TO ALL MEMBERS OF MARDEN PARISH COUNCIL

Dear Councillor

YOU ARE HEREBY SUMMONED TO ATTEND the Marden Parish Council meeting to be held on Tuesday 10th November 2026 at 7.30pm at The Allens, Albion Road, Marden

Alison Hooker
Alison Hooker (Mrs)
Clerk to Marden Parish Council
3rd November 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

109/26 PRESENT

110/26 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.

111/26 COUNCILLOR INFORMATION

Declaration of Pecuniary and Non-Pecuniary Interests
Changes to Register of Interest
Redaction of Cllr addresses
Granting of Dispensation

112/26 MINUTES OF THE PREVIOUS MEETINGS

To receive and accept as a true record the Minutes of the Parish Council meeting held on 13th October 2026.
Draft-Full-Council-Minutes-13102026.pdf

113/26 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.

114/26 ELECTION OF MPC VICE-CHAIRMAN

Election of MPC Vice-Chairman

Cllrs to elect a new Vice-Chairman of Marden Parish Council

Appointment on Committees (if new Vice-Chairman is already on relevant Committee)

Amenities
Finance
Planning

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 115/26 onwards.

115/26 CLERK'S REPORT

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

116/26 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

Crime Figures can be found at: Marden and Yalding | Your area | Kent Police | Kent Police

Other Police Matters

Update from Police Drop-In Session – 30th October 2026
Cllrs to note dates for future police surgeries

Communication

Newsletter

MPC Autumn Newsletter 2026 – Marden Parish Council

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 receive any updates from architect on the refurbishment work.

Public Conveniences – Solar Panels

Cllrs to receive update on works

Allotments

Cllrs to receive information from the Allotments Sub-Group on the new proposed commuted sum.

Dog Waste Bins

Deferred from last month's meeting and Amenities Committee meeting.
Cllrs to consider quotes for separate dog waste bins at Marden Playing Field

Meet the Council

Next date for Meet the Council is Saturday 28th November.

Maidstone Family Hubs
Consultation ends 17th November 2026
Relocating Maidstone Family Hub Services | Let's Talk Kent

Assets of Community Value
Cllrs to receive notification from MBC regarding The Unicorn Public House

Asset Transfers
Cllrs to receive notes of the Asset Transfer Working Group and to action recommendations laid out in the report.

MPC Action Plan 2023-2028
Cllrs to note this document and consider the next five year Action Plan
MPC 5-year Action Plan – Marden Parish Council

MPC Terms of Reference
Cllrs to agree Open Spaces Sub-Committee Terms of Reference following the amalgamation of Cemetery and Open Spaces Sub-Committees – *in meeting pack*

MPC Byelaws
Cllrs to receive the response from Secretary of State - *in meeting pack*.
Cllrs to discuss the next steps of making and publicising the byelaws

Agreement of Financial Policies
Cllrs to agree the Financial Risk Assessment and all other Financial policies.
Financial Risk Assessment – March 2026 – Marden Parish Council
Finance Policies – Marden Parish Council

Peoples Emergency Briefing
Cllr Boswell to update Cllrs at meeting.
Cllrs to consider writing to MP.

Full Council Action Log
For Cllrs to note – *in meeting pack*

117/26 COMMITTEE REPORTS

Amenities Committee
Cllrs to note the Amenities Committee draft minutes of meeting held on 27th October 2026.
Amenities Committee meeting – 27th October 2026 – Marden Parish Council

Planning Committee
Cllrs to note the Planning Committee draft minutes of 3rd November 2026
Planning Committee meeting – 3rd November 2026 – Marden Parish Council

Finance Committee
There was no Finance Committee meeting held in October.

Conferences/Meetings/Webinars/Other attended
Those in attendance to update the meeting on the following:
15th October – Environmental Sub-Group meeting
15th October – Allotment Sub-Group meeting
15th October – HR Sub-Committee
16th October – Planning Conference
21st October – SLCC Clerks Conference
22nd October – Nuts and Bolts of Clerking webinar
27th October – Open Spaces Sub-Committee
28th October – Village Events and Communications Sub-Groups
29th October – Waste Recycling (small electrical items) at Memorial Hall
29th October – KALC Funding webinar
30th October – Police Drop-in Session at Vestry Hall
3rd November – Asset Transfer Working Group
4th November – Internal Audit
5th November – VAT Asset Transfer webinar
8th November – Remembrance Sunday
9th November – KALC Clerks Conference

Conferences/Meetings/Webinars/Events forthcoming
16th November – Memorial Hall meeting
28th November – Meet the Council
5th December – Marden at Christmas

118/26 CORRESPONDENCE

Cllrs to receive the following items for noting:
Marden Parish Council Office Correspondence Log – October – *in meeting pack*
Marden Parish Church Magazine
KALC Newsletter
Clerk/Council publications

119/26 FINANCE

Bank Statements:
Details of bank statements will be made available at the meeting.
Membership to Society of Local Council Clerks (SLCC)
Cllrs to agree to pay membership to SLCC for Deputy Clerk to allow access for training and qualifications.
Internal Auditor Interim Report
Cllrs to receive the interim audit report for 2026/27 and note the recommendations.
Payments for Approval
Invoices for Payment
Invoices due for payment to be submitted to the meeting.

120/26 HIGHWAYS AND PUBLIC TRANSPORT

Highways
Highways Improvement Plan (HIP)
MPC Highways Improvement Plan - Marden Parish Council - Marden Parish Council, Marden, Tonbridge
Speed Watch
Cllrs to note dates for future sessions.
Kent Highways correspondence
Cllrs to receive response from Kent Highways regarding Albion Road proposals.
Public Transport
Letter to Network Rail
Cllrs to note letter sent to Network Rail regarding step-free access
Footbridge (PROW) across railway
Cllrs to discuss fence height

Meeting papers can be found separately to the agenda at www.mardenkent-pc.gov.uk/meetings (Full Council): Full Council Meeting – 10th November 2026 – Marden Parish Council
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

DRAFT MINUTES OF THE FULL COUNCIL MEETING HELD ON TUESDAY 13TH OCTOBER 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.

097/26 PRESENT

Cllrs Boswell, Gibson, Goda, Newton, Tippen and Turner were present. The Clerk, Borough Cllr Couch and one member of the public were in attendance.

098/26 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Adam, Griffiths, Rabot, Summersgill. Borough Cllr Russell and County Cllr Black also gave their apologies.

099/26 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 registers of interest

Granting of Dispensation

There were no requests for dispensation.

