



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

Dear Councillor

YOU ARE HEREBY SUMMONED TO ATTEND the meeting of Marden Parish Council to be held on Tuesday 13th August 2024 at 7.30pm at The Allens, Albion Road, Marden, Kent.

Alison Hooker

Alison Hooker (Mrs)
Clerk to Marden Parish Council

AGENDA

029/24 PRESENT

Cllrs to inform the Clerk by 5.00pm on the day of the meeting if they will be taking part in the meeting.

030/24 APOLOGIES FOR ABSENCE

To receive apologies for absence.

Cllrs to inform the Clerk by 5.00pm on the day of the meeting if they will not be taking part in the meeting.

031/24 COUNCILLOR INFORMATION

Declaration of Pecuniary and Non-Pecuniary Interests

Changes to Register of Interest

Granting of Dispensation

032/24 MINUTES OF THE PREVIOUS MEETING

To receive and accept as a true record the Minutes of the Parish Council meeting held on 9th July 2024.

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

033/24 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 REPORTS

County Councillor Report

Borough Councillors Report

Police Report

Community Warden

The meeting to be reconvened to discuss item 034/24 onwards.

034/24 CO-OPTION OF COUNCILLOR

Following the uncontested Parish Council election on 2nd May 2024 two vacancies had arisen on Marden Parish Council. One application had been received to fill one of these vacancies and the candidate had been invited to attend the meeting.

Cllrs to vote to fill one vacancy via co-option.

Application form has been circulated to Cllrs prior to the meeting.

Co-opted Cllr, if appointed, to sign the Declaration of Office before taking part in the rest of the meeting.

035/24 CLERK'S REPORT

To receive and note the Clerk's report.

036/24 PARISH MATTERS**Reports from MBC and KCC****Police Update/Report from Police Forum**Crime Figures

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

Other Police Issues**Communication**Newsletter**Marden Flooding****Cemetery**Exclusive Right of Burial Certificates

Exclusive Rights of Burial certificates to be signed by Cllrs

MPC Policies

Cllrs to receive and approve draft Metal Detecting Policy

MPC Draft Byelaws

Cllrs to received and approve draft Byelaws for MPC Open Space

MPC Financial Regulations

Cllrs to receive and approve new Financial Regulations as drafted by Finance Committee

Parish Council Award Scheme

Cllrs to note resubmission of application

037/24 COMMITTEE REPORTS**Amenities Committee**

Cllrs to note the draft Minutes of Amenities Committee meeting held on 23rd July 2024 had been previously circulated and available on the Parish Council website.

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

Planning Committee

Cllrs to note the Minutes of Planning Committee meeting held on 6 August 2024 would be available following the Planning meeting and available on the Parish Council website.

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

Finance Committee

Cllrs to note the Minutes of Finance Committee meeting held on 30th July 2024 had been previously circulated and available on the Parish Council website.

Conferences/Meetings/Webinars attended

Those in attendance to update the meeting on the following:

Byelaws Sub-Group – 13th July

Play Scheme – 22nd July to 2nd August

KALC Area Committee Meeting – 29th July

Southern Water – 2nd August

Communications Sub-Group – 6th August

Conferences/Meetings/Webinars/Events forthcoming

Events Sub-Group – 29th August

Community Forum – 12th September

KALC Training Events

Cllrs to receive list of KALC Training events

038/24 CORRESPONDENCE**MPC Correspondence Log**

Cllrs to receive office correspondence log for July

[Correspondence Log - Marden Parish Council - Marden Parish Council, Marden, Tonbridge \(mardenkent-pc.gov.uk\)](https://www.mardenkent-pc.gov.uk)

Cllrs to receive the following correspondence:

Marden Parish Church Magazine

August edition for information

KALC Newsletter

August edition – previously circulated to Cllrs

The Clerk

July edition for information

KCC Road Safety & Active Travel Newsletter

Issue 1 for information

KCC Consultation – Local Transport Plan

[Local Transport Plan 5 - Striking the Balance | Let's talk Kent](#) – closing date 8th October 2024

Kent Surrey and Sussex Air Ambulance

Cllrs to receive letter of thanks for donation

039/24 FINANCE**(A) Bank Statements:**

The Clerk to provide details at the meeting.

(B) Voltalia Community Grant**(C) Payments for Approval**

Electronic Payments

Invoices due to payment to be submitted to the meeting.

040/24 HIGHWAYS AND PUBLIC TRANSPORT**Highways**

Highways Improvement Plan

Cllrs to consider email received from resident regarding speeding vehicles

Other Highways Issues

Public Transport

Tuesday 6th August 2024

Parish Office, Goudhurst Road, Marden

01622 832305 / 07376 287981

clerk@mardenkent-pc.gov.uk / www.mardenkent-pc.gov.uk

Local electors and the press are entitled to listen to Parish Council Meetings but not to take part. An opportunity to speak will be given at the beginning of Council Business in line with MPC's Public Participation Policy [Microsoft Word - Public Participation Policy March 2024 \(mardenkent-pc.gov.uk\)](#).



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 THE FULL COUNCIL MEETING TO BE HELD ON TUESDAY
13TH AUGUST 2024 COMMENCING AT 7.30PM AT THE ALLENS, ALBION ROAD,
MARDEN**

BRIEFING NOTE

029/24 PRESENT

Cllrs to inform the Clerk by 5.00pm on the day of the meeting if they will be taking part in the meeting.

030/24 APOLOGIES FOR ABSENCE

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Granting of Dispensation

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The meeting to be adjourned for the following items:

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County Councillor Report

Borough Councillors Report

Police Report

The meeting to be reconvened to discuss item 034/24 onwards.

034/24 CO-OPTION OF COUNCILLOR

Following the uncontested Parish Council election on 2nd May 2024 two vacancies had arisen on Marden Parish Council. One application had been received to fill one of these vacancies and the candidate had been invited to attend the meeting.

Cllrs to vote to fill one vacancy via co-option.

