

# **TO ALL MEMBERS OF MARDEN PARISH COUNCIL**

Dear Councillor

**YOU ARE HEREBY SUMMONED TO ATTEND** the Annual Parish Council meeting of Marden Parish Council to be held on Tuesday 12<sup>th</sup> May 2026 at 7.30pm at The Allens, Albion Road, Marden

*Alison Hooker*

Alison Hooker (Mrs)

Clerk to Marden Parish Council

5<sup>th</sup> May 2026

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

Members of the public and press are welcome to attend this meeting and may speak during the public adjournment at the discretion of the Chairman and in accordance with standing order 1 e-g. Questions relating to any other items that are not on this agenda should be referred to the Chair of the Council or Clerk as appropriate and outside this meeting.

The law allows the public proceedings of council meetings to be recorded, which includes filming as well as audio-recording. Photography is also permitted. By attending this meeting, you are consenting to be filmed. As a matter of courtesy, please advise the Clerk if you intend to record any part of the proceedings.

*Marden Parish Council operates under General Power of Competence since adopted on 7<sup>th</sup> May 2024. Minute Reference 012/24.*

## **AGENDA**

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

### **001/26 ELECTION OF CHAIRMAN**

The Cllrs standing for Marden Parish Council Chairman 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.

### **002/26 ELECTION OF VICE-CHAIRMAN**

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

### **003/26 PRESENT**

### **004/26 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.

**005/26 COUNCILLOR INFORMATION**

**Declaration of Pecuniary and Non-Pecuniary Interests  
Changes to Register of Interest  
Granting of Dispensation**

**006/26 MINUTES OF THE PREVIOUS MEETING**

To receive and accept as true records the Minutes of the Parish Council meeting held on 14<sup>th</sup> April 2026.

[Meetings – Marden Parish Council](#)

**007/26 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 008/26 onwards.

**008/26 CLERK'S REPORT**

To receive and note the Clerk's report – *in meeting pack*

**009/26 APPOINTMENT OF COMMITTEES/SUB-COMMITTEES**

Cllrs to be appointed to the following Committees and Sub-Committees  
(*Chairman and Vice-Chairman ex-officio on Committees and Chairman ex-officio on Sub-Committees*)

*List of appointed Cllrs on Committees/Sub-Committees for 2025/26 in meeting pack*

**Committees**

Amenities

Finance (Number increased to Chairman/Vice-Chairman plus 5 Cllrs, as agreed at Finance Committee meeting on 28<sup>th</sup> April).

Planning

**Sub-Committees**

Human Resources

Open Spaces (as agreed at the 25<sup>th</sup> November 2026 Amenities Committee:  
Cemetery and Open Spaces to be combined under one Sub-Committee)

**010/26 APPOINTMENT OF SUB-GROUPS, WORKING GROUPS AND OUTSIDE BODIES**

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

**Sub-Groups**

Allotments

Byelaws

Communications

Environment

Play Scheme

Resilience Planning  
Village Events  
Neighbourhood Plan Steering Group

**Working Groups**

Asset Transfer Working Group  
Highways Working Group

**Outside Bodies**

Community Engagement Forum  
KALC Area Committee (Maidstone)  
Maidstone Borough Council Cluster Group  
Marden Dementia Friendly Community  
Memorial Hall  
Patient Participation Group  
Public Transport & Highways

**011/26 PARISH COUNCIL INFORMATION**

**Parish Assets**

To receive and agree the list of parish assets at 31<sup>st</sup> March 2026.

[Asset Register – Marden Parish Council](#)

**Dates of Parish Council Meetings for 2026/2027**

To receive and note the proposed dates for Parish Council meetings in 2026/2027 – *in meeting pack*.

**012/26 PARISH MATTERS**

**Reports from MBC and KCC**

Cllrs to receive and note written reports from Borough and County Councillors  
*Borough Cllr reports in meeting pack.*

**Police Update/Report from Police Forum**

Crime Figures

Cllr Rabot to provide a report on receive crime figures.

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

Other Police Matters

**Communication**

Newsletter

[News Articles – Marden Parish Council](#)

**Marden Flooding**

Cllrs to receive and updates from Southern Water

**Infrastructure Spend Plan (ISP)**

Cllrs to receive any new requests for inclusion in the ISP

**Changing Rooms Refurbishment**

Cllrs to receive information from architect regarding tenders received.

**Public Conveniences – Solar Panels**

Cllrs to receive updates on structural work

**Allotments**

Cllrs to receive update from Redrow solicitors.

Cllrs to consider next steps for allotment transfer.

**Full Council Action Log**

For Cllrs to note – *in meeting pack*

## **013/26 COMMITTEE REPORTS**

### **Amenities Committee**

Cllrs to note the Minutes of the Amenities Committee meeting held on 28<sup>th</sup> April which had previously been circulated and were available on the Parish Council website.

[Amenities Committee Meeting – 28 April 2026 – Marden Parish Council](#)

### **Planning Committee**

Cllrs to note the Minutes of Planning Committee meeting held on 21<sup>st</sup> April and 5<sup>th</sup> May which had been previously circulated and available on the Parish Council website.

21<sup>st</sup> April : [Planning Committee meeting – Marden Parish Council](#)

5<sup>th</sup> May: [Planning Committee Meeting 5th May 2026 – Marden Parish Council](#)

### **Finance Committee**

Cllrs to note the Minutes of the Finance Committee meeting held on 28<sup>th</sup> April which had been previously circulated and available on the Parish Council website.

[Meetings – Marden Parish Council](#)

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

Those in attendance to update the meeting on the following:

13<sup>th</sup> April – Open Spaces/Cemetery site meetings

21<sup>st</sup> April – Kent Road Safety Seminar

7<sup>th</sup> May – Opening of Changing Rooms tenders (reported at item 012/26 above)

12<sup>th</sup> May – Highways Working Group

12<sup>th</sup> May – HR Sub-Committee

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

19<sup>th</sup> May – Cloudy IT webinar

19<sup>th</sup> May – HR webinar

26<sup>th</sup> May – KALC Area Committee AGM

30<sup>th</sup> May – Meet the Council at Marden Library

9<sup>th</sup> June – Play Inspection Training

## **014/26 CORRESPONDENCE**

Cllrs to receive the following items for noting:

Marden Parish Council Office Correspondence Log – April – *in meeting pack*

Marden Parish Church Magazine

KALC Newsletter

Clerk/Council publications

## **015/26 FINANCE**

### **Bank Statements:**

The Clerk to provide details at the meeting.

### **Payments for Approval**

Invoices for Payment

Invoices due for payment to be submitted to the meeting.

### **Standing Orders/Direct Debits**

Cllrs to receive, and agree, standing orders and direct debits for 2026/27.

### **Financial Regulations, Policies and Risk Assessment**

Cllrs to receive and ratify financial documents submitted by Finance Committee.

## **016/26 HIGHWAYS AND PUBLIC TRANSPORT**

### **Highways**

Highways Improvement Plan (HIP)

[MPC Highways Improvement Plan - Marden Parish Council - Marden Parish Council, Marden, Tonbridge](#)

Speedwatch

Cllrs to note dates for future sessions.

**Public Transport**

Meeting papers can be found separately to the agenda at: [Full Council Minutes & Agendas - Marden Parish Council - Marden Parish Council, Marden, Tonbridge](#)

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)

Copies of agendas will be posted on the council's website, Facebook page and noticeboards or can be requested in advance by telephoning 01622 832305 or emailing [clerk@mardenkent-pc.gov.uk](mailto:clerk@mardenkent-pc.gov.uk)