100/26 MINUTES OF THE PREVIOUS MEETINGS

Cllrs received and accepted the Minutes of the Parish Council meeting held on 8th September 2026. The Chairman duly signed as a true record.

101/26 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

Member of the public did not wish to speak on any item.

102/26 RESIGNATION OF CLLR DOBINSON

Cllrs received notification of Cllr Dobinson's resignation on 26th September 2026. This had been reported to MBC and the Clerk was waiting confirmation as to whether a by-election would be held or co-option could take place.

Election of MPC Vice-Chairman

As two Cllrs had come forward expressing an interest in standing as Vice-Chairman it was proposed, and agreed, to defer until the November Full Council meeting when more Cllrs should be present.

Appointment on following Sub-Committees, Working Groups etc

Cllrs were appointed on the following Sub-Committees etc to replace Cllr Dobinson:

Open Spaces Sub-Committee: Cllr Turner
Environmental Sub-Group: Cllr Goda
Resilience Planning Sub-Group: Cllr Boswell
Asset Transfer Working Group: Cllr Turner

Highways Working Group: vacancy
Neighbourhood Plan Steering Group: vacancy although all Cllrs are recommended to attend meetings.

The meeting was adjourned for the following items:

PUBLIC FORUM
Member of the public did not wish to speak.
EXTERNAL VERBAL REPORTS (if in attendance)
County Councillor Report: Not in attendance.
Borough Councillors Report: Cllr Couch gave an update on MBC issues: The Local Government Review had been paused with no date for recommencing; Maidstone Town Council status is still being looked at going forward; MBC are looking to bring litter picking campaign into rural areas; MBC are reactive in clearing fly tipping but initiatives need to be put in place to try to stop it happening.
Police: Not in attendance.

The meeting was reconvened to discuss item 103/26 onwards.

103/26 CLERK'S REPORT

To receive and note the Clerk's report which included meeting/event dates for the next month and an update on outstanding issues.

104/26 PARISH MATTERS

Reports from MBC and KCC

Cllrs received and noted the written reports from Borough and County Councillors. There were a couple of items raised by County Cllr Black which the Clerk was obtaining more information on.

Police Update/Report from Police Forum

Crime Figures

Recent Crime Figures can be found on the Kent Police website.
Cllr Tippen reported that there had been 29 crimes committed within the parish for August.

Other Police Matters

Cllr Tippen and Deputy Clerk attended the drop-in session held 25th September. It was reported that PC George Head had moved across to Park Wood and another officer had been assigned to Marden.
Cllrs noted future dates for drop-in police surgeries are on 30th October and 18th December. The Clerk would email police contact to ask for dates regarding confidential sessions.

Communication

Newsletter

Due to go to print next week with delivery week commencing 26th October.

Water Issues

There were no updates but the Clerk had chased our MP for a response.

Infrastructure Spend Plan (ISP)

There were no new items to be added to the ISP. However, a request had been received from a resident which would be discussed at the next Amenities Committee meeting.

Changing Rooms Refurbishment

Work is progressing by the architect albeit slowly. The Clerk would chase next week to see what the current situation is.

Public Conveniences – Solar Panels

Cllr Griffiths had provided details of the structural work which had been undertaken and Little Green Energy would be contacted next week to see if a date could be provided for the installation of the solar panels.

Allotments

Cllrs noted that a meeting was being held on 15th October to discuss the commuted sum being offered by Redrow.

Dog Waste Bins

The current waste collection company would no longer dispose of dog waste which was being placed in the communal bins at the playing field. The Clerk had obtained quotes from companies to provide separate dog waste bins and collection but was asked to contact MBC's collector to see if it would be something that could undertake.

Full Council Action Log

Cllrs noted the outstanding actions.

105/26 COMMITTEE REPORTS

Amenities Committee

Cllrs noted the Amenities Committee draft minutes of meeting held on 22nd September 2026.

Planning Committee

Cllrs noted the Planning Committee draft minutes of 15th September 2026. There was no Planning Committee meeting on 29th September due to not being quorate. Notes were taken by two Cllrs who had attended which had been circulated to the Committee. These would be added as an Appendix to the next Planning Committee minutes.

Finance Committee

Cllrs noted Finance Committee draft minutes of meeting held on 6th October 2026.

Conferences/Meetings/Webinars/Other attended

Those in attendance to update the meeting on the following:

14th September – MBC webinar: MBC Planning Committee changes – notes had been circulated to MPC Planning Committee Cllrs.

15th September – HIP Meeting with Kent Highways: Cllr Tippen would provide an update later in the meeting.

16th September – MBC Parish Conference: Cllr Tippen and the Clerk attended: items discussed were the proposed Maidstone Town Council, transfer of parish assets and resilience planning.

16th September – Dementia Group meeting: Cllrs Boswell and Tippen attended – reported to Amenities Committee meeting.

17th September – Christmas meeting: Reported to Amenities Committee

17th September – Age Friendly Meeting : Reported to Amenities Committee

21st September – Chairman and Clerk meeting – discussed items outstanding

24th September – PPG meeting

25th September – Police Drop-In Session at Village Café: reported above.

26th September – Meet the Council at Marden Library: Cllrs Boswell and Tippen attended: only two members of the public attended but felt the sessions should continue. Next one is planned for 28th November.
2nd October – KALC Finance Conference: Clerk attended and reported to Finance Committee.
8th October – Site meetings at Cemetery, Southons Field, Toilets and Playing Field: notes to be circulated.

Conferences/Meetings/Webinars/Events forthcoming

15th October – Environmental Sub-Group meeting
15th October – Allotment Sub-Group meeting
15th October – HR Sub-Committee
15th October – Medway Confluence Flooding Plan
16th October – Planning Conference
21st October – SLCC Clerks Conference
22nd October – Nuts and Bolts of Clerking webinar
27th October – Open Spaces Sub-Committee
28th October – Communications Sub-Group
28th October – Village Events Sub-Group
29th October – KALC Funding event
29th October – Waste Recycling (small electrical items) at Memorial Hall
4th November – Internal Audit
8th November – Remembrance Sunday
9th November – KALC Clerks Conference

106/26 CORRESPONDENCE

Cllrs received the following items for noting:
Marden Parish Council Office Correspondence Log – September
Marden Parish Church Magazine
KALC Newsletter
Clerk/Council publications

107/26 FINANCE

Bank Statements:

Revenue Accounts
Nat West: £15,210.25
Unity: £137,740.33
Capital Account:
CCLA: £57,614.34

Bank Mandates

The Clerk had visited Nat West to obtain bank statements and received details of the Cllrs on the mandate. It transpired that ex-cllrs were still listed albeit forms had been submitted to remove them. It was therefore agreed to submit a further application for the removal of these Cllrs and add Cllrs Goda, Griffiths, Rabot and Summersgill together with arranging for the Clerk to have online access to view the accounts and obtain statements.

