



TO ALL MEMBERS OF MARDEN PARISH COUNCIL

Dear Councillor

YOU ARE HEREBY SUMMONED TO ATTEND the Marden Full Council meeting to be held on Tuesday 11th August 2026 at 7.30pm at The Allens, Albion Road, Marden

Alison Hooker

Alison Hooker (Mrs)

Clerk to Marden Parish Council

4th August 2026

clerk@mardenkent-pc.gov.uk / 01622 832305 / 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 7th May 2024. Minute Reference 012/24.

AGENDA

063/26 PRESENT

064/26 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.

065/26 COUNCILLOR INFORMATION

Declaration of Pecuniary and Non-Pecuniary Interests

Changes to Register of Interest

Redaction of Cllr addresses

Granting of Dispensation

066/26 MINUTES OF THE PREVIOUS MEETING

To receive and accept as a true record the Minutes of the Parish Council meeting held 14th July 2026.

067/26 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 057/26 onwards.

068/26 CLERK'S REPORT

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

069/26 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

Water Issues

Cllrs to receive and updates on outstanding issues

Infrastructure Spend Plan (ISP)

Cllrs to receive any new requests for inclusion in the ISP

Changing Rooms Refurbishment

Cllrs to consider phasing refurbishment work.

Public Conveniences – Solar Panels

Cllrs to receive updates on structural work

Allotments

Cllrs to receive update from Redrow.

Full Council Action Log

For Cllrs to note – *in meeting pack*

Byelaws

Update from Sub-Group meeting held on 17th July.

Annual Parish/Residents Meeting

Cllrs to consider format for 2027

070/26 COMMITTEE REPORTS

Amenities Committee

There was no Amenities Committee meeting held in July.

[Meetings – Marden Parish Council](#)

Planning Committee

Cllrs to note Planning Committee draft minutes of meeting held on 21st July 2026.

Finance Committee

There was no Finance Committee meeting had been held in July.

[Meetings – Marden Parish Council](#)

Conferences/Meetings/Webinars/Other attended

Those in attendance to update the meeting on the following:

20th July – Memorial Hall meeting

20th July – closing date for Deputy Clerk applications

20th to 31st July – Marden Summer Play Scheme

23rd July – Meeting with Chairman/Vice-Chairman

10th August – Resilience Planning meeting

10th August – Highways Working Group

Conferences/Meetings/Webinars/Events forthcoming

18th August – Environmental Sub-Group

19th and 20th August – Golding Homes “Sports Mash Up”

071/26 CORRESPONDENCE

Cllrs to receive the following items for noting:

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

Marden Parish Church Magazine

KALC Newsletter

Clerk/Council publications

072/26 FINANCE

Bank Statements:

Details of bank statements will be made available at the meeting.

Payments for Approval

Invoices for Payment

Invoices due for payment to be submitted to the meeting.

072/26 HIGHWAYS AND PUBLIC TRANSPORT

Highways

Highways Improvement Plan (HIP)

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

[Marden, Tonbridge](#)

Update following review undertaken by Cllr Tippen and the Clerk and Highways

Working Group meeting held on 10th August

Speed Watch

Cllrs to note dates for future sessions.

Public Transport

Meeting papers can be found separately to the agenda at:

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

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



DRAFT MINUTES OF THE FULL COUNCIL MEETING HELD ON TUESDAY 14TH JULY 2026 AT THE ALLENS, ALBION ROAD, MARDEN COMMENCING AT 7.30PM

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

052/26 PRESENT

Cllrs Boswell (in the Chair), Dobinson, Goda, Griffiths, Newton, Rabot, Tippen and Turner. The Clerk was also in attendance.
County Cllr Black and Borough Cllr Couch arrived during the meeting.

053/26 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Adam, Gibson and Summersgill.

054/26 COUNCILLOR INFORMATION

Declaration of Pecuniary and Non-Pecuniary Interests

There were no declarations of interest

Changes to Register of Interest

There were no changes to Cllrs Registers of Interest

Granting of Dispensation

There were no requests for dispensation.

