egress, traffic management plan and the infrastructure proposed for 900 dwellings and for the existing houses although with ascertaining if reports are being undertaken for assessment whether schools are required. At the moment has found there is a lack of information in regard to this proposal and will be requesting more.

Residents:

When first moved to the village 40 years ago there was a rule in place that no development should be undertaken north of the railway.

We have now had 5 large developments recently built in parish – how many of these properties are affordable for the young people of the village?

Clerk's Report – Full Council 14th October 2025

Meetings etc 14th October to 11th November :

Planning Training – 15th October 7.30pm @ Headcorn Parish Council
Staff Appraisals/Probation meeting – 20th, 21st and 27th October
Planning Committee Meeting – 21st October
Highways Seminar – 22nd October
Chairman/Vice-Chairman and Clerk Meeting – 27th October
Finance Committee Meeting – 28th October (draft budget)
Environmental Sub-Group Meeting – 4th November
Planning Committee Meeting – 4th November
MBC Parish Conference – 10th November
Chairman and Clerk Meeting – 11th November
Saturdays 9.30am to 10.30am – Rugby Taggers – Southons Field

Correspondence Log

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

Full Council Action Log

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

Clerk's Outstanding Issues:

Allotments

Following notification from MBC regarding S106 modification being signed and sent to Redrow, Cllrs Rabot and Tippen and myself went through the paperwork to revisit the current situation. An email has now been sent to Redrow requesting work outlined in the specification. A report will be given to Full Council and hopefully a reply will be received from Redrow by then.

Christmas

I have submitted a grant application to County Cllr Black for funding towards new Christmas lights. This has been agreed in principle but KCC need confirmation that Kent Highways are providing the licence. Rachel has applied for this and we are waiting for a response.

We will be contacting Cllrs shortly asking for their availability for Marden at Christmas (6th December).

Banks

Nat West – Waiting for confirmation

Santander – account closed and money received in Unity. I will give a financial report to the Finance Committee on what capital money is to be retained prior to transfer to CCLA account.

Fingerposts

On agenda but we aren't any further regarding installation so can Cllrs consider agreement to obtain costs for wooden fingerposts and I will then take this back to Kent Highways for further information – County Cllr Black may have funding available to assist with this.

Single/Double Yellow Lines

Installed in Goudhurst Road and Albion Road. However, there are some gaps where vehicles had been parked when the lines were painted – being chased up with Kent Highways.

Public Conveniences Solar Panels

On agenda as email received from MBC Solicitors for an invoice. Cllrs to consider next steps.

Other Information

Rachel has attended a webinar on finance which will go towards her work on CiLCA next year.

Lisa has attended two virtual workshops on Excel training (Modules 1 and 2) as this was part of her training requirement from her last appraisal.

Issues have occurred with grounds maintenance equipment. Raised at Amenities so Rachel and I are talking with the grounds staff to ascertain what equipment is fit for purpose and what else is required – this will be taken to Finance if any expenditure is required.

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

Regular meetings with Rachel to discuss ongoing work/issues raised at meetings and Christmas

Attended Finance Conference at Sevenoaks on 12th September and Scribefest Webinar on 9th October.

Attended Assertion 10 (AGAR) webinar run by Mulberry on 2nd October

Still liaising with Business Stream regarding outstanding issues. I have producing a list of invoices from both Business Stream and Castle Water and will be sitting down with Cllr Rabot to take this further.

MBC Members Report from Cllr Claudine Russell

Dated: October 2025

Council

Local Government Reorganisation is continuing, MBC and the other district councils have put forward two options to work up further, KCC are continuing to work up their one unitary model and Medway are continuing to work up the Medway model. It remains to be seen which one is chosen by MHCLG but now that the devolved budgets are not on the table, along with the mayor, all options look to be potentially costly for us all as residents.

The Lenham and Harrietsham by election will be conducted this week (2nd Oct) and it may well change the make up of the council a little, most meetings have been postponed to accommodate this.

The beginning work on a new Local Plan is coming to various committees in October, but over a year has lapsed and work does not seem to be continuing at pace on this which is disappointing as we face continued housing pressures.

Ward Work

I have called the most recent Copper Lane, Marden application in to committee, there are many inconsistencies within the application that need closer scrutiny.

I am awaiting dates for various applications that I have called in across the ward to arrive at Planning Committee, they all seem to be taking a while to be programmed in.

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

Report of September 2025, for Marden & Yalding Ward Parishes –

After the slight (holiday) hiatus of August, this month has been a busy one for the main business of the Borough Council, albeit certain actions/publicity had to be postponed due to election ‘purdah’. At Cabinet on 17th, ‘my’ Nature Recovery Fund proposals were debated and passed, putting wheels in motion to expend £0.5m over the next 30 months on community-led projects that will seek to improve our land and rivers for nature and for climate change amelioration. There were also items approved on Headcorn’s Neighbourhood Plan, MBC’s Property Disposal Policy, a quarterly Financial Update (looking positive for us), and three motions from Council in July for further discussion/vote.