Annual Governance and Accountability Return (AGAR) 2025/2026

Cllrs received 2025/2026 AGAR from Forvis Mazars (External Auditors) and minute agreement. It was noted that there were no matters requiring attention.

Budget 2027/2028
Finance Committee are due to meet to discuss the draft budget for 2027/2028. Cllrs were asked to consider any additional expenditure to put forward for consideration.

Payments for Approval
Invoices for Payment
The following invoices were due for payment:
Castle Water: changing rooms water supply (Budget Code 4225) £8.47
Castle Water: cemetery water supply (Budget Code 4302) £16.20
KALC: Planning Conference (Budget Code 4010) £84.00
Autobase: Vehicle repair (Budget Code 4315) £595.48
G&H Carpentry: structural work at toilets (Budget Code 4324) £1,560.00
Viking: office and toilet supplies (Budget Codes 4071/4328) £206.08
KCPFA: annual subscription (Budget Code 4100) £20.00
Employees/HMRC: October Salaries/PAYE/NIC (Budget Codes 4000/4002) £7,164.92
Total: £9,655.15
Cllrs agreed invoices and Cllrs Turner and Tippen would authorise on Unity.

108/26 HIGHWAYS AND PUBLIC TRANSPORT

Highways
Highways Improvement Plan (HIP)
Cllr Tippen updated Cllrs on the meeting with Kent Highways outlining the new items on the HIP and the proposals of Kent Highways.
Speed Watch
Cllr Summersgill would arrange further dates.

Public Transport
Changes to the timetable came into effect on 11th October.
The Clerk had received an email requesting a telephone conversation on step-free access. Cllr Adam would be asked to speak on behalf of the Parish Council.

There being no further business the meeting closed at 9.04pm

Cllr Anne Boswell
Chairman
Date: 10th November 2026
Marden Parish Council, Parish Office, Goudhurst Road, Marden
01622 832305 / 07376 287981 / clerk@mardenkent-pc.gov.uk /
www.mardenkent-pc.gov.uk

Clerk's Report – Full Council 10th November 2026

Meetings etc 10th November to 8th December

13th October – Chairman/Clerk meeting
13th October – Full Council meeting
15th October – Environmental Sub-Group meeting
15th October – Allotment meeting
15th October – HR Sub-Committee meeting
16th October – Planning Conference
20th October – Planning Committee
21st October – SLCC Clerks Conference
22nd October – KALC Nuts and Bolts of Clerking (webinar)
27th October – Open Spaces Sub-Committee
27th October – Amenities Committee
28th October – Village Events Sub-Group
28th October – Communications Sub-Group
29th October – Suez Waste Recycling at Memorial Hall
30th October – Police Drop-In Session at Vestry Hall
2nd November – Chairman/Vice-Chairman/Office meeting
3rd November – Planning Committee
4th November – Internal Audit
5th November – VAT/Asset Transfers webinar
8th November – Remembrance Sunday
9th November – KALC Clerks Conference
10th November – Office/Christmas PAT Testing
10th November – Chairman/Clerk meeting
10th November – Full Council

Correspondence Log - October

In meeting pack

Full Council Action Log

Action Log updated following October 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 Little Green Energy – waiting for a start date.

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

Awaiting Response From:
Katie Lam MP – response to letters regarding water/development and Southern Water

Notes for items on the Agenda (10/11/26)

114/26 Election of MPC Vice-Chairman

Cllr will then be ex-officio on Amenities, Finance and Planning Committees – if already on any of these a vacancy will become available for another Cllr to be appointed.

Item 116/26 – Allotments

Notes of meeting and details of commuted sum sent separately to Cllrs.

Item 116/26 – Dog Waste Bins

The current collector of general waste (Lili Waste) will no longer collect dog waste bags which are in the same bags as general waste from Marden Playing Field. Quotes are being received for separate dog bins and collections. Went to Amenities and I am currently speaking with other waste providers for information/quotes.

Item 116/26 – Meet the Council (28th November – 11am to 12noon)

Cllrs Boswell and Summersgill to attend. A-frame to be collected from office.

Item 116/26 – Asset Transfers

Report within the meeting papers. Notes of meeting circulated separately to Cllrs.

Item116/26 – MPC Action Plan 2023-2028

This was drawn up for application of Local Council Award Scheme. Cllrs to agree content.

MPC 5-year Action Plan – Marden Parish Council

Item 116/26 – Agreement of Financial Policies

Following the internal audit on Wednesday it transpires these weren't agreed with the rest of MPC policies.

Item 116/26 – Peoples Emergency Briefing

Draft letter to Katie Lam in meeting papers

Item 119/26 – SLCC Membership

Report in meeting papers

Item 119/26 – Internal Auditor Interim Audit

Interim report should be received prior to meeting and will be circulated to Cllrs. There were some recommendations that came out of the meeting and will be listed in the report. If time will provide information for Cllrs on these for the meeting.

Item 120/26 – Kent Highways correspondence

Circulated to Cllrs and in meeting papers

Item 120/26 – Letter sent to Network Rail

Circulated to Cllrs and in meeting papers

Item 120/26 – Footbridge across railway (Black bridge)

Concerns have been raised regarding the height of the fencing on the bridge.



Green Party Councillors' Report of **OCTOBER 2026**, for Marden & Yalding Ward Parishes –

Council meetings followed the usual timetable of Policy Advisory, Overview and Planning meetings, with just a Cabinet meeting held during October. The same will happen in November, with the next Full Council meeting being on December 2nd. Business was slightly constrained by uncertainty over Local Government Reorganisation (LGR), after the Government's pause in decisions last month. After information contained in the Budget was clarified by Ministers on 29th October, it would seem that the chosen 'geography' Option for Kent has been withdrawn and a new decision will emerge "in the next four months". The only apparent certainty is that there will be elections in May 2028 for a Strategic Authority for Kent & Medway, and it will 'go live' on 1st April 2029 – which means that us Borough Councillors will have our 4-year terms extended by almost another year. What is still also undecided, apart from the divisions within Kent (or not), is whether there will be a Mayor for Kent!

