



## **BRIEFING NOTE FOR FULL COUNCIL MEETING** **11TH MARCH 2025 COMMENCING AT 7.30PM AT THE** **ALLENS, ALBION ROAD, MARDEN**

### **129/25 PRESENT**

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

### **130/25 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.

### **131/25 COUNCILLOR INFORMATION**

Declaration of Pecuniary and Non-Pecuniary Interests

Changes to Register of Interest

Granting of Dispensation

### **132/25 MINUTES OF THE PREVIOUS MEETING**

To receive and accept as a true record the Minutes of the Parish Council meeting held on 11<sup>th</sup> February 2025.

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

### **133/25 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 REPORTS - VERBAL**

- a) County Councillor Report
- b) Borough Councillors Report

The meeting to be reconvened to discuss item 134/25 onwards.

### **134/25 CO-OPTION OF COUNCILLOR**

Standard item on Agenda until vacancy filled but no applications have currently been received.

Office Opening Times:

Mondays, Tuesdays & Fridays 10am - 12 noon

Email: [clerk@mardenkent-pc.gov.uk](mailto:clerk@mardenkent-pc.gov.uk)

Website: [www.mardenkent-pc.gov.uk](http://www.mardenkent-pc.gov.uk)



Cllrs to vote to fill vacancy via co-option.

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

### **135/25 CLERK'S REPORT**

To receive and note the Clerk's report [INCLUDED IN MEETING PAPERS](#)

### **136/25 PARISH MATTERS**

#### **(A) Written Reports received from MBC and KCC**

[MBC REPORTS IN MEETING PAPERS](#)

#### **(B) Police Update**

##### Crime Figures

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

[Cllr Rabot to give an update at the meeting.](#)

##### Other Police Issues

[Police Surgery to be held at The Village Club on 20<sup>th</sup> March at 10am](#)

#### **(C) Communication**

##### Newsletter

[Received back from printers and should be delivered to all households by the meeting.](#)

#### **(D) Marden Flooding/Water**

Cllrs to receive and discuss any updates following letter sent to Southern Water.

[No update received at the time of publishing agenda. If anything is received prior to the meeting a verbal report will be given.](#)

#### **(E) Marden Changing Room**

Cllrs to receive and discuss further email from architect.

[INCLUDED IN MEETING PAPERS](#)

#### **(F) Parish Council Documents**

The following documents to be ratified by Full Council:

- a) Policies for Council, Amenities, Finance, GDPR and Planning
- b) Risk Assessments for all Parish Council work/events etc
- c) Standing Orders
- d) Terms of Reference for Council and Committees
- e) Accessibility Statement for the website

[The drafts of the above will be on the Full Council page of the website prior to the meeting.](#)

#### **(G) Open Morning – Saturday 22<sup>nd</sup> March 2025**

Cllrs to inform the Clerk who will be available for the open morning.

[Anything outstanding for the Open Morning to be discussed at the meeting.](#)

### **137/25 COMMITTEE REPORTS**

#### **(A) Amenities Committee**

Cllrs to note the Minutes of the Amenities Committee meeting held on 25<sup>th</sup> February.

Office Opening Times:

Mondays, Tuesdays & Fridays 10am - 12 noon

Email: [clerk@mardenkent-pc.gov.uk](mailto:clerk@mardenkent-pc.gov.uk)

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

**(B) Planning Committee**

Cllrs to note the Minutes of Planning Committee meetings held on 18<sup>th</sup> February and 4<sup>th</sup> March.

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

**(C) Finance Committee**

There was no Finance Committee held in February.

**(D) Conferences/Meetings/Webinars attended**

Verbal updates will be given at the meeting

- a) Website Tips Webinar – 12<sup>th</sup> February Clerk attended
- b) Cloudy IT Sharepoint training – 18<sup>th</sup> February Clerk/Deputy Clerk attended
- c) KALC Area Committee – 24<sup>th</sup> February Cllrs Tippen/Summersgill attended
- d) Parish Council Environmental Network meeting – 26<sup>th</sup> February
- e) Ward Cluster Meeting – 11<sup>th</sup> March Cllr Rabot attended

**(E) Conferences/Meetings/Webinars/Events forthcoming**

- a) Income and Expenditure Audit Webinar – 13<sup>th</sup> March
- b) KALC Cllr webinar – 17<sup>th</sup> March
- c) Environmental Sub-Group meeting – 18<sup>th</sup> March
- d) SLCC (Kent Branch) Mini Conference and AGM – 20<sup>th</sup> March
- e) Police Surgery at Village Club – 20<sup>th</sup> March
- f) Open Morning – 22<sup>nd</sup> March
- g) Litter Pick – 29<sup>th</sup> March
- h) Memorial Hall AGM – 31<sup>st</sup> March
- i) Kent Resilience Training – 3<sup>rd</sup> April
- j) Marden Annual Parish Meeting – 8<sup>th</sup> April
- k) Resilience Planning meeting – to be arranged
- l) Community Assets meeting – to be arranged