Application form has been circulated to Cllrs prior to the meeting.

Co-opted Cllr, if appointed, to sign the Declaration of Office before taking part in the rest of the meeting.

035/24 CLERK'S REPORT

To receive and note the Clerk's report.
Can be found in meeting pack.

036/24 PARISH MATTERS**Reports from MBC and KCC****Police Update/Report from Police Forum**Crime Figures

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

Other Police Issues**Communication**Newsletter

Autumn/Winter edition: Date for organisation reports has been moved due to staff holidays in editing the newsletter ready for printing.

Marden Flooding**Cemetery**Exclusive Right of Burial Certificates

Exclusive Rights of Burial certificates to be signed by Cllrs

MPC Policies

Cllrs to receive and approve draft Metal Detecting Policy

Item deferred from Amenities Committee regarding request for metal detecting on parish land. Cllrs requested a Metal Detecting Policy to be drafted before responding to resident. Attached in meeting pack.

MPC Draft Byelaws

Cllrs to received and approve draft Byelaws for MPC Open Space

Cllrs Adam and Newton, together with the Clerk, had reviewed the current Playing Field Byelaws which had been submitted to Amenities Committee for bringing to Full Council. Copy circulated with meeting pack.

MPC Financial Regulations

Cllrs to receive and approve new Financial Regulations as drafted by Finance Committee NALC had revised Financial Regulations and MPC's document had been reviewed in line with these.

Copy circulated with meeting pack.

Parish Council Award Scheme

Cllrs to note resubmission of application

The Clerk had received a preliminary report from the Panel in regard to MPC's application which had a couple of queries. The Clerk had responded.

037/24 COMMITTEE REPORTS**Amenities Committee**

Cllrs to note the draft Minutes of Amenities Committee meeting held on 23rd July 2024 had been previously circulated and available on the Parish Council website.

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

Planning Committee

Cllrs to note the Minutes of Planning Committee meeting held on 6 August 2024 would be available following the Planning meeting and available on the Parish Council website.

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Finance Committee

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Conferences/Meetings/Webinars attended

Those in attendance to update the meeting on the following:

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 KALC Area Committee Meeting – 29th July
 Southern Water – 2nd August
 Communications Sub-Group – 6th August
Conferences/Meetings/Webinars/Events forthcoming
 Events Sub-Group – 29th August
 Community Forum – 12th September
KALC Training Events
 Cllrs to receive list of KALC Training events
[List provided to Cllrs in meeting pack](#)

038/24 CORRESPONDENCE

MPC Correspondence Log

Cllrs to receive office correspondence log for July
[Correspondence Log - Marden Parish Council - Marden Parish Council, Marden, Tonbridge \(mardenkent-pc.gov.uk\)](#)

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Issue 1 for information

KCC Consultation – Local Transport Plan

[Local Transport Plan 5 - Striking the Balance | Let's talk Kent](#) – closing date 8th October 2024

Kent Surrey and Sussex Air Ambulance

Cllrs to receive letter of thanks for donation

[Letter will be available at the meeting.](#)

039/24 FINANCE

(A) Bank Statements:

The Clerk to provide details at the meeting.

(B) Voltalia Community Grant

Full Council had agreed to apply for grant funding. Cllr Tippen and the Clerk to meet on 13th August and report to meeting.

(C) Payments for Approval

Electronic Payments

Invoices due to payment to be submitted to the meeting.

040/24 HIGHWAYS AND PUBLIC TRANSPORT

Highways

Highways Improvement Plan

Cllrs to consider email received from resident regarding speeding vehicles

[Redacted copy of correspondence in meeting pack.](#)

Other Highways Issues

Public Transport

Tuesday 6th August 2024

Parish Office, Goudhurst Road, Marden

01622 832305 / 07376 287981

clerk@mardenkent-pc.gov.uk / www.mardenkent-pc.gov.uk

Local electors and the press are entitled to listen to Parish Council Meetings but not to take part. An opportunity to speak will be given at the beginning of Council Business in line with MPC's Public Participation Policy [Microsoft Word - Public Participation Policy March 2024 \(mardenkent-pc.gov.uk\)](#).



DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 9TH
JULY 2024 AT THE ALLENS, ALBION ROAD, MARDEN COMMENCING AT
7.30PM

018/24 PRESENT

Cllrs Adam, Besant, Boswell, Gibson, Newton, Rabot, Summersgill, Tippen (in the Chair) and Turner were present. The Clerk was also in attendance.

019/24 APOLOGIES FOR ABSENCE

There were no apologies.

020/24 COUNCILLOR INFORMATION

Declaration of Pecuniary and Non-Pecuniary Interests

Cllrs Gibson and Rabot declared a non-pecuniary interest in item 024/24 Allotments.

Cllr Summersgill declared an interest in any MBC items as had been elected Borough Cllr for Marden at the May elections.

Changes to Register of Interest

There were no changes to registers of interest

Granting of Dispensation

There were no requests for dispensation.

021/24 MINUTES OF THE PREVIOUS MEETING

Cllr Boswell indicated that she did not wish to be on Public Transport and Highways issues (item 010/24). Cllrs agreed amendment and the minutes of the meeting held on 7th May were duly signed by the Chairman.

(For noting: June Full Council was not held due to it being inquorate).

022/24 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

No members of the public in attendance.

The meeting was adjourned for the following items:

PUBLIC FORUM

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

EXTERNAL REPORTS

County Councillor Report

Not in attendance – written report sent under item 024/24

Borough Councillors Report

Borough Cllr Summersgill had submitted reports but gave a verbal summary as follows:

No overall party in political control – Green and Independent Alliance parties formed a coalition with the Liberal Democrats making the majority (26) of the 49 Cllrs elected. Leader of the Council is Stuart Jeffrey (Green Party).

Borough Cllrs Summersgill has been elected Vice-Chairman of MBC Planning Committee, MBC representative on the Upper Medway Drainage Board and Cabinet Member of Climate Transition and Nature Recovery.