The Council meeting on 21st October had an Agenda with eight items on it, and also the presentation of a Petition from residents and businesses about the potential Lockmeadow changes (which are currently out for consultation, with a proposal to come to future meetings). The first main Agenda item was an update on the new Local Plan, setting out the dates proposed for moving this forward after receipt of the Call for Sites details (which Officers will be analysing over the rest of this year). Other Items dealt with the (pedestrianisation) changes to Earl Street, bringing forward 12 new Local Nature Reserves and also a formal Heritage Strategy for the town. There were also items on the Kent Pension strategy, hiring of MBC sites for festivals, and a proposal for a new NHS facility in town.

Council staff have now all decanted from Maidstone House into Gail House (on the corner of Stone Street, opposite the Bingo venue) and the refurbishment of Maidstone House is becoming a reality. Cabinet, having been given a potential extra year's time in which to bring projects to fruition, is now going through a 'Year 3/4' assessment in order to address the forthcoming budget needs, how the current Corporate Strategy is progressing, and what may need to be added or expanded for 2027/8.

A Community Period Poverty scheme will be launching at the Blackthorn Trust on Monday 23rd Nov, and the VAWG project manager has been appointed at MBC. A total of £48,000 has been awarded to community groups tackling loneliness, improving community safety and supporting vulnerable residents. Further funding of £110,000 has been approved for 'Community Energy schemes' related to charities, Parishes and Halls which missed out on last year's Rural Prosperity fund distribution.

Event Updates for Newsletters/Sharing with Residents:

The Literary Festival and Black History Month went very well. There were then plenty of 'spooky and ghostly' events for children at half term at the Museum and in the Arts Hub, as well as colourful inflatable monsters on some of the Town buildings. November sees less 'happenings', but there is an exhibition of local art at Mote Park, and of course the Remembrance Sunday parade on 8th Nov.

www.visitmaidstone.com/whats-on/events-calendar for full details of November - December events.

Consultations: Details on: https://letstalkmaidstone.uk.engagementhq.com/

New MBC surveys on Trust, Financial Wellbeing (adults and young persons, separately) are now underway, with mid-November end dates, with a 'Pride in Place' survey coming out next month.

Parish Matters –

Collier Street – Reports continue of ducks on Green Lane; UMIDB visited to check ditch blockages, and any progress with enforcement by the EA. A report of 'black smoke' burning on a site adjacent to the main Collier Street to Benover road was reported to MBC waste crime manager on 30th, and potential car breaking on the Site was discussed with our local Beat Officer the same day.

Hunton – It was confirmed that planned fibre installation work (started in August) is not going to be completed in part of the village now, and the Borough & County Councillors were interviewed by KMTV, which broadcast a news story about the poor provision of fibre in certain rural communities. An enquiry about what happened to the consultation on Polling Station closures was directed to the Returning Officer, who confirmed (Democracy Committee on 26th) that no decisions had been made.

Marden – Grace received a response from Royal Mail public affairs team regarding on-going post delays in the Park Road area – Tonbridge Delivery Office has now deployed a new delivery model to this area, so service should improve!. Mike (again) noted further fly-tipping opposite the Stilebridge Caravan site, after a visit to residents there on a Utilities matter; most should be cleared up. Mike attended Vestry Hall on 30th, where Police and MBC Community Services attend to meet residents.

Nettlestead – Awaiting responses from Golding Homes re. tree acquiring attention, and from KCC re. the CIL-funded Puffin crossing. Resident reported possible abandoned vehicle parked on Maidstone Road, which Mike chased up with the local Beat Officer; Police had already spoken to its Owner.

Yalding – Mike was able to attend the monthly Parish meeting on 6th, as he didn't have to attend the MBC Policy meeting (that Grace chaired). Presentation about a mini-hydro scheme was given by a visitor, but unclear where on river it was to be positioned; support requested from PC by speaker.

Darman Lane - enforcement notice issued for land that was being cleared. We are encouraging residents to report Planning concerns here, with any comments (copied to borough/parish officers) to ensure their comments are logged formally. But note that we cannot 'call-in' PlanAps any more.

Mike received an email from an external engineering Consultant about a development called Serenity Lakes, alongside the Medway south of Yalding! Comprising 100 lodges on an old gravel pit, with DHA as planning consultant (but document is dated May 2025); not seen any PlanAp on file.

Grace has been chasing outcome of 26/500120/FULL (Land West of Maidstone Road) on behalf of residents, which has been escalated to Head of Planning, as still 'no decision' made. We continue to encourage residents to write to their KCC Councillor regarding bollard placement outside library.

Borough Councillors Grace Couch & Mike Summersgill – 30th October 2026

Emails: michaelsummersgill@maidstone.gov.uk, gracecouch@maidstone.gov.uk

REPORT TO FULL COUNCIL

Meeting date: 10th November

Authors: Asset Transfer Working Group (Cllrs Boswell, Tippen and Turner)

Subject: Asset Transfers from MBC

Purpose: To bring parish assets into the ownership of Marden Parish Council.

Recommendations:
That Council agrees for the Asset Transfer Working Group to arrange a meeting with MBC regarding possible transfer of assets.

Background
Following work undertaken by the Asset Transfer Working Group on recording what assets are owned by MBC/KCC within Marden a spreadsheet was put together of possible interested buildings/open space that could be transferred from MBC.
At it's meeting on 3rd November a list was put together of MBC assets within the parish that could possibly be considered for transfer.

The Working Group is asking Full Council for agreement to arrange to meet with MBC to start a dialogue on the possibility of transfers, whether the asset would be considered and figures of current maintenance and transfer (legal) costs.

Following the MBC discussion, it is proposed that a consultation/open day would be held in 2027 to consult with residents of the proposals outlining the future costs and recommendations of transfers (to take place in 2028/2029).

Options for Council
a) Note/Do nothing
b) To do : Agree for the Asset Transfer Working Group to start a dialogue with MBC

Reason for recommendation
To have areas of open space/buildings brought under the ownership of the Parish Council to safeguard them for future use.

Expected benefits
a) The local community
b) The environment
c) The wider community
d) Future use/income

DRAFT TERMS OF REFERENCE
SUB-COMMITTEES

Open Spaces Sub-Committee
Reports to Amenities Committee

From ~~October~~ May 2026 – the Cemetery Sub-Committee ~~has~~ was ~~been~~ combined with the Open Spaces Sub-Committee.
The Open Spaces Sub-Committee of Marden Parish Council is a sub-committee of the Amenities Committee and consists of the Chairman of the Parish Council and a minimum of 2/maximum of 5 Cllrs. The appointment of members to this Sub-Committee is decided at the Annual Parish Council meeting.