**138/25 CORRESPONDENCE**

**(A) MPC Correspondence Log**

Cllrs to receive office correspondence log for February

[COPY IN MEETING PAPERS](#)

**(B) Other Correspondence Received**

- a) Marden Parish Church Magazine
- b) KALC Newsletter [emailed to Cllrs](#)
- c) The Clerk magazine
- d) Kent and Medway Local Nature Recovery Strategy Consultation  
[Kent and Medway Local Nature Recovery Strategy | Let's talk Kent](#)  
Cllrs to consider responding to this consultation: Closing date 12<sup>th</sup> March 2025
- e) KALC – Local Government Reorganisation information  
Cllrs to consider/note the details received [emailed to Cllrs](#)

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## 139/25 FINANCE

### (A) Bank Statements:

The Clerk to provide details at the meeting.

### (B) Payments for Approval

Invoices due to payment to be submitted to the meeting.

### (C) Bank Mandates

#### a) Unity Trust Bank

Cllrs to agree to add Cllrs Dobinson and Goda to the bank mandate for Unity Trust Bank

#### b) Nat West

Cllrs to agree to add Cllrs Dobinson and Goda to the bank mandate for Nat West Bank

## 140/25 HIGHWAYS AND PUBLIC TRANSPORT

### (A) Highways

#### a) Highways Improvement Plan

#### b) Fingerposts

Cllrs to consider further email from Kent Highways [DETAILS IN MEETING PAPERS](#)

### (B) Other

#### a) Public Transport

Any updates will be provided at the meeting

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](mailto:clerk@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 \(mardenkent-pc.gov.uk\)](#)

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**DRAFT MINUTES OF THE FULL COUNCIL MEETING HELD ON TUESDAY 11TH  
FEBRUARY 2025 AT THE ALLENS, ALBION ROAD, MARDEN COMMENCING AT  
7.30PM**

**117/25 PRESENT**

Cllrs Adam, Boswell, Gibson, Newton, Rabot and Tippen (in the chair) were present. The Clerk, Borough Cllr Couch and one member of the public were also in attendance.

**118/25 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Goda, Summersgill and Turner.  
Apologies were also received from County Cllr Parfitt and Borough Cllr Russell.

**119/25 COUNCILLOR INFORMATION**

**Declaration of Pecuniary and Non-Pecuniary Interests**

Cllrs Newton and Tippen declared an interest in item 127/25 (Request for Funding) as Trustees of the Memorial Hall (*The Clerk was also a Trustee*).

**Changes to Register of Interest**

There were no changes to registers of interest.

**Granting of Dispensation**

There were no requests for dispensation.

**120/25 MINUTES OF THE PREVIOUS MEETING**

Cllrs received, and agreed as a true record, the Minutes of the Parish Council meeting held on 14<sup>th</sup> January and the Extra Ordinary Full Council meetings on 28<sup>th</sup> January and 4<sup>th</sup> February 2025. All minutes were duly signed by the Chairman.

**121/25 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING**

Member of the public in attendance for the co-option of Parish Cllr.

The meeting was adjourned for the following items:

**PUBLIC FORUM**

No issues raised

**EXTERNAL REPORTS - VERBAL**

**County Councillor Report**

Not in attendance.

**Borough Councillors Report**

Borough Cllr Couch gave a verbal report on the written document submitted to Cllrs.

**122/25 CO-OPTION OF COUNCILLOR**

Cllrs voted, and agreed, to co-opt Paul Dobinson back onto the Parish Council.

Co-opted Cllr Dobinson signed the Declaration of Office before taking part in the rest of the meeting.

**123/25 CLERK'S REPORT**

Cllrs received and noted the Clerk's report. This included updates of items still outstanding from previous meetings – majority of which were covered in the remainder of the meeting.

**124/25 PARISH MATTERS****Written Reports received from MBC and KCC**

Received from Borough and County Cllrs and circulated to Cllrs prior to the meeting.

**Police Update**Crime Figures

Cllr Rabot updated the meeting on the most recent crime numbers from the Kent Police website.

Other Police Issues

Cllr Rabot would email Kent Police regarding contacting ward officers.

**Communication**Newsletter

The Spring edition of the newsletter was currently being typeset ready for printing.

**Marden Flooding/Water**

Cllrs received the update following the recent letter sent to Southern Water. The Clerk was asked to respond asking what is happening regarding Maynards drain.

**Marden Changing Room**

Cllrs received a further email from the architect. The Clerk was asked to respond on behalf of the Parish Council.

**Cemetery**Exclusive Right of Burial Certificates

It was proposed, and agreed, that this item be moved to Amenities Committee.

**Public Conveniences Solar Panel Project**

Prior to the meeting only one revised quote had been received on the above. One company, who previously quoted, is now unable to undertake the work due to being out of the area. Cllrs agreed to defer this item to the next Amenities Committee meeting prior to which the Clerk would chase the remaining company requesting a revised quote.