Free entertainment planned for the Town Centre including art installations of Shaun the Sheep.

Police Report

Not in attendance.

The meeting was reconvened to discuss item 023/24 onwards.

023/24 CLERK'S REPORT

Cllrs received and noted the Clerk's report: A summary included no response from Southern Water or British Transport Police on letters/emails sent; co-option was still being advertised until the end of July and one application had been received which would be put before August Full Council; Play Scheme was fully booked and online registration had to be closed within days of the registration being opened; Cllr Turner had met with the contractor regarding the damaged fingerpost and would send the Clerk information.

In line with the Amenities Committee the Clerk has started a log of actions from Council meetings which would be updated monthly and circulated to Cllrs with meeting papers.

024/24 PARISH MATTERS

Reports from MBC and KCC

Reports had been received from MBC Cllr (reported above) and KCC Cllr which providing information the new Chairman (Bryan Sweetland) and Vice-Chairman (Alan Ridgers) of the Council. Report was given on the Entry Exit System which was due to take place later this year; rise in referrals of Unaccompanied Asylum Seeking Children; implementation of Family Hubs following the closure of the Children's Centres.

Police Update/Report from Police Forum

Crime Figures

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

Other Police Issues

MBC Ward Cluster meeting was held earlier in June and the notes from this had been circulated. Issues of concern in Marden were raised by Cllr Tippen.

A Police surgery was held on Friday 28th June at the Village Café, Vestry Hall. The Chairman and Deputy Clerk also attended where similar concerns were raised.

Communication

Newsletter

Newsletter had been received back from the printers and was currently being distributed for delivery.

Marden Flooding

A link had been circulated from BBC on Southern Water work due to be undertaken in Marden. However, the Parish Council had not heard anything official.

Cemetery

Exclusive Right of Burial Certificates

There were no exclusive rights certificates to be signed.

Allotments

Update was given to Cllrs following the Teams meeting held on 6th June 2024 with Redrow and MPC had requested options from Redrow in regard to the car parking spaces.

Amenities Committee Cllrs had agreed the wording for the change in S106 agreement.

Carbon Literacy Training

All Cllrs and office staff to be encouraged to undertake Carbon Literacy Training.

Marden Railway Station

Cllrs received information regarding the Access for All Funding and Marden is on the list for feasibility.

Marden Changing Rooms

Cllrs considered the Statement of Community Involvement and Planning Statement for the changing rooms application which had been drafted by Cllr Besant.

Cllrs discussed opening hours and this was agreed to be 1st April to 30th September 9am to 9pm with shorter opening hours on Sundays and 1st October to 31st March 9am to 6pm.

Thanks were expressed to Cllr Besant for the work that he has undertaken on this.

Cllrs agreed that once the plans had been finalised an application would be submitted to MBC.

025/24 COMMITTEE REPORTS

Amenities Committee

Cllrs noted the Minutes of Amenities Committee meeting held on 28th May and 25th June which had previously been circulated and were available on the Parish Council website.

Planning Committee

Cllrs noted the Minutes of Planning Committee meeting held on 14th May 2024, 4th June, 18th June and 2nd July which had been previously been circulated and were available on the Parish Council website.

Finance Committee

There had been no Finance Committee meeting held in May or June.

For information: Two Cllrs met with the Clerk to review the changes in the Financial Regulations following update received from NALC. This will be circulated to Finance Committee Councillors for their meeting on 30th July.

Conferences/Meetings/Webinars attended

Those in attendance updated the meeting on the following:

Emergency Planning Training – 21st May 2024. This had been attended by the Clerk and notes had been circulated. Meeting to be arranged.

Allotment Meeting – 6th June 2024 via Teams – discussed at item 024/24.

80th Anniversary D-Day Beacon Lighting – 6th June 2024: Thanks to everyone who attended and helped.

Highways Meeting – 10th June 2024 via Teams – discussed at item 028/24.

KALC Area Committee Meeting – 10th June 2024. Minutes had been circulated. Cllr Tippen sits on the Parish Liaison Group.

Ward Cluster Meeting – 11th June 2024 – action plan had been circulated.

Maidstone Independent Advisory Group (IAG) for Maidstone Police Meeting – 11th June – Not attended but Cllr Rabot had received notes from the meeting and gave a brief update on what is proposed for future meetings.

Golding Homes event at The Cockpit – 12th June 2024: no one from PC attended.

South Eastern Meeting regarding flower beds – 20th June 2024: Cllr Boswell and the Clerk met with Community Liaison Officer with South Eastern. Marden In Bloom tentatively agreed to look after the flower beds at the front of the station. Funding may be available for projects at the station.

Finance Workshop to review new Financial Regulations – 22nd June 2024 – to be reported to Finance Committee

Cemetery Sub-Committee Meeting – 24th June 2024 – reported to Amenities Committee

NALC Unleashing the Power to Tackle Climate Change – 26th June 2024 – reported to Environmental Sub-Group

Community Forum – 27th June 2024 Cllrs Tippen and Boswell attended

KALC Introduction to Planning – 27th June 2024. Cllr Rabot attended

Police Surgery – 28th June 2024 – reported at item 024/24

HR Sub-Committee Meeting – 2nd July 2024 – to be reported to Finance Committee

Environmental Sub-Group Meeting – 2nd July 2024. Notes would be circulated.

Family Hub Meeting – 4th July 2024: Cllr Tippen reported on this. A lot of information was given and details would be circulated along with making contact with Marden Medical Centre, Pre-School etc. The Health Visitor is currently meeting at the library to carry out baby weighing etc.

Infrastructure Spend Plan meeting – 8th July 2024: circulated to Cllrs

Nature Prescribing – 9th July 2024: cancelled.

