

Deputy Clerk's Report
By Rachel Weeks for the Amenities Committee meeting on 23rd September 2025




The August Amenities Committee meeting was cancelled.

Actions and updates since the last Amenities Committee meeting on 22nd July 2025.

- a. **Japanese Cherry Tree.** A response had been received regarding a request for a Japanese Cherry Tree. Due to them being oversubscribed they were unable to allocate a tree to Marden Parish Council
- b. **Football Goal Posts.** The goal posts had been vandalised and the piece that supports the nets has been removed from the goal posts. The Caretaker has put these in storage.
- c. **Happy to Chat Benches.** I am still awaiting a quote from the supplier with regard to the cost of this. I have chased and hope to have an answer soon.
- d. **Photographic Competition.** This was passed to Cllr Newton and I am unsure whether a photo was taken and an entry was submitted.
- e. **Community Payback Team.** We have not had any recent projects for the Community Payback Team, however, there may be some coming out of the Amenities Site Meeting in October.

MARDEN PARISH COUNCIL
 Caretakers To Do List




CHRIS
Public Toilets

Date entered	Task	Photo (?)	When to be completed	Caretaker completed
05/09/2025	Replace two locks in Ladies toilet cubicles as very sharp		ASAP	
			ASAP	
05/09/2025	Secure bottom of sink in Mens Cubicle. Discuss any issues with Office		ASAP	
	Check and report any issues to the Office		Weekly	

Southons Field

Date entered	Task	Photo (?)	When to be completed	Caretaker completed
08/09/2025	Put WD40 on the Swings to prevent squeaking		ASAP	

Playing Field, Napoleon Drive & Rookery Path

Date entered	Task	Photo (?)	When to be completed	Caretaker completed
08/09/2025	Clean down the play equipment to remove the moss/mould to prevent slipping at Napoleon Drive and Playing Field play areas		By 30th November 2025	
08/09/2025	Scrape back encroaching grass and weeds from circular footpath around the field and around the Sports Wall pavement		By 30th November 2025	
08/09/2025	Clean down the roof of the Youth Shelter and tidy up around the area		Over the winter period	
08/09/2025	Strim and tidy up Rookery Path. Work to prevent bramble growth by removing at root. Especially around area of the house that was report recently		By 30th November 2025	
	Strim around boundary of the playing field		Ongoing	
	Regularly sweep the dip in footpath near playing field play area of leaves/puddles where drain is.		Ongoing	
	Strim back around changing rooms / Chestnuts area, particularly by pathways		Ongoing	
	Monthly checking of the changing rooms to see if there are any issues - report back to office		Ongoing	
	Strim Rookery Path and clear any rubbish/flytipping		Ongoing	
	Strim area by Cranham Square		Ongoing	

Other Areas


Date entered	Task	Photo (?)	When to be completed	Caretaker completed
	Report back to the office any issues seen within the parish which are not on this list		Weekly	
	Weekly play inspection checks of play areas and play trail Check to hear any squeaks of swings etc and remedy with WD40		Weekly	
	Monthly tree inspections at Playing Field, Rookery Path and Southons Field		Monthly	

Speed Camera to be moved:

w/c 8/9/25 Howland Road
w/c 3/11/25 Albion Road
w/c 29/12/25 Goudhurst Road
w/c 23/2/25 Howland Road
w/c 20/4/25 Albion Road
w/c 15/6/25 Goudhurst Road

Fw: Strategically Important Play Areas (SIPA) in the Maidstone

From Alison Hooker <clerk@mardenkent-pc.gov.uk>
Date Tue 12/08/2025 11:02
To Rachel Weeks <deputyclerk@mardenkent-pc.gov.uk>

 1 attachment (23 KB)
Parish SIPA form 2025.docx;