**Playing Field CCTV**

Cllrs received the revised quote for CCTV installation. The Clerk explained the funding and the remainder of the money (£800) would be taken from the Infrastructure Spend Plan budget. It was agreed to review the system once the changing room refurbishment was being undertaken.

**Parish Council Documents**Policies

The Clerk had explained small amendments to Council policies, mainly changes to Cllr email addresses and additional staff member, which Cllrs considered.

Additional information had been added to the Scheme of Delegation which Cllrs agreed to adopt.

Full Council Risk Assessments

The Clerk was reformatting all risk assessments which would be circulated to Cllrs shortly.

Standing Orders

This document had been reviewed in 2024, and no new updates had been received from NALC. However, Cllrs were asked to read prior to the next meeting.

Terms of Reference (ToR)

The Clerk asked Cllrs to consider adding a list of the delegated powers to each Committee at the end of each Committee ToR for ease of reference at meetings. This was agreed and would be resubmitted to the next Full Council meeting.

All the above documents would be put before March Full Council for ratification.

**Marden Neighbourhood Plan Review**

Cllrs were thanked for their involvement in getting the document to this stage.

Cllrs had been sent the proposed tracked changes to the Marden Neighbourhood Plan Review for noting and all agreed the consultation dates for Regulation 14 would run from 10<sup>th</sup> March to 25<sup>th</sup> April 2025.

### **Open Morning – Saturday 22<sup>nd</sup> March 2025**

Consultations would be held on the Neighbourhood Plan Review and Byelaws, a Quality of Life survey and questionnaire on Community Warden/Youth Worker for future years. Copies of the Infrastructure Spend Plan and Highways Improvement Plan would also be available.

Cllrs were asked to let the Clerk know what was required for the Open Morning.

### **Staffing**

The Chairman informed the meeting that the Cemetery Caretaker was retiring on 31<sup>st</sup> March. Adverts for new position would be advertised from 14<sup>th</sup> February with closing date 31<sup>st</sup> March.

Thanks were expressed for the work and commitment that Ian had undertaken over the past 38 years working for the Parish Council.

## **125/25 COMMITTEE REPORTS**

### **Amenities Committee**

Cllrs noted the Minutes of the Amenities Committee meeting held on 28<sup>th</sup> January.

### **Planning Committee**

Cllrs noted the Minutes of Planning Committee meeting held on 4<sup>th</sup> February.

### **Finance Committee**

Cllrs noted the Minutes of the Finance Committee meeting held on 21<sup>st</sup> January.

### **Committee Structure**

Following the resignation of Cllr Dobinson (although he had now been co-opted back onto the Council) a vacancy had arisen on all Committees (Amenities, Finance and Planning).

Cllrs agreed that Cllr Dobinson would be appointed back onto these three Committees until to the May 2025 Annual Parish Meeting.

### **Conferences/Meetings/Webinars attended**

Environmental Workshop (office staff) – 16<sup>th</sup> January: Reported to Amenities Committee

Memorial Hall Trustees meeting – 20<sup>th</sup> January: Reported to Amenities Committee

KALC Chairs Networking Forum – 27<sup>th</sup> January 2024: Attended by Cllrs Boswell and Tippen.

Website Publishing Webinar – 30<sup>th</sup> January: The Clerk had provided notes previously circulated. Now that the Parish Council was over the £200k turnover threshold it needed to adhere to the Transparency Code. It was reported that majority of the documents required were already on the website but the Clerk would go through the checklist to ensure everything was up to date.

Communications Meeting – 3<sup>rd</sup> February: Notes circulated to Cllrs.

HR Sub-Committee – 3<sup>rd</sup> February: Draft minutes circulated to Cllrs and update given earlier in the meeting.

Website Accessibility Webinar – 5<sup>th</sup> February: The Clerk had provided notes previously circulated. The Clerk would start to go through documents to ensure accessibility and produce templates for office documents which would require uploading to the website.

Burial Law – 6<sup>th</sup> February: The Clerk had provided notes previously circulated. Majority of the items raised were already in place at Marden.

Village Events/Christmas meeting – 10<sup>th</sup> February: update given at the meeting. Cllrs were informed that the VE Day celebration would be on Thursday 8<sup>th</sup> May and Marden at Christmas 6<sup>th</sup> December.

### **Conferences/Meetings/Webinars/Events forthcoming**

Website Tips Webinar – 12<sup>th</sup> February

KALC Area Committee – 24<sup>th</sup> February

KALC Cllr webinar – 17<sup>th</sup> March

Open Morning – 22<sup>nd</sup> March

Litter Pick – 29<sup>th</sup> March

Resilience Planning meeting – to be arranged

Community Assets meeting – to be arranged

South Eastern Meeting – to be arranged

**126/25 CORRESPONDENCE****Metal Detecting on Parish Owned Land**

Cllrs considered a request received to undertake metal detecting. Cllrs agreed to give permission for metal detecting on the land at rear of cemetery. Cllr Newton agreed to meet the interested party on site to explain the area.

