

BRIEFING NOTE FOR FULL COUNCIL MEETING

AGENDA

040/25 PRESENT

041/25 APOLOGIES FOR ABSENCE

Apologies for absence to be received.

Cllrs to inform the Clerk by 5.00pm on 12th August if they will not be attending the meeting.

042/25 COUNCILLOR INFORMATION

Declaration of Pecuniary and Non-Pecuniary Interests

Changes to Register of Interest

Granting of Dispensation

043/25 MINUTES OF THE PREVIOUS MEETING

To receive and accept as a true record the Minutes of the Parish Council meeting held on 8th July 2025.

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

044/25 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

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

The meeting to be adjourned for the following items:

PUBLIC FORUM

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

EXTERNAL VERBAL REPORTS (if in attendance)

County Councillor Report

Borough Councillors Report

Police

The meeting to be reconvened to discuss item 045/25 onwards.

045/25 CLERK'S REPORT

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

046/25 PARISH MATTERS

Reports from MBC and KCC

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

Offer of Funding from County Councillor

Cllrs to discuss offer for funding of projects within the Parish.

[County Councillor Black has offered funding to support a parish council project. Cllrs to consider where funding would be more appropriate.](#)

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](#)

Latest newsletter has been delivered to all residents and uploaded to website.

Marden Flooding

Cllrs to receive response from Southern Water

Sent previous letters to new contact at Southern Water. No response received at time of publishing agenda.

Infrastructure Spend Plan (ISP)

Cllrs to receive any updates on the ISP

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

Changing Rooms Refurbishment

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

Assets of Community Value

Cllrs to receive updated ACV document and accept proposals for priority submissions to MBC.

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

Engagement with Katie Lam MP

Cllrs to consider inviting Katie Lam MP to Marden

A suggestion has been made to invite Katie Lam to Marden. Cllrs to discuss possible dates.

Parish Open Spaces Byelaws

Cllrs Adam and Newton to confirm statements to be submitted to Secretary of State

The Clerk had emailed Cllrs Adam and Newton the statements to be submitted for the Byelaws application – confirmation required prior to submission.

Hedge/Tree Planting – Marden Cemetery

Cllrs to note application for additional hedging/trees for Marden Cemetery

Report would be circulated prior to the meeting.

Amendments to Parish Council Documents

Cllrs to accept and adopt changes to Standing Orders, Financial Regulations and Value for Money Policy

Following changes to Financial Regulations Cllrs to receive amended Financial Regulations, Standing Orders and Value for Money Policy

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

047/25 COMMITTEE REPORTS

Amenities Committee

To note the draft Minutes of Amenities Committee meeting held on 22nd July which had been previously circulated and available on the Parish Council website.

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

Planning Committee

To note the draft Minutes of Planning Committee meeting held on 5th August 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

To note the draft Minutes of Finance Committee meeting held on 29th July which had been previously circulated and available on the Parish Council website.

[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:

Finance and Governance Networking – 10th July

Marden Memorial Hall Trustees meeting – 14th July

Asset Transfer Webinar - 16th July – [in meeting pack](#)

Community Forum – 17th July

Assets of Community Value Meeting - 19th July (*discussed at item 047/25*)

KALC Area Committee Meeting – 28th July

Environmental Sub-Group Meeting – 29th July

Summer Play Scheme – 23rd July to 1st August

Conferences/Meetings/Webinars/Events forthcoming

Marden in Bloom Dog Show (Marden Playing Field) – 10th August

Blue Light Event @ Staplehurst – 16th August

Meet the Cllrs (outside Marden Library) – 23rd August

Resilience Planning Meeting – 28th August

Police Surgery – 28th August

KALC Procurement Webinar – 8th September

Memorial Hall meeting – 8th September

048/25 CORRESPONDENCE

Marden Parish Council Office Correspondence Log – July – [in meeting pack and on website: Correspondence Log - Marden Parish Council - Marden Parish Council, Marden, Tonbridge](#)

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

KALC Newsletter – [previously circulated to Cllrs](#)

Clerk/Council publications – [available at meeting](#).

049/25 FINANCE

Bank Statements:

The Clerk to provide details at the meeting.

Payments for Approval

Invoices for Payment

Invoices due to payment to be submitted to the meeting.

Other Financial Issues

Blue Light Event – 16th August

Cllrs to consider funding to support this event.

[Cllr Rabot to provide a verbal report to the meeting.](#)

Assertion 10 – Annual Governance and Accountability Return (AGAR) 2025/26

Cllrs to note the report from the Clerk and action changes to the 2025/26 AGAR

[Report in meeting pack.](#)

050/25 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](#)

Fingerposts

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

Speedwatch

Cllrs to note dates for future sessions.

Other Highways Issues

Highways Working/Advisory Group

Cllrs to discuss the setting up of a Working/Advisory Group for Highways issues.

[Report in meeting pack.](#)

Public Transport