



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.

BRIEFING NOTE: ANNUAL PARISH COUNCIL MEETING **13TH MAY 2025**

To be held at The Allens, Albion Road, Marden

The current Vice-Chairman, Cllr Theresa Gibson, will take the chair for the first item on the agenda.

001/25 ELECTION OF CHAIRMAN

The Chairman/Chairmen standing for the forthcoming Council year to be proposed and seconded. All Cllrs to vote if more than one candidate.

The newly elected Chairman to sign the Declaration of Office of Chairman and to be witnessed by the Proper Officer.

The new Chairman to take the chair for the remainder of the meeting.

002/25 ELECTION OF VICE-CHAIRMAN

The new Vice-Chairman for the forthcoming Council year to be elected.

003/25 PRESENT

004/25 APOLOGIES FOR ABSENCE

Apologies for absence to be received.

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

005/25 COUNCILLOR INFORMATION

Declaration of Pecuniary and Non-Pecuniary Interests

Changes to Register of Interest

Granting of Dispensation

006/25 MINUTES OF THE PREVIOUS MEETING

To receive and accept as true records the Minutes of the Parish Council meeting held on 15th April 2025 and the EFCM on 29th April 2025.

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

007/25 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

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

The meeting to be adjourned for the following items:

PUBLIC FORUM

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

EXTERNAL VERBAL REPORTS (if in attendance)

County Councillor Report

Borough Councillors Report
Police

The meeting to be reconvened to discuss item 008/25 onwards.

008/25 CLERK'S REPORT

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

009/25 APPOINTMENT OF COMMITTEES/SUB-COMMITTEES

[Details of 2024/25 structure in meeting pack](#).

Cllrs to be appointed to the following Committees and Sub-Committees

Committees

Amenities

Finance

Planning

Sub-Committees

Cemetery

Human Resources

Open Spaces

010/25 APPOINTMENT OF SUB-GROUPS AND OUTSIDE BODIES

Cllrs to be appointed to the following Sub-Groups and Outside Bodies

Sub-Groups

Allotments

Byelaws

Communications

Emergency Planning

Environment

Play Scheme

Village Events

Neighbourhood Plan Steering Group

Outside Bodies

Community Engagement Forum

KALC Area Committee (Maidstone)

Maidstone Borough Council Cluster Group

Marden Dementia Group

Memorial Hall

Patient Participation Group

Public Transport & Highways

011/25 PARISH COUNCIL INFORMATION

Parish Assets

To receive and agree the list of parish assets at 31st March 2025.

[Parish Assets - Marden Parish Council Marden, Tonbridge, Kent - Marden Parish Council, Marden, Tonbridge](#)

Dates of Parish Council Meetings for 2025/2026

To receive and note the proposed dates for Parish Council meetings in 2025/2026.

[Meeting Dates 2025-2026 - Marden Parish Council - Marden Parish Council, Marden, Tonbridge](#)

012/25 PARISH MATTERS

Reports from MBC and KCC

Following County Council elections Cllr Brian Black was now the County Cllr for Marden.

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

Infrastructure Spend Plan

Survey Responses

Infrastructure Spend Plan

Highways Improvement Plan

Byelaws

Community Survey

The responses to the Community Survey would be put before the next meeting of the Communications Sub-Group.

Marden Neighbourhood Plan

The responses to the Marden Neighbourhood Plan Regulation 14 would be put before the next meeting of the Planning Committee/MNP Steering Group

[Survey results sent to Cllrs and relevant Committees. Details available at the meeting.](#)

013/25 COMMITTEE REPORTS

Amenities Committee

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

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

Planning Committee

There have been no Planning Committee meetings held since 15th April 2025.

Finance Committee

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

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

Conferences/Meetings/Webinars attended

Those in attendance to update the meeting on the following:

17th April: Neighbourhood Watch

24th April: Communications Sub-Group Meeting

24th April: Events Sub-Group Meeting

24th April: South Eastern Meeting (virtual)

7th May: AI Webinar (first of three webinars)

8th May: VE Day celebrations

Conferences/Meetings/Webinars/Events forthcoming

15th May: Resilience Planning Meeting at Staplehurst PC

21st May: AI Webinar (second of three webinars)

18th June: AI Webinar (third of three webinars)

19th June: KALC EFCM (county devolution/re-organisation) at Aylesford

MPC Meetings to be arranged:

Resilience Planning

Assets of Community Value

014/25 CORRESPONDENCE

Marden Parish Church Magazine

KALC Newsletter – May edition

015/25 FINANCE

(A) Bank Statements:

The Clerk to provide details at the meeting.