055/26 MINUTES OF THE PREVIOUS MEETING

Cllrs received and agreed as true records the Minutes of the Parish Council and EFCM meetings held on 9th and 16th June. These were duly signed by the Chairman.

056/26 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

There were 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 VERBAL REPORTS (if in attendance)

County Councillor Report

The Clerk confirmed that the grant for Play Scheme had been received

Following concerns in the parish office Cllr Black offered to purchase a Ring doorbell to be installed.

Kent Highways have some funding for Hawkenbury bridge and Cllr Black is working with them to try to resolve the issues of repetitive damage.

Borough Councillors Report

Borough Cllr Couch asked whether the parish council was notified of agricultural planning applications. The Clerk responded that it was not a statutory consultee for these applications along with submissions of details etc but that the monthly list was checked regularly in case these types of applications were received. They would then be added to the planning agenda for Cllrs to view. Borough Cllr Couch advised Cllrs that the recent agricultural application for Cannon Farm had been refused. Cllr Tippen asked why the G&T Call for Sites had been withdrawn. Borough Cllr Couch responded to say that it was only being put on hold for the time being and would be revisited when the Local Plan is reviewed.

Police

Not in attendance.

The meeting was reconvened to discuss item 057/26 onwards.

057/26 CLERK'S REPORT

Cllrs received and noted the Clerk's report

058/26 PARISH MATTERS

Reports from MBC and KCC

Cllrs received and noted the written reports from Borough Councillors

Police Update/Report from Police Forum

Crime Figures

Cllr Rabot provided a report on receive crime figures. Lower this month with 18 crimes reported.

19.35 County Cllr Black arrived

19.39 Cllr Turner arrived

19.45 Borough Cllr Couch arrived

The Chairman adjourned the meeting for the County/Borough Cllrs verbal reports (see above).

Other Police Matters

Police Surgery at Parish Office held on 24th June. Two residents attended to discuss issues with the Beat Officers.

Police Drop-In Session at Vestry Hall held on 10th July. Attended by the Beat Officers, PCSO and Community Protection Team.

Next Drop-In Session being held on Friday 25th September.

Communication

Newsletter

Summer edition was currently being delivered.

Marden Flooding

The Clerk had been in contact with Katie Lam MP regarding the letters sent to her in respect of Southern Water and South East Water. No response had yet been received.

Infrastructure Spend Plan (ISP)

There were no new requests for inclusion in the ISP

Changing Rooms Refurbishment

Cllrs received the draft Management Plan and agreed to submitted to MBC, via the architect, as a condition of the planning approval. Cllr Turner asked

that the planning decision be viewed to ensure there were no other conditions outstanding. If there were then these should all be applied for together to keep costs down.

Cllr Griffiths had been in contact with the architect to review the tender costs and was waiting for more information.

The Clerk had spoken to a VAT consultant (notes had been circulated to Cllrs) and was preparing figures to view to ensure that the Parish Council could reclaim the VAT on the refurbishment.

Public Conveniences – Solar Panels

It was hoped that confirmation would be received from MBC and their solicitors shortly so that work can commence for the installation of the solar panels.

Allotments

Redrow had sent answers over to questions raised by Cllrs on the specification which were acknowledged and agreed.

Cllrs considered the draft commuted sum compiled by Cllr Rabot to be received from Redrow following completion of transfer. Following discussion it was agreed to submit a submission of £80,000 to Redrow.

Full Council Action Log

Noted.

Deputy Clerk vacancy

Cllrs were updated on the information regarding the vacancy following the resignation of the Deputy Clerk. The closing date for applications was Monday 20th July.

Marden Parish Council Terms of Reference

Cllrs were asked to consider delegating authority to the HR Sub-Committee to recruit the Deputy Clerk following interviews in August. It was agreed, unless there were any issues, for the recruitment to be decided by the HR Sub-Committee. The decision would be reported to the September Full Council meeting.

Byelaws

Response had been received from Secretary of State refusing adoption of the byelaws. Cllrs Adam and Newton along with the Clerk were due meet on Friday to discuss the response.

059/26 COMMITTEE REPORTS

Amenities Committee

There was no Amenities Committee meeting held in June. It was also agreed that no Amenities meeting would be held in July.

