



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 14TH 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