Next month, the Council meeting scheduled for 1st October will now be on Monday 13th, as the results of the North Downs by-election may slightly vary the make-up of Council committees. There is an extra Cabinet meeting on 14th (as well as the scheduled monthly one on Weds 22nd), to cover the latest documents related to the Lidsing and Lenham Heath ‘garden community’ proposals.

As well as monthly meetings of the Planning Committee, Mike is getting more involved with the Upper Medway Drainage Board (where he’s one of two MBC board members), and with County flood risk aspects (led by KCC and Kent Resilience Forum), plus talking to Weald farms. Grace has been looking at ethical council investments at Audit Committee and has joined the KCC Prevent Advisory Group.

In seeking opinion, the Borough closed its consultation on Unparished areas on 30th, which shouldn’t change our Ward much, if at all. Details on these, and other current/new consultations on smoke-free zones and littering/fly-tipping, can be found: <https://letstalkmaidstone.uk.engagementhq.com/>

In wider ‘community’ terms, coming up in October are LitFest (4-11th at various venues), celebrations for Black History Month, and Halloween events at Kent Life and Leeds Castle from 18th. Local Artist Tony Hart has a retrospective at the new Creative Arts hub on Gabriel’s Hill (near the lower entrance to the Mall) from 11th Oct – 8th Nov. ... Check for events: <https://www.visitmaidstone.com/whats-on>

Mike attended, and thoroughly enjoyed, the Weald of Kent Ploughing Match near Headcorn on 13th (talked to small businesses from Yalding, Boughton, Staplehurst & Hunton about the Rural Prosperity Fund, being promoted by MBC) and also went to the (rural) Parishes’ Environment Network event in Boughton Monchelsea on 24th Sept, exchanging ideas with Hollingbourne & Chart Sutton councillors.

Parish Matters –

Collier Street – Attended the PC meeting on 1st September, as did Grace & the KCC Ward Councillor (for the first time) – no new actions arose from that.

Hunton – Attended bi-monthly meeting of PC, as did Grace. Liaison with new KCC Highways officer. Sadly, I attended two funerals this month, of a local farmer/neighbour and the ‘Lady of the Manor’ – both of them filled Hunton Church with residents and, for the latter one, a Duke and minor Royals.

Marden – Attended Parish meeting on 9th, which was to inform Residents about the briefing given to Ward & Borough Councillors by the Developers of the potential housing site north of the railway; as of 29th Sept, no further details have been made public on this. Attended a meeting with Residents' Group on a rural 'problem' site on 18th, along with Katie Lam MP – chasing MBC officers for updates. Promoted a MBC roadshow at Memorial Hall on 4th, which was advising rural businesses of potential grant funding – followed this up with emails and repeat publicity on several village Facebook pages.

Nettlestead – Following discussion at the Parish meeting and with Residents, Mike visited the location of a retrospective PlanAp and sent a message to the planning Officer about concerns.

Yalding. Mike has been in email discussion with Developer and Residents about potential drainage design issues, after the presentation by Fernham Homes in August; we noted recent Parish detailed response to MBC Planners. Contact with Kenward Trust regarding options to fund solar panels.

The Boathouse music license application has now been withdrawn; Grace is speaking to the Pub Licensing Administrator to discuss the use of TENs licenses which are causing issues with neighbours, plus some separate parking concerns. For info - *“The site is earmarked to transfer to our tenanted estate and if the tenants wish to re-visit a licence change in the future, then that will a decision for them to take.”*

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

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



MARDEN PARISH COUNCIL

IT, EMAIL and COMMUNICATION POLICY & PROCEDURE

INTRODUCTION

Marden Parish Council (MPC) recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations and communications.

Marden Parish Council MPC is committed to engaging with all residents on a regular basis through the following channels: social media, website, noticeboards, Marden Parish Council Newsletter (see separate policy) and a weekly e-newsletter.

SOCIAL MEDIA AND WEBSITE POLICY

This Policy applies to all individuals who use MPC's IT resources, including computers, networks, software, devices, data and email accounts.

This Policy is intended to help employees and Cllrs of Marden Parish Council to make appropriate decisions about the use of social media and use of computers.

This Policy outlines the standards which should be observed when using social media and computers, the circumstances in which use of social media will be monitored and the action which will be taken in respect of breaches of this Policy.

This Policy is intended to:

- Introduce various forms of social media
- Set down rules governing the basic use of social media
- Provide guidance in relation to the use of social media and to highlight some of the pitfalls to avoid
- Guidance on the personal use of Marden Parish Council MPC computers
- Email usage for staff and councillors

All Cllrs and employees are expected to comply with this policy at all times to protect the privacy, confidentiality and interests of Marden Parish Council MPC and anyone, or company, Marden Parish Council MPC is dealing with.

Only those persons authorised by the Parish Clerk are permitted to post material, or use the Council's logo, heading or imagery on social media and websites in the Council's name and on its behalf.