Conferences/Meetings/Webinars/Events forthcoming

Play Scheme – 22nd July to 2nd August

KALC Area Committee Meeting – 29th July 2024

Community Forum – 12th September

026/24 CORRESPONDENCE

Cllrs received the following correspondence:

Marden Parish Church Magazine

June and July editions - Noted

The Clerk

May edition for information - Noted

Clerks & Councils Direct

May and July editions for information - Noted

Volitalia Community Grants

Email received from Volitalia (owners of Collier Street solar farm). Cllrs discussed this and suggested solar panels on the public conveniences along with the redevelopment of the changing rooms. The Clerk would make contact with the information.

Correspondence Log

Cllrs received a report from the Clerk regarding monitoring office correspondence. Cllrs agreed for office staff to keep a record of emails, telephone calls and face to face visits received. Cllr Adam suggested having a column as to what Committee each query referred to and this would be incorporated into the spreadsheet.

A copy would be circulated to Cllrs every month with meeting papers and be made available on the website.

Paddock Wood Community Advice Centre

Cllrs noted letter of thanks for donation.

KALC News

July edition - noted

KCC Budget Consultation

Cllrs noted the consultation and Cllrs were advised to answer individually.

027/24 FINANCE**(A) Bank Statements:**

The funds held in MPC accounts on 9th July 2024 are:

Revenue Accounts

Nat West: £32,237.44

Unity: £138,937.97

Capital Account:

Santander: 72,582.55

(B) Direct Debits

Cllrs received and agreed notification of direct debits from the Nat West account for the forthcoming year.

(C) Transfer of Capital Funds

Agreement of Transfer of Capital Funds from Santander.

Opening of a CCLA Public Sector Deposit Fund Account

Cllrs resolved to agree for the opening of a Public Sector Deposit Fund Account with CCLA to invest MPC capital funds and to add Cllrs to the mandate. Cllrs acting as signatories signed the relevant documentation.

CCLA Email Authorisation

Cllrs resolved to agree that authority instructions be given via email to CCLA.

Closure of Santander Account

Cllrs agreed, that once CCLA account is opened, the transfer of capital funds from Santander to CCLA is undertaken in accordance with agreements.

(D) Bank Mandates

Bank Mandates to be updated following the elections for Nat West and Unity Bank accounts.

Unity Trust Bank

Cllrs received notification of the application to add Cllrs Rabot and Summersgill onto the Unity Trust bank mandate and the removal of all signatories who are no longer Cllrs. Cllrs agreed the changes and three Unity signatories signed the relevant documentation.

Nat West Bank

Cllrs resolved to give authorisation to the Clerk to add Cllrs Rabot and Summersgill on the bank mandate and remove all signatories who are no longer Cllrs.

(E) Grant Request

Cllrs considered a request for grant funding from Kent, Surrey and Sussex Air Ambulance Charity and agreed to donate £200.

Cllrs considered a request for grant funding from Baby Umbrella Charity and agreed to donate £200.

(F) Payments for ApprovalElectronic Payments

The following invoices were due for payment and were put before Cllrs:

Castle Water: Changing Rooms water supply - £7.28

Marden Memorial Hall: Office rent, hall hire, cleaning and refuse - £389.57

Business Stream: Public Conv. Waste water - £522.67

Castle Water: Public Conv. Water supply - £406.49

Four Jays Group: Toilet hire for beacon lighting event - £189.60

Total: £1,515.61

Cllrs agreed invoices and Cllrs Adam and Turner would authorise on Unity.

028/24 HIGHWAYS AND PUBLIC TRANSPORT**Highways**Highways Improvement Plan

Cllrs were updated on the meeting held on 10th June 2024. The Clerk was asked to chase Kent Highways for an update on the HIP.

New version of KCC Highways – HIP Information Pack - noted

Other Highways Issues

Cllr Summersgill was the Speedwatch Co-ordinator for Marden and would look at the equipment in regard to training.

Public Transport

New Summer timetable has been published. Some late-night bus replacements are in place on Monday/Tuesday evenings.

There being no further business the meeting was closed at 9.09pm.

Cllr Kate Tippen, Chairman

Date: 13th August 2024

Marden Parish Council, Parish Office, Goudhurst Road, Marden

01622 832305 / 07376 287981

clerk@mardenkent-pc.gov.uk / www.mardenkent-pc.gov.uk

Clerk's Report – Full Council 13th August 2024

Meetings

Meetings to be arranged for:

Emergency Planning

Assets of Community Value (3rd August meeting cancelled)

Play Scheme

Jen Ward, Play Scheme Manager, has submitted a report and photos which is available in the meeting papers.

I will try to provide a document of all parents feedback/comments before the meeting – if I haven't been able to will send to Amenities meeting in September.

Local Council Award Scheme – Quality Gold Status

Further to email previously circulated with a couple of queries I have now submitted an update. Risk Assessments are ongoing but have provided details in a Risk Register and begun updating Risk Assessments with H/M/L.

Correspondence Log

This has been updated with July's correspondence and is on the website. Majority of queries in July were for Summer Play Scheme.



Metal Detecting Policy

Adopted by Marden Parish Council on: XXX 2024
Reviewed/Amended: XXX 2024
Review Date: March 2025

Office Opening Times:
Mondays, Tuesdays and Fridays 10am – 12 noon
www.mardenkent-pc.gov.uk
Email: clerk@mardenkent-pc.gov.uk
Parish Council Amenities – Metal Detecting Policy

AMENITIES

METAL DETECTING POLICY

GENERAL STATEMENT

All references to ‘the Parish Council’ or ‘Marden Parish Council’ in this document will include land owned by charities for which Marden Parish Council has ownership.

From time to time, the Parish Council receives requests for permission from individuals or organisations wishing to carry out metal detecting on land owned, leased or managed by the Council.

This document sets out the policy of the Parish Council regarding such requests and is effective from the date that it is adopted.

It supersedes any previous arrangements that may have existed, and any such arrangements made between the Parish Council, its tenants and / or other persons or organisations will cease to have effect from the date of adoption of this policy.

Local authorities have the power to ban metal detecting and other activities through the use of byelaws. In the absence of any such byelaws or other specific restrictions on metal detecting on land owned, leased or managed by the Parish Council, the use of metal detectors on such land is regulated by this policy.