Planning Committee

There were no Planning Committee meetings held in June.

Application 24/505235/FULL – Land West of Pattenden Lane

Cllrs considered the above application which was due to go to Maidstone Borough Council planning meeting on 16th July. Cllrs noted but did not wish to attend.

Finance Committee

There was no Finance Committee meeting had been held in June.

Conferences/Meetings/Webinars/Other attended

Those in attendance to update the meeting on the following:

22nd June – Age Friendly Parishes meeting. Cllr Boswell updated the meeting on what was currently being undertaken and a further meeting would be arranged.

24th June – Police Surgery – reported above.

25th June – PPG AGM - cancelled. Moved to 24th September

29th June – Maidstone KALC Area Committee AGM – Minutes had been circulated.

9th July – Road Safety Seminar (virtual) – no representative attended

10th July – Police Drop-In at Village Café – reported above.

13th July – MBC Landscape Assessment workshop - Cllr Tippen attended. Parish Councils would be consulted on the draft document later this year.

14th July – Chairmen/Vice-Chairmen (Council/Committees) meeting – Cllr Boswell gave an update on the meeting which was held to discuss the office cover/assisting the Clerk during the period of no Deputy Clerk.

Conferences/Meetings/Webinars/Events forthcoming

20th July – Memorial Hall meeting – Cllr Goda agreed to be the Parish Council representative but was unable to attend this meeting. The Clerk would provide minutes and an update.

20th July – closing date for Deputy Clerk applications

20th to 31st July – Marden Summer Play Scheme

23rd July – Meeting with Chairman/Vice-Chairman

10th August – Resilience Planning meeting

10th August – Highways Working Group meeting

060/26 CORRESPONDENCE

Cllrs received the following items for noting:

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

Marden Parish Church Magazine

KALC Newsletter

061/26 FINANCE

Bank Statements:

Revenue Accounts

Nat West: £30,307.06

Unity: £178,735.23

Capital Account

CCLA: £57,614.34

Payments for Approval

Invoices for Payment

A number of invoices had been agreed via email and authorised between meetings. Details of these, along with the invoices presented tonight can be found at Appendix 1 of these Minutes.

Tree Cutting Quote

Clerk reported that a quote had been received for tree work at Marden Playing Field. However, the Parish Groundsman had informed the Clerk that he should be able to undertake the work himself. It was agreed for the Clerk to liaise with the Groundsman and to report back if any issues.

Grant Request

A grant request had been received from Kent Air Ambulance. It was agreed that £200 would be donated.

62/26 HIGHWAYS AND PUBLIC TRANSPORT**Highways**Highways Improvement Plan (HIP)

Cllrs viewed the proposals sent by Kent Highways for Howland Road traffic signs – these were noted and the Clerk would contact Highways to proceed with the work.

Cllr Tippen and the Clerk would review the HIP document and report back to the next meeting of the Working Group being held on 10th August at 3pm

Speed Watch

A further session was due to take place this week.

Public Transport

Charing Cross station was due to be closed later this month. This had been advertised on MPC's social media pages but the Clerk would share again.

There being no further business the meeting closed at 8.51pm

Cllr Anne Boswell

Chairman

Date: 11th August 2026

Marden Parish Council, Parish Office, Goudhurst Road, Marden

01622 832305 / 07376 287981 / clerk@mardenkent-pc.gov.uk / www.mardenkent-pc.gov.uk

Appendix 1

Invoices for Payment

Payments agreed via email and authorised between meetings

Employee/HMRC – Final salary & PAYE/NIC Payments (Budget Codes 4000/4002) £3,879.80

Paddock Wood Advice Centre – Donation (Budget Code 4155) £350.00

P&F Cleaning – Public conv. Cleaning June (Budget Code 4326) £775.00

Cloudy IT – Hotdesk laptop set up (Budget Code 4077) £77.71

Paul Waring – contract mowing (Budget Code 4014) £651.84

Authorised by Cllrs Rabot and Tippen 19th June 2026

Ian Jones – locking/unlocking Southons/Public conv (Budget Codes 4222/4328) £200.00