For the next Amenities meeting please

Ali

Alison Hooker

Marden Parish Council
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From: MaryAnn Winterman <MaryAnnWinterman@Maidstone.gov.uk>
Sent: Tuesday, August 12, 2025 10:58
To: Barming Parish Council (MBC) <barmingpc@googlemail.com>; Teston Parish Council (MBC) <clerk@testonparishcouncil.gov.uk>; Boughton Monchelsea Parish Council (MBC) <bmpcclerk@outlook.com>; Chart Sutton & West Farleigh Parish Council (MBC) <chartsuttonpc@gmail.com>; clerk@bredhurst-pc.gov.uk <clerk@bredhurst-pc.gov.uk>; Clerk Linton Parish Council (MBC) <clerk@lintonparishcouncil.gov.uk>; Coxheath Parish Council (MBC) <clerk@coxheathparishcouncil.org.uk>; clerk@eastfarleigh-pc.gov.uk <clerk@eastfarleigh-pc.gov.uk>; Hunton Parish Council (MBC) <clerk@huntonparishcouncil.gov.uk>; West Farleigh Parish Council (MBC) <clerk@westfarleighparishcouncil.gov.uk>; Otham Parish Council (MBC) <Clerk.OthamPC@btinternet.com>; Harrietsham Parish Council (MBC) <clerk@harrietshamparishcouncil.gov.uk>; Lenham Parish Council (MBC) <clerk@lenhamparishcouncil.org.uk>; Headcorn Parish Council (MBC) <clerk@headcornpc.org.uk>; East Sutton Parish Council (MBC) <clerk@east Suttonpc.org.uk>; Broomfield and Kingswood Parish Council (MBC) <Parishclerk@bandkpc.org>; Ulcombe Parish Council (MBC) <Clerk@ulcombeparishcouncil.co.uk>; Leeds Parish Council (MBC) <clerk@leedsparishcouncil.gov.uk>; Loose Parish Council (MBC) <office@loose-pc.gov.uk>; Collier Street Parish Council (MBC) <clerk@collierstreetparishcouncil.gov.uk>; Yalding Parish

Council Clerk (MBC) <clerk@yaldingparishcouncil.gov.uk>; Alison Hooker <clerk@mardenkent-pc.gov.uk>; Nettlestead Parish Council (MBC) <clerk@nettlesteadpc.org>; Hollingbourne Parish Council (MBC) <pchollingbourne@gmail.com>; Stockbury Parish Council (MBC) <clerk@stockburyparishcouncil.gov.uk>; Wormshill Parish Council (MBC) <simon.bass1@btopenworld.com>; Staplehurst Parish Council (MBC) <clerk@staplehurst-pc.uk>; Langley Parish Council (MBC) <langleypc@hotmail.co.uk>; Sutton Valence Parish Council (MBC) <clerk@suttonvalence.org.uk>

Cc: Andrew Jesson <AndrewJesson@Maidstone.gov.uk>

Subject: Strategically Important Play Areas (SIPA) in the Maidstone

Dear Parish Council

The Maidstone Borough Council Parks and Open Spaces Team are gathering information about future play provision in the borough and the condition of the play spaces that were designated Strategically Important Play Areas (SIPA) in the Maidstone Play Area Policy 2017.

The Parish owned and managed play areas form an important part of the SIPA network providing play opportunities for young residents in rural areas. These areas also need to be maintained and updated to keep them safe and provide new opportunities for play.

Please could you spare some time to answer some questions about your play area that will help us gauge play provision in the borough.

Please could you return the attached form by 10th October 2024.

Kind regards

Mary Ann

Mary Ann Winterman

Parks Project Officer

Maidstone Borough Council Depot

Bircholt Road

Park Wood Industrial Estate

Maidstone ME15 9XY

t: 01622 602712

e: MaryAnnWinterman@maidstone.gov.uk

w: www.maidstone.gov.uk

Monday – Thursday (8.00am to 4.00pm)

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MAIDSTONE BOROUGH COUNCIL

PARKS & OPEN SPACES

PARISH STRATEGICALLY IMPORTANT PLAY AREAS

Dear Parish Team

The MBC Parks and Open Spaces Team are gathering information about future play provision in the borough and the condition of the play spaces that were designated Strategically Important Play Areas (SIPA) in the Maidstone Play Area Policy 2017.

The Parish owned and managed play areas form an important part of the SIPA network providing play opportunities for young residents in rural areas. These areas also need to be maintained and updated to keep them safe and provide new opportunities for play.

Please could you spare some time to answer the following questions.

SITE DETAILS

(Please use a separate form if you have more than one SIPA)

NAME OF SIPA:

ADDRESS:

CURRENT CONDITION OF SIPA

Please provide a brief summary of the current condition of the site. Have any recent improvements been carried out?