The role of the Open Spaces Sub-Committee is to:

1) Review the terms and conditions of Open Space bookings (ie Southons Field and Playing Field) and the cemetery rules and regulations, at least annually and put before Amenities Committee for ratification.

2) Review and recommend the fees for Southons Field, Playing Field, and the cemetery, annually in October and report to Finance Committee for budgeting purposes.

3) Undertake and attend at least two site meetings annually at Southons Field, Playing Field, Cemetery and Public Conveniences (April and September) and report back to Amenities Committee.

4) Be responsible for directing the maintenance of the Parish Council owned open space and the cemetery within a schedule agreed by the Amenities Committee in order to maintain a good standard of appearance.

~~4)~~5) To review and make a decision on any open spaces booking requests that are outside of the terms and conditions.

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~~5)~~6) Ensure that all buildings, trees and gravestones are in a safe condition.

~~6)~~7) Review the open spaces mowing contract on a three-year basis (or earlier if required) and take to Amenities Committee/Finance Committee for ratification.

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

~~7)~~8) Recommend how to spend money within the budget on projects relating to the open spaces and cemetery, reporting to the Amenities Committee/Finance Committee for ratification.

~~8)~~9) Provide a list of small items of work to be undertaken by caretaking staff to the Clerk and/or Deputy Clerk when need arises

~~9)~~10) Agree memorial/inscription applications at the cemetery if issues arise by the Clerk.

~~10)~~11) Agree burial/interment of ashes at the cemetery, if not resident of parish if concerns raised by Clerk.

~~11)~~12) Be responsible for the operation of the cemetery with the use of the Parish Council's rules and regulations to ensure the safety, dignity and ongoing use of the cemetery.

~~12)~~13) Ensure the Clerk has effectively documented procedures in place to take day to day operational decision on the management of the cemetery. All procedures will be referred to the Parish Council for approval if needed to include:

a) Keeping records of all burials and interment of ashes and their locations;
b) To liaise with funeral directors appertaining to all interments;
c) To receive all documentation and fees from the funeral director at least three days before the funeral and sending relevant documents to the Register of Deaths.

~~13)~~14) Recommend how to spend money within the budget of the cemetery on projects relating to the cemetery and reporting to the Amenities Committee/Finance Committee for ratification

The Open Spaces Sub-Committee will make no decisions other than those outlined above. All other recommendations will be required to be ratified at the next Amenities Committee or Full Council meeting.

Delegated Powers to Open Spaces Sub-Committee:

- Managing Marden Cemetery
- To agree memorial/inscription applications if issues arise by the Clerk.
- To agree burial/interment of ashes if not resident of parish and concerns raised by the Clerk
- To be responsible for the direction of maintenance of the Parish Council owned open spaces and the cemetery within a schedule agreed by the Amenities Committee in order to maintain a good standard of appearance

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

- To be responsible for the direction of the operation of the cemetery with the use of the Parish Council's rules and regulations to ensure the safety, dignity and ongoing use of the cemetery.
- To ensure the Clerk has effectively documented procedures in place to take day to day operational decision on the management of the cemetery. All procedures will be referred to the Parish Council for approval if needed.
- To ensure all buildings, trees and gravestones are in a safe condition.
- To make a decision on open spaces bookings if outside of normal terms and conditions.

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

Ministry of Housing, Communities & Local Government

Ministry of Housing, Communities & Local Government
Local Government Capacity & Improvement
2nd Floor, Fry Building NE
2 Marsham Street
SW1P 4DF

Alison Hooker
By email

Date: 30 October 2026

Dear Alison,

Applications to make Byelaws for Marden Parish Council

Thank you for your application on behalf of Marden Parish Council, to make byelaws under section 164 of the Public Health Act 1875 and section 12 and 15 of the Open Spaces Act 1906.

I am pleased to inform you that the Secretary of State grants leave for Marden Parish Council to make the proposed byelaws. This now concludes the Secretary of State's, and the Ministry of Housing, Communities and Local Governments involvement in the process of making these byelaws.

The Byelaws (Alternative Procedures) Regulations 2016 sets out updated arrangements on the next steps for making the byelaws; this can be found on the Ministry of Housing Communities and Local Government website at https://www.gov.uk/guidance/local-government-legislation-byelaws.

Yours sincerely,

Meme Kitchener
LG Capacity and Improvement

STATUTORY INSTRUMENTS

2016 No. 165

The Byelaws (Alternative Procedure) (England) Regulations 2016

PART 3

Alternative procedure for making prescribed classes of byelaws

Making the byelaw

11.—(1) The byelaw must be made under the common seal of the relevant authority or, in the case of a byelaw made by a parish council not having a seal, under the hands and seals of two members of the council.

(2) If no date is specified in the byelaw as that on which it comes into force, it comes into force on the 30th day after that on which it is made.

STATUTORY INSTRUMENTS

2016 No. 165

The Byelaws (Alternative Procedure) (England) Regulations 2016

PART 3

Alternative procedure for making prescribed classes of byelaws

Publicity after making the byelaw

12.—(1) Not less than seven days before the day on which the byelaw comes into force, the relevant authority must—

(a) deposit a copy of the byelaw at its principal office;

(b) where practicable, place signs summarising the byelaw in conspicuous positions on or near the land in respect of which it applies;

(c) publish on its website (if any) a notice—

(i) stating that the byelaw has been made;

(ii) specifying the date on which it comes into force; and

(iii) specifying the place at which it may be inspected and copies obtained;

(d) publicise the byelaw in such manner as it considers fit.

(2) A district council must send a copy of its byelaw to the proper officer of—

(a) the county council (if any); and

(b) every parish council that includes land in respect of which the byelaw applies or, where a parish does not have a parish council, to the chairman of the parish meeting,

and the proper officer of the county council or parish council or the chairman of the parish meeting must ensure that a copy is deposited with the public documents of the county or parish, as the case may be.

(3) A London borough council must send a copy of its byelaw to the proper officer of every parish council (if any) that includes land in respect of which the byelaw applies or, where a parish does not have a parish council, to the chairman of the parish meeting, and the proper officer of the parish council or the chairman of the parish meeting must ensure that a copy is deposited with the public documents of the parish.

(4) A parish council must send a copy of its byelaw to the proper officer of the district council, and the proper officer of the district council must ensure that a copy is deposited with the public documents of the district.