Office Opening Times:

Mondays, Tuesdays & Fridays 10am - 12 noon

Email: clerk@mardenkent-pc.gov.uk

Website: www.mardenkent-pc.gov.uk

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Examples of social media:

- Facebook: mainly a website which allows users to create profiles, upload photos and videos, send messages and keep in touch with friends, family and colleagues
- Twitter (X): for telling people what one is doing or thinking
- WhatsApp: for MPC groups for providing reminders of meetings, bank authorisations etc.
- Instagram: for showing people pictures
- YouTube: for showing people videos
- LinkedIn: for work networking

Currently ~~Marden Parish Council~~MPC uses:

- Facebook (<https://www.facebook.com/MardenParishCouncil/>)
- Website (www.mardenkent-pc.gov.uk)
- Twitter (X) (@mardenkentpc)
- Instagram (<https://www.instagram.com/mardenparishcouncil/>)

ACCEPTABLE USE OF IT RESOURCES AND EMAIL

MPC's IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

Cllrs and staff's own private email accounts cannot be monitored in any way. All Cllrs and office staff have a mardenkent-pc.gov.uk email account and this email account MUST be used at all times for Council business. Personal emails should NOT be used for Council work nor linked to Council email accounts.

EMAIL COMMUNICATION

Email accounts provided by MPC are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must NOT be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

In the interests of good practice Cllrs should refrain from creating unnecessary email congestion by sending messages of a trivial nature to the Council's email address or by copying emails to persons who do not need to see them.

Cllrs should be aware that they must never forward information of a confidential nature to outside parties.

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EMAIL MONITORING

MPC reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

RETENTION AND ARCHIVING

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

DEVICE AND SOFTWARE USAGE

Where possible, authorized devices, software and applications will be provided by MPC for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

NETWORK AND INTERNET USAGE

MPC's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

PASSWORD AND ACCOUNT SECURITY

MPC users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

Computer screens should not be left open for others to view work when user is away from the desk.

MOBILE DEVICES AND REMOTE WORKING

Mobile devices provided by MP should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

SOCIAL MEDIA (Facebook, Twitter (X) and Instagram)

Engaging with ~~the Council~~MPC on social media:

~~The Council~~MPC encourages members of the public, local organisations and community groups, members of the press, local councillors and others in our wider community to follow the Council through social media accounts.

~~We~~MPC also encourages everyone in our community to share content from our corporate social media accounts with their own social media networks. This is

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especially important for example, during emergency situations or where sharing timely information is essential.

Individuals and organisations are responsible for the content that they choose to post to their social media accounts. This includes content created by others that individuals or organisations choose to repost, retweet or share.

In order to ensure that all discussions on any ~~Marden Parish Council~~**MPC** social media platform are productive, respectful, energised and consistent with the Council's mission and goals, we ask you to follow these guidelines:

- ~~The Council~~**MPC** will treat everyone with courtesy and respect on its social media channels, and we therefore ask for the same in return from those who choose to engage with us.
- ~~We MPC~~ asks that Council employees and Cllrs are treated courteously. Council employees and Cllrs should never be subjected to bullying or other forms of abuse or harassment.
- Council employees and Cllrs have the right to carry out their civic duties and work without fear from being attacked or abused. Any behaviour whether that be verbal, physical or in writing, which causes either Cllrs or Council employees to feel uncomfortable, embarrassed or threatened, is unacceptable.
- Share freely and be generous but be aware of copyright laws; be accurate and give credit where credit is due.
- Stay on topic.
- Refrain from using any Social Media page for commercial purposes or to market products.

Social Media sites are not monitored 24/7. However, we will endeavour to ensure that any emerging themes or helpful suggestions are passed to the relevant people.

Sending a message/post via Social Media will not be considered as contacting the Parish Council for official purposes and we will not be obliged to monitor or respond to requests for information through any Social Media channel. Please do not include personal/private information in any Social Media posts or messages. Any issues you wish raised with the Parish Council please contact the office via email (clerk@mardenkent-pc.gov.uk or deputyclerk@mardenkent-pc.gov.uk)

Reporting a civility and respect-related issues:

- Council employees and others operating ~~the Council's~~**MPC's** social media accounts will, at all times, be mindful of ~~the Council's~~**MPC's** relevant policies, procedures and processes, including the Code of Conduct.
- ~~The Council~~**MPC** will record and report abuse directed at the Council. ~~The Council~~**MPC** may, for example, create screenshots of comments and keep a

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record of abusive or threatening communications, any may take further action as appropriate.

- Council employees and Cllrs should not have to put up with abusive or threatening behaviour. When subjected to such behaviour, the Council reserves the right to enact its relevant social media policies and may, for example, delete content, block individuals or report individuals to social media platforms when appropriate to do so.
- ~~The Council~~MPC may need to report issues of poor conduct directly to social media platforms. For instance, if someone has created a “fake account” or if someone is persistently abusive to the Council.
- ~~The Council~~MPC reserves the right to report criminal matters it notices on social media to the Police. For instance, hate crime/speech or threats of violence.
- Please get in touch with the Council if you feel that a Cllr, a Council employee or a user of our social media has failed to act in a civil and respectful way on our social media.