**MPC Correspondence Log**

Cllrs received, and noted, the office correspondence log for January.

**Marden Parish Church Magazine**

Noted

**KALC Newsletter**

Sent via email

**The Clerk magazine**

Not received in time of meeting.

**127/25 FINANCE****Bank Statements:**Reserve Accounts

Nat West: £8,074.54

Unity: £39,375.92

Capital Accounts

Santander: £72,773.36

The Clerk was still waiting for confirmation of the closure of this account.

**Payments for Approval**

The following invoices were due for payment and were submitted to the meeting:

Castle Water – changing rooms water supply: £7.51

Castle Water – cemetery water supply: £13.22

KCC – photocopier rental: £108.02

Total: £128.75

Cllrs agreed and Cllrs Adam and Rabot would authorise on Unity.

**Request for Funding**

Cllrs had received a request from Marden Memorial Hall for funding towards a defibrillator at the hall. All Cllrs, with the exception of Cllrs Newton and Tippen, were in agreement for £250 to be donated from the Infrastructure Spend Plan account following the sale several years ago of the rocking horse.

**Internal Audit**

Cllrs received and acknowledged the receipt of the Interim Internal Audit for 2024/25. The Clerk was thanked for her work.

Cllrs received and noted the contract for the Internal Audit from 1<sup>st</sup> April 2025 to 31<sup>st</sup> March 2028 with Mulberry Internal Auditors.

**Rookery Path**

The transfer was currently with solicitors and Cllrs agreed to pay legal fees for the transfer.

**128/25 HIGHWAYS AND PUBLIC TRANSPORT****Highways**Highways Improvement Plan (HIP)

Cllrs received and viewed the information from Kent Highways regarding the Single Yellow Lines in Goudhurst Road and Double Yellow Lines in Albion Road – Cllrs agreed for these to be progressed by Kent Highways.

Cllrs discussed the information from Kent Highways regarding the Pattenden Lane/West End junction proposals. The work was currently being undertaken and Cllrs were in agreement to proceed with funding £2,500 towards the work. Cllrs requested that the white line to be more central.

The Highways Improvement Plan would be available at the Open Day for residents to make comments on new issues and priorities.



The Clerk had received an update from Kent Highways on the HIP priorities and this would be updated following the Open Day.

Fingerposts

Cllrs considered the response from Kent Highways regarding materials for finger post refurbishment. The Clerk was asked to obtain a copy of the Passively Safe Street Furniture Policy from Kent Highways. Once received Cllrs would discuss further.

Other

The Chairman asked Cllrs to consider adding to the Highways Improvement Plan road safety following the accident concerns at West End/Goudhurst Road bend. This would be added to list gathered at the Open Day.

Cllrs received information from Kent Highways regarding additional signage in Pattenden Lane which was noted. Cllr Tippen reported that Kent Highways had investigated whether a suitable site would be available for a speed indicator sign but Highways stated that this isn't feasible. It was agreed that once new signage had been installed the Clerk would look at possible locations to put forward.

**Public Transport**

No issues to report.

There being no further business the meeting was closed at 9.08pm

Cllr Kate Tippen, Chairman

Date: 11<sup>th</sup> March 2025

Marden Parish Council, Parish Office, Goudhurst Road, Marden

01622 832305 / 07376 287981 / [clerk@mardenkent-pc.gov.uk](mailto:clerk@mardenkent-pc.gov.uk) / [www.mardenkent-pc.gov.uk](http://www.mardenkent-pc.gov.uk)

## **Clerk's Report – Full Council 11<sup>th</sup> March 2025**

Most of the month has been taken up with newsletter production/delivery, reviewing the MNP, Resilience Planning and Byelaws documents along with prepping for the Open Day and updating policies/risk assessments etc for ratification at the March meeting.

### Meetings

Meeting to be arranged for:

Assets of Community Value (3<sup>rd</sup> August meeting cancelled)

### Correspondence Log

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

### Full Council Action Log

Action Log updated following February's meeting – available in the meeting pack and on the website.

Currently reviewing outstanding issues.

### Resilience Planning

Emergency/Resilience Planning: Cllr Rabot and myself have met to produce the draft Resilience Planning document. Cllr Rabot is due to attend a Kent Resilience Forum meeting on 3<sup>rd</sup> April. Following this the document will be revisited to see if there is any to add/amend and it will then be circulated to Cllrs to arrange a meeting.

### South Eastern Meeting

Chased again on 4<sup>th</sup> March for a meeting date with South Eastern. Cllr Adam to attend in London/Microsoft Teams for other Cllrs in the office.

### Sharepoint

Rachel and I undertook some Sharepoint training with Cloudy IT. We are hoping to have trial runs with a couple of councillors in the next few weeks before "going live".

### Clerk Outstanding Issues:

*Allotments* – Reported to Amenities. No further update (Redrow still considering what to do with the parking spaces)

*CCTV* – Quote received and agreed – waiting for installation date.