Viking – Office and Public Conv. Supplies (Budget Codes 4071/4328) £160.20

Rams Hill Mowers – strimmer code (Budget Code 4238) £45.00

Hallmark Signs – update Chairmen's Board (Budget Code 4076) £222.00

Authorised by Cllrs Dobinson and Tippen 30th June 2026

Employees – July salaries (Budget Code 4000) £6,267.63

Authorised by Cllrs Dobinson and Rabot 9th July 2026

Payments agreed authorised at July Full Council Meeting

HMRC – July NIC/PAYE (Budget Codes 4000/4002) £3,879.80

Cllr Ian Newton – travel claim Marden to Ashford return (Budget Code 4045) £26.10

Stanleys Garage – mower/vehicle fuel (Budget Code 4316) £36.68

Mrs J Lutener – compost for troughs (Budget Code 4140) £15.00

Castle Water – Cemetery water supply (Budget Code 4302) £28.82

Castle Water – Public Conv. Water supply (Budget Code 4327) £105.07

Castle Water – Changing Rooms Water supply (Budget Code 4225) £8.76

Parent – Play Scheme refund (Budget Code 4215) £114.00

Marden Memorial Hall – office rent, refuse and hall hire (Budget Codes 4052/4070/4074) £350.00

Lawrence Containers – Southons Field container (Budget Code 4320) £2,802.00

The Hop Press – Newsletter printing (Budget Code 4122) £1,525.00

Authorised by Cllrs Rabot and Tippen.

Clerk's Report – Full Council 11th August

Meetings etc 12th August to 8th September 2026

18th August – Environmental Sub-Group Meeting

19th and 20th August – Golding Homes sporting event at Playing Field

20th and 24th August – Deputy Clerk interviews

Correspondence Log

In meeting pack

Full Council Action Log

Action Log updated following July meeting – available in the meeting pack and on the website. Cllrs to note any outstanding issues assigned to them.

Clerk's Outstanding Issues:

Public Conveniences – Solar Panels

Have chased solicitors again on 7th August for update – no confirmation received back yet as to when work can start.

ACV

Application will need to be submitted again as owner has changed. Obtained copy of land registry to confirm details and will send to MBC next week.

Byelaws

I sat down with Cllrs Adam and Newton to go through the Secretary of State's response and tracked amendments. Waiting for confirmation that amendments are correct from Cllrs Adam and Newton – once received will submit.

MPC Website

Still updating – if Cllrs see any issues please let me know.

Play Scheme

Finished on Friday 31st July – very well attended with the maximum of 56 children per day attending.

A report will be submitted to the Amenities Committee.

Other

Deputy Clerk position - 17 applications were received in total with 3 being withdrawn before selection process.

Interviews are due to take place on 20th and 24th August.

I attended, along with Cllr Boswell, a webinar on Martyn's Law – we need to go through whether we meet criteria and will report back to Cllrs.

I will not be available to clerk the September Full Council meeting on the 8th. Is a Cllr able to take notes and I will type up on my return.

Awaiting Response From:

Solicitors – public conveniences

Redrow – allotment work

MBC – Asset of Community Value application for The Unicorn

Katie Lam MP – response to letters regarding water/development and Southern Water

Full Council Meetings Action Log

	Action for Cllrs
	Action for Clerk
	Action for Cllrs and Clerk
	Ongoing

ONGOING

Action No.	Minute No.	Date of Meeting	Minute Action	Allocated to	To Do	Date completed
A18	138/24	13th February 2024	Risk Assessments - review format (see A109)	Clerk	ONGOING: Continuing to be updated.	
A27	153/24		Review faint yellow lines in village	Cllrs	ONGOING: To report to the Clerk	
A105	125/25	10th December 2024	Update Word documents to meet new Accessibility regulations	Clerk	ONGOING	
A109	136/25(F)	11th March 2025	Update Risk Assessments and upload to website	Clerk	ONGOING	
A177	085/25	11th November 2025	Arrange further Speed Watch dates	Cllrs Rabot and Summersgill	ONGOING	
A230	142/26	14th April 2026	Cllr Rabot to liaise with Beat Officers for surgery dates	Cllr Rabot	ONGOING	