You can contact Alison Hooker, the Clerk in the following ways: Parish Office, Marden Memorial Hall, Goudhurst Road, Marden, Kent, TN12 9JX, telephone 01622 832305 or email clerk@mardenkent-pc.gov.uk.

~~We~~MPC retains the right to remove comments or content that includes:

- Obscene or racist content
- Personal attacks, insults or threatening language
- Potentially libellous statements
- Plagiarised material, any material in violation of any laws, including copyright
- Private, personal information published without consent
- Information or links unrelated to the content of the forum
- Commercial promotions or spam.

Any publisher can hide a comment and should email the Communication Sub-Group to advise them. If a social media user persistently contravenes the policy, the Clerk/Deputy Clerk will contact the Communication Sub-Group members to agree if further action writing should be taken. Following this, the Clerk/Deputy Clerk may contact the users either by email or by private message to tell them their comment is inappropriate and does not comply with ~~our Communication~~this policy. If further comments that contravene ~~our Communication~~this policy the social media user will be blocked from the ~~Marden Parish Council~~MPC's social media page for one month.

~~Marden Parish Council~~MPC is not responsible for the accuracy of content posted by any subscriber to any forum; opinions expressed in comments on ~~Marden Parish Council~~MPC's social media forums do not necessary represent those of ~~Marden Parish Council~~MPC/

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All comments, once posted, become the property of ~~Marden Parish Council~~MPC and ~~we the Council~~ reserves the right to reproduce, distribute, publish, display or edit. Derivative work can also be created from such postings or content, and used for any purpose, in any form and on any other media.

~~Marden Parish Council~~MPC is not responsible, liable for and does not endorse the privacy practices of any Social Media platform or any other linked websites. The use of ~~Marden Parish Council~~MPC's social media platforms and any linked websites are at the users own risk.

~~Marden Parish Council~~MPC assumes no responsibility or liability for any injury, loss or damage incurred as a result of any use or reliance upon the information and material contained within or downloaded from any websites.

Social Media platforms may occasionally be unavailable and ~~Marden Parish Council~~MPC accepts no responsibility for this lack of service.

Only public events will be published/shared on ~~Marden Parish Council's~~MPC's social media pages.

No profit-making activities will be published/shared on ~~Marden Parish Council's~~MPC's social media pages.

The presence of any advertisement on these Social Media platforms is not an endorsement of the authenticity or quality of the goods, services or website and ~~Marden Parish Council~~MPC will not be held responsible for any claims arising in that respect.

MPC will not engage in/with, and we discourage posts or comments on, issues of a political nature.

Comments should not advertise commercial products or services.

By choosing to comment and/or utilise any ~~Marden Parish Council~~MPC Social Media sites, users are deemed to agree to this policy.

This Policy may be revised at any time.

Use of Social Media by Employees and Cllrs (on personal and work accounts)

When using social media Cllrs and employees should not represent their personal views as being either the views or the policies of ~~the Parish Council~~MPC, nor should they represent their views as being those of other Cllrs or employees unless with those Cllrs or employees' express permission.

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Cllrs and employees should refrain from personal criticism in social media of other Cllrs/employees and individuals or organisations with whom ~~the Parish Council~~ MPC has dealings (in accordance with the Nolan principles of conduct in public life (*The 7 Principles of Public Life: Selflessness; Integrity; Objectivity; Accountability; Openness; Honesty and Leadership* (www.gov.uk/government/publications/the-7-principles-of-public-life))).

USE OF WHATSAPP

Introduction

~~Marden Parish Council~~ MPC has agreed that it would be advantageous for Cllrs and employees of the Council to have access to WhatsApp messaging groups for the sharing of information outside of formal Council meetings.

Membership of these groups is discretionary and does not replace the decision-making framework of properly convened meetings and ~~the Council's~~ MPC's scheme of delegation.

These groups will only be for Cllrs and employees of MPC. Any members of the public who are on any of the Sub-Committees/Sub-Groups will be contacted separately via text/email from an Officer to provide the information given in the WhatsApp conversation.

Mobile phone numbers of Cllrs and employees will be visible to everyone in the group.

Purpose

Marden Parish Councillors and employees who have given their consent for their data to be processed in this way will be added to WhatsApp groups as appropriate.

A general group will be set up and all Parish Councillors, who have given their consent, and employees will be members of this group. Additional groups can be set up for individual Sub-Committees/Sub-Groups if appropriate.

It is for the sharing of information only, for example issuing reminders about meetings, reminders to authorise bank payments, to arrange a meeting date of a Sub-Group. Decisions relating to Parish Council business will NOT be taken via this medium.

This is not a platform for Cllrs to give apologies to meetings. These should be sent by Cllrs to the relevant Clerk via email.

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Employees

The Parish Clerk, or Deputy Clerk, will be the sole administrators of all groups created on behalf of ~~Marden Parish Council~~[MPC](#).