(B) Financial Regulations, Policies and Risk Assessment

Cllrs to receive and agree updated Financial Regs and other financial documents following amendments from NALC.

[To be circulated to Cllrs prior to meeting. Following agreement these would be uploaded to the website.](#)

(C) Standing Orders/Direct Debits

Cllrs to receive, and agree, standing orders and direct debits for 2025/26.

[Available in meeting pack.](#)

(D) Payments for Approval

Invoices

Invoices due to payment to be submitted to the meeting.

016/25 HIGHWAYS AND PUBLIC TRANSPORT

Highways

Highways Improvement Plan

Fingerposts

[Response received from Kent Highways – to be reported at the meeting](#)

Email received from resident regarding Goudhurst Road

[Circulated to Cllrs prior to meeting](#)

Single and Double Yellow Lines – results from Traffic Regulation Order

[Cllrs to receive update from Kent Highways](#)

Other Highways Issues

Public Transport

South Eastern Meeting held on 24th April – notes previously circulated to Cllrs – [available in meeting pack.](#)

Tuesday 6th May 2025

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 \(mardenkent-pc.gov.uk\)](#).

The whole of the meeting can be recorded, except where there are confidential or exempt items. If any member of the public has an objection to being filmed, please make yourself known to the Chairman or Parish Clerk before the start of the meeting [Microsoft Word - Filming and Recording of Meetings March 2024 \(mardenkent-pc.gov.uk\)](#)

Clerk's Report – Full Council 13th May 2025

Meetings

Meeting to be arranged for:
Assets of Community Value
Resilience Planning

Correspondence Log

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

Full Council Action Log

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

Resilience Planning

Advice received from Kent Resilience Forum and a meeting arranged with Staplehurst's Emergency Team.

Sharepoint

Still trying to find time to trial this with several Cllrs.

End of Year Accounts

Papers sent to Internal Auditor. Report not received back in time for May meeting. Will add to June agenda along with Annual Governance details for 2024/25.

Clerk Outstanding Issues:

Allotments

Reported to Amenities. No further update (Redrow still considering what to do with the parking spaces): Chased Redrow again 2/5/25.

CCTV

Quote for upgrade recorder unit accepted by Finance Committee – being installed 9/5/25.

Santander transfer

Cllrs to sign form requesting release of funds.

Tree work at Rookery Path

Need to apply separately for TPO

Changing Room Refurbishment

Planning application submitted and on FC agenda. Written to HMRC regarding VAT refund. Asked architect to obtain indicative costings.

Other Information

Events:

8th May – VE Day

24th May – Motor Show on Southons Field

1st June – Marden Russet Runners 10k – base at Southons Field

21st June – Children's party on Southons Field

22nd June - Children's party on Southons Field

27th June – Rude Mechanicals on Southons Field (closed to public)

23rd July to 1st August – Summer Play Scheme at Scout HQ

28th July – Bowls Club parking at Southons Field 12noon to 7pm

3rd August – Bowls Club parking at Southons Field (tbc)

10th August – Dog Show at Marden Playing Field

Saturdays 9.30am to 10.30am – Rugby Taggers

MARDEN PARISH COUNCIL

COMMITTEE STRUCTURE FROM 13TH MAY 2025

Councillors:

Richard Adam
Anne Boswell
Paul Dobinson
Theresa Gibson
Jon Goda
Neil Griffiths
Ian Newton
Adrian Rabot
Mike Summersgill
Kate Tippen
Andy Turner

MPC Chairman:

2024/25: Kate Tippen

2025/26: To be decided at meeting

MPC Vice-Chairman:

2024/25: Theresa Gibson

2025/26: To be decided at meeting

COMMITTEES

Amenities Committee for 2024/25:

Anne Boswell
Paul Dobinson
Theresa Gibson
Ian Newton
Adrian Rabot
Mike Summersgill
Kate Tippen
Andy Turner