(5) A county council must send a copy of its byelaw to the proper officer of every district council in the county (if any) and the proper officer of the district council must ensure that a copy is deposited with the public documents of the district.

(6) The relevant authority must provide a copy of the byelaw to any person on request on payment of such reasonable charge as the relevant authority may determine.

(7) A copy of the byelaw deposited in accordance with paragraph (2), (3), (4) and (5) must at all reasonable hours be open to public inspection without payment.

Katie Lam MP
House of Commons
London

Via email

Mrs Alison Hooker
Parish Clerk
Marden Parish Council
Memorial Hall
Goudhurst Road
Marden
Tonbridge
Kent
TN12 9JX
Tel: 01622 832305
Mobile: 07376 287981
Date:

Dear Katie

You may be aware that there have been various screenings in the Weald of Kent of the People's Emergency Briefing including Marden and expect you will have attended a session.

What this briefing showed was how the UK faces growing risks from climate and nature breakdown - from extreme weather to economic disruption on the scale of these risks which could have serious consequences across UK society, with threats to health and food supply which could be irreversible without urgent action.

MPs are calling on the government to stage a live, emergency briefing via the Parliamentary Call and supporting an Early Day Motion (EDM). As a result of a petition reaching nearly 135,000 signatures, it has now been agreed there will be a Parliamentary Call for the government to stage a televised emergency briefing on the climate and nature crisis which is taking place on Monday 16th November at 4.30pm in Westminster Hall. The Parliamentary Call asks the government to provide the British public with a clear, evidence-based briefing on the threats posed by climate change and nature loss, and on the opportunities from responding at the scale required. Hold a UK-wide briefing on climate and nature risks - Petitions

Marden Parish Council are lobbying you to see if you will give your support to your constituents in both Marden and the Weald of Kent by attending this crucial Parliamentary Call.

When you were first elected in 2024, we wrote to you asking what your stance was on environmental issues but unfortunately did not receive a response. Include letter we sent

We look forward to receiving your response.

Kind regards

Yours sincerely

Alison Hooker

Alison Hooker
Clerk to Marden Parish Council

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

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

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	ON HOLD	
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	ON HOLD	
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		

2026/27
Full Council Meetings Action Log

Action No.	Minute No.	Date of Meeting	Minute Action	Allocated to	To Do	Date completed
A240	041/26	9th June 2026	Obtain costings for planning consultants / contact other Parish Councils	Clerk		
A247	058/26		VAT spreadsheet for last 6 years	Clerk		
A254	069/26	11th August 2026	Annual Residents Meeting/Social event 2027	Cllr Boswell and Clerk	Look into ways of inviting organisations and residents along	
A256	092/26	8th September	Contact South East Water for data in tracking leak reports on AquaAlert	Clerk		
A260	095/26	8th September	Remove old Deputy Clerk details from bank mandates and add new details	Clerk	Add new Deputy Clerk details in March (6 month probation)	
A263	096/26	8th September	Confirm whether Church Green is listed for speed watch	Cllr Summersgill		
A265	102/26	13th October 2026	Resignation of Cllr Dobinson - election of Vice-Chairman	Clerk	Defer to FC meeting on 10/11/26	
A266	104/26	13th October 2026	Query a couple of issues on County Cllr Black's report	Clerk	Emailed 13/10/26	
A267	104/26	13th October 2026	Arrange for confidential police sessions	Clerk		
A270	105/26	13th October 2026	Obtain further quotes for dog waste collection	Clerk	Take to 10/11/26 meeting	
A272	107/26	13th October 2026	Consider future expenditure for next financial year	All Cllrs	Report to Finance Committee budget meeting	

LOG OF CORRESPONDENCE AND HOW DEALT WITH?

No names/contact details should be added here

OCTOBER

Date:	Contacted via	Who took call/emails?	Brief details of issue raised	Council/Committee	Outcome
01/10/2026	Telephone	Ali	Photocopier contractor asking for printer details	Office	Will send email
01/10/2026	Email	Ali	As above	Office	To provide details of contract
01/10/2026	Email	Ali	KALC - updating Deputy Clerk details on their database	Office	Noted
01/10/2026	Email	Ali	PTA regarding Xmas BBQ and gazebo	Christmas	Able to use gazebo - offer of meeting to discuss running of day etc
01/10/2026	Telephone/Email	Ali	Business Stream regarding account	Public Conv.	Passed to Andy - dealing with issue
02/10/2026	Email	Sue	Resident asking if we could promote charity barn dance in newsletter	General	Holding response sent. Checked with Ali & Cllrs, agreed. E-mail conf sent to resident.
02/10/2026	Face to Face	Sue	Craft Fair stallholder - concerned about only 1 table (needs 2), increased table cost. Is it worth it?	General	Advised policy was 1 per stallholder, but potential for a 2nd nearer time. They have PLI already. I gave them RA template. They will call Ali on Mon to discuss table restriction.
02/10/2026	Email	Ali	Gospel Choir asking about M@C 2026	Christmas	Already have two choirs but keep details for 2027
02/10/2026	Email	Ali	Parish Insurers confirming public conv. Work on file	Public Conv.	Noted
02/10/2026	Email	Ali	MBC update to electoral roll	Office	Passed to Lisa to update document
02/10/2026	Email	Ali	cc.d into email to Cllr Griffiths from architect	Changing Rooms	Noted
02/10/2026	Email	Ali	copy of PLC for contractor working on public conv.	Public Conv.	Keep on file
05/10/2026	Email	Ali	Resident reporting litter/ highways/drug use	General	Provided 101 details, reporting to MBC / Highways WG
05/10/2026	Email	Ali	Resident emailing regarding provision of skate park	Amenities	Passed to Sue to add to agenda
05/10/2026	Email	Ali	Resident reporting parking sign knocked over	Highways	Reported to Kent Highways
05/10/2026	Email	Ali	Waste collector informing MPC can no longer dispose of dog waste from general waste bags (several emails)	Amenities	Obtaining quotes for separate dog bins/collection
05/10/2026	Telephone	Ali	Scribe arranging a Teams meeting for cemetery database	Cemetery	Booked for 8/10/26