Other employees may also be members of the groups as appropriate.

Employees will usually respond within their normal working hours but may, at their own discretion, respond at other times.

Access and Erasure Requests

Cllrs and employees have the right to request modification of the information kept on record (eg mobile phone numbers) by ~~Marden Parish Council~~[MPC](#) and for their removal from any of the WhatsApp groups at any time.

Cllrs and employees phone numbers must not be passed on via the WhatsApp group, or any other medium, (eg messages must not be forwarded to phone numbers not already in the group or via any other method).

When a Cllr, or employee, leaves MPC their details will be deleted from any WhatsApp group.

Data Security

Cllrs and employees must ensure that any devices used for WhatsApp communication are secure, with up-to-date software and strong passwords.

Agreement to Process Data

Cllrs and employees acknowledge that they have read and understood ~~Marden Parish Council's~~[MPC's](#) Privacy Notice [Policies & Procedures - Marden Parish Council - Marden Parish Council, Marden, Tonbridge \(mardenkent-pc.gov.uk\)](#).

Cllrs will inform the Clerk by email to confirm whether they wish their mobile number to be used for a WhatsApp group or not.

MPC employees, who use social media, are requested to sign the agreement at the end of this document to agree that the Council may process and share personal information, including mobile phone number, for statutory purposes, in relation to the activities of ~~Marden Parish Council~~[MPC](#). This information will not be passed on to third parties without the employee's permission.

WEBSITE

Use of Marden Parish Council Website

This part of the policy reflects the Council's intentions on how the website will be managed, and how the content and links to external sites will be determined.

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~~Marden Parish Council~~MPC is committed to providing and promoting access to news, history and information relevant to the Parish of Marden for public access and one of the ways is to maintain a website.

The office staff will maintain the website content to ensure it is up to date. All correspondence to the council via the website will be acknowledged within five working days of receipt by the Clerk or the Deputy Clerk.

Content:

The Clerk and Deputy Clerk will evaluate all potential content requests from outside bodies to ensure it is appropriate for the Parish Council website.

Photographs:

The photo gallery is used to store and display photographs of interest appropriate to Marden and is editable by the office staff. Photographs of children can be used on the website without consent only where individuals cannot be identified (eg from a distance). ~~Marden Parish Council~~MPC will obtain consent of parent/carer of children if identifiable photos are used. Personal details of children will never be shown in photographs or included in any accompanying text. Photographs showing adults in group situations or where individuals are unidentifiable are used without seeking consent from those individuals involved. They will be removed however upon request by an individual involved.

Website Links:

~~Marden Parish Council's~~MPC's website contains hyperlinks to other public and private organisation websites. External links are identified in the link text or an accompanying description. To be included websites must meet the following criteria:

- i. The primary intent of the website is to educate or inform;
- ii. The site's owner or sponsor is easily identifiable, and contact information is provided;
- iii. The site does not charge for access;
- iv. The site does not promote a specific political or social agenda;
- v. The site provides useful information on local services for the community;
- vi. Only Marden, surrounding parishes and local & central government website links will be published.

Since website content may change or disappear entirely without notice, the council cannot be held responsible for the content or accuracy of external websites.

PERSONAL USE OF COMPUTERS

Computers are provided to Council employees to carry out authorised business functions. The equipment should not be used by anyone other than a staff member or someone authorised to act on behalf of the Parish Council.

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Acceptable Use

Marden Parish Council (MPC) accepts that some personal use, including use of the internet emails will occur. This should only occur when computers are not needed for office work and within user's own time. Nevertheless, as a generality, personal use should not be frequent or excessive. It is sensible advice to point out that when the office computer equipment is used for personal purposes it should only be used for those things the user would not mind their employer knowing about.

The office computers or services must not be used for outside business interests.

Personal usage should be within the bounds of law and decency. Appropriate courtesy and respect should be given to others.

No sexually explicit or racist material, indecent images of children or any material likely to cause offence or embarrassment to others should be created, downloaded or accessed. Only chat rooms or social networking sites directly related to work purposes, such as Data Protection and Freedom of Information should be visited.

Failure to abide by the terms of this Policy may result in disciplinary action for staff.

ACCESS FOR INFORMATION REQUEST COMPLIANT (see also GDPR Policy)

Only Cllrs and employees who have agreed to this Policy may use Council owned computers.

Copies of non-work related emails or other documents on any work computers, would possibly be made available if the office receives a request under the General Data Protection Regulations and the Freedom of Information Act.