Amenities Committee for 2025/26 – 8 Cllrs to be appointed meeting

Finance Committee for 2024/25

Richard Adam
Anne Boswell
Paul Dobinson
Theresa Gibson
Kate Tippen
Andy Turner

Finance Committee for 2025/26 – 6 Cllrs to be appointed meeting

Planning Committee for 2024/25

Richard Adam
Anne Boswell
Paul Dobinson
Theresa Gibson
Ian Newton
Adrian Rabot
Kate Tippen
Andy Turner

Planning Committee for 2025/26 – 8 Cllrs to be appointed meeting

SUB-COMMITTEES

Cemetery Sub-Committee for 2024/25

Anne Boswell
Ian Newton
Adrian Rabot
Mike Summersgill
Kate Tippen
Vacancy

Cemetery Sub-Committee for 2025/26 – 6 Cllrs to be appointed meeting

HR Sub-Committee for 2024/25

Anne Boswell
Theresa Gibson
Ian Newton
Adrian Rabot
Kate Tippen

HR Sub-Committee for 2025/26 – 6 Cllrs to be appointed meeting

Open Space Sub-Committee for 2024/25

Anne Boswell
Adrian Rabot
Kate Tippen
Andy Turner
Vacancy
Vacancy

Open Space Sub-Committee for 2025/26 – 6 Cllrs to be appointed meeting

SUB-GROUPS

Allotments Sub-Group for 2024/25

Anne Boswell
Adrian Rabot
Kate Tippen

Allotments Sub-Group for 2025/26 – Cllrs to be appointed meeting

Assets of Community Value Sub-Group for 2024/25

Richard Adam

Anne Boswell

Andy Turner

Assets of Community Value Sub-Group for 2025/26 – Cllrs to be appointed meeting

Byelaws Sub-Group for 2024/25

Richard Adam

Ian Newton

Byelaws Sub-Group for 2025/26 – Cllrs to be appointed meeting

Communication Sub-Group for 2024/25

Anne Boswell

Adrian Rabot

Kate Tippen

Communication Sub-Group for 2025/26 – 3 Cllrs to be appointed meeting

Resilience Planning Sub-Group for 2024/25

Theresa Gibson

Ian Newton

Adrian Rabot

Kate Tippen

Andy Turner

Resilience Planning Sub-Group for 2025/26 – Cllrs to be appointed meeting

Environment Sub-Group for 2024/25

Anne Boswell

Paul Dobinson

Adrian Rabot

Mike Summersgill

Andy Turner

Vacancy

Environment Sub-Group for 2025/26 – 6 Cllrs to be appointed meeting

Play Scheme Sub-Group for 2024/25

Anne Boswell

Adrian Rabot

Kate Tippen

Play Scheme Sub-Group for 2025/26 – 3 Cllrs to be appointed meeting

Village Events Sub-Group for 2024/25

Anne Boswell

Ian Newton

Adrian Rabot

Kate Tippen

Vacancy

Village Events Sub-Group for 2025/26 – 5 Cllrs to be appointed meeting

Neighbourhood Plan Steering Group for 2024/25

Richard Adam

Anne Boswell

Theresa Gibson

Adrian Rabot

Kate Tippen

Andy Turner

Neighbourhood Plan Steering Group for 2025/26 – Cllrs to be appointed meeting

OUTSIDE BODIES

Community Engagement Forum for 2024/25

Anne Boswell

Kate Tippen

Community Engagement Forum for 2025/26 – Cllrs to be appointed meeting

KALC Area Committee for 2024/25

Mike Summersgill

Kate Tippen

KALC Area Committee for 2025/26 – 2 Cllrs to be appointed meeting

Marden Dementia Friendly for 2024/25

Anne Boswell

Marden Dementia Friendly for 2025/26 – Cllrs to be appointed meeting

MBC Ward Cluster Group for 2024/25

Adrian Rabot

MBC Ward Cluster Group for 2025/26 – Cllrs to be appointed meeting

Memorial Hall Management Committee for 2024/25

Andy Turner

Memorial Hall Management Committee for 2025/26 – Cllrs to be appointed meeting

Patient Participation Group for 2024/25

Anne Boswell

Kate Tippen

Patient Participation Group for 2025/26 – Cllrs to be appointed meeting

Public Transport for 2024/25

Richard Adam

Public Transport for 2025/26 – Cllrs to be appointed meeting

LOG OF CORRESPONDENCE AND HOW DEALT WITH?