PROPOSED IMPROVEMENTS

Please provide details of any improvements the Parish would like to undertake to the play area, including any new equipment, landscaping, signage and access for the site. Supporting information, including quotations, pictures or layouts, can also be attached.

If the play area does not require any additional works at this time please advise below.

When would you like to undertake these improvements. For example, next 12 months, 24 months etc.

EXTERNAL FUNDING

Are there any external funding opportunities for improvements to the play area such as S106 open space improvement funds, fund raising, grants etc.

If MBC was able to offer grant funding towards your project, what is the minimum amount you would require to deliver your project?

<input checked="" type="checkbox"/>	Please tick
<input type="checkbox"/>	£5,000
<input type="checkbox"/>	£7,500
<input type="checkbox"/>	£10,000
<input type="checkbox"/>	Other amount £

Thank you for taking time to complete these details, please email to maryannwinterman@maidstone.gov.uk

Please return by 10th October 2025

Kind regards

Mary Ann Winterman, Park Project Officer

STRATEGICALLY IMPORTANT PLAY AREAS (SIPAs)

LIST OF PARISH OWNED SITES

Strategically Important Play Area	Maintained by	Ward
South Street	Barming	Barming Heath & Teston
Teston Village Green	Teston	Barming Heath & Teston
Boughton Monchelsea Village Hall	Boughton Monchelsea	Boughton Monchelsea & Chart Sutton
Chart Sutton Play Area	Chart Sutton	Boughton Monchelsea & Chart Sutton
Bredhurst Village Hall Play Area	Bredhurst	Boxley Downs
Cornwallis Avenue	Linton	Coxheath & Farleigh
Coxheath Village Hall Play Area	Coxheath	Coxheath & Farleigh
East Farleigh Play Area	East Farleigh	Coxheath & Farleigh
Hunton Play Area	Hunton	Coxheath & Farleigh
West Farleigh Play Area	West Farleigh	Coxheath & Farleigh
Stoneacre Play Area	Otham	Leeds & Langley
Glebe Field Play Area	Harrietsham	Harrietsham, Lenham & North Downs
Ham Lane Play Area	Lenham	Harrietsham, Lenham & North Downs
William Pit Youth Area	Lenham	Harrietsham, Lenham & North Downs
Days Green Play Area	Headcorn	Headcorn & Sutton Valence
East Sutton Play Area	East Sutton	Headcorn & Sutton Valence
Kingswood Village Play Area	Broomfield & Kingswood	Leeds & Langley
Ulcombe Play Area	Ulcombe	Headcorn & Sutton Valence
Leeds Play Area	Leeds	Leeds & Langley
King George V Play Area	Loose	Loose & Linton
Collier Street Play Area	Collier Street	Marden & Yalding
Laddingford Play Area	Yalding	Marden & Yalding
Marden Playing Fields	Marden	Marden & Yalding
School Villas, Nettlestead	Nettlestead	Marden & Yalding
The Kintons	Yalding	Marden & Yalding
Cardwell Play Area	Hollingbourne	Harrietsham, Lenham & North Downs
Stockbury Play Area	Stockbury	Harrietsham, Lenham & North Downs
Wormshill Play Area	Wormshill	Harrietsham, Lenham & North Downs
Surrenden Road Play Area	Staplehurst	Staplehurst
Langley Play Area	Langley	Leeds & Langley
Sutton Valence Village Hall Play Area	Sutton Valence	Leeds & Langley
The Harbour	Sutton Valence	Headcorn & Sutton Valence
Jubilee Playing Field	Staplehurst	Staplehurst



NOTES FROM THE ENVIRONMENTAL SUB-GROUP MEETING
Tuesday 29th July 2025 – 6pm in Marden Parish Office