POLICY

In general, metal detecting is not permitted on any land owned, leased (especially Cemetery and Allotment land) or managed by the Parish Council, including any land to which the public has a right of access.

Any proposal to carry out metal detecting on land owned, leased or managed by the Parish Council will only be considered where detecting will form part of an appropriate programme of research.

Persons or organisations wishing to carry out such research will need to apply in writing to the Council for permission to use a metal detector as well as to undertake associated survey work on land owned, leased or managed by the Parish Council. All requests must detail:

- the scope and purpose of the proposed metal detecting activity;
- the exact location of the proposed activity;
- the date and duration of the activity; and
- a guarantee of full re-instatement to the satisfaction of the Parish Council of any area that has been subjected to any form of excavation by the activity, along with a guarantee to cover any expenses incurred by the Council if the re-instatement fails to meet the standards required.

Without specific permission from the Parish Council, no excavation shall take place which is deeper than 15cms.

Permission for such activity may not be given by an individual councillor nor by any tenant of land owned by the Parish Council. Metal Detecting Policy Page 3 of 5 Adopted 04/05/2021.

Permission will only be given on the understanding that the primary aim of allowing surveying / detecting is the gathering of information on the archaeology of the land in question.

Any individual carrying out metal detecting on land owned, leased or managed by the Council shall hold a current National Council for Metal Detecting (NCMD) membership card showing details of their £10,000,000 Public Liability Insurance cover.

Any organisation carrying out metal detecting on land owned, leased or managed by the Parish Council shall hold Public Liability Insurance to the same level.

Any individual or organisation carrying out metal detecting on land owned, leased or managed by the Parish Council shall always observe and adhere to the Code of Conduct as set out by the NCMD (see appendix 1) which is a condition of membership and includes reference to the voluntary Code of Practice for Responsible Metal Detecting.

Any individual or organisation carrying out metal detecting on land owned, leased or managed by the Parish Council shall strictly observe and adhere to any guidelines or special conditions and area boundaries, which may be set out by the Parish Council and/or its tenant(s) from time to time and to any terms and conditions with respect to metal detecting access specified in any agreements which may cover all or part of the said land.

Any individual or organisation carrying out metal detecting on land owned, leased or managed by the Parish Council shall record finds on the said land with third parties including:

1. the Portable Antiquities Scheme [PAS];
2. Historic Environment Records [HER];
3. Any museum service only after gaining the appropriate permission of the Council to do so and then to an accuracy of dig locations that all parties are comfortable with.

All parties must abide by the terms and conditions of any agri-environment schemes that specify mandatory reporting of all finds made on land covered by such agreements with the PAS. All treasure as defined by the Treasure Act 1996, together with any artefacts including, amongst others:

1. Metal objects (including coins, weapons and jewellery etc.), worked flints, pottery, building materials, slags and worked bone found on land owned, leased or managed by the Parish Council shall remain the property of the Parish Council or the Parish Council's landlord (depending on the wording of the tenancy agreement) respectively. The rules and procedures as set out in the Treasure Act 1996 will need to be followed and complied with (see <https://finds.org.uk/treasure> for further information); and
2. Tenants of land owned by the Parish Council will be provided with a link to this Policy and will be made aware that it is their duty to ensure that its details are complied with.

Office Opening Times

Mondays, Tuesdays & Fridays 10am - 12 noon

www.mardenkent-pc.gov.uk

Email: clerk@mardenkent-pc.gov.uk

Marden Parish Council Amenities – Metal Detecting Policy

Appendix 1**National Council for Metal Detecting Code of Conduct**

Do not trespass. Obtain permission before venturing on to any land.

Respect the Country Code, leave gates and property as you find them and do not damage crops, frighten animals or disturb nesting birds.

Wherever the site, do not leave a mess or an unsafe surface for those who may follow. It is perfectly simple to extract a coin or other small object buried a few inches below the ground without digging a great hole. Use a suitable digging implement to cut a neat flap (do not remove the plug of earth entirely from the ground), extract the object, reinstate the grass, sand or soil carefully, and even you will have difficulty in locating the find spot again.

If you discover any live ammunition or any lethal object such as an unexploded bomb or mine, do not disturb it. Mark the site carefully and report the find to the local police and landowner.

Help keep Britain tidy. Safely dispose of refuse you come across.

Report all unusual historical finds to the landowner and acquaint yourself with current NCMD policy relating to the Voluntary Reporting of Portable Antiquities in England and Wales.

Remember it is illegal for anyone to use a metal detector on a designated area (e.g. Scheduled Monuments (SM), Sites of Special Scientific Interest (SSSI), or Ministry of Defence property) without permission from the appropriate authority. It is also a condition of most agri-environment agreements that metal detecting access is subject to certain rules and regulations including mandatory finds reporting of all finds to the Portable Antiquities Scheme.

Acquaint yourself with the terms and definitions used in the following documents:

- ‘Treasure’ contained in the Treasure Act 1996 and its associated Code of Practice, making sure you understand your responsibilities.
- Advice for Finders of Archaeological Objects including Treasure 2006.
- The voluntary Code of Practice for Responsible Metal Detecting 2017 Revision. Note: the NCMD is not an endorsee to this version of the Code. Details of why the NCMD did not endorse the Code can be found in issue 25 of Digging Deep.
- Remember that when you are out with your metal detector you are an ambassador for our hobby. Do nothing that might give it a bad name.
- Never miss an opportunity to explain your hobby to anyone who asks about it

LOG OF CORRESPONDENCE AND HOW DEALT WITH?*No names/contact details should be added here***LOG OF CRRESPONDENCE AND HOW DEALT WITH?**