2024/2025

Full Council Meetings Action Log

Action No.	Minute No.	Date of Meeting	Minute Action	Allocated to	To Do	Date completed
A111	137/25(D)(e)	11th March 2025	Trial Sharepoint with a few Cllrs	Clerk		
A117	148/25(D)		Chase Southern Water	Clerk	Chased April - September Mike Russell is now contact	

2025/26

Full Council Meetings Action Log

Action No.	Minute No.	Date of Meeting	Minute Action	Allocated to	To Do	Date completed
A150	046/25	12th August 2025	Write to Southern Water regarding the new pipework system at Bewl Water / flood risk assessment	Clerk	Emailed Mike Russell 9/9/25	
A168	069/25	14th October 2025	Arrange meeting with Allotment Society	Clerk / Cllr Rabot		
A171	074/25		Obtain quotes for wooden fingerposts	Clerk		
A172	080/25	11th November 2025	Invite PCSO to next Community Forum	Cllr Boswell		
A184	091/25		Apply for building Regs for public conv.	Cllr Turner		
A206	118/26	10th February 2026	Arrange meeting with MBC/KCC re asset transfers	Clerk	Asset Transfer WG	
A213	123/26	10th March 2026	Cllr Turner to view Business Stream account due to high invoice	Cllr Turner		
A234	142/26		Cllrs to look at GDPR training	Cllrs		
A235	142/26		Purchase equipment for Resilience Planning	Clerk		

2026/27

Full Council Meetings Action Log

[illegible]

LOG OF CORRESPONDENCE AND HOW DEALT WITH?*No names/contact details should be added here***Received by Cllr Rabot in office 7/7/26**

Date:	Contacted via	Who took call/emails?	Brief details of issue raised	Council/Committee	Outcome
07/07/2026	Telephone	Cllr Rabot	Resident asking about trees being cut at rear of Scout HQ	General	Reported to KCC (may be MBC but Ali to contact Scouts on return)
07/07/2026	Telephone	Cllr Rabot	Resident requesting hedging at Napoleon Drive to be cut	General	Passed to Ali on return (will speak to caretakers)

Following came in between 30/6/26 and 8/7/26 whilst I was on leave

Date:	Contacted via	Who took call/emails?	Brief details of issue raised	Council/Committee	Outcome
09/07/2026	Email	Ali	Resident reporting highway sign	Highways	On return asked if still insitu
09/07/2026	Email	Ali	KALC confirming receipt of job application for their website/newsletter	HR	Noted
09/07/2026	Email	Ali	CV received for DC application	HR	Noted - requested application form to be completed
09/07/2026	Email	Ali	Confirmation of bank details for invoice payment	Finance	Noted
09/07/2026	Email	Ali	MCV - Police Drop-In Session on 10/7/26	General	Posted on social media
09/07/2026	Email	Ali	Request for burial at Malden Cemetery	Cemetery	Requested details of deceased
09/07/2026	Email	Ali	MCV - Fraud Alerts	General	Placed on website and Facebook
09/07/2026	Email	Ali	Request for DC application pack	HR	Sent 9/7/26
09/07/2026	Email	Ali	Church Magazine for insert for August edition	General	Passed info regarding Rachel leaving - nothing else to advertise at moment
09/07/2026	Email	Ali	Resident reporting overgrown trees at Meades Close / fallen tree on footbridge	General	Report to MBC / KCC
09/07/2026	Email	Ali	Invoice for S/F container included padlock (not left at time of delivery)	General	Responded to ask if padlock could be provided / invoice amended
09/07/2026	Email	Ali	Primary School requesting use of hall footpath whilst works are undertaken on new extension	Memorial Hall	Passed to trustees
09/07/2026	Email	Ali	Play Scheme parents regarding payment	Play Scheme	Passed to Lisa
09/07/2026	Email	Ali	MBC - request for MNP update	Planning	Updated and returned
09/07/2026	Email	Ali	Stonemason - request for memorial form	Cemetery	Responded with form and rules and regulations