No names/contact details should be added here

Date:	Contacted via	Who took call/emails?	Brief details of issue raised	Council/Committee
01/04/2025	Email	Ali	External Auditor - details of EOY AGAR	Finance
01/04/2025	Email	Ali	Franking Machine company regarding purchase of ink	Office
01/04/2025	Telephone	Ali	Open reach with information to move telephone	Office
01/04/2025	Email	Ali	FD regarding burial 16/4/25 - details of timings etc	Amenities - Cemetery
01/04/2025	Email	Ali	Vicar regarding payment for grave digger	Office
01/04/2025	Email	Ali	Scouts asking for use of Southons Field 4/4/25	Amenities - Open Space
02/04/2025	Email	Ali	Scouts asking about reinstallation of barrier at car park	General
03/04/2025	Email	Ali	Resident of Appledown Grange with questions regarding open space area	General
03/04/2025	Email	Ali	Other PC with questions regarding beacon lighting	General
03/04/2025	Telephone	Ali	Resident regarding concerns of caravan at Cranham Square	General
04/04/2025	Telephone	Rachel	Resident reporting anti social behaviour near Cranham Square	General
04/04/2025	Telephone	Lisa	Resident reporting caravan and anti social behaviour at Cranham Square	General
04/04/2025	Email	Ali	Interviewee confirming attendance on 10/4/25	HR
04/04/2025	Email	Ali	Stonemasons requesting updated fees	Amenities - Cemetery
04/04/2025	Email	Ali	Interviewee confirming attendance on 10/4/25	HR

04/04/2025	Telephone	Lisa	Interviewee withdrawn from interviews	HR
04/04/2025	Email	Ali	FD with paperwork for 16/4 funeral	Amenities - Cemetery
07/04/2025	Email	Ali	Resident regarding parking in Goudhurst Road	Highways
07/04/2025	Email	Ali	Bowls Club regarding parking at Southons Field 23/8	Amenities - Open Space
07/04/2025	Telephone	Ali	Resident rung with concerns of activities in Copper Lane	General
07/04/2025	Telephone	Ali	Company with quote for soil waste removal	Amenities - Cemetery
08/04/2025	Telephone	Rachel	Elderly resident called regarding blocked drains	General
08/04/2025	Email	Ali	Resident asking to install flag to state "concealed entrance" at residential driveway	General
08/04/2025	Telephone	Ali	Resident with concerns on caravan at Cranham Square / Maynards	General
08/04/2025	Telephone	Ali	Cloudy IT to update HMRC installation / Lisa's laptop	Office
09/04/2025	Email	Ali	Confirmation from contractor starting to mow S/F and P/F from 10/4/25	Amenities - Open Space
09/04/2025	Email	Ali	Revd Nicky apologising for missing the APM	Office
10/04/2025	Email	Ali	Recycling company confirming change of bin to lockable	Amenities - Cemetery
10/04/2025	Telephone	Ali	Telephone call asking about groundsperson role	HR
14/04/2025	Telephone	Ali	Resident regarding concerns with Copper Lane site	Planning
14/04/2025	Email	Ali	Funeral Directors with memorial application	Amenities - Cemetery

14/04/2025	Telephone	Ali	Telephone call asking about groundsperson role	HR
14/04/2025	Email	Ali	Hirer of S/F regarding usage in March	Finance
14/04/2025	Face to Face	Ali	CCTV company requesting keys for changing rooms	General
14/04/2025	Email	Ali	Other PCs regarding payment of precept	General
14/04/2024	Email	Ali	Resident requesting positioning flower pots on footway outside property	Highways
14/04/2025	Email	Ali	Resident asking when skip was due to be removed	Amenities - Open Space
14/04/2025	Email	Ali	Recycling company confirming lockable bin would be changed on 15/4/25	Amenities - Cemetery
15/04/2025	Email	Ali	Funeral Directors with memorial application	Amenities - Cemetery
15/04/2024	Email	Ali	Recycling company - new bin has been delivered	Amenities - Cemetery
15/04/2025	Telephone	Ali	Santander complaints department	Finance
15/04/2025	Telephone	Ali	Resident - dead fox on road outside property	General
15/04/2025	Face to Face	Ali	Resident requesting co-option form	General
15/04/2025	Email	Ali	Clerk asking about signing of DPLs / DoFO	Office
15/04/2025	Email	Ali	MBC Elections - County Council election details	General
22/04/2025	Telephone	Lisa	Resident reporting issue with reinstatement of road at Church Green	Highways
24/04/2025	Email	Ali	Financial Software - update installation	Office
24/04/2025	Email	Ali	Kent Highways re Church Green road	Highways