Date:	Contacted via	Who took call/emails?	Brief details of issue raised	Outcome
JANUARY 2024				
15/01/2024	Telephone	Ali	overgrown hedge in Maidstone Road	Reported to Kent Highways
22/01/2024	Telephone	Ali	cleaning issue at public conv.	liaised with contract cleaner
22/01/2024	Telephone	Ali	enforcement problem - previously raised anonymously	Spoke with Borough Cllr and raised under Confidential Matters at Planning Committee meeting
29/01/2024	Telephone	Ali	Dead dog on verge (Collier Street parish)	Reported to Police
19/01/2024	Telephone	Ali	enforcement problem - same as 22/1/24	Sent details to Borough Cllr
FEBRUARY 2024				
15/02/2024	Telephone	Ali	Interment of ashes query	Arranged date and gave details
28/02/2024	Telephone	Ali	resident reporting trees being dug up	reported to caretaker/cllrs
28/02/2024	Telephone	Ali	resident reporting loud neighbours	provided details for environmental health at MBC
29/02/2024	Telephone	Ali	Grave digger for tomorrow's funeral	confirmed location
MARCH 2024				
05/03/2024	Telephone	Ali	resident volunteering for litter pick	added to list
06/03/2024	Telephone	Ali	Golding Homes re The Allens storage	met on site and reported to Cllrs
13/03/2024	Telephone	Ali	Play equipment company arranging delivery of equipment	passed on details of contractor for delivery
20/03/2024	Telephone	Ali	Van leasing company to check all ok	Reporting no issues
21/03/2024	Email	Ali	Request from Marden Russet Runners to borrow litterpicking equipment for 2nd June 10k event	Provided equipment (stating litter pickers would need to be covered by RR insurers) - returned 4/6/24
25/03/2024	Telephone	Ali	Business requesting details to stop parking outside and across drive	Passed details to MBC, KCC and Police and reported to Cllrs
25/03/2024	Email	Ali	Solicitors making a claim	Wrong authority - should be KCC
APRIL 2024				
09/04/2024	Telephone	Ali	Resident reporting broken drain cover	Reported to Kent Highways
10/04/2024	Telephone	Ali	Funeral Director to arrange ashes	Arranged date and gave details
15/04/2024	Telephone	Ali	NoK to discuss options for interment of ashes	Provided details over phone and sent via email

24/04/2024	Telephone	Ali	NoK to discuss options for interment of ashes	Provided details over phone and sent via email
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MAY 2024

02/05/2024	Telephone	Ali	Stonemason asking for plot number	Details given
02/05/2024	Telephone	Ali	NoK to discuss options for interment of ashes	Provided details over phone and sent via email
10/05/2024	Telephone	Ali	Resident providing information re D-Day	Passed details to History Group
23/05/2024	Telephone	Ali	NoK to discuss options for interment of ashes	Provided details over phone and sent via post
23/05/2024	Telephone	Ali	BT to discuss telephone contract	Ringling back
30/05/2024	Telephone	Ali	NoK concerned over memorial stones being laid down	Gave reasons and NoK would contact stone mason

JUNE 2024

June	Telephone/ Email/F2F	Ali/Rachel/Lisa	Requests for play scheme forms/ places / information	Provided information/forms etc
03/06/2024	F2F	Ali	Question about planning agenda	Provided information / details of meeting
03/06/2024	Email	Ali	Request for information of ownership of a property	Informed that MPC is unable to give out confidential contact details but suggested putting a note through property letterbox for owners to respond.
03/06/2024	Email	Ali	From Funeral Directors with request for info on an existing grave space	Provided information
04/06/2024	F2F	Rachel	Attendance at planning meeting	Provided details to Ali
05/06/2024	Email	Ali	Request from Speed Watch co-ordinator for details of equipment	Provided information 5/6/24
06/06/2024	Email	Ali	Details regarding food/energy grant	Passed to Church/Pre-School and Cllrs to provide to Community Forum meeting
06/06/2024	Email	Ali	Information received from Stonemason regarding memorial	Noted - await date for installation
10/06/2024	Telephone	Ali	Overgrown area at Meades Close (owned by MBC) - rat problem	Contacted Borough Cllrs for details of person at MBC to deal with this
10/06/2024	Email	Ali	Request from primary school to use Southons Field	Requested more details re dates/times/event
10/06/2024	Email	Ali	Overgrown hedge at Napoleon Drive	Contacted contractor to undertake work if no birds nesting

10/06/2024	Telephone	Ali	Query regarding burial plot	Provided information and to liaise via Funeral Director
10/06/2024	Telephone	Ali	2 x Complaints that residents had not been notified of air raid siren being sounded	Reported to History Group
10/06/2024	Email	Ali	Request from History Group to insert flyer into next newsletter	Sent to AB/KT and Deputy Clerk to information
10/06/2024	Email	Ali	Confirmation from school	Details received and provided to Cllrs - agreed and booking form sent
11/06/2024	Telephone & Email	Ali	Funeral Directors to book a funeral	Confirmed date - awaiting paperwork
11/06/2024	Email	Ali	Funeral Directors to discuss interment of ashes	Provided details via email
17/06/2024	Email	Ali	Family member with query about a headstone	Provided details via email
17/06/2024	F2F	Ali	Cemetery query	Provide information verbally
17/06/2024	Email	Ali	Details on arranging meetings	Scheduled with Cllrs and entered into diary
17/06/2024	Email	Ali	Request from Kent Highways for Purchase Order for Patt.Lane design works	Sent PO with details
17/06/2024	Email	Ali	Stone mason request regarding headstone	Confirmed location and provided details.
17/06/2024	Email	Ali	Parish Council contacted regarding Derek Stebbing, planning inspector for neighbourhood plan	Provided background on our experience - had no issues with how the examination was undertaken.
18/06/2024	Email	Ali	Request from Bowls Club to use car park for coach in parking	Passed to MBC for decision
19/06/2024	Email	Ali	Liaised with local police regarding village surgery	Several emails to confirm location, time etc
19/06/2024	Email	Ali	Request from Scouts to use Southons Field 26/6/24	Permission given - provided details regarding times of locking up etc
19/06/2024	Email	Ali	Staplehurst PC requesting advice on HR policies	Providing information and guided him to our website where MPC policies can be viewed
20/06/2024	Email	Ali	Request to hire S/F for children's party	Provisionally booked in but asked about bouncy castle/portaloos - passed to Amenities to discuss
20/06/2024	Email	Ali	Statement received from Ecosan - original invoice not received	Emailed Ecosan for confirmation of correct email address - arrange payment
20/06/2024	Email	Ali	Paperwork received from Next of Kin for interment of ashes	Diarised - await confirmation of time to arrange for plot to be prepared