EMAIL USAGE

~~The following is basically an Advice Note for Cllrs and employees setting down what is good practice in the use of the emailing facility as far as Marden Parish Council matters are concerned.~~

~~In drawing up this advice, it is acknowledged that Cllrs own private email accounts cannot be monitored in any way. There are, however, certain protocols which should be observed such as, for example, contact with the press. All Cllrs have a mardenkent-pc.gov.uk email account for Council business. Personal emails should not be used for Council work.~~

~~It should be noted also that despite extensive enquiries no precedent has been found amongst Town and Parish Councils for a defined email usage policy for Cllrs.~~

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~~Council employees who have access to council owned computers can however be subject to a strictly defined email policy.~~

~~The Cllrs are recommended to follow this protocol when using email correspondence in the course of discharging their duties and responsibilities as Parish Cllrs.~~

~~In the interests of good practice Cllrs should refrain from creating unnecessary email congestion by sending messages of a trivial nature to the Council's email address or by copying emails to persons who do not need to see them.~~

~~Cllrs should be aware that they must never forward information of a confidential nature to outside parties.~~

PRESS AND MEDIA CONTACT

Cllrs are reminded that Standing Order 22 states that written statements or written articles (which of course includes email messages) to the press should be in accordance with the Council's Press and Media Policy. Cllrs should bear in mind at all times that decisions of the Council are binding on all Cllrs and that comments should be confined to matters on which the Council has reached agreement. More details concerning this will be found in the Council's policy document relating to contact with the press and other media.

One aspect to be borne in mind is that Cllrs should always consider how they would feel if an email message originating from them were to be read out and used as evidence in court. Under current law email messages may in certain circumstances have to be disclosed in litigation.

Cllrs will be aware that distributing or disseminating email messages which might be considered discriminatory, offensive or abusive would constitute unacceptable behaviour.

Inappropriate use of email could be considered a breach of the Cllrs Code of Conduct.

NOTICEBOARD POLICY

See separate Noticeboard Policy for details.

REPORTING SECURITY INCIDENTS

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

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TRAINING AND AWARENESS

MPC will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and Cllrs will receive regular training/updates on email security and best practices.

COMPLIANCE AND CONSEQUENCES

Breach of this IT, Email and Communications Policy may result in the suspension of IT privileges and further consequences as deemed appropriate and/or considered a breach of the Cllrs Code of Conduct.

Cllrs and staff will be aware that distributing or disseminating email messages which might be considered discriminatory, offensive or abusive would constitute unacceptable behaviour.

One aspect to be borne in mind is that Cllrs and staff should always consider who they would feel if an email message originating from them were to be read out and used as evidence in court. Under current law email messages may in certain circumstances have to be disclosed in litigation.

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POLICY REVIEW

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

CONTACTS

For IT-related enquiries or assistance, users can contact the Parish Clerk (01622 832305 / clerk@mardenkent-pc.gov.uk) in the first instance. Referral may be made by the Clerk to Cloudy IT (MPC's IT Support) if issue cannot be resolved.

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AGREEMENT

All staff and Cllrs are responsible for the safety and security of MPC's IT and email systems. By adhering to this policy MPC aims to create a secure and efficient IT environment that supports its mission and goals.

A copy of is made available to all Cllrs and employees of Marden Parish Council. Cllrs adoption of this policy at an annual Full Council meeting (as dated on the end of this document or when this document is amended) gives acknowledgement that all abide by the contents.

Officers, and any other MPC employees, by signing below, agree with the content of this policy and that the Council may process and share their personal information, including mobile phone number, for statutory purposes, providing information and corresponding with them in relation to the activities of Marden Parish Council. These details will not be passed to a third party without their prior agreement.

Office Opening Times:
Mondays, Tuesdays & Fridays 10am - 12 noon
Email: clerk@mardenkent-pc.gov.uk
Website: www.mardenkent-pc.gov.uk
Parish Council – Communications Policy & Procedures ~~March~~
Updated September 2025



Signed:
Date:
Alison Hooker

Signed:
Date:
Rachel Weeks

Signed:
Date:
Lisa Stevens

Other employees are also provided with copies of the document if use social media.
As at 11th March 2025 no other staff use Facebook, Twitter (X), WhatsApp nor can gain access to the administration of the website.

Adopted by Marden Parish Council on: 10th May 2022
Reviewed on: 9th September 2023 / 12th March 2024 / 14th January 2025
Review date: March 2026

Office Opening Times:
Mondays, Tuesdays & Fridays 10am - 12 noon
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~~Updated September~~ 2025



Accessibility Statement for Marden Parish Council Website

This website is run by Marden Parish Council. We want as many people as possible to be able to use this website.

For example, that means you should be able to:

- change colours, contrast levels and fonts using browser or device settings
- zoom in up to 400% without the text spilling off the screen
- navigate most of the website using a keyboard or speech recognition software
- listen to most of the website using a screen reader

We've also made the website text as simple as possible to understand.

[AbilityNet](#) has advice on making your device easier to use if you have a disability.

How Accessible this Website is

We know some parts of this website are not fully accessible:

- you cannot modify the line height or spacing of text
- most older PDF documents are not fully accessible to screen reader software
- live video streams do not have captions
- you cannot skip to the main content when using a screen reader
- there's a limit to how far you can magnify the map on our 'contact us' page
- some documents are not fully compliant as these are from a third party and cannot be modified.