24/04/2025	Face to Face	Ali	New member of staff to have an introduction meeting before starting on 1/5/25	HR
24/04/2025	Telephone	Ali	Public Conv. Cleaning reporting issues with men's cistern	Amenities - Public Conv.
25/04/2025	Telephone	Ali	Resident asking about mowing at cemetery	Amenities - Cemetery
25/04/2025	Email	Ali	Resident reporting PROW footbridge	KCC - PROW
29/04/2025	Email	Ali	Staplehurst PC - requesting job reference	Hall
29/04/2025	Email	Ali	Resident concerns of litter/noise	General
29/04/2025	Telephone	Ali	Next of Kin regarding memorial sizes	Amenities - Cemetery
29/04/2025	Email	Ali	Update re PROW - work scheduled	KCC - PROW
29/04/2025	Email	Ali	Stonemasons requesting updated fees	Amenities - Cemetery

Outcome
Noted
Not required - still have some to use
Noted - will send email with details
Noted
Told to drop to the office and I would pass on
Noted - let Ian know regarding locking
Provide details to Rachel to add to Amenities agenda
Passed to Management Company
Provided details of what MPC do
Passed to Community Protection Team - told resident to phone 101 / Crimestoppers
Gave information about reporting to Kent Police on 101
Gave information about reporting to Kent Police on 101
Noted
Provided 2025 fees
Noted

Noted
Filed
Passed details of TRO consultation
Pencilled in diary - Bowls Club to confirm
Passed to MBC
Passed to Rachel
Gave contact number for South East Water
Told to contact MBC as not sure if planning permission was required
Passed to Community Protection Team - told resident to phone 101 / Crimestoppers
Updated installation / remote access to look at Lisa's laptop
KT placed on social media
Noted
From 16/4/25
Closing date passed - took details in case we readvertise
Passed to CR
Printed / signed and returned

Closing date passed - took details in case we readvertise
Submit invoice
Passed keys - updated on current situation: submit report to Amenities meeting
All Tunbridge Wells borough not Maidstone.
Passed details of Lottie as unsure who would be responsible in Kent Highways
Checked with Rachel's email to see if made contact with company - Lisa telephoned to book in for 25/4/25 collection
Noted and let Chris know
Printed / signed and returned
Noted
Report to Full Council
Provided details of MBC website
Printed off and provided form.
Provided details
Advertised on notice boards
Passed to Ali - reported to Kent Highways 24/4/25
Need Cloudy IT to install (done 25/4/25)
Planning to visit to inspect

Provided Employee's Handbook and other personnel information - meeting Ali/Chris at 8am on 1/5/25
Reported to Chris - repaired 25/4/25
New member of staff starting on 1/5/25 so hopefully it will start to be mowed w/c 5/5/25
Reported - ref 250425374
Passed to Hall as relevant to hall contractor
Passed to MBC Community Protection and Medway Housing
Provided information
Passed information to resident
Sent new list of cemetery fees

SUBSCRIPTIONS/DIRECT DEBITS

Direct Debits Company	Reason	Regularity of payment	Amount per payment excluding VAT	Amount per payment including VAT	
HugoFox	Website	Monthly	£ 9.99	£ 11.99	
Sage	Payroll	Monthly	£ 31.00	£ 37.20	
Onecom	Telephone/Internet	Monthly	£ 152.68	£ 127.23	contract ends 29/11/27
Omni	Cemetery Waste	Monthly	£ 28.00	£ 33.60	
Mailchimp	E-Newsletter	Monthly	£ 20.25	£ 24.30	paid via MPC Debit Card
Lex	Vehicle lease	Monthly	£ 166.37	£ 199.64	
Peninsula	HR Support	Monthly	£ 154.52	£ 183.71	expires 11/11/25
Pitney Bowes	Franking Machine	Monthly	£ 12.95	£ 15.54	
PWLB	Public Works Loan	Half yearly	£ 9,118.96	£ 9,118.96	
Yorkshire Gas	Electricity supply	Monthly	payment varies		