20/06/2024	Email	Ali	Paperwork received from FD for interment of ashes	Noted - await confirmation of date
21/06/2024	Telephone	Ali	Spoke with gravedigger regarding burial on 1/7/24	Sent plan of cemetery and photo of location.
21/06/2024	F2F	Ali	Parent to pay play scheme/complete form	Took card payment
21/06/2024	F2F	Ali	Resident reported alleged Giant Hogweed	Reported to Kent Highways

JULY 2024

Date:	Contacted via	Who took call/emails?	Brief details of issue raised	Council/Committee	Outcome
July	Telephone/ Email/F2F	Ali/Rachel/Lisa	Requests for play scheme forms/ places / information	Amenities - Play Scheme	Provided information/forms etc
02/07/2024	Emails	Ali	Reviewed emails received whilst on leave	General - Office	Dealt with by Rachel/Lisa
02/07/2024	Email	Ali	Resident reporting damaged street sign	General - MBC	Looked up details on Kent Gazetteer - not maintained at public expense so should be reported to management company
02/07/2024	Telephone	Ali	Company asking about printing and photocopying	General - Office	Informed in contract but to contact us in 2025
02/07/2024	Telephone	Ali	Resident interested in co-option	Council	Answered questions and hoping to apply
02/07/2024	F2F	Ali	Resident enquiring about internment of ashes	Amenities - Cemetery	Provided information and rules & Regulations - await form/date
02/07/2024	Email	Ali	MBC request for annual CIL report for 2023/2024	Finance/Planning	Completed and returned
04/07/2024	Email	Ali	Parish Council contacted regarding parking issues	General	Responded (mainly regarding Mem. Hall)
04/07/2024	Telephone	Ali	Utility company - re telephone contract	General - office	Took details and would call again next week once have information
04/07/2024	Email	Ali	Resident requesting tree work on trees overhanging property	Amenities	Informed that tree audit had been undertaken and would add to list of works if not included - provided copy of tree policy

08/07/2024	Email	Ali	Parish Council contacted regarding Neighbourhood Plans	Planning - MNP	Provided information
08/07/2024	Email	Ali	Newsletter deliveries	Council - Newsletter	corresponded with volunteers for collection
08/07/2024	Telephone	Ali	Kent County Supplies - introducing new accounts manager for photocopier	General - office	Details taken
08/07/2024	Email	Ali	Primary School - use of S/F	Amenities - Open space	answered some questions and provided details of access
09/07/2024	Email	Ali	Staplehurst PC - requesting support for KALC training on HR	General - office	Agreed and also asked for appraisal training
09/07/2024	F2F	Ali	Church Office regarding information on grave digger	Amenities - Cemetery	Gave details of phone/email
09/07/2024	F2F	Ali	Newsletter delivery volunteers collecting newsletters	Council - Newsletter	
09/07/2024	Telephone	Ali	Local business asking to advertise in newsletter	General	Said not in MPC newsletter but advertising available in church magazine - gave contact details
09/07/2024	F2F	Ali	NoK to pick up ERB certificate	Amenities - Cemetery	Provided paperwork
09/07/2024	Email	Ali	Scout Leader confirming play scheme schedule	Amenities - Play Scheme	Liaised regarding access/equipment store etc
10/07/2024	Email	Ali	Hall enquiry	General	Provided hall email address for bookings
10/07/2024	Email	Ali	Interment enquiry	Amenities - Cemetery	Would respond tomorrow as not in office
11/07/2024	Telephone	Ali	Query regarding use of Children's Centre	General	Passed Lottie Parfitt-Reid's email to find out details
11/07/2024	Email	Ali	Scout group member regarding Scout HQ keys	Amenities - Play Scheme	diarised when dropping off
12/07/2024	Telephone	Ali	Query regarding headstone	Amenities - Cemetery	Provided details - awaiting application form
15/07/2024	Telephone	Ali	Resident asking about sharps box collection	General - MBC	Tried to book on line for the resident but would not allow a date to be selected - provided switchboard number to book

15/07/2024	Telephone	Ali	Parent asking if availability for play scheme	Amenities - Play Scheme	Took details and would send over a form
15/07/2024	Telephone	Ali	NoK rang about ERB	Amenities - Cemetery	Burial took place 20+ years ago and not sent an ERB at the time - checked database ERB paid for so would arrange a certificate to be signed
15/07/2024	Email	Ali	Resident contacted with concerns over the use of the spinning bowl at Playing Field	Amenities - Open space	Issue to be raised with Cllrs at Amenities Committee
15/07/2024	Telephone	Ali	MBC Enforcement re alleged breaches	Planning - Enforcement	Report to Planning Committee at next meeting
15/07/2024	Email	Ali	Information received from Voltalia re possible grants (Toilets/Changing rooms)	Amenities/Finance	Need to speak with Kate/Anne regarding completion of form (closing date November 2024)
15/07/2024	Emails	Ali	Play scheme parents/staff	Amenities - Play Scheme	Employee forms completed and filed / information provided to parents re play scheme (location, packed lunch etc)
16/07/2024	Email	Ali	School - details for unlocking S/F bollard	Amenities - Open space	Provided information
16/07/2024	Email	Ali	Contractor re fingerpost repair	Council - Highways	Passed to Cllr Turner regarding time frame
16/07/2024	F2F	Ali	Resident re planning	Planning	Discussed issue
18/07/2024	Email	Ali	MBC Meeting re Neighbourhood Plan	Planning - MNP	Passed link to interested cllrs
18/07/2024	Email	Ali	Bowls Club regarding using car park for coach	General	Informed would drop off and pick up - parking not required. Contacted MBC to inform
18/07/2024	Email	Ali	Yalding PC - Document Retention Policy question	General - Office	Provided information of where MPC obtained the template for their policy
18/07/2024	Email	Ali	Scouts re access to Scout HQ - collection of keys etc	Amenities - Play Scheme	Keys to be dropped of 19/7/24
19/07/2024	Telephone	Ali	Resident requesting hedge cutting on PC land (overhanging driveway)	Amenities - Open space	Would report to caretaker / advised resident that we were still in bird nesting season.