05/10/2026	Email	Ali	MBC arranging delivery of cook books for Food Bank	General	Delivering Friday 9/10/26
06/10/2026	Email	Ali	Resident informing SEW had disconnected water supply at property in Battle Lane but wanted to know when work was due to start at Summerhill Road	Highways	Nothing on one.network indicating work taking place
06/10/2026	Email	Ali	Rialtas asking how many users for cemetery database	Cemetery	3 users would need access - waiting for quote
06/10/2026	Email	Ali	Kent Highways - confirmation of xmas lights street columns	Highways	Meet with Sue to go through locations prior to contacting contractor
07/10/2026	Email	Ali	Vicar confirming police drop in dates are ok with Vestry Hall	Police	Noted
07/10/2026	Email	Ali	Company regarding dog bins/collection	Amenities	Asked for quote
07/10/2026	Email	Ali	Rude Mechanicals to book S/F for 2027	Amenities	In diary
07/10/2026	Email	Ali	M@C choir regarding timings etc	Christmas	Will respond when back in office
07/10/2026	Email	Ali	Tree Audit quote received	Amenities	Passed to Sue for Amenities
07/10/2026	Email	Ali	Dog Waste bin quotes	Amenities	On Full Council agenda
08/10/2026	Email	Ali	Resident asking for planning advice	Planning	Provided MBC pre-app details
08/10/2026	Face to Face	Ali	NoK regarding application of headstone and fencing	Cemetery	Advised to wait 6 months for headstone / will contact again following Open Spaces meeting re fencing
08/10/2026	Telephone	Ali	Yalding PC regarding Council meetings and public participation process	General	Noted
08/10/2026	Teams	Ali	Scribe - showing cemetery database	Cemetery	Will provide business plan and quote
08/10/2026	Email	Ali	MBC confirming time of delivery of cookbooks	General	Noted
09/10/2026	Email	Ali	Funeral Director change of date for funeral	Cemetery	Noted in diary
09/10/2026	Email	Ali	Communities.gov.uk - byelaws application still being processed	General	Noted
09/10/2026	Email	Ali	Resident reporting issue with play equipment at playing field	Open Spaces	Reported to caretaker
12/10/2026	Email	Ali	Play Inspection Company to book in annual play inspections	Open Spaces	Confirmed to go ahead - January 2027
12/10/2026	Email	Ali	Choir confirming no power is needed to M@C (hall)	Christmas	Noted

12/10/2026	Telephone	Ali	Resident reporting road closure issues at Albion Road	Highways	Reported to Kent Highways
13/10/2026	Email	Ali	Confirmation of Temporary Events Notice for M@C	Christmas	Noted - put in file
14/10/2026	Email	Ali	Funeral Director change of date for funeral	Cemetery	Put new date in diary
16/10/2026	Email	Ali	Russet Runners confirming date for 2027	Open Spaces	Noted - put in 2027 diary
16/10/2026	Telephone	Sue	Weekend visitor arriving tonight - wanted confirmation that Marden Bakery was closed	Office	Confirmed it had been closed for a few weeks. Unknown about future. Gave Hunton Baker times for Sat gazebo
16/10/2026	Telephone	Sue	Suex Waste re new collections	Amenities	Will call back on Mon and speak to Ali
18/10/2026	Email	Ali	Resident regarding alleged enforcement	Planning	Reported to Enforcement
18/10/2026	Email	Ali	The Allens Choir with details of carols to be sung	Christmas	Saved Carols list in Christmas folder
19/10/2026	Email	Ali	Confirmation of christmas lights licence	Christmas	Error to be reported to Kent Highways
19/10/2026	Email	Ali	Horsmonden PC confirming contact for Marden Congregational Chapel	General	Noted - will email contact
19/10/2026	Email	Ali	Funeral Director - papers for burial	Cemetery	Placed in file
19/10/2026	Email	Ali	Booked in for PAT Testing	General	10/10/2026
19/10/2026	Email	Ali	Email from Kent Highways regarding error on Christmas lights list	Christmas	Noted
20/10/2026	Email	Ali	Confirmation from MBC of enforcement report	Planning	Noted - take to Planning Committee (confidential)
23/10/2026	Face to Face	Sue	Stallholder at Craft Fair returned booking forms - query Risk Ass	Christmas	Sat and talked through Risks & completed form with them.
23/10/2026	Email	Ali	cc'd into email regarding padlock key cutting (Cllr Newton)	General	Noted - take key to company (Tuesday/Thursday)
23/10/2026	Email	Ali	Confirmation of Internal Audit and what documents are required	Finance	Relevant links sent
26/10/2026	Email	Ali	Resident - concerned about trees	Open Spaces	Tree audit due to be undertaken shortly
27/10/2026	Email	Ali	Stallholder to book craft stall	Christmas	provided details and form
27/10/2026	Face to Face	Ali	Resident reporting overhanging hedges	Highways	Reported to Kent Highways
27/10/2026	Face to Face	Ali	Took delivery of newsletters	General	

28/10/2026	Email	Sue	Resident asking for childrens half term activities	Events	Took to Village Events Sub-Group - not an option for MPC, but contacted Kristelle McNeir and passed her details to resident
30/10/2026	Face to Face	Sue	2x residents collecting newsletters for distribution	Communication	
30/10/2026	Email	Ali	cc'd into email from Borough Cllr regarding postal service	General	Noted

REPORT TO FULL COUNCIL

Meeting date: 10th November 2026

Authors: Alison Hooker, Parish Clerk

Subject: SLCC Membership for Deputy Clerk

Purpose: To ensure the Deputy Clerk has access to training, qualifications and networking to allow her to undertake her role within Marden Parish Council

Recommendations:
That Council cover the costs of Deputy Clerk's SLCC membership:

Sue Smith, Deputy Clerk to Marden Parish Council

I'm requesting your approval for our new Deputy Clerk to become a member of the Society of Local Council Clerks (SLCC).

As you may know, SLCC is the professional body for local council clerks and senior council employees ensuring its members are equipped with the necessary knowledge and training to thrive within their role and best support their council and community. As your clerk, I believe that membership is vital for our council's interests and for our professional development.

Why SLCC membership is important
SLCC represents clerks to over 5,000 parish, town, and community councils and membership provides access to a wide range of professional resources, expert advice, and training opportunities that directly support the day-to-day management and long-term effectiveness of the council.

Membership is specifically recommended in the **Good Councillor's Guide 2024**, where the National Association of Local Councils (NALC) states:
'We believe councils are best supported where the council is in membership of their local county association and NALC, and the clerk is in membership of the SLCC.'

Benefits to the council
Membership for the Deputy Clerk will provide her with:
Improved compliance and governance: Access to the latest guidance, legal updates, and best practice to ensure the council operates lawfully and efficiently.
Resilience and continuity: With both officers as members, knowledge and expertise are shared, ensuring smooth operations during periods of absence or transition.
Access to expert advice: Direct support from SLCC's specialist advice team on complex legal, employment, and governance matters.
Professional development: Access to accredited courses and qualifications such as the Introduction to Local Council Administration (ILCA), the Certificate in Local Council Administration (CiLCA) and discounted training that strengthen the council's overall capability.