Other Payments/Subscriptions

Company	Reason	Regularity of payment	Amount per payment excluding VAT	Amount per payment including VAT
Cloudy IT	IT Support	Monthly	£ 188.00	£ 225.60
Canva	Design app	Annually	£ 89.90	£ 107.88
Rialtas	Finance software	Annually	£ 192.00	£ 230.40
KALC	Subscription	Annually	£ 1,824.01	£ 2,188.81
SLCC AH	Subscription	Annually	£ 348.00	£ 348.00
SLCC RW	Subscription	Annually	£ 240.00	£ 240.00
PFAssoc.	Membership	Annually	£ 20.00	£ 20.00
ICCM	Membership	Annually	£ 105.00	£ 105.00
Ecosan	Bins - public. Conv	Annually	£ 106.22	£ 127.46
Pear Technology	Annual Support	Annually	£ 250.00	£ 300.00
Q-Tec	Annual Support	Annually	£ 123.00	£ 147.60
Memorial Hall	Office rent/refuse	Monthly	£ 300.00	£ 300.00
P&F Cleaning	Public Conv. Cleaning	Monthly	£ 725.00	£ 725.00
CamTech Security	Office Alarm	Annually	£ 100.00	£ 120.00

Notes of the meeting held on Thursday 29th April 2025 at 11.00am. Held via Microsoft Teams.

PRESENT:

Marden Parish Council: Cllr Richard Adam, Cllr Anne Boswell and Alison Hooker, Parish Clerk

South Eastern: George Paterson, Senior Stakeholder Engagement Manager

The following items were discussed:

Train Services

All seem relatively good with the timetabled services. However, there is still the issue of the two missing trains (not stopping at Marden) during am peak-time Mondays to Fridays.

The 2nd of these trains would be used by school children travelling to Paddock Wood and Tonbridge meaning that the next stopping train is full.

Action: GP would keep this under review as Marden is now similar in footfall to Headcorn and Staplehurst.

Passenger Assist

The Passenger Assist Scheme, which enables passenger to request help getting over the footbridge needs to be booked. The majority of the time this works but difficult to get through to the Assistance Team if trains delayed/cancelled.

DfT Access for All Grant Funding

Marden station was shortlisted in the above and the latest information the Marden PC had received was the next stage being a Technical Assessment. No further information has been received.

Action: GP to speak with Network Rail to see what the current situation is.

Waiting/Drop Off Bays

This was raised at the last meeting asking for Network Rail to consider putting waiting/drop off bays by the entrance to the ticket office as there are no bays in the car park. These were removed when the parking was redesigned, and bays were not reinstated.

Action: GP to speak with Facilities Department to review

Booking Office

Following the recruitment drive early in 2024 the booking office had been allocated a permanent staff member. Although better that it was now that a permanent member of staff was working there were still issues when the office was closed (this morning was an example with no prior notification that this was happening).

On a positive note the refreshment kiosk is working well and seems to be very well used.

Action: MPC to report any closures that are happening on a regular basis.

Car Park

It was noted that the payment system had recently changed to a digital provider – this was across the whole network.

The car park was fairly full Tuesdays, Wednesdays and Thursdays and will become more so with more houses being built in the parish along with more people having to commute to work and not work from home. Some commuters are now using other areas of the village to park if full.

Although not at a critical point at the moment it will become so with the increase as detailed above.

Action: To monitor use.

Station Approach Lighting

Was raised at a previous meeting and area is still very dark with streetlights only positioned on the main highways and in the car park.

Suggested low level lighting so that it doesn't cause problems for the resident of Station House.

Action: GP to speak with Network Rail

Drainage

There is still an issue with flooding near the footway leading to the booking office.

Action: To arrange to meet someone on site to highlight the area.