Feedback and Contact Information

If you find any problems not listed on this page, think we're not meeting accessibility requirements, or if you need information on this website in a different format like accessible PDF, large print, easy read, audio recording or braille please use the details below to contact the Parish Office:

Name: Alison Hooker, Parish Clerk
Email: clerk@mardenkent-pc.gov.uk
Telephone: 01622 832305

We'll consider your request and get back to you in 15 working days.

Enforcement Procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you're not happy with how we respond to your complaint, [contact the Equality Advisory and Support Service \(EASS\)](#).

Technical Information About This Website's Accessibility

Marden Parish Council is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018.

Disproportionate Burden

We believe that updating all historic documents to full accessibility standards would pose a disproportionate burden on the Council's limited resources. However, we will provide accessible versions upon request wherever possible.

Preparation of This Accessibility Statement

This statement was adopted by Cllrs on 14th October 2025 and will be reviewed annually.

This website is based on the HugoFox platform and was last tested on 23rd September 2025 using a combination of manual checks and automated tools such as the WAVE Web Accessibility Evaluation Tool.

LOG OF CORRESPONDENCE AND HOW DEALT WITH?*Details not logged if emails forwarded to Cllrs/added to agendas**No names/contact details should be added here***Sep-25**

Date:	Contacted via	Who took call/emails?	Brief details of issue raised	Council/Committee	Outcome
01/09/2025	Email	Ali	Cty Cllr Black - apologies for 2/9/25 meeting, update on grant application	General	Noted / provided update of where we are with grant application / asked for update on fingerposts
01/09/2025	Telephone	Ali	Request to book a stall for Marden at Christmas	Amenities	Passed to Lisa
01/09/2025	Email	Ali	Correspondence with strimmer repair shop	Amenities	Need to speak with Caretaker on return
01/09/2025	Email	Ali	Kent Resilience Forum officer providing details of volunteer services	Full Council	Report to next Res. Planning meeting
01/09/2025	Email	Ali	Funeral Directors regarding information on returning Green Form	Amenities	Noted and scanned green form to return
02/09/2025	Email	Ali	MBC regarding access to car park	General	Provided contact email to resident
04/09/2025	Email	Ali	MBC - electoral roll update	Office	Passed to Lisa for updating office copy
04/09/2025	Email	Ali	Headteacher confirming meeting later this month and with Katie Lam MP for meeting in January 2026	Office	Noted
04/09/2025	Email	Ali	Katie Lam MP PA confirming January meeting	Office	Noted
04/09/2025	Face to Face	Ali	Hall hirer - issues with control unit for blinds/windows	Hall	Reported to Trustees
04/09/2025	Telephone	Ali	Resident - concerns regarding property issues	General	Report to Housing Association/Police
04/09/2025	Face to Face	Ali/Lisa	Dealing with issues at hall/attendees to event	Hall	Directed to correct location
04/09/2025	Face to Face	Ali/Rachel	Resident asking for details to contact Housing Dept at MBC	General	Provide telephone number
04/09/2025	Telephone	Ali	Resident reporting issues at public conv.	Amenities	Messaged cleaner to report and liaise with caretaker for any repairs
04/09/2025	Telephone	Ali	Scribe asking to set up a meeting to discuss changing to different financial package	Finance	Put on hold for timebeing
04/09/2025	Email	Ali	Company asking MPC to consider stall for events	General	Noted and to keep on file
08/09/2025	Email	Ali	PCSO promoting survey	General	Advertise on notice boards/ social media - no end date
08/09/2025	Telephone	Ali	Funeral Directors to arrange a burial	Amenities	Completed form and waiting for confirmation of date
08/09/2025	Telephone	Rachel	Vicar clarifying burial casket	Amenities	Clerk to return phone call

08/09/2025	Email	Rachel	Resident complaining about parking on DYLS end of Pattenden Lane	Highways	Replied to email with KCC nuisance parking website link for resident to log complaint
08/09/2025	Telephone	Ali	Spoke with vicar regarding funeral	Amenities	Waiting for dimensions of casket
08/09/2025	Telephone	Rachel	Resident reporting lost keys	General	Assisted by social media post and kept contact details in case they were found
09/09/2025	Face to Face	Ali	Resident concerned over a letter received regarding cemetery plot	Amenities	Spoke to resident and explained all ok
09/09/2025	Email	Ali	Confirmation of receipt of residents' contact details for Neighbourhood Watch scheme	General	Noted
09/09/2025	Email	Ali	Details of Excel training next week	Office	Passed to Lisa
09/09/2025	Email	Ali	Confirmation from Kent Highways that the restriction times for Goudhurst Road SYL should be 10.30am to 11.00am	Highways	Report to Full Council 9/9/25
09/09/2025	Email	Ali	Confirmation from Kent Highways of receipt of reports made for faint lines (West End) and vegetation (Beech Bridge)	Highways	Noted Ref: 900314 - white lines Ref: 900317 - vegetation
09/09/2025	Telephone	Ali	Request for hall hire	Memorial Hall	Passed to Hall Booking Clerk
09/09/2025	Telephone	Ali	Request for sign off regarding youth undertaking Duke of Edinburgh Award	Office	Waiting for information for sign off
15/09/2025	Email	Rachel	Email from resident regarding the Parish Council joining a traffic group	Highways	Contacted Cllr with email with info redacted who responded to get the query put onto FC agenda
16/09/2025	Telephone	Rachel	Request for copy of Certificate from historic cremation	Amenities - Cemetery	Took message to refer to Clerk who will respond on return from leave
17/09/2025	Telephone (Voicemail)	Rachel	Resident reporting again overhanging branches from Rookery Path onto property at Merchant Place	Amenities - Rookery Path	Had previous taken photos and referred work to the Caretaker. Will chase the Caretaker again
17/09/2025	Telephone (Voicemail)	Rachel	Resident requesting information on minutes of meeting where discussion of Land North of Marden was discussed	Planning/Full Council	Took message for Clerk to discuss on return from leave. Email link to minutes of Full Council meeting