Networking and collaboration: Opportunities to share best practice with officers from other councils across England and Wales, helping to identify innovative solutions and avoid costly mistakes.
Enhanced reputation: Demonstrating that the council supports professional standards and values competence, integrity, and continuous improvement in its officers.

Value for money
The annual membership fee is £200 plus £15 joining fee, and this represents a modest investment relative to the substantial operational benefits the council receives. Membership costs can lawfully be paid by the council under the Local Government Act 1972 s143(1)(b), which states that:
'A local authority may pay reasonable subscriptions, whether annually or otherwise, to the funds of any association of officers or members of local authorities which was so formed.'

According to the 2023 SLCC Membership Survey, 97% of councils pay for their clerk's subscription, recognising it as a cost-effective way to ensure compliance, quality service delivery, and professional excellence.

Conclusion
Supporting SLCC membership for the Deputy Clerk will ensure that the council:
continues to operate in line with current legislation and best practice
supports staff in achieving recognised professional standards
strengthens resilience and service delivery to the local community

I am happy to provide further information or answer any questions you may have regarding this request at the next meeting.

PRIVATE AND CONFIDENTIAL

Sent by secure email to:

clerk@mardenkent-pc.gov.uk

Cabinet Member for Highways & Transport

Sessions House
County Hall
Maidstone
Kent
ME14 1XQ

4 November 2026

Reference: 67159973

Dear Mrs Hooker,

Thank you for writing to me to set out the parish councils concerns about the highway works required in association with Maidstone Borough Council (MBC) reference: 23/504068/OUT.

As your aware the applicant has now sought to agree the detailed design of the development's internal layout via a reserved matters application, however, the highway works in question are not a consideration as they were agreed as part of the site's outline planning permission. As such there is unfortunately no ability for KCC Highways to fundamentally require the applicant to change the highway works. That being said, prior to any works physically commencing on the ground the applicant will be required to enter into a S278 agreement with Kent County Council (KCC) Highways. As part of this process the applicant will have to provide a stage 2 road safety audit (RSA), which will consider any potential safety implications.

In addition, as part of the S278 agreement the applicant must provide a financial bond which is equal to the costs of the works, with them also being subject to a 12-month maintenance period before the bond is returned. Should any safety related matters come to light during the maintenance period then the applicant will be required to address them to the satisfaction of the local highway authority. Although I appreciate this may not be the response you were hoping for, I hope that it is helpful in explaining how KCC Highways will ensure the works are safe for all users of the highway.

I trust you find this to be helpful.

Yours sincerely,

Peter Osborne

Kent County Council

Mr Robbie Lough
Business Development Manager
South Eastern Railway

Mrs Sue Smith
Deputy Parish Clerk
Memorial Hall
Goudhurst Road
Marden
Tonbridge
Kent
TN12 9JX
Tel: 01622 832305
Date: 23 October 2026

Dear Mr Lough

Letter of Support: Marden Station 'Access for All' Lifts

Thank you for your update about progress of the 'Access for All' scheme at Marden station.

Context

With no user group covering Marden station, Marden Parish Council seeks to represent the interests of all station users, whether resident in the village or living in the wider catchment area.

The most recent station usage statistics published by the Office of Rail and Road for Marden show that the total number of entries and exits in 2024-25 as 485,824, and this number is expected to increase when the latest data are released next month.

Further growth in passenger demand for is also likely due to:

a) outline planning permission having been given for a development of 117 new homes in the village, and a decision on the reserved matters application is expected shortly;
b) another outline planning application has been made for 115 more houses, and this is currently awaiting determination; and
c) consultation has already begun by the promoters of a major scheme for up 1,100 dwellings on land to the north side of the railway line.

Additionally, recent changes in the National Planning Policy Framework and a shortfall in housing land supply in the Borough of Maidstone are both expected to encourage other planning applications for new housing developments.

Background

The lack of step-free access to the 'down' (Ashford-bound) platform at Marden is a long-standing impediment for many train users, and a significant deterrent to potential new customers.

When the 1960s station footbridge was replaced in March 2014, the parish council was disappointed that the scheme did not include lifts to enable step-free access.

However, it was advised that the footbridge design was such that it could easily be adapted to enable lifts to be retrofitted at a later date if additional funding became available.

The subject of the 'missing lifts' has subsequently been raised by village residents and others on many occasions during parish council meetings, open days, consultation events, etc.

Some of the parish council's actions to make the 'down' platform accessible to all include:

2015 onwards: Regular lobbying of Maidstone Borough and Kent County councillors.

February 2015: Raised with MP Helen Grant prior to a meeting with Southeastern where it was agreed to discuss with Network Rail.

July 2015 onwards: Raised at regular on-site meetings with Southeastern (some of which also had a Network Rail representative) and at several Stakeholder Forums.

May 2017: Raised in response to the Department for Transport's 'Future of South Eastern rail services' consultation.

September 2018: Liaised with MP Helen Grant in a letter to residents and arranged on-site meeting with MBC representative along with members of the public to highlight the issue.



February 2019 onwards: Identified as a priority in the parish council's Infrastructure Spend Plan (item ISP006(a) in current version here: Infrastructure Spend Plan – May 2026 – Marden Parish Council).

November 2019: Identified as a 'Further action' for station infrastructure stakeholders in the adopted Marden Neighbourhood Plan (available here: Marden-Neighbourhood-Plan-2017_2031.pdf, page 35).

December 2020: Raised in response to MBC's Local Plan Review: Regulation 18b Preferred Approaches Consultation.

October 2022: Followed up after an unclear announcement at the Kent Rail Summit about joint Network Rail / Southeastern nominations under the DfT's 'Access for All' scheme.

May 2024: Publicly welcomed DfT announcement about 'Access for All' feasibility work funding for Marden.

January 2026: Raised as an unresolved issue with Katie Lam MP.

June 2026: Raised as an unresolved issue in response to Southeastern's Asset Management Questionnaire.

Current position

Marden Parish Council (on behalf of our village residents and other station users) remains wholeheartedly in support of the work by the Department for Transport, Network Rail and Southeastern to make Marden station accessible to all by means of retrofitting lifts to the existing footbridge under the 'Access for All' scheme.

Yours sincerely

SMSmith

Sue Smith
Deputy Clerk to Marden Parish Council

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

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD