



TO ALL MEMBERS OF MARDEN PARISH COUNCIL **AMENITIES COMMITTEE**

Dear Councillor

YOU ARE HEREBY SUMMONED TO ATTEND the meeting of Amenities Committee meeting to be held 25th August 2026 at 7.30pm in the Parish Council Offices, Marden Memorial Hall, Goudhurst Road, Marden, Kent

Alison Hooker

Alison Hooker
Clerk to Marden Parish Council
Date: 18th August 2026
01622 832305 / clerk@mardenkent-pc.gov.uk

Members of the public and press are welcome to attend this meeting and may speak 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 Amenities Committee 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

017/26 PRESENT

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

018/26 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.

Office Opening Times:
Mondays, Tuesdays & Fridays 10am - 12 noon
Email: deputyclerk@mardenkent-pc.gov.uk
Website: www.mardenkent-pc.gov.uk



019/26 COUNCILLOR INFORMATION

Declaration of Pecuniary and Non-Pecuniary Interests
Granting of Dispensation

020/26 MINUTES OF THE PREVIOUS MEETING

To receive and accept as a true record the Minutes of the Amenities Committee meeting held on 2nd June 2026.

021/26 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.

022/26 DEPUTY CLERK REPORT

Report available in the meeting papers

023/26 OPEN SPACE COMMITTEE**Playing Field**Changing Rooms Refurbishment

Cllrs to receive updates on the changing rooms refurbishment

Other

Request received from resident regarding additional TPO tree work.

Vehicle gate padlock

Strategically Important Play Areas (SIPA) Funding

Southons FieldGoals

Cllrs to receive details of quotes received for replacement goals at Southons Field – *in meeting papers*.

Other Issues

Anti-social behaviour

Storage at pavilion

Other Open Space Issues

Cllrs to agree a date for the site meetings at Playing Field, Southons Field, Public Conveniences and Cemetery.

Cllrs to review the maintenance strategies for all areas of open space.

[Maintenance Strategies – Marden Parish Council](#)

024/26 CEMETERY**Cemetery Issues**

Cllrs to consider the management of the additional trees at the Cemetery and for these to be added to the Management Policy – *in meeting papers*

[Tree-Management-Policy-and-Risk-Assessment-March-2026.pdf](#)

Exclusive Right of Burial Certificates

Cllrs to sign any Exclusive Right of Burial Certificates received in time of this meeting.

Other

ICCM Journal for noting

Office Opening Times:

Mondays, Tuesdays & Fridays 10am - 12 noon

Email: deputyclerk@mardenkent-pc.gov.uk

Website: www.mardenkent-pc.gov.uk



025/26 PUBLIC TOILETS AND CAR PARK**Public Toilet Issues**Solar Panels

Cllrs to be provided with any update on the project.

Car Park Issues**026/26 AMENITIES SUB-GROUPS****Environmental Sub-Group**Next Meeting

The Environmental Sub-Group meeting was cancelled on 18th August. Cllrs to consider meeting during the daytime rather than an evening meeting.

Estate Management Plan

Cllrs to agree adoption of the Estate Management Plan – *in meeting papers*

Village Events Sub-GroupMarden at Christmas

Cllrs to note that the next meeting to discuss Marden at Christmas will be 17th September.

Play Scheme Sub-Group

Cllrs to receive a report following the end of Summer Play Scheme. *In meeting papers.*

027/26 MARDEN MEMORIAL HALL REPORT

Cllrs to be provided with an update following the Memorial Hall meeting held on 20th July.

028/26 AMENITIES ISSUES FOR DECISION / NOTING**Young People**

Update to be given following the event organised by Golding Homes at Marden Playing Field.

Community Pay Back Team

Cllrs to discuss work which could be undertaken by the Community Pay Back Team.

029/26 INVOICES FOR PAYMENT

Invoices due for payment to be submitted to the meeting.

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

Office Opening Times:

Mondays, Tuesdays & Fridays 10am - 12 noon

Email: deputyclerk@mardenkent-pc.gov.uk

Website: www.mardenkent-pc.gov.uk





DRAFT MINUTES OF THE AMENITIES COMMITTEE **MEETING HELD ON TUESDAY 2ND JUNE 2026 IN THE OLD** **SCHOOL ROOM, MARDEN MEMORIAL HALL, MARDEN** **COMMENCING AT 8.15PM**

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

Cllr Boswell took the meeting for the first item.

001/26 ELECTION OF CHAIRMAN

Cllr Gibson proposed, and Cllr Boswell seconded that Cllr Rabot be elected Chairman for the forthcoming Council year. All Cllrs were in favour. Cllr Rabot accepted the role of Chairman and took over the remainder of the meeting.

002/26 ELECTION OF VICE-CHAIRMAN

Cllr Boswell proposed, and Cllr Gibson seconded that Cllr Tippen be elected Vice Chairman for the forthcoming Council year. All Cllrs were in favour. Cllr Tippen accepted the role of Vice Chairman.

003/26 PRESENT

Cllrs Boswell, Dobinson Newton, Rabot (in the Chair), Summersgill and Tippen were present. Cllrs Adam and Gibson, the Deputy Clerk and County Cllr Black were also in attendance.

004/26 APOLOGIES FOR ABSENCE

Cllrs Goda gave his apologies for this meeting.

Not in attendance: Cllr Turner

005/26 COUNCILLOR INFORMATION

Declaration of Pecuniary and Non-Pecuniary Interests

Cllr Boswell declared an interest in item 009/26 (Open Space - Southons Field) as a resident backing onto the field; Cllrs Tippen and Newton as Trustees of the Memorial Hall, declared an interest in item 013/26 (Outside Bodies Reports - Memorial Hall).

Granting of Dispensation

There were no requests for dispensation.

006/26 MINUTES OF THE PREVIOUS MEETING

Cllrs received and accepted, as a true record, the Minutes of the Amenities Committee meeting held on 28th April 2026. These were duly signed by the Chairman.

007/26 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

The meeting was adjourned at 20.20 for the following report from County Councillor Brian Black.

County Councillor, Brian Black reported a few staff changes in his office. He was happy to support a grant for a marquee for this year's Marden Summer Playscheme. He also requested feedback on his work as County Councillor with Parish Councils and asked what they would see as improvements. Statement will be forthcoming to Cllrs at the next Full Council meeting regarding his position on his recent expulsion from the party.

008/26 DEPUTY CLERK REPORT

The Deputy Clerk Report was circulated to Cllrs prior to the meeting. The Community Payback team has been emailed to enquire whether they will be sending a team to Marden but a response is yet to be received. A test of the reflectors has been successful so we will be adding some more to the Morello Path gateway. The Clerks are currently discussing the issue of a new goal post on Southons Field and will come back to Cllrs shortly. The space for storage at the Southons Pavilion had been viewed and the Clerks will be in touch with the users with their requirements. The new machinery for the Village Caretaker is being reviewed as to whether it is needed. The Contractor has been contacted regarding a basket swing replacement.

009/26 OPEN SPACE**Playing Field**Play Inspection Report from MPC

The reports for the Playing Field Play Area, Napoleon Drive Play Area, the Sports Wall and the Outdoor Gym Equipment had been received from the Caretaker for MPC. There were no issues to report. Cllrs noted.

Changing Rooms Refurbishment

Cllrs received a report from the Clerk regarding approval the Draft Management Plan to be sent back to MBC as part of the planning condition, discussing the tender analysis from the Architect and considering the internal furnishings. Cllrs discussed and agreed that due to Cllrs Griffiths and Turner's input, a separate meeting would be arranged to include them in the discussion. Cllr Summersgill offered his advice on a tender scoring matrix.

Southons FieldPlay Inspection Report from MPC

The reports for the Play Trail, Swings and Football Goal Post had been received from the Caretaker for MPC with no new issues to report. Cllrs noted.

Other Open SpaceMonthly Tree Inspections

The monthly tree inspections had been received and no issues were reported. Cllrs noted.

010/26 CEMETERY**Exclusive Right of Burial Certificates**

There were no exclusive right of burial certificates received for this meeting.

011/26 PUBLIC TOILETS AND CAR PARK**Public Toilet Issues**Solar Panels

There are no further updates on the project for this meeting.

Car Park Issues

There were no car parking issues to report.

012/26 AMENITIES SUB-COMMITTEES AND SUB-GROUPS**Environmental Sub-Group**Next Meeting

The Environmental Sub-Group was due to meet again on 16th June 2026, however Cllr Boswell informed Cllrs that this would be rearranged.

013/26 OUTSIDE BODIES REPORT**Memorial Hall**

Cllr Newton reported that there were no issues to report on the Marden Memorial Hall.

Youth Issues

Cllr Rabot informed Cllrs that he has a meeting arranged with Golding Homes and Kent Cricket soon and would report back on the outcome.

014/26 AMENITIES MEETING ACTION LOG**Meeting Action Log**

The action log was updated and circulated to Cllrs prior to the meeting. Cllrs noted.

015/26 OTHER AMENITIES ISSUES FOR DECISION / NOTING**Marden Summer Playscheme**

Cllrs received a report from the Clerk on Marden Summer Playscheme 2026. Cllrs noted.

016/26 INVOICES FOR PAYMENT

The following invoices were put before Cllrs for payment:

Marden Memorial Hall – May hall hire, office rent and refuse – £366.00

Stanleys Garage – Mower/vehicle fuel - £124.28

A J Gallagher – Parish Council Insurance - £3,175.47

Community Heartbeat – Defib Pads and Safety Kit - £101.94

Kent County Council – Photocopier Rental - £108.02

Pear Technology – Annual Subscription - £312.00

Total: £4,187.71

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

There being no further business, the meeting closed at 20.43.

Date: 25th August 2026

Signed:

Cllr Adrian Rabot
Chairman, Amenities Committee
Marden Parish Council, Parish Office, Goudhurst Road, Marden, Kent, TN12
9JX
T: 01622 832305 / 07940 241333
E: deputyclerk@mardenkent-pc.gov.uk
W: mardenkent-pc.gov.uk

Amenities Committee Clerk's Report

Until a new Deputy Clerk is appointed the Clerk will attend the Amenities Committee meetings to take minutes.

Community Payback Team

Staffing is now in place and could look at undertaking projects later in the year. Rachel had asked about the fencing for Napoleon Drive play area but as they have done this before they wouldn't class it as a priority. The item is on the agenda for Cllrs to consider other work that could be undertaken.

Reflectors on Napoleon Drive Gateway

Additional reflectors have been purchased and will be installed shortly.

Goal Posts on Southons Field

Quotes are being obtained – item is on the agenda if quotes are received in time.

Storage on Southons Field

On the agenda but Chris and I have had a move around with things stored at the rear of the pavilion. Several items were disposed of which hadn't been used in many years (and would not be used). The community games are now in one part of the rear and external hirers have been given the opportunity to use the other part. Christmas and play scheme items continue to be stored in the main part of the pavilion.

The container is now in situ and Chris is organising this for the use of the grounds staff.

The skip is due to be removed this week.

Action Log

The Amenities action log has been updated and will continue to be done following each Committee / site meeting. Cllrs are asked to view this when sent out to ensure that any items they have volunteered for are being done and a report, if relevant, to be given to the next available meeting.

Play/Tree Inspection Reports

These have been taken off the agenda but will be available at meetings.

There were no issues raised on any of the reports since 2nd June meetings.

Cllr Newton and the village caretaker attending play inspection training on 9th June. If there are any issues that arise from these reports they will be added as individual items on the relevant agenda.



NOTES FOR 25TH AUGUST 2026 AMENITIES COMMITTEE MEETING

Item 023/26 OPEN SPACE COMMITTEE

Playing Field

Changing Rooms Refurbishment

Architect has received the Management Plan and will be submitted to MBC along with informing MBC of the phased working. He will review other conditions to make sure all have been submitted/cleared.

Other

Request received from resident regarding additional TPO tree work – Trees in Playing Field are overhanging property – at least one is a TPO so need to view, photograph and submit an application – agreement required to proceed..

Vehicle gate padlock – the playing field vehicle gate padlock has been changed to a combination one. All contractors/users of the gate/field have been informed. If Cllrs wish to have this the Clerk will forward to them.

Strategically Important Play Areas (SIPA) Funding – Confirmation received that MBC could fund up to £5,000 towards the project. Cllrs to discuss replacement/additional items, obtain quotes and submit to Finance committee for 2027/28 budgeting in case extra funding is required.

Southons Field

Other Issues

Anti-social behaviour

Several areas in the boundary have been broken down. Caretakers have built up again with vegetation/trees and 101 have been informed. Benches have been broken which caretaker has repaired.

Storage at pavilion – previously discussed and agreed for two users to use small area at rear of pavilion for storage. Area has been cleared and new padlock fitted.

025/26 PUBLIC TOILETS AND CAR PARK

Public Toilet Issues

Solar Panels

Solicitors have now received signed licence from MBC – the document is being finalised and we should receive confirmation in a few days. Cllr Griffiths has taken over the project management and now as the file and contact details of contractors.

Office Opening Times:

Mondays, Tuesdays & Fridays 10am - 12 noon

Email: deputyclerk@mardenkent-pc.gov.uk

Website: www.mardenkent-pc.gov.uk



Southons Field Goal Posts

The current goal post (measuring 12ft x 6ft) that is at Southons Field is coming to the end of its life. This, and one other (already used) was purchased in June 2024 and therefore each have lasted approx 12 months+.

At a recent Amenities Committee meeting Rachel was asked to obtain costings for different types of goal which I have picked up following her leaving:

Size	Details	Cost	Delivery Cost	Notes	
12ft x 6ft	Plastic, light weight and not fixed to ground	£ 238.00	£ 9.95	Like for Like Easy to move Easy for caretaker to put up on own Can be moved for mowing field Only lasting approx 12 months per goal Can be brought separately (£119 per goal)	
12ft x 6ft	Metal, portable goals	£ 1,050.00	£ 160.00	Would need to be secured to ground Would need two/three people to put together Needs two adults to move Price is for two goals Not easy for mowing contractor/caretaker to move on his own.	
12ft x 6ft	Metal, permanent goals	£ 995.00	Free	Same as playing field goals Could not be moved for events Would need two people to put together and holes to be dug to secure to ground Price is for two goals	

Hedge to be allowed to grow to 3m in height; field gate gap should be cut back to allow access to new area to west

Longer term strategy for biodiversity enhancement of pond to be established

Banks to be kept clear of rubbish and clutter

Boundary Hedges to be allowed to grow to 3m in height, where doing so would not impact visibility splays onto Maidstone Road

Plants within first 3m of land should be allowed to mature

NO MOW MAY
Do not strim around boundary and centre vegetation during May.
Strim June/July

The central area to be strimmed one metre from the base of the trees. The hedging areas to be strimmed one metre in front of the hedge and the area that has not been planted to be strimmed to keep on top of brambles/invasive weeds. All of this maintenance to be conducted once a year.

- Inside of hedgerow, boundary should be left unmown for 1m
- All grass to be kept low
- Hedgerows between sections should be allowed to establish and be



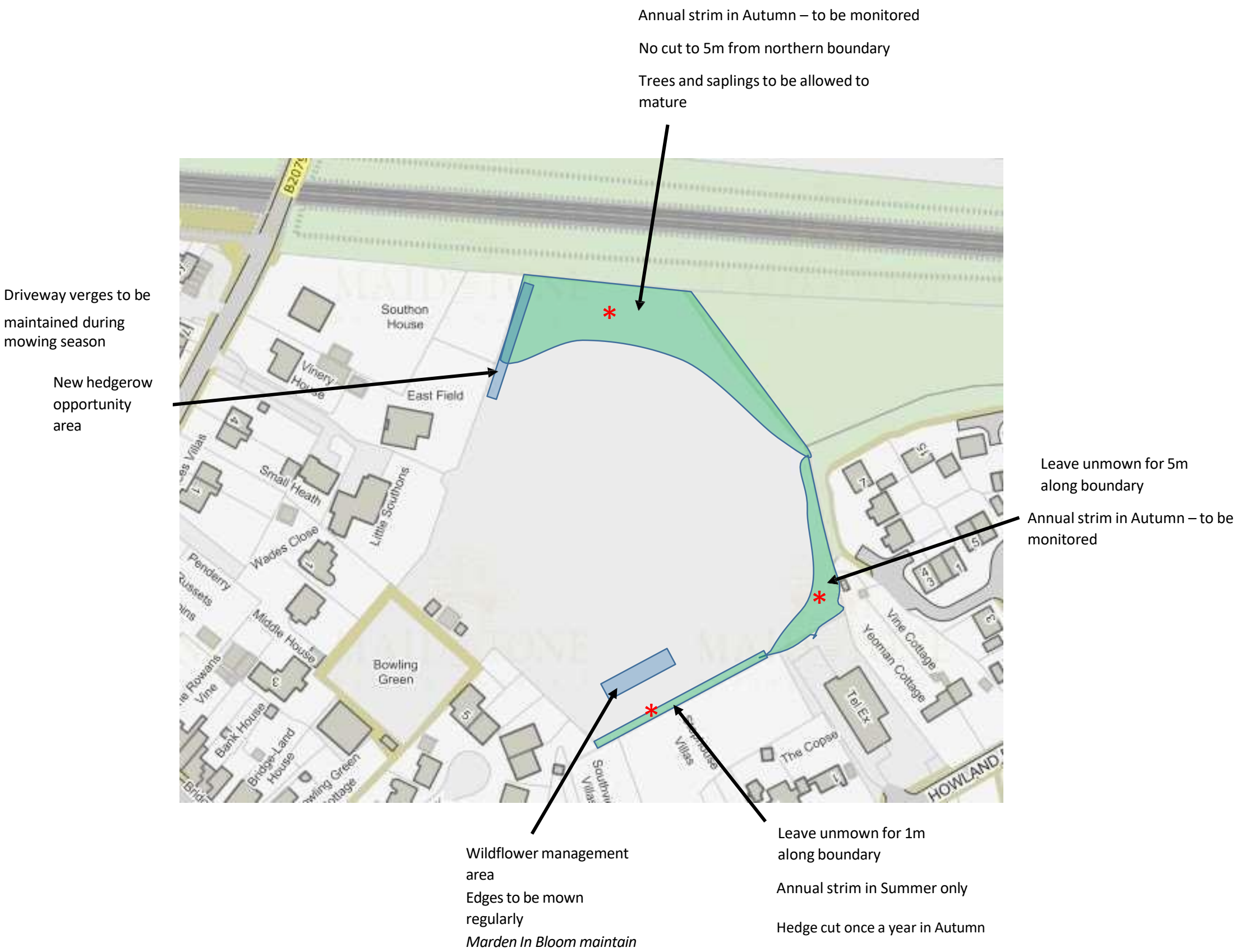
MARDEN PLAYING FIELD MAINTENANCE STRATEGY (Version 4 – June 2025)



KEY MAINTENANCE

- All remaining areas to be cut back to recreational grass standard all year;
- All footpath edges to the strimmed/ cut to recreational grass length.
- Area around Changing Rooms to be strimmed and cut – kept low.
- Areas with * not to be strimmed or mown in May (“No Mow May”)

MARDEN ‘SOUTHONS FIELD’ MAINTENANCE STRATEGY (Version 4 – June 2025)



KEY MAINTENANCE

- All remaining areas to be cut back to recreational grass standard all year;
- Northern boundary to be allowed to rewild
- Areas with * not to be strimmed or mown in May (“No Mow May”)



AMENITIES COMMITTEE **TREE MANAGEMENT POLICY**

General Statement

This policy applies to all trees under Marden Parish Council ownership/management, regardless of their location and aim to preserve its trees for future generations to enjoy.

Trees growing on land which forms part of the adopted Highway are the responsibility of the Highways Authority, Kent County Council (www.kent.gov.uk)

This policy details Marden Parish Council's methods for managing the tree stock owned and maintained by the Council. The policy has been written to:

- Ensure that the Council maintains a safe tree stock.
- Ensure consistency with regard to requests to prune and maintain trees.

The Council is responsible for trees on land that it owns on its areas of open space at Marden Playing Field (including Napoleon Drive and The Chestnuts area), Rookery Path, Southons Field and Marden Cemetery.

In terms of trees that the Parish Council has responsibility for, it is important that their approach to management is prudent and proportional to ensure that those persons using the Parish Council grounds, who drive past the Parish Council grounds or use the Parish Council areas as a place of work, are safe when doing so.

Any queries on trees belonging to the Parish Council should be made to the Clerk.

Legal Framework

In both civil and criminal law, an owner of land on which a tree stands has responsibilities for the health and safety of those on or near the land and has potential liabilities arising from the falling of a tree or branch.

The owner of land on which a tree stands owes a duty of care in common law, to take reasonable care to avoid acts or omissions that could cause a reasonably foreseeable risk of injury to persons or property.

Office Opening Times:

Mondays, Tuesdays & Fridays 10am - 12 noon

Email: clerk@mardenkent-pc.gov.uk

Website: www.mardenkent-pc.gov.uk

Parish Council Amenities – Tree Management Policy and Risk Assessment March 2026



Benefits of Trees

Trees have many benefits including:

- They are crucial to the climate effort as they capture carbon dioxide (CO₂) from the atmosphere and help to improve air quality
- Provide shelter from the sun, wind and rain
- Stabilise soil – particularly important on sites adjacent to water bodies
- Help to reduce flood risk
- Filter atmospheric pollution
- Provide a barrier to noise and screening poor views
- Provide a valuable habitat for wildlife
- Provide pleasant green settings in which to live and work
- Provide opportunities for people to re-connect with nature to improve health and wellbeing
- Soften the impact of development
- Commemorate or celebrate individuals, events and/or communities

Tree and Hedge Management - General

Trees and hedges will not be removed unless there is a demonstrable arboriculture, safety or legal reason for the removal.

All requests for any arboriculture work to trees growing on Council land will be inspected and authorised by Council Officers.

Birds

Under the Wildlife and Conservation Act 1981 (as amended) it is an offence to kill, injure or take wild birds, their young, their eggs or nests. Non-urgent tree work involving tree removal/reduction and hedge cutting operations should not normally be undertaken during the bird nesting/breeding season, which is considered to be from 1st March to 31st July.

If tree/hedge works are required in the bird nesting season, trees will be examined for evidence of nesting. Where a bird's nest is found, tree/hedge works will be delayed until the end of the nesting season. The Council will take advice from a tree surgeon in the instance that a tree or branch proved dangerous during nesting season.

No work will be undertaken on trees/hedges where there is potential to impact upon protected species (for example bats or badgers) until consultation has been undertaken with appropriate external consultants.

The Council is encouraged to consider when dealing with planning applications for privately owned land, whether there are Council owned trees on adjacent land that may be affected by the development before approving the application (e.g. for site access, dropped kerbs or storage of materials).

Office Opening Times:

Mondays, Tuesdays & Fridays 10am - 12 noon

Email: clerk@mardenkent-pc.gov.uk

Website: www.mardenkent-pc.gov.uk

Parish Council Amenities – Tree Management Policy and Risk Assessment March 2026



The Council is committed to explore and develop opportunities to utilise the arisings e.g. woodchips, logs, habitat piles and dead standing timber generated by arboriculture operations towards greater environmental sustainability.

Tree Presentative Orders (TPOs)

(See list at Appendix A)

A TPO is a legal document made, administered and enforced by the local planning authority, to protect specified trees and woodlands with public amenity value. A TPO prevents cutting down, uprooting, lopping, wilful damage or destruction of trees (including cutting roots) without permission.

Some trees in Marden Parish Council's ownership are covered by TPO's and it recognises its responsibilities in regard to its trees that are protected by TPOs.

Trees in Conservation Areas

It is an offence to cut down, prune, lop, top, uproot or wilfully damage or destroy a tree in a conservation area without giving prior written notice to Maidstone Borough Council.

Claims for Subsidence and Damage

When investigating claims of subsidence and damage to properties from tree roots emanating from a tree owned and maintained by the Council, the Council requires the property owner to submit a structural engineers report. This will enable the Council to review the evidence and determine the appropriate course of action. The report must cover:

- Physical damage
- Presence of live roots of a suitable species
- Seasonal movement or variation of the damage during different seasons

All claims regarding subsidence will be referred to the Council's Insurer along with a brief report detailing the age, type, and condition of the tree and any other factors that may be of importance to the claim.

If evidence is insufficient any claim will be dismissed.

Tree Inspections

The Council contracts a company to carry out a three yearly tree inspection on all of its open space. This inspection includes looking at the health and risk of all trees. The Caretakers conduct a monthly visual tree inspection and ad hoc inspections following Yellow, Amber and Red Weather Warnings of high wind from the Met Office. Each Caretaker monthly tree inspection and inspection following adverse weather is recorded in a report that is kept on file at the Parish Office.

Office Opening Times:

Mondays, Tuesdays & Fridays 10am - 12 noon

Email: clerk@mardenkent-pc.gov.uk

Website: www.mardenkent-pc.gov.uk

Parish Council Amenities – Tree Management Policy and Risk Assessment March 2026



Damage to Property Caused by Trees

The Council will cut back trees from properties where they touch windows, walls, roofs or gutters. This will ensure that damage to property such as tiles or gutters is avoided. Owners should notify the Parish Council if this occurs (please also see: "Carrying Out Tree Work by A Resident" below)

Obstruction by Overhanging Branches

Tree branches from Council trees that obstruct footpaths, the carriageway, highway signage, street lighting or CCTV will be inspected and have the necessary pruning work undertaken within the timescale appropriate to the situation.

Low branches overhanging private gardens will be cleared to a height of 3m maximum when work undertaken by the Parish Council.

Television or Satellite Signals

There is no legal right to good television or satellite signals and no legal requirements to rectify a loss of television, satellite or radio service in respect of trees. Interference is not at present a legal nuisance, and in many cases it is possible to resolve issues of poor reception involving trees by finding an engineering solution.

Shade or Blocking of Light

There is no legal right to light under the law and therefore the Council has no legal obligation to abate this perceived nuisance. The Council will consider applications to prune trees on an individual basis and that the work can be executed within financial resources available.

Leaf/Fruit Fall and Secretions

Tree work will not be carried out solely to alleviate problems caused by natural and or seasonal phenomena as follows:

- Falling leaves
- Sap exudation (e.g. honeydew)
- Falling fruits and nuts
- Bird droppings
- Blossom
- Reduction or increase moisture to gardens
- Blocked or obstructed drains, gutters, flat roofs from tree deposits and leaves, presence of algae and moss build up.

Office Opening Times:

Mondays, Tuesdays & Fridays 10am - 12 noon

Email: clerk@mardenkent-pc.gov.uk

Website: www.mardenkent-pc.gov.uk

Parish Council Amenities – Tree Management Policy and Risk Assessment March 2026



Highway Tree Management

Street trees are defined as trees planted or growing in road verges along the parish's highway network. The Parish Council is not responsible for road verges.

Greenspace Tree Management

The Council aims to create a varied and sustainable tree population in the open spaces and cemetery for reasons of aesthetics and for the benefit of the biological diversity of the parish.

The Council will maintain the overall number of trees in open spaces and cemetery through replacement planting programmes.

Trees on open spaces, which are not blocking the highway or sightline, will be left with a more natural shape where the branches may extend down to the ground.

See Appendix B for MPC's Tree Risk Management Scheme.

Woodland Tree Management

The Parish Council is not currently responsible for any woodlands.

Replacement Trees

The Council will select indigenous trees that are appropriate for their location and the anticipated maintenance needs throughout the life of the tree.

To help maintain a continuity of tree cover the Council will undertake the planting of new trees where suitable opportunities arise.

Tree Pruning Techniques and Who Carries Out the Work

Marden Parish Council will seek to ensure that tree works are carried out to the highest standards. In carrying out tree works, it and other third parties working on trees over which MPC has a responsibility, will ensure that pruning conserves the overall amenity value, form and shape of the tree and all tree works must be carried out in accordance with British Standard 3993 – Recommendations for Tree Works. Particular pruning specifications may or may not be appropriate for trees of different ages, species, health and condition, or even between trees of the same species depending on their condition, age and environment. Clear and acceptable pruning objectives are necessary in advance of approval of a pruning specification.

Tree Planting

The principle aim of new planting will be to maintain and increase tree cover within the parish and to achieve a robust and diverse tree population, well suited to the planting location and able to meet the challenges of a changing climate and pests and disease, whilst maximising amenity, biodiversity and other tree related benefits.

Office Opening Times:

Mondays, Tuesdays & Fridays 10am - 12 noon

Email: clerk@mardenkent-pc.gov.uk

Website: www.mardenkent-pc.gov.uk

Parish Council Amenities – Tree Management Policy and Risk Assessment March 2026



All new tree planting will utilise high-quality, disease-free planting stock and will follow the principles set out in British Standard 8545 (2014) Trees: From Nursery to Independence in the Landscape – Recommendations.

Marden Parish Council is committed to planting trees following a tree removal. Wherever possible at least one replacement tree will be planted for each tree removed. Where, due to location or other issue this is not appropriate, Marden Parish Council will seek to plant at least one tree on land it manages in the vicinity so that the tree cover in the local area is not diminished.

Public Requests for Maintenance

Marden Parish Council will give consideration to any complaints or requests for maintenance from the public regarding trees on Parish Council owned land, taking into account its tree management policy and/or advice from a qualified tree surgeon. If a parish council owned tree is inspected and found to be in such a condition that it poses a high risk to people or property and is considered to be an emergency situation, instruction will be given to the tree contractor to make the tree safe as soon as practicably possible. If a tree is identified as requiring action, but the risk to the public is not immediate, then the tree will be made safe depending on the degree of risk identified at the time of inspection.

In cases where it is necessary to remove a tree, or substantial lop or prune a tree at a resident's request, and where the request is found to be valid subject to the conditions set out within this Policy.

Carrying Out Tree Works by a Resident

Residents have a legal right to deal with the nuisance associated with trees encroaching onto a property. The following advice is given where there is a risk to exercise the right to Common Law with respect to encroaching trees:

- Remove only those parts of the tree from the point where they cross the boundary of the property;
- There is no legal right to cut or remove any part of a tree that does not overhang the property;
- It is strongly advised that a professional tree surgeon is consulted for guidance on how best to prune back encroaching trees, unless the works are trivial meaning that works could be carried out with hand secateurs or similar;
- It is strongly advised that Marden Parish Council is informed of any plan to carry out work on Parish Council owned trees;
- Before carrying out works to trees, it is strongly advised that checks are made as to whether the trees are protected by a Tree Preservation Order or if they are in a Conservation Area. If either of the above applies, consent is required by making an application / giving notice to the Planning Department at Maidstone Borough Council;

Office Opening Times:

Mondays, Tuesdays & Fridays 10am - 12 noon

Email: clerk@mardenkent-pc.gov.uk

Website: www.mardenkent-pc.gov.uk

Parish Council Amenities – Tree Management Policy and Risk Assessment March 2026



- If agreement is received for the work the resident must obtain quotes from qualified tree surgeons and arrange for the work to be carried out at their own expense

Marden Parish Council reserves the right to recover costs in the event the tree is damaged, and requires corrective action by the Parish Council, as a result of works carried out on a Parish Council owned tree by a member of the public.

Although Marden Parish Council believes this policy to be as comprehensive as possible, they acknowledge it does not cover every situation. The Parish Council reserves the right to exercise discretion in application of this policy when to do so would be in the best interests of the Council and its residents.

Office Opening Times:

Mondays, Tuesdays & Fridays 10am - 12 noon

Email: clerk@mardenkent-pc.gov.uk

Website: www.mardenkent-pc.gov.uk

Parish Council Amenities – Tree Management Policy and
Risk Assessment March 2026



APPENDIX A

MARDEN TREE PRESERVATION ORDERS (TPOS)

For full details of the following TPOs please contact the Parish Office or visiting [Tree preservation orders \(TPOs\) - Maidstone Borough Council](#) if you know the postcode.

TPO No: 8 of 1975

Location: Little Oaks and Field House, Park Road

ID No: G1

Details: 7 Oaks

TPO No: 17 of 1977

Location: Loves Wood, Loves Farm, Goudhurst Road (boundary of Goudhurst Parish Council)

ID No: W2

Details: 4.2 acres of woodland. Comprising of Oak standards with mixed hardwood coppice undergrowth

TPO No: 32 of 1981

Location: Church Farm, Maidstone Road

ID No: T1

Details: 1 Scots Pine

TPO No: 12 of 1985 (originally No. 27 of 1984)

Location: Chantry Place, Church Green

ID No: T1 to T7

Details: 1 of each of Ash, Horse Chestnut, Wild Cherry, Weeping Willow and Corsican Pine and 2 Pine

TPO No: 12 of 1985 (originally No. 27 of 1984)

Location: Chantry Place, Church Green

ID No: G1

Details: 2 Horse Chestnuts

TPO No: 12 of 1985 (originally No. 27 of 1984)

Location: Chantry Place, Church Green

ID No: G2

Details: 7 Sycamore; 8 Yew; 4 Horse Chestnut; 2 each of Lime and Ash and 1 of Pine

TPO No: 12 of 1985 (originally No. 27 of 1984)

Location: Chantry Place, Church Green

ID No: G3

Office Opening Times:

Mondays, Tuesdays & Fridays 10am - 12 noon

Email: clerk@mardenkent-pc.gov.uk

Website: www.mardenkent-pc.gov.uk

Parish Council Amenities – Tree Management Policy and Risk Assessment March 2026



Details: 4 each of Yew and Sycamore; 3 each of Horse Chestnut and Pine; 1 each of Acer Cappadocicum, Ash, Hawthorn and Scarlet Oak

TPO No: 12 of 1985 (originally No. 27 of 1984)

Location: Chantry Place, Church Green

ID No: G4

Details: 2 each of Cupressus spp; 1 Horse Chestnut

TPO No: 20 of 1986

Location: Lime Close, off Chantry Road

ID No: G1

Details: 19 Lime; 1 each of Birch and Elder

TPO No. 17 of 1987

Location: Chantry Place, Church Green

ID No: T1

Details: 1 Lombardy Poplar

TPO No: 8 of 1991

Location: Thorn Farm, Marden Thorn

ID No: T1 and T2

Details; 2 Horse Chestnut

TPO No: 9 of 1991

Location: Land West of Maidstone Road (north of Blue House Farm)

ID No: T1 – T44

Details: 40 Oak, 3 Field Maple and 1 Wild Service

TPO No: 9 of 1991

Location: Land West of Maidstone Road (north of Blue House Farm)

ID No: G1 – G18

Details: 156 Oak; 13 Field Maple, 6 Ash, 2 each of Alder and Wild Service; 3 Aspen and 1 Hawthorn

TPO No: 15 of 1994

Location: The Rookery (Rookery Path)

ID No: T1

Details: 1 Ash

TPO No: 15 of 1994

Location: The Rookery (Rookery Path)

ID No: G1 – G5

Details: 5 Ash; 13 Yew and 1 Oak

TPO No: 18 of 1995

Office Opening Times:

Mondays, Tuesdays & Fridays 10am - 12 noon

Email: clerk@mardenkent-pc.gov.uk

Website: www.mardenkent-pc.gov.uk

Parish Council Amenities – Tree Management Policy and Risk Assessment March 2026



Location: West of North View, Hunton Road

ID No: W1

Details: Woodland comprising of Ash, Oak, Willow, Field Maple, Wild Cherry

TPO No: 10 of 1997

Location: New Lodge, Hunton Road

No details

TPO No: 15 of 1998

Location: Westfield House, Goudhurst Road

No details

TPO No: 13 of 1999

Location: The Willows, Church Green (now Rookery Court)

No details of trees

TPO No: 8 of 2007

Location: Little Mountain Farm Barn, Park Road

ID No: T1

Details: 1 Oak

TPO No: 4 of 2011

Location: Adjacent to The Lodge, Goudhurst Road

ID No: T1 – T4

Details: 2 each of Wellingtonia and Pine

TPO No: 5008/2022

Location: Land rear of 4 Bramley Court

ID No: G1

Details: 3 Ash and 1 Field Maple

TPO No. 5010/2024

Location: Land to the rear of The Stores, Church Green

ID No: T1

Details: 1 Horse Chestnut

TPO No: 5014/2024

Location: Land East of Albion Road and North of Copper Lane

ID No: T1 – T10

Details: comprising of Oak, Common Oak, Field Maple, Willow, Silver Birch and Maple

Office Opening Times:

Mondays, Tuesdays & Fridays 10am - 12 noon

Email: clerk@mardenkent-pc.gov.uk

Website: www.mardenkent-pc.gov.uk

Parish Council Amenities – Tree Management Policy and Risk Assessment March 2026



APPENDIX B

TREE RISK MANAGEMENT SYSTEM

General Statement

The risk of being killed by a falling tree is extremely low:

“Each year between 5 and 6 people in the UK are killed when trees fall on them. Thus, the risk of being struck and killed by a tree falling is extremely low – the risk of being struck and killed by a tree growing in a public space is even lower. Up to 3 people are killed each year by trees in public spaces, but as almost the entire population of the UK is exposed, the risk is about one in 20 million.” (HSE, 2007).

Although the actual risk is low it is not generally perceived in this way by the public, often because when incidents do occur, they often attract a lot of public attention. It is important that an appropriate balance is reached which minimises risk but ensures that large trees are not lost from the landscape.

General Approach

Tree inspections are generated in a variety of ways; the majority of inspections are reactive and in response to a request or enquiry usually from the public. The identification of hazardous trees or those requiring inspection also arise from tree surgeons undertaking other work in the area or from the three-yearly tree audit by a qualified arboriculturist.

Scheduled Surveys

Proactive inspections of trees need to be undertaken in the areas owned and managed by the Council and a more detailed inspection of trees to identify any work required as well as those trees which require monitoring because of their condition or location. This will be undertaken on a three yearly cycle. Re-inspection of individual trees will depend on the level of risk associated with them.

Recording Tree Related Risk

When a tree on Parish Council land poses a significant risk, work to make the tree safe or fell the tree will be undertaken as appropriate. In some cases, however an identified risk may not be sufficiently severe to warrant immediate action, but the tree will require ongoing monitoring, for example a reassessment of the tree may be required in the summer to assess the vigour of the tree. In these cases where the tree is not within an area currently part of a proactive inspection regime it will be recorded separately on a register of ongoing tree risk assessments.

Office Opening Times:

Mondays, Tuesdays & Fridays 10am - 12 noon

Email: clerk@mardenkent-pc.gov.uk

Website: www.mardenkent-pc.gov.uk

Parish Council Amenities – Tree Management Policy and
Risk Assessment March 2026



The tree inspection procedures take into account the following criteria:

- Species
- Height
- Age category
- Physical condition
- Recommended action required
- Priority of work required
- Usage zone

Method of Risk Assessment

The Council should undertake a risk assessment of a tree or group of trees where some basic risk management principles should be applied. The assessment of tree risk is made up of the following three components:

Usage Zone:

- Red – High – Inspection annually and immediately after severe weather events.
- Blue – Medium – Inspection every 2 years and immediately after severe weather events.
- Green – Low inspection – During normal routine visits or every 5 years.

Zoning

This is a practice whereby areas of land are identified according to use. This practice identifies high frequency and low frequency use and contributes to a cost-effective means of tree inspection by focusing resources where most needed.

A high frequency use zone is an area that is frequently visited by members of the public, close to occupied properties or close to frequently used highways and pathways, where the failure of a tree or branches from a tree would cause most damage to people or property or disruption to normal activities.

A low frequency use zone is an area that is not frequently visited by the public or some distances from properties, highways and footpaths, where the failure of a tree or branches from a tree would not cause much damage to property or people or disruption to normal activities.

Risk Zone

Priority

Where the probability of a tree failing and would cause harm or damage

- Inspect annually as part of the Proactive Inspection Regime and reactively post storm conditions

Office Opening Times:

Mondays, Tuesdays & Fridays 10am - 12 noon

Email: clerk@mardenkent-pc.gov.uk

Website: www.mardenkent-pc.gov.uk

Parish Council Amenities – Tree Management Policy and Risk Assessment March 2026



- Areas such as trees adjacent to busy A and B roads; Trees adjacent to well used open spaces; Trees adjacent to well used footpaths

Moderate

Where the probability of a tree failing and causing harm or damage is unlikely

- Inspected every three years and reactively post storm conditions
- Areas such as trees adjacent to B roads; Trees adjacent to lesser used open spaces; Trees adjacent to properties and businesses

Low

Where the probability of a tree failing and causing harm or damage is highly unlikely

- Inspected every five years and reactively post storm conditions.
- Areas such as trees adjacent to rarely visited areas.

Acceptable Level of Risk

Once the level of risk has been established the action required will be dependent on how to reduce the risk to an acceptable level. The legal framework does not require the elimination of risk altogether, but that the risk is minimised to an acceptable level.

It may be possible to reduce the risk associated with a tree by pruning or moving the target e.g. rerouting a footpath.

There may be exceptional occasions when a higher risk may be acceptable for example if there is a tree of particular additional value or for reasons of heritage. In these circumstances the advice from an independent consultant and where appropriate an officer from Maidstone Borough Council will be sought. In addition to this further arboricultural advice or investigations into the condition of the tree may be sought.

Types of Tree Risk Assessment

At present three levels of inspection are used to identify the level of risk associated with trees dependent on the circumstances. Not all trees require individual assessment by an arboriculturalist. The HSE (2007) considers that someone to be competent requires a working knowledge of trees and their defects, but need not be an arboricultural specialist.

Non-specialist Survey – undertaken monthly

Officers/grounds staff report trees that are observed as needing more of a detailed inspection.

Walking Survey – undertaken twice a year

Site inspections include a walking survey of trees. Those trees with defects are noted and recorded. Particular attention is given to trees in high-risk areas, eg by high occupancy areas, roads and buildings. If a defect in a tree is noted an

Office Opening Times:

Mondays, Tuesdays & Fridays 10am - 12 noon

Email: clerk@mardenkent-pc.gov.uk

Website: www.mardenkent-pc.gov.uk

Parish Council Amenities – Tree Management Policy and Risk Assessment March 2026



assessment will be made. The Marden Tree Warden will undertake this, on a voluntary basis, to identify common signs and symptoms that may lead to tree or limb failure and methods of reporting this information.

Detailed Inspection – undertaken every 3 years (Tree Audit)

A comprehensive inspection by an independent consultant of a tree in question with all relevant details recorded and specific management recommendations made. This type of inspection will only be undertaken by an experienced and qualified inspector trained to Professional Tree Inspection level approved by the Arboricultural Association.

Recording

A location map identifying significant tree by species will be drawn up and kept up to date.

A database of formal tree inspections will be kept up to date

All tree surgeon reports, recommendations and invoices will be retained

Reports received from members of the public will be retained (in line with GDPR policies)

Summary

The risk associated with trees is generally relatively low.

The identification of risk associated with trees is always considered when a tree is inspected.

A strategy of pro-actively surveying trees in areas under the responsibility of the Parish Council is in place.

Adopted by Marden Parish Council on: 6th April 2021

Reviewed/Amended: November 2021 / 12th April 2022 / 14th March 2023 / 12th

March 2024 / 28th February 2025 / 10th March 2026

Review Date: March 2027

Office Opening Times:

Mondays, Tuesdays & Fridays 10am - 12 noon

Email: clerk@mardenkent-pc.gov.uk

Website: www.mardenkent-pc.gov.uk

Parish Council Amenities – Tree Management Policy and Risk Assessment March 2026





ESTATE MANAGEMENT PLAN (WEBSITE VERSION)

MARDEN PARISH COUNCIL:

Reduce paper use:

- Office staff to use Cloud based storage to share documents and Cllrs may have access too.
- Cllrs receive electronic versions of documents.
- Plans/financial papers for meetings are downloaded and shown on screen rather than printing off.