*Fingerposts* – on FC agenda to discuss further information provided by Kent Highways

*SYL/DYL* – Waiting for Kent Highways to issue Traffic Regulation Orders

*Open Morning* – please let me know what you require for the morning.

*Santander transfer* – ID sent – awaiting reply.

*Tree work at Rookery Path* – waiting to hear from contractor regarding TPO. Emailed 20/12 and 7/1.

Emailed MBC Tree Officer/Landscape Services 13<sup>th</sup> February – waiting for a response (chased 4/3/25)

*Changing Room Refurbishment* – Further information from architect on FC agenda. Written to HMRC regarding VAT refund / PCs have 50% reduction on planning applications.

*Parish Groundsperson role* – Several emails/telephone calls expressing an interest (closing date 31<sup>st</sup> March). HR are due to meet on 13<sup>th</sup> March to look at interview questions and on 3<sup>rd</sup> April to review applications. A retirement party has been arranged for Ian – if not already done so can you let me know if you are able to come along or not please?

*Terms of Reference* – updated with delegated powers – on FC agenda for ratification

## **MBC Members Report from Cllr Claudine Russell**

**Dated: March 2025**

### **Budget**

Our budget amendment failed and we were subjected to calls that we didn't value Violence against women and girls as we sought to remove the money from the citizens assembly. Nothing could be further from the truth, we have other current ways within the council to debate and look into subjects such as the overview and scrutiny committee so we didn't see the need for the new citizens assembly at this time as we move forward towards a unitary council.

Car parking charges in Maidstone are set to rise, Mote Park car parking charges will raise by 50%. There will be the creation of a citizens assembly and the money put towards the evidence gathering and reports that would be required in order to start thinking about the Leeds Langley Relief Road has been removed from the capital budget. The new Leisure Centre capital budget has been kicked into the long grass and no clear commitment to the rebuild of this facility in Maidstone is now shown.

### **Ward Work**

MARDEN – I have been helping with a number of housing queries. The dog bins in Marden were overflowing and residents contacted me about them, so I contacted street scene to get them cleared.

NETTLESTEAD – I have managed to get MBC to the point where they will hand over the title deeds for the piece of land in Bishops/Bryants for parking to Golding but they would need to develop the actual car park themselves. Golding are currently unwilling to do so. I wonder if any more pressure can be applied via tenant routes or via the parish council? The Nettlestead bin is broken, was removed and is being replaced and I have asked about the other missing bins.

YALDING – I am still chasing Golding to get the hedges and trees in The Nook pruned to the residents satisfaction, they have been out a number of times but there is still work to do.

COLLIER STREET – I have been assisting with planning queries and fly tipping reporting.

HUNTON – An assisted bin collected had been repeatedly missed and I have chased the team and arranged for a full site clearance and the supervisor to visit the property and check that it is being emptied as required.

As always, if you need my help, please do not hesitate to email me at  
[claudinerussell@maidstone.gov.uk](mailto:claudinerussell@maidstone.gov.uk)

## Green Party Councillors' Report of February 2025, for Marden & Yalding Ward Parishes –

In a very busy period within the Borough Council, the Budget for 2025/26 and the new Corporate Strategy were 'signed off' by Full Council on 19<sup>th</sup> Feb, with a debate taking place on three amendments to the Budget (which were not passed). Matters continue being complicated by the new Government, as it seeks to introduce significant Planning changes (with more housing numbers) next month and the 'surprise' news that there would be KCC elections in May. This means that, with election 'purdah', some Borough business has to be completed through Cabinet next month, or it waits until June. Only the monthly Planning Committee and a Scrutiny committee will meet in April.

At Cabinet on 5<sup>th</sup> February, the medium term financial strategy through to 2030 was discussed, but little other new business; the Cabinet Agenda for 19<sup>th</sup> March is much longer as it is including some items that would have gone through to April. Within that Agenda are Mike's projects on the updated Biodiversity & Climate Change Strategy (now split into two strategies) and an update on Biodiversity Net Gain sites in the Borough; the Decarbonisation project is being costed and reviewed.

With the Budget for 2025/26 now set, there will be new matters coming forward, including a Citizens' Assembly on the topic of Violence against Women & Girls (VAWG), and a Nature Recovery Fund has been set up to improve our green spaces and potentially add new ones. There are already works going on in Jubilee Square in town to improve and 'green up' the environment. Grace has been liaising with Marden Wildlife and Natural England about improving the rural environment too.

### **Updates for Newsletters/Sharing with Residents:**

#### Covid Memorial Tree Planting

MBC is planting 633 trees on Tuesday 4<sup>th</sup> and Wednesday 5<sup>th</sup> March to commemorate the number of people who died across the borough of Maidstone because of Covid, five years ago. The trees will include a combination of Oak, Birch, Hawthorn & Field Maple and will be placed in a variety locations across Maidstone including Allington Open Space, where people can visit, stop, remember and take time to reflect on those impacted since the pandemic started. Maidstone residents are being invited to volunteer and take part in the tree planting to be part of the commemoration.

#### Maidstone's 'Big Day Out'

Maidstone Borough Council (MBC) is inviting everyone to get out and enjoy our amazing parks and open spaces, and to be part of the first community-led 'Big Day Out.' Being held on Saturday 14 June 2025, this inaugural one-day festival is celebrating outdoor areas to be found across the borough.

Organisations, local businesses, Parish communities and all the residents of Maidstone are invited to take part in the 2025 festival and register their interest by emailing: [Maidstone@BigDayOut.info](mailto:Maidstone@BigDayOut.info)

To find out more about the Maidstone Big Day Out, to register your event as part of the day and how to take part, please visit the website: <https://bigdayout.info/>

Parish Matters –

**Collier Street** – nothing to report, apart from noting a couple of new planning appeals in the Parish.

**Hunton** – Liaison continues with upset residents over noisy construction activity on a large ‘agricultural’ site, and heavy traffic movements causing verge damage on the minor roads.

**Marden** – Mike has been dealing with a couple of resident queries on highways and accommodation problems; assistance from other Councillors (KCC & MBC) has been important in dealing with these.

**Nettlestead** – request from a resident for a litter pick on Hempstead Lane & Station Road; scheduled for this week. Mike is also liaising with the local SpeedWatch co-ordinator to help re-energise it. Approved 600 trees for planting on private land in Nettlestead Green, as part of MBC’s 3000+ planted this Winter; applications for further tree planting initiatives are welcome – see MBC website

**Yalding** –The Repair Café event in March is gaining strength, and Mike spoke about this at the Parish Council Environment Network meeting in Sutton Valence on 26<sup>th</sup> Feb, then met the organiser after. On that same day, Mike attended the planning Appeal for 3 houses on Vicarage Road, which he had called in back in May – several residents spoke at the Appeal, plus MBC & KCC, and we wait to hear. Mike also visited the Syngenta/YEP site on 27<sup>th</sup>, to discuss aspects raised with the Developers/MBC, related to new applications but also to see if the flooding nearby in January had affected the site.

Borough Councillors Grace Couch & Mike Summersgill – 28<sup>th</sup> February 2025

Emails: [michaelsummersgill@maidstone.gov.uk](mailto:michaelsummersgill@maidstone.gov.uk), [gracecouch@maidstone.gov.uk](mailto:gracecouch@maidstone.gov.uk)

## **Further information for 11<sup>th</sup> March 2025 meeting**

### Item 136/25 (E) Changing Rooms refurbishment:

Email from Architects:

Thanks for your email below and I think we now have the information we need to progress with preparing and submitting the planning application for you. If not, I will get back to you.

We will try and get it ready to submit next week but if time does not allow, I am away the following week, so it will be submitted during week commencing 3<sup>rd</sup> March.

Once that exercise is done, we will approach some of the Contractors we know to ask for some budget costs, as it seems this can be done without the need to fully advertise. Normally, if we ask Contractors for budget costs we explain that if the project proceeds, we will go back to them for a full tender and if that happens presumably you would need to advertise on Contract Finder for the “official tender”.

Whilst the question of VAT does not hold up anything at the moment, it will be an important factor for your budgeting/funding.

Yes, we can certainly be involved if the project progresses to site. Normally, we would aim to visit once a week, or more often if problems arise, and we always produce a set of notes of the meeting and we can discuss and agree valuations with the Contractor as the project progresses.

Hope this helps, but we can firm up a fee with you once we know more details, especially details of the successful Contractor (as this might affect the likely number of site visits) and the length of time on site.

### Item 140/25(A) (b) Fingerposts

(1) Email from Kent Highways:

We don't have a specific policy as mentioned before, as it is site specific based on risk and whether it needs to be energy absorbing or non-energy absorbing.

The only absolute rule is that any road with speeds of 50mph or above *must* have passively safe furniture, but that doesn't necessarily mean an environment lower than that doesn't need to be. It's also not just about passive safety as this only covers the energy absorbing class of the feature, and there are additional factors to consider. For example, cast iron isn't suitable at any speed as, if it breaks, it can splinter and so is too high risk when there are suitable alternatives that have the same appearance.

We would be more than happy to take a look at any proposals you do have to ensure they are suitable for installation

(2) Email from Kent Highways:

I was doing more digging for you and found the below in our signs manual regarding the rules on what posts can and cant be used:

#### 4.3.1. Non-illuminated signposts

**Tubular steel posts** (TSP) for traffic signs are available in 60mm, 76mm, 89mm, 114mm and 139mm standard diameters and in either a S275 (nominal strength) or S355 (increased strength) material.

Simple signpost installations using 60mm, 76mm and 89mm TSP are deemed to comply with the requirements of **BS EN 12767:2019** *Passive safety of support structures for road equipment – requirements and test measures* when used in compliance with the following rules:

- Single TSP arrangements must not exceed an 89mm post diameter with 3.2mm wall thickness in either material. As an example, a 76mm post with 4mm wall thickness in either S275 or S355 is acceptable.
- Where a sign is supported on two or more 76mm posts, they must be at a minimum post spacing of 750mm, and the wall thickness must not exceed 3.2mm.
- Where a sign is supported on two or more 89mm posts, they must be at a minimum post spacing of 1500mm, and the wall thickness must not exceed 3.2mm.
- No bracing must be used between posts (only the sign itself).
- Normal minimum mounting height is 1800mm.

Though generally only suitable for smaller signs, these cost-effective posts are suitable for supporting many of the signs required in urban locations.

Posts and foundations should be designed and specified to ensure that they will have adequate strength to support the signs to be mounted on them. Care should be taken when using sign design software to ensure that passively safe options are chosen where this is a requirement.

A designer proposing to support a sign on post sections larger than 89mm diameter within 4.5m of the carriageway should carry out a site-specific risk assessment considering the classification, speed of the road and other local factors. This should include considering the use of passively safe posts such as Lattix, Jerol or Frangible, or safety barrier protection. Available budget, site layout and existing street furniture may dictate the product type used, but safety barrier protection should be designed in liaison with Kent County Council's Structures team.

Where sign assemblies over 4.0m in height are proposed, the support structures and their foundations should be designed by a structural engineer or other suitably qualified person, and design calculations provided for checking by Kent County Council's Structures team.

As mentioned, this location doesn't specifically require passive safe street furniture, it just cant be cast iron and must follow the above spec guidelines.

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

<b>Date:</b>	<b>Contacted via</b>	<b>Who took call/emails?</b>	<b>Brief details of issue raised</b>	<b>Council/Committee</b>	<b>Outcome</b>
03/02/2025	Telephone	Ali	Next of Kin confirming change of grave number	Amenities - Cemetery	Noted Requires new cert x 2
03/02/2025	Email	Ali	Solar company with new quote	Full Council	Noted - take to FC 11/2/25
03/02/2025	Telephone	Ali	Resident re works at Pattenden Lane	Highways	Noted Emailed Cllrs re start date
03/02/2025	Email	Ali	MBC re co-option	Council	Add to FC 11/2/25
03/02/2025	Email	Ali	Resident regarding EFCM meeting - wishes to attend	Planning	Noted and will inform Chairman
04/02/2025	Email	Ali	Funeral Directors regarding payment	Amenities - Cemetery	Noted
04/02/2025	Email	Ali	Business requesting information on disabled parking bays	Highways	Passed to MBC/KCC
05/02/2025	Email	Ali	Details received regarding Listed Places of Worship Grant Scheme	Other	Passed to Revd Harvey
06/02/2025	Email	Ali	MBC regarding litter picking thank you event	Other	Permission given to use my email for circulation
06/02/2025	Email	Ali	Other PC regarding electricity provider for street lights	Office	MPC does not own street lights
06/02/2025	Email	Ali	Next of Kin confirming change of grave number	Amenities - Cemetery	Noted Requires new certificate
07/02/2025	Email	Ali	Rude Mech. Public Liability insurance received	Amenities - Open Space	Put on file
10/02/2025	Email	Ali	Confirmation that MPC can access details regarding library defib	Other	Noted
10/02/2025	Telephone	Ali	Caretaker reporting issue with grave from Friday	Amenities - Cemetery	Reported to Funeral Directors
10/02/2025	Email	Ali	Request for funding hall hire	Finance	Speaking with Revd Harvey before putting before Council
11/02/2025	Telephone	Ali	Call from Community Payback	Office	Passed to Rachel
11/02/2025	Telephone	Rachel	Call back to Community Payment Team	Office	Took information of incident in car park. No reports from residents. No further action.
13/02/2025	Telephone	Ali	Church Office regarding contacting details for Housing Association	Office	Provided telephone number
13/02/2025	Telephone	Ali	Caretaker reporting continuing issue with grave from Friday	Amenities - Cemetery	Reported to Funeral Directors as a matter of urgency
13/02/2024	Letter	Ali	From Santander - asking to call regarding account closure	Finance	Rung - nothing on database as to why there is an issue - would look into this and come back
13/02/2025	Email	Rachel	Reply from Staplehurst Monarchs Youth FC Secretary regarding marking out the Playing Field		Reply back to resident to with a question regarding contact with new contact.