1. **Present:** Cllrs Anne Boswell (taking notes), Paul Dobinson, Adrian Rabot and Mike Summersgill + Silvia Ferrero (resident)
2. **Apologies:** Grace Couch, Andy Turner
3. **Notes from Environmental Sub-Group held on Tuesday 18th March 2025** were agreed.
4. **Action List from Environmental Sub-Group – Action:** The Admin Assistant and Clerk to update.
5. **Marden Parish Council – Estate Management Plan** – Cllrs reviewed and agreed with the Clerk’s suggested amendments. Cllrs also requested that the plan includes the addition of the three plastic free single use items (including items such as no sweet/biscuit wrappers at events). **Action:** This will be taken to the next Amenities Committee for agreement.
6. **Marden Plastic Free Campaign** – <https://plasticfree.org.uk/> - an update was given including possibly info leaflets being handed out to residents at the Marden Dog Show, holding a Halloween Shop Swap and a Lantern Free workshop on the day of the Scarecrow Safari. AB had emailed village organisations asking them if they could participate in the campaign – only had responses from 3 village organisations and whilst Marden Primary Academy were happy to support the campaign, they were unable to reduce 3 plastic free items from their operations. **Action:** Suggest to the school they could ask the children to help to reduce 3 plastic free items at home. MS to check with Hunton School what they have done to achieve this.
7. **Idling outside Marden Primary Academy** – MS is chasing Marden Primary Academy about the No-Idling posters, and it was noted that idling is endemic in the village. Suggestions were made that children could ‘issue’ fake parking tickets to place on cars. **Action:** When MS speaks to the school, he will suggest that an article could be placed in their regular newsletter to parents mentioning no-idling. AB to liaise with Marden Medical Centre to see if they could write a piece for the newsletter about illnesses caused by exhaust fumes.
8. **Parish Councils Environment Network (PCEN) Meeting – 30th July at Hunton Village Club** – Cllrs Rabot and Summersgill to attend.
9. **MBC** – MS gave an update on:

- **Carbon Literacy Training** – MBC looking at rolling out another series of training for parish councillors when details have been finalised in November.
 - **Biodiversity & Climate Change Action Plan** – this 5-year plan was adopted in June, but the actions have not gone public yet. One of the actions is to provide water butts to deprived neighbourhoods to help to prevent surface water runoff.
 - **Nature Recovery Fund** – MBC has been awarded £500,000 for communities to try to improve areas e.g. pond restoration projects. This will go live in Sept/October. **Action:** AB/AR considering ideas such as making the Library area as a sensory/dementia garden (rather than at the proposed allotment area). Item to be taken to the next Amenities committee.
 - **Eco-Hub3** – Next Maidstone Ecohub event 11-25 October in the Chequers Centre. They are unable to come out to parishes.
 - **Latest Funding sources** – Central Government have pushed this out to DEFRA etc. and MS understands that central government are going to provide funding to Park Wood to improve this area.
10. **Hedge Planting at back of Marden Cemetery** – MBC are providing free saplings to parishes, businesses etc. **Action:** AR to complete the Expression of Wish form to MBC to request saplings to complete the hedging on the boundary on the land at the back of the Cemetery. This would need to be undertaken in November and AR hopes that the Police Cadets will be able to help:
<https://my.maidstone.gov.uk/service/tree-planting-project-proposal> As this has not been agreed by Amenities, it will be mentioned at Full Council on 12th August.
11. **Earth Charter Principles** – MPC have endorsed in principle how they can be involved in the Earth Charter Principles. **Action:** AR to email SF the document that has been drafted and she will write a report for agreement at a future Amenities Committee to show that MPC have achieved most of the principles which can then be loaded onto MPC website along with the logo. AB to include a piece in the next newsletter.
12. **Retrofit Session** – KCC cancelled the planned session on 30th June as the speaker was no longer available. **Action:** SF will email the speaker directly.
13. **MPC Dog Bag Station** – It was noted that MPC already use 100% compostable dog waste bags in the Dog Bag Station at Marden Playing Field.
14. **MPC Climate Change Action Plan** – MS advised that MBC have not yet devised a template for parish councils to complete and is a non-urgent item.
15. **Pond Warden/Pond Restoration** – MS advised that there is no funding available for the Medway Valley Countryside Partnership. However, the Heritage of Kent

Ponds project is still going ahead in the northern part of the borough. **Action:** MS to ask another Borough Councillor if at some point this could be brought to the Low Weald: <https://kentdowns.org.uk/our-projects/heritage-ponds/>