09/07/2026	Email	Ali	Agency offering interim cover for DC role	General	Responded - able to cover with existing staff/cllrs
09/07/2026	Email	Ali	Resident asking for advise for tree work in a Conservation Area	Planning	Responded - contact MBC for advice/ gave link to MBC website
09/07/2026	Email	Ali	Request for DC application pack	HR	Sent via email 9/7/26

Received on my return 9/7/26

09/07/2026	Telephone	Ali	Play Scheme parent wishing to cancel places	Play Scheme	Passed details to Lisa
09/07/2026	Telephone	Ali	Play Scheme parent to discuss payments	Play Scheme	Passed to Lisa
09/07/2026	Telephone	Ali	Play Scheme parent regarding completed form	Play Scheme	Passed to Lisa
09/07/2026	Email	Ali	Confirmation that highway sign still in place	Highways	Report to Kent Highways
09/07/2026	Email	Ali	Resident regarding Plantation Lane closure / West End Tavern painting	General	Noted and responded in regard to WET
09/07/2026	Email	Ali	Other Parish Council asking about football pitch charges	General	MPC not responsible for any pitches
09/07/2026	Face to Face	Ali	Parent to fill in play scheme form	Play Scheme	Completed form passed to Lisa
09/07/2026	Email	Ali	Play Scheme staff forms	Play Scheme	Entered details onto staff database
09/07/2026	Email	Ali	Confirmation of meeting date for Play Scheme deputy manager	Play Scheme	Arranged for 14/7/26
09/07/2026	Email	Ali	Bank details received from parent for refund	Finance	Noted - raise invoice for next week's meeting
10/07/2026	Email	Ali	School asking for permission to divert footway through hall footpaths	Hall	Passed to Trustees
10/07/2026	Email	Ali	MBC Planning confirming details of planning application	Planning	Noted
10/07/2026	Email	Ali	Several emails for play scheme registrations	Play Scheme	Noted - amended lists
10/07/2026	Email	Ali	Application forms for D/C	HR	Noted
10/07/2026	Email	Ali	Resident reporting over grown hedges - Church Green	Highways	Report to Kent Highways
10/07/2026	Face to Face	Ali	Resident reporting over grown hedges at Plain Road	Highways	Reported at Village Café - report to Kent Highways

10/07/2026	Email	Ali	MBC Solicitors - will chase MBC for public conv. Work	Amenities	Noted
10/07/2026	Email	Ali	Cloudy IT confirming D/C password change	Office	Not working - contacted Cloudy IT. Will do remotely on 13/7/26
10/07/2026	Email	Ali	Scouts regarding information / access to building for play scheme	Play Scheme	Noted - key holder given
10/07/2026	Email	Ali	Play Scheme staff regarding set up on Sunday 19th	Play Scheme	Noted
13/07/2026	Email	Ali	Play Scheme emails (several)	Play Scheme	Noted / changes made if relevant
13/07/2026	Email	Ali	2 emails from Southons Field hirers	Amenities	Provided risk assessments / details of locking up etc
13/07/2026	Telephone	Ali	Cloudy IT to access laptop remotely	Office	Password changed
13/07/2026	Email	Ali	Funeral Directors request for burial	Cemetery	Need to obtain confirmation of previously known address in Marden (confirmed and email sent 17/7/26)
14/07/2026	Email	Ali	Play Scheme emails (several)	Play Scheme	Noted / changes made if relevant
15/07/2026	Email	Ali	Request for information regarding D/C role	HR	Provided information
15/07/2026	Email	Ali	Play Scheme emails (several)	Play Scheme	Noted / changes made if relevant
15/07/2026	Face to Face	Ali	Resident enquiring about Assets of Community Value	Planning	Notes
16/07/2026	Telephone	Ali	Resident enquiring about a planning application	Planning	Provided details
16/07/2026	Face to Face	Ali	Next of Kin regarding memorial application	Cemetery	Completed forms and payment made
16/07/2026	Telephone	Ali	Request for information regarding D/C role	HR	Provided information
16/07/2026	Email	Ali	Neighbouring PC enquiring about companies to provide metal doors	General	Provided details of company in Marden that MPC used for toilet doors
16/07/2026	Email	Ali	Play Scheme emails (several)	Play Scheme	Noted / changes made if relevant
16/07/2026	Telephone	Ali	Resident reporting water leak in Battle Lane (SEW aware but nothing done)		Sent to Borough and County Cllrs for advice
17/07/2026	Email	Ali	Play Scheme emails (several)	Play Scheme	Noted / changes made if relevant