13/02/2025	Telephone	Ali	Company plying fuel cards	General	Not required - have an account with local petrol station
13/02/2025	Face to Face	Ali	Resident raising concerns about dogs in Park Road (previously reported)	General	Will forward to Police again to see what is being done
14/02/2025	Email	Rachel	Resident responding to letter regarding signage and wall at Southons Field entrance	Amenities - Southons Field	Forwarded to Cllrs for comment.
14/02/2025	Telephone	Rachel	Call from Breakthrough Communications asking for feedback on recent mail out	Communications	Delayed feedback until after next Comms meeting.
14/02/2025	Telephone	Rachel	Enquiry call regarding Groundsperson job vacancy asking about ball park figure for pay	HR	Messaged Chair, Vice Chair and Clerk
14/02/2025	Email	Rachel	Email query regarding Marden Memorial Hall booking	Marden Memorial Hall	Referred query to Marden Memorial Hall email copying in resident and Clerk
14/02/2025	Email	Ali	Enquiry email regarding Groundsperson role	HR	Sent JD/Application form
14/02/2025	Email	Ali	Enquiry email regarding Groundsperson role	HR	Sent JD/Application form
17/02/2025	Answerphone	Ali	Enquiry call regarding Groundsperson role	HR	Sent JD/Application form
17/02/2025	Answerphone	Ali	Enquiry call regarding Groundsperson role	HR	Sent JD/Application form
17/02/2025	Answerphone	Ali	Funeral Directors regarding new burial	HR	Provided details for interment
17/02/2025	Telephone	Ali	Enquiry call regarding Groundsperson role	HR	Sent JD/Application form
17/02/2025	Telephone	Ali	Enquiry call regarding Groundsperson role	HR	Sent JD/Application form
17/02/2025	Email	Ali	Enquiry call regarding Groundsperson role	HR	Sent JD/Application form
17/02/2025	Email	Ali	Application form received	HR	Noted - put on file until 31/3/25
17/02/2025	Telephone	Ali	Regarding headstone application	Amenities - Cemetery	Will respond once viewed the details
17/02/2025	Face to Face	Ian/Ali/Rachel	Wrong location - required Village Club	Office	Ian directed to VC
18/02/2025	Telephone	Ali	Funeral Directors enquiring a new burial/reserved plots	Amenities - Cemetery	Sent interment form/rules and regs - passed to Cem Sub-Group regarding fees
18/02/2025	Email	Ali	Smarden Flood Warden regarding a planning application tonight - attendance	Planning	Noted - emailed other PCs
18/02/2025	Telephone	Ali	Peninsula regarding employment checks	HR	Received via email
20/02/2025	Telephone	Rachel	Relative confirming date of father's funeral and that funeral directors have been in touch	Amenities - Cemetery	Confirmed date
240/02/2025	Telephone	Rachel	Resident inquiring plot location for cremated remains of father	Amenities - Cemetery	Found plot number and emailed resident map of location

24/02/2025	Email	Ali	19/2/25 - applicant withdrawing interest in PG role	HR	Noted
24/02/2025	Email	Ali	20/2/25 - email from Smarden PC regarding Waste Treatment Plant application	Planning	Forwarded to Planning Committee
24/02/2025	Email	Ali	20/2/25 - from MBC regarding issues with submitting comments on planning portal	Planning	MBC looking into issues
24/02/2025	Email	Ali	20/2/25 - Further email from next of kin regarding headstone	Amenities - Cemetery	Passed to Cemetery Sub-Group
24/02/2025	Email	Ali	20/2/25 - KALC requesting Chairman's email address	Office	Passed details to KALC
24/02/2025	Telephone	Ali	20/2/25 - provided details of logon for Library Defib registration	Office	Logged on with new password (in case of checking in absence of current person)
24/02/2025	Email	Ali	Request for groundsperson's application form	HR	sent via email
24/02/2025	Email	Ali	MBC confirming precept payment at beginning of April 2025	Finance	Noted
25/02/2025	Email	Ali	Prospective applicant asking about annual salary/overtime	HR	Responded with annual salary - any overtime paid via TOIL
25/02/2025	Telephone	Ali	Bethersden PC Chairman requesting email address	Office	Provided
25/02/2025	Telephone	Ali	Queried ownership of John's Barbers	General	Told to put note through the door as no contact for owners
25/02/2025	Email	Ali	Kent Highways - amended to Purchase Order as cost slightly less for Patt. Lane	Finance	Resubmitted PO
25/02/2025	Email	Ali	Request for volunteer work at Play Scheme	Amenities - Play Scheme	Passed to manager
25/02/2025	Telephone	Ali	Resident - lost necklace	General	Took telephone number in case handed in
27/02/2025	Email	Ali	Request to purchase burial plot	Amenities - Cemetery	Informed not able to purchase until interment arranged
27/02/2025	Email	Ali	Miscellaneous - re newsletter delivery volunteers	Newsletter	Noted
28/02/2025	Telephone	Rachel	Call received about a burial at Marden Cemetery	Amenities - Cemetery	Took details and emailed resident with Rules and Regulations
28/02/2025	Telephone	Rachel	Called received from energy company for Ali	General	Took message and passed on details to Ali via email
28/02/2025	Face to Face	Rachel	Resident reporting water leak outside butchers and garage	General	Informed them that I would investigate further and check that it had been reported
28/02/2025	Email	Ali	Litter pick volunteer	Amenities - Spring Clean	Passed details to Lisa
28/02/2025	Email	Ali	Litter pick volunteer	Amenities - Spring Clean	Passed details to Lisa

28/02/2025	Email	Ali	Local resident asking for police details	General	Said to contact 101 but if resident gives permission I can forward the email to local police.
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