19/07/2024	Email	Ali	Play scheme parents/staff	Amenities - Play Scheme	Details obtained and information entered onto spreadsheet
19/07/2024	Email	Ali	Cloudy IT - re Microsoft issue	General - Office	Not affecting Cloudy IT but informed to be aware
22/07/2024	Email	Rachel	Metal Detecting at Cemetery	Amenities - Open space	To be discussed at Amenities Committee Meeting but to be decided at next Amenities Committee Meeting in August. Example policies given to Cllrs
22/07/2024	Email	Ali	Residents interested in Environmental Sub-Group	Amenities - Environmental	Passed details (with permission from resident) to Cllr Boswell to make contact
22/07/2024	Email	Ali	Play scheme parents regarding private Facebook page	Amenities - Play Scheme	Passed details (with permission from parents) to Jen for joining to the private Facebook page)
22/07/2024	Telephone	Ali	Representative from Clancy Group (Southern Water) asking for contact details	Council - Highways	Provided email address to send correspondence
22/07/2024	Email	Ali	From Nottinghamshire County Council regarding play scheme staff member's DBS	HR	Providing confirmation of ID for DBS to be undertaken
22/07/2024	Telephone	Ali	From play scheme leader - table tennis table broken	Amenities - Play Scheme	Arranged for small table to be ordered from Argos with next day collection
23/07/2024	Email	Ali	From another PC - war memorial cleaning	General	Responded - MPC not responsible for war memorials
23/07/2024	Email	Ali	Quote received for hall	General	Passed to Hall Trustees
23/07/2024	Telephone	Ali	Family member regarding unsafe memorial	Amenities - Cemetery	Passed details to Rachel to make contact
23/07/2024	Email	Ali	Play scheme parents regarding private Facebook page	Amenities - Play Scheme	Passed details (with permission from parents) to Jen for joining to the private Facebook page)
29/07/2024	Email	Rachel	Resident (next of kin) contacted with regard to unsafe memorial at Marden Cemetery	Amenities - Cemetery	Replied via email and noted action.

30/07/2024	Telephone	Ali	Utility company - hall	Hall	Referred to Trustees
30/07/2024	Telephone	Ali	Hall Trustee - bookings	Hall	Referred to Trustees
30/07/2024	Telephone	Ali	Hall tenant	Hall	Referred to Trustees
30/07/2024	Email	Ali	Liaise with NoK regarding interment of ashes on 17/8/24	Amenities - Cemetery	Provided details to gravedigger

KALC Training Events

Organiser	Date	Time	Venue	Event
KALC	12 th September	6.30pm	Online	Mastering planning application responses
KALC	17 th September	9.30am	Bat & Ball Centre, Sevenoaks	Finance Conference
KALC	25 th September	12noon to 1.15pm	Online	The future of neighbourhood planning
KALC	30 th September	6pm	Online	The nuts and bolts of parish councils (for Cllrs)
KCC	2 nd October	9am-1pm	County Hall	Highways & Transportation Parish Seminar
KALC	10 th October	9.30am	Appledore	Standards Conference 2024
Active Kent & Medway	16 th October	Tbc	Kent Showground, Detling	Active Kent & Medway's 2024 conference
KALC	17 th October	6.30pm	Online	Advanced planning topics for local councils
KALC	23 rd October	12noon to 1.15pm	Online	Mastering emergency planning
KALC	24 th October	6.30pm	Online	Introduction to Neighbourhood Planning
KALC	25 th October	9.30am	County Hall	Health and Wellbeing Conference
KALC	14 th November	6pm	Online	Introduction to planning for local councils
KCC	20 th November	9am-1pm	Online	Highways & Transportation Parish Seminar

KALC	4 th December	9am	Online	Rights of way paths
KALC	4 th February	10am	Online	The nuts and bolts of parish clerking

Email from resident regarding speeding vehicles:

With the increasing numbers of housing comes the increasing amounts of traffic on roads and lanes that are constantly being used as cut through and race tracks.

Residential edge of town or village roads have a speed limit of 30mph to protect pedestrians etc from speeding traffic to a degree. However, residential rural lanes are still encumbered with an outdated 60mph speed limit, a speed at which some drivers feel is their right to drive at!

Using Battle Lane as an example as I'm familiar with it, there are at least 20 properties along its length..and therefore should by rights be treated as a residential street and have the same speed limit applicable to then end of Marden Road leading into Staplehurst for example.

I'm sure there are many more rural roads that would benefit from speed restrictions being put in place not just to protect other drivers, but other road users, such as horse riders, pedestrians and cyclists.

Incidentally I would re iterate the comments made by another resident in Battle Lane about the garage at Wanshurst Green Farm using the lane as a test track for their vehicles. this is at all times of the day and at weekends. High powered engines revving and speeding with noisy exhausts popping and banging!

The incident yesterday was caused by an out of area vehicle driving at high speed not appropriate for the weather or road conditions. I am quite convinced that had I been either walking or riding at the time. myself and my horse would have been seriously injured or dead!

I appreciate that budgets are not endless but speeding vehicles should be one of the priorities to keep our village and its wider community safe.

Is it possible that you can consider putting forward a proposal in your annual highways improvement plan?

I look forward to hearing from you.