18/09/2025	Face to Face	Rachel	Stallholder wanting to pay for stall with card at Marden at Christmas	Amenities - Events	Informed them that payment should be by cash or balance transfer. They would return at a later date with payment
18/09/2025	Email	Rachel	Morris Dancers requesting more information on timings	Amenities - Events	Replied to email stating that more details will be available on timings following Pre Marden at Christmast meeting
18/09/2025	Telephone	Rachel	Water company chasing payment of accounts	Finance	Took message for Clerk to return call when back from leave
22/09/2025	Email	Rachel	Response from Morris Dancers regarding attendance at Marden at Christmas	Amenities - Events	Noted response for Marden at Christmas Meeting with Cllrs
22/09/2025	Email	Ali	Request from Bowls Club to access their ground via Southons Field	Amenities	Spoke to Neil to confirm
22/09/2025	Email	Ali	Request from resident to add an item to Full Council agenda	Full Council	Added to agenda for October meeting
22/09/2025	Email	Ali	Funeral Director requesting plot number and location for ashes memorial	Amenities	Send details and map of plot
22/09/2025	Email	Ali	Paperwork from Funeral Director for Friday's funeral	Amenities	Printed off and filed
22/09/2025	Email	Ali	Request for a reference for a member of Play Scheme staff	Office	Provided details
22/09/2025	Email	Ali	Request from a PC for village gateway information	Highways	Informed that Marden's was provided by KCC
22/09/2025	Letter	Ali	Request for interment of ashes into existing grave	Amenities	Required to provide information and Clerk to speak with relations in the village
22/09/2025	Email	Ali	Resident reporting overgrown PROW (KM274)	Highways	Reported under reference: 0949665
22/09/2025	Telephone	Ali	ERoB owner wishes to transfer back to MPC	Amenities	Required information to be in a letter to place on file.
23/09/2025	Email	Ali	Key dates of school events received from Principal	Office/Hall	Passed to Hall Facilitator
23/09/2025	Email	Ali	Funeral Directors confirming payment will be made shortly	Finance	Noted

29/09/2025	Face to Face	Rachel	Resident reporting anti-social behaviour and wanted contact for PCSO	Office	Gave resident PCSO contact details
30/09/2025	Telephone/ Face to Face	Rachel	Telephone call from Police regarding incident at Public Toilets and requesting the closure for forensic purposes	Amenities	Attended
30/09/2025	Email	Ali	S106 officer regarding transfer of allotments / other S106 money held by MBC	Finance/Full Council	Responded 3/10/25 asking what the issues would be if transfer took more than 3 months / would review the other S106 funds (changing rooms project) and get back to them.
30/09/2025	Telephone/Email	Ali	Peninsula asking about PC payroll	Finance/HR	Keep on file

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

Action No.	Minute No.	Date of Meeting	Minute Action	Allocated to	To Do	Date completed
A18	138/24	13th February 2024	Risk Assessments - review format (see A109)	Clerk	ONGOING: Continuing to be updated.	
A27	153/24		Review faint yellow lines in village	Cllrs	ONGOING: To report to the Clerk	

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 April - September Mike Russell is now contact	
A119	148/25(H)		Review format of APM	Clerk/Cllrs	Cllrs discussed via email - take to November Full Council	

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	
A150	046/25	12th August 2025	Write to Southern Water regarding the new pipework system at Bewl Water / flood risk assessment	Ali	Emailed Mike Russell 9/9/25	
A155	058/25	9th September	Cllr Rabot to liase with Ward Police/ PCSO to arrange further dates for police surgeries	Cllr Rabot		
A156	058/25		Contact to be made with architect regarding changing rooms specification and planning conditions	Cllr Turner		
A157	058/25		Cllrs to discuss structure of meeting with Katie Lam MP on 16th January 2026	All Cllrs	To be added to January FC agenda	
A159	058/25		Cllr Goda to look at standard return rates from the electricity provider at the public conv.	Ali/Cllr Goda	Ali to forward latest bill to Cllr Goda	Bill sent to JG 11/9/25