Station Appearance

Raised at previous meeting.

Could a scheme be put together for proposals of other options that could be more suitable to the area instead of the palisade fencing currently in place.

MPC are happy to work with relevant agencies and to look at what funding could be available but need to know what type of fencing would be permitted.

If a lift is eventually installed this may take away some of the fencing and/or some needing to be replaced.

Action: GP to investigate what could be done / MPC then to look at funding streams if none available from South Eastern or Network Rail.

Down Platform

Could a gate be considered in the fencing leading to the public right of way footpath and black metal bridge to allow easy access for passengers living at the top of the village. Several fences have been broken down when people have tried to leave the platform via this route.

Other stations have unmanned platforms, same as Marden.

Fire Hydrant

Raised at last meeting.

Action: GP to speak with Network Rail in regard to the infrastructure and where it could be positioned if space available.

Flooding under Pattenden Lane Railway Bridge

Queried who was responsible for the road under the bridge and for clearing the gully etc – Currently Kent Highways undertake this to reduce the level of flooding when heavy rainfall.

Action: GP to speak with Network Rail

Replacement Bus Service

Marden PC are looking into KCC giving permission to move the bus stop from outside The Taj to Church Hill.

Confirmation required that the map at the station is still up to date.

Action: AH to contact GP if this is going ahead.

Action: AH to inform GP if map is out of date.

Flower Beds

AB, as Chairman of Marden in Bloom, asked if funding was available for planting up the flower beds at the front of the Booking Office.

Action: GP to speak with Community Relations Manager to see if funding available / AB to email

There were no further items raised and the meeting closed at 11.50am.

Full Council Meetings Action Log
2023/2024

Action No.	Minute No.	Date of Meeting	Minute Action	Allocated to	To Do	Date completed
A3	127/24	13th February 2024	Contact Southern Water regarding sewer plan for the village/The Parsonage	Cllr Summersgill & Clerk	Cllr Summersgill to assist clerk with drafting letter. Letter sent 11th March 2024. Cllr Summersgill taken a copy to SW meeting (10/7/24) MS liaising with other SW contacts (Aug 2024)	
A4	127/24		Review library status	Cllrs Adam and Boswell and Robertson	To meet to discuss	
A18	138/24		Risk Assessments - review format (see A109)	Clerk	To update prior to next review in January 2025	
A27	153/24		Review faint yellow lines in village	Cllrs	To report to the Clerk	

2024/2025

Full Council Meetings Action Log

Action No.	Minute No.	Date of Meeting	Minute Action	Allocated to	To Do	Date completed
A33	014/24	7th May 2024	Arrange Sub-Group meetings for ACV, Byelaws and Resilience Planning	Clerk	Emailed Cllrs 9/5/24 for dates: Byelaws 13/7/24 at 9am. Resilience Planning 10/2/25 ACV to be arranged	
A37	024/24	9th July 2024	Cllrs and office staff to undertake Carbon Literacy Training	All	Look at SLCC training	
A79	088/24	10th December 2024	Flooding under Pattenden Lane railway bridge	Ali	Raise with Kent Highways / Network Rail at next meeting	
A85	092/24		Fingerpost repair	Cllr Tippen/Ali	Contact contractor to confirm acceptance of quote for works - cast iron not to be used - Cllrs discussing alternatives 11/2/25 - request more details Deferred to 11/3/25 meeting - further information received - need to revisit 15/4/25 - decision to use wood - KH contacted	
A97	124/25	11th February 2025	To liaise with Police Inspector regarding contacting ward officers	Cllr Rabot		
A105	125/25		Update Word documents to meet new Accessibility regulations	Ali	Ongoing	
A109	136/25(F)	11th March 2025	Update Risk Assessments and upload to website	Ali	Ongoing	
A111	137/25(D)(e)		Trial Sharepoint with a few Cllrs	Ali/Rachel		
A113	138/25(B)(f)		Prepare file with parish assets (devolution)	Ali	Ongoing	
A114	139(C)(a/b)		Set up bank mandates for Cllrs Dobinson and Goda	Ali	Unity/Nat West	
A117	148/25(D)		Chase Southern Water	Ali	Chased 16/4/25	
A119	148/25(H)		Review format of APM	Clerk/Cllrs		