16. **The Great Collaboration/Place Based Initiative** –<https://greatcollaboration.uk/> - AR has completed two actions but the project is not very active. MS advised that MBC were not participating. **Action: Adrian not sure what we agreed if anything?**
17. **Repair Cafés in Yalding and Tovil** – Tovil has run a Repair Café twice and AR took the cadets to help at an event. Yalding to run another event in October but it is not possible for them to run an event in Marden. **Action:** advertise once the date of the event is known.
18. **NALC Climate Emergency Network Session 22nd July** – AB didn't attend. **Action:** AB to circulate the notes - National Energy System Operator (NESO), Climate Action Toolkit, Place Based Initiative. Next session: Friday 10th October at 12pm.
19. **EV Charge Points** – GC was going to check out the KCC online mapping tool. NALC have called on the government to empower parish and town councils to take the lead on small-scale renewable energy and electric vehicle (EV) initiatives. They are urging ministers to make it easier for parish and town councils to install solar canopies on new car parks and develop electric vehicle charging infrastructure particularly where councils are managing or developing their car parks. Improvements are needed with both financial support and investment in local electricity networks helping parish and town councils to contribute more effectively to the UK's clean energy transition. They also highlighted the need to update planning laws and guidance to align with the country's net zero ambitions and recommended that energy-saving and carbon-neutral measures should be a requirement in all relevant planning applications and building control decisions. [NALC champions local solar energy and EV projects](#) **Action:** check out progress for next meeting.
20. **Thermal Imaging Camera** – MS advised that MBC have now purchased two cameras to go out to social housing at Park Wood and Ringlestone. They cost approx. £300 and are used on mobile phones. MBC are willing to lend out to parishes and in the first instance, to the Cockpit/Chantry Road social housing area. Bearsted CAN have also purchased one and are renting out to residents for £10. **Action:** MS update at next meeting.
21. **NALC Carbon Footprint Calculator** – NALC have produced a user guide and overview of online carbon calculators which includes calculators for businesses, travellers, personal emissions, farms and an impact carbon emissions tool for parishes and communities. **Action:** AB to circulate list and consider using one specifically for MPC operations.
22. **Date of Next Meeting: Tuesday 4th November at 6pm in the Parish Office.**



ESTATE MANAGEMENT PLAN (WEBSITE VERSION)

MARDEN PARISH COUNCIL:

Reduce paper use:

- Office staff to use Cloud based storage to share documents and Cllrs may have access too.
- Cllrs receive electronic versions of documents.
- Plans/financial papers for meetings are downloaded and shown on screen rather than printing off.

Recycling:

Paper

Recycled using the Memorial Hall paper and cardboard recycling facility which is collected fortnightly by a waste disposal company.

Plastics/cans etc

Recycled using the Memorial Hall dry recycling facility which is collected fortnightly by a waste disposal company.

Food

Recycled using the Memorial Hall food waste facility which is collected weekly by a waste disposal company.

Glass

Collected in the office and recycled appropriately.

Other

Where possible any other recycling is taken to EcoHub (if relevant) or other suitable recycling banks.

Plastic Flowers at Cemetery

Placed in the cemetery waste bin.

Energy

Consider an Energy Consumption Strategy:

Electricity

Paid within the MPC rent to Marden Memorial Hall therefore we can only recommend changes to more sustainable companies (Note: Marden Memorial Hall has some solar panels which pays money back to the hall quarterly).

Gas

There is no gas within the office premises.

Heating

Electric wall heaters in the office set to no more than 20 degrees to keep heating costs down.

Lighting

Lights are LED but ensure they are turned off when unnecessary to have on.

Petrol/Diesel

Consider how to reduce petrol/diesel consumption and promote 'no idling' with the Parish Van and other equipment.

Purchasing

- Consider having a Purchasing Policy
- **Consider plastic free/single use items (eg purchase of packets of biscuits/sweets)**

- Be mindful of the carbon emissions of suppliers and products before purchasing.
- Try to lessen the purchase of plastic products especially at events and undertake an Event Carbon Emission plan.

Equipment

Mowers, strimmers etc – check the carbon emissions of suppliers and products before purchasing new equipment.

Travel

Walking/Cycling

Encourage walking/cycling to the office and meetings by Councillors and, if possible, staff.