17/07/2026	Telephone	Ali	Architect regarding changing rooms refurbishment	Full Council	Would provide an email with information to circulate
17/07/2026	Email	Ali	Auditor to arrange interim audit	Finance	Provided dates can't do in September to December
17/07/2026	Email	Ali	MBC Solicitors - hoping to receive confirmation from MBC shortly	Amenities	Noted
17/07/2026	Email	Ali	Funeral Director regarding fees to be paid	Cemetery	Responded (double as deceased no longer a resident)
20/07/2026	Email	Ali	Play Scheme emails (several)	Play Scheme	Noted - changes made if relevant
20/07/2026	Email	Ali	Speeding in Battle Lane	Highways	Take to Highways WG meeting
20/07/2026	Face to Face	Ali	Accident in Howland Road - resident struggling to get crime number	Police	Sent details to Beat Officers
20/07/2026	Email	Ali	D/C application forms	HR	Noted
21/07/2026	Email	Ali	Play Scheme emails (several)	Play Scheme	Noted and passed details to P/S Manager
21/07/2026	Email	Ali	Funeral Director requesting dates available for burial	Cemetery	Liaised with Revd Nicky
23/07/2026	Email	Ali	Confirmation of dates available for funeral from Revd Nicky	Cemetery	FD to speak with family
24/07/2026	Email	Ali	CCTV company to arrange service for CCTV equipment	Playing Field	Arranged for 24/7/26 to collect key
24/07/2026	Email	Ali	Resident requesting litter pick equipment	General	Arranged to collect w/c 3rd August
24/07/2026	Email	Ali	MBC - Asset of Comm Value submission	Planning	Confirmation noted

Received by Cllrs/Admin Asst from 27/7 to 28/7

Date:	Contacted via	Who took call/emails?	Brief details of issue raised	Council/Committee	Outcome
27/07/2026	Telephone	Lisa	Resident asking for some MPC owned trees to be cut	Playing Field	Noted - pass to Ali on her return
27/07/2026	Telephone	Lisa	Marden VC giving info on defib pads	General	Noted - pass to Ali on her return
27/08/2026	Face to Face	Cllrs Boswell and Griffiths	Resident asking about purchasing a plot at Marden Cemetery	Cemetery	Advised to call Ali on 4/8/26
28/07/2026	Telephone	Cllr Boswell	Query regarding locking of Southons Field	Southons Field	Gave information of times
28/07/2026	Telephone	Cllr Tippen	Play Scheme query	Play Scheme	Given P/S mobile number to ring

Following came in between 27/7/26 and 31/7/26 whilst I was on leave

Date:	Contacted via	Who took call/emails?	Brief details of issue raised	Council/Committee	Outcome
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26/07/2026	Email	Ali	Resident reporting overgrown hedges and vegetation between Chantry Road and Playing Field	General	To investigate regarding ownership and report.
27/07/2026	Email	Ali	Play Scheme enquiries	Play Scheme	Out of office provided mobile number for P/S
28/07/2026	Email	Ali	Play Scheme enquiries	Play Scheme	Out of office provided mobile number for P/S
28/07/2026	Email	Ali	Office alarm system - company to do maintenance check	Office	Asked to attend w/c 3rd or 10th August
30/07/2026	Email	Ali	Maidstone Museum asking parishes if they have donated a funeral bier to the carriage museum	General	Not Marden
30/07/2026	Email	Ali	Funding newsletter	General	Passed to Cllr Tippen
30/07/2026	Email	Ali	Architect regarding changing rooms refurbishment	Changing Rooms	Add to F/C Agenda 11/8/26
31/07/2026	Email	Ali	Resident regarding traffic being diverted along Copper Lane	Highways	Noted
31/07/2026	Email	Ali	MBC updated electoral roll	Office	Passed to Lisa to update folder