Recycling:

Paper

Recycled using the Memorial Hall paper and cardboard recycling facility which is collected fortnightly by a waste disposal company.

Plastics/cans etc

Recycled using the Memorial Hall dry recycling facility which is collected fortnightly by a waste disposal company.

Food

Recycled using the Memorial Hall food waste facility which is collected weekly by a waste disposal company.

Glass

Collected in the office and recycled appropriately.

Other

Where possible any other recycling is taken to EcoHub (if relevant) or other suitable recycling banks.

Plastic Flowers at Cemetery

Placed in the cemetery waste bin.

Energy

Consider an Energy Consumption Strategy:

Electricity

Paid within the MPC rent to Marden Memorial Hall therefore we can only recommend changes to more sustainable companies (Note: Marden Memorial Hall has some solar panels which pays money back to the hall quarterly).

Gas

There is no gas within the office premises.

Heating

Electric wall heaters in the office set to no more than 20 degrees to keep heating costs down.

Lighting

Lights are LED but ensure they are turned off when unnecessary to have on.

Petrol/Diesel

Consider how to reduce petrol/diesel consumption and promote 'no idling' with the Parish Van and other equipment.

Purchasing

- Consider having a Purchasing Policy

- Consider plastic free/single use items (eg purchase of packets of biscuits/sweets) for events
- Be mindful of the carbon emissions of suppliers and products before purchasing.
- Try to lessen the purchase of plastic products especially at events and undertake an Event Carbon Emission plan.

Equipment

Mowers, strimmers etc – check the carbon emissions of suppliers and products before purchasing new equipment.

Travel

Walking/Cycling

Encourage walking/cycling to the office and meetings by Councillors and, if possible, staff.

Working from Home

Consider some days staff work from home to lower their carbon footprint as have centrally accessible source of all documents. n.b. *A member of staff needs to be in the office when Parish Office is open to residents.*

Training/Conferences

Clerks/Councillors to try to attend virtual/online sessions where possible.

PARISH BUILDINGS (Changing Rooms/Southons Field Pavilion/Public Conveniences):

ACTION:

- To reduce carbon emissions

Energy - Electricity

Playing Field Changing Rooms

When reviewing contract consider green/sustainable energy. Minimum payment as only used for CCTV camera software. If changing rooms rebuilt/refurbished consider fitting with solar panels.

Public Conveniences

When reviewing contract consider green/sustainable energy. Minimum payment – only use is lighting and hand dryers. Consider solar panels being installed on the roof (MBC own building) with the permission of MBC. *(To be added to ISP if permission received).*

Southons Field

No electricity. If a pavilion is installed (on ISP), consider solar panels on roof.

Energy – Gas

There is no gas in any of the buildings owned by MPC

Waste Water/Water Supply

Water supply and waste water contracts in place

MAINTENANCE OF MARDEN PARISH COUNCIL OWNED LAND

ACTION:

- Enhancing green corridors and wildlife connectivity between sites.
- Reduce fuel use and carbon emissions by reducing areas maintained as short grass.
- Increase number and range of plants for pollinating insects eg in beds at the Cemetery.

- Ecological Monitoring – could be undertaken by Marden Wildlife.

Composting:

- Cemetery grass/hedge cuttings are left for composting. Another compost area to be created with corrugated sheets and another compost bin.
- Grass/hedge cuttings from Playing Field and Southons Field are either placed around the boundary for wildlife or taken to the Cemetery for composting *n.b. short grass has little or no value to biodiversity.*

Strimming/Mowing:

Maintenance Strategy for Open Spaces

Plans have been drafted incorporating a map and sustainable strategy of how to undertake mowing, strimming and hedge cutting at Southons Field, Playing Field (including Napoleon Drive), Marden Cemetery and Rookery Path (a metre is strimmed back from path to allow easy access – the rest is left until summer to cut back).

Consider “No Mow May” in certain areas of open space.

Reducing moisture loss from ground during increasingly hot, dry summers by maintaining more areas of longer grass and other vegetation cover.

TREE AND HEDGECUTTING WORK

Also Refer to Tree Management Policy

Tree/Hedges Plan

Formulate a plan/strategy for trees and hedges (incorporate in Tree Management Policy) to increase the number of trees and hedging stock not only on Parish Council owned land but in the wider Parish eg increase stock on edge of The Parsonage/ Windsor Meadow.

Control of Tree & Hedge cutting Work

Only undertaken, unless urgent work is required, out of bird nesting season. Try to retain rather than remove trees unless dead.

Any trees/branches cut down to be placed around boundary of Southons Field, Marden Cemetery and Marden Playing Field for wildlife.

Ensure trees are replaced with similar species or indigenous species in the Low Weald.

Tree Protection Orders

Identify veteran/significant trees and consider TPOs being placed on them in Southons Field, Marden Cemetery and Marden Playing Field and possible the parish as a whole. *N.b. The Tree Warden could identify approx. 10 of the most significant trees with photos to submit to MBC. Check out MBC's TPO criteria*

Marden Summer Play Scheme

Another successful Play Scheme was run this year from Monday 20th July to Friday 31st July. Jen Ward again managed the scheme with Amanda Payne-Cook deputising for her on 20th and 21st.

We increased numbers this year by a further 8 meaning that 56 children attended every day. We were grateful to County Cllr Black for funding the purchase of a marquee to accommodate the additional children. However, we didn't need to erect this in the end as we were lucky enough to have wonderful weather throughout the two weeks.

Thanks are expressed to all the members of staff who provided their energy and experience to encourage the children to take part in different activities and sports with visits to Marden Church, Marden Library and the Sports Club.

The end of the scheme saw a party being held in the afternoon with an inflatable assault course – even the staff joined in!

Feedback forms have been sent to parents asking for their comments and any suggestions on 2027 so these will be reported back to the Play Scheme Sub-Group for next year's discussion.

I would personally like to thank Jen, without her I am not sure we would have managed to get this organised for 2026 and Cllrs Dobinson and Tippen for helping to clear away at the end as I wasn't around!