Working from Home

Consider some days staff work from home to lower their carbon footprint as have centrally accessible source of all documents. n.b. *A member of staff needs to be in the office when Parish Office is open to residents.*

Training/Conferences

Clerks/Councillors to try to attend virtual/online sessions where possible.

PARISH BUILDINGS (Changing Rooms/Southons Field Pavilion/Public Conveniences):

ACTION:

- To reduce carbon emissions

Energy - Electricity

Playing Field Changing Rooms

When reviewing contract consider green/sustainable energy. Minimum payment as only used for CCTV camera software. If changing rooms rebuilt/refurbished consider fitting with solar panels.

Public Conveniences

When reviewing contract consider green/sustainable energy. Minimum payment – only use is lighting and hand dryers. Consider solar panels being installed on the roof (MBC own building) with the permission of MBC. *(To be added to ISP if permission received).*

Southons Field

No electricity. If a pavilion is installed (on ISP), consider solar panels on roof.

Energy – Gas

There is no gas in any of the buildings owned by MPC

Waste Water/Water Supply

Water supply and waste water contracts in place

MAINTENANCE OF MARDEN PARISH COUNCIL OWNED LAND

ACTION:

- Enhancing green corridors and wildlife connectivity between sites.
- Reduce fuel use and carbon emissions by reducing areas maintained as short grass.
- Increase number and range of plants for pollinating insects eg in beds at the Cemetery.
- Ecological Monitoring – could be undertaken by Marden Wildlife.

Composting:

- Cemetery grass/hedge cuttings are left for composting. Another compost area to be created with corrugated sheets and another compost bin.
- Grass/hedge cuttings from Playing Field and Southons Field are either placed around the boundary for wildlife or taken to the Cemetery for composting *n.b. short grass has little or no value to biodiversity.*

Strimming/Mowing:

Maintenance Strategy for Open Spaces

Plans have been drafted incorporating a map and sustainable strategy of how to undertake mowing, strimming and hedgecutting at Southons Field, Playing Field (including Napoleon Drive), Marden Cemetery and Rookery Path (a metre is strimmed back from path to allow easy access – the rest is left until summer to cut back).

Consider “No Mow May” in certain areas of open space.

Reducing moisture loss from ground during increasingly hot, dry summers by maintaining more areas of longer grass and other vegetation cover.

TREE AND HEDGECUTTING WORK

Also Refer to Tree Management Policy

Tree/Hedges Plan

Formulate a plan/strategy for trees and hedges (incorporate in Tree Management Policy) to increase the number of trees and hedging stock not only on Parish Council owned land but in the wider Parish eg increase stock on edge of The Parsonage/ Windsor Meadow.

Control of Tree & Hedgecutting Work

Only undertaken, unless urgent work is required, out of bird nesting season. Try to retain rather than remove trees unless dead.

Any trees/branches cut down to be placed around boundary of Southons Field, Marden Cemetery and Marden Playing Field for wildlife.

Ensure trees are replaced with similar species or indigenous species in the Low Weald.

Tree Protection Orders

Identify veteran/significant trees and consider TPOs being placed on them in Southons Field, Marden Cemetery and Marden Playing Field and possible the parish as a whole. *N.b. The Tree Warden could identify approx. 10 of the most significant trees with photos to submit to MBC. Check out MBC's TPO criteria*

AMENITIES OUTSTANDING ISSUES LIST

Action No.	Minute Item No	Action	Allocated to	Status	Date Completed
	057/24	Litter Bin Survey	Rachel Weeks	<p>A litter bin survey was carried out by the Admin Assistant and the Deputy Clerk. Cllrs decided at the Amenities Committee Meeting on 1st October to request two more bins from MBC in areas that needed them at the end of the High Street/Stanleys. The Clerks have contacted MBC with regard to moving a bin to the High Street area and have been told a response will be given after May 2025. MBC are awaiting delivery of new litter bins by the end of June. Once they have a confirmed delivery date, they will audit all their litter bins to relocate or replace. They have said they will ensure this litter bin is part of this work. An MBC bin has appeared outside One Stop and their private black bin has been removed. The Clerks will contact MBC to find out the result of their audit. A new twin bin has been installed outside the Kebab/Fish & Chip Shop and grocery shop at Church Green. We have contacted MBC regarding the moving of the bin near West End Tavern to Albion Road and are awaiting a response.</p>	