

LOG OF CORRESPONDENCE AND HOW DEALT WITH?*No names/contact details should be added here*

APRIL

Date:	Contacted via	Who took call/emails?	Brief details of issue raised	Council/Committee	Outcome
01/04/2026	Email	Ali	Southons Field hirer confirming cancellation of booking in May	Amenities	Noted
01/04/2026	Email	Ali	MiB booking for playing field	Amenities	Noted
01/04/2026	Email	Ali	Kent Highways - work in Goudhurst Road should have been completed	Highways	To confirm and respond
01/04/2026	Email	Ali	x 5 MBC electoral roll updates	Office (confidential)	Passed to Admin Asst to update list
01/04/2026	Email	Ali	Stonemason - application for memorial	Cemetery	Printed - confirmation returned
01/04/2026	Email	Ali	MBC confirming removal of shopping trolley reported on 30/3/26	General	Noted
07/04/2026	Email	Ali	Village organisation report	General	Passed to Admin Asst to update APM handout
07/04/2025	Email	Ali	Staplehurst PC - solar farm application in Staplehurst	Planning	Noted
09/04/2026	Email	Ali	Waste company - duty of care certificate	Cemetery	Signed and returned
09/04/2026	Email	Ali	MBC regarding anti-social parking	Parking	Requested more information from resident
09/04/2026	Telephone	Ali	Spoke with architects regarding changing rooms	Full Council	Report to Full Council 14/4/26
09/04/2026	Email	Ali	Insurance brokers asking for more details regarding MPC buildings	Full Council	Provided more information
09/04/2026	Telephone	Ali	Confidential planning issue		Provided Borough Cllr email
13/04/2026	Email	Ali	Kent Highways - updated Highways Improvement Pack	Highways	Saved on file - take to next Highways Working Group meeting
13/04/2026	Email	Ali	x 2 confirming meeting with S/Field hirer on 23/4/26	Amenities	In diary
13/04/2026	Email	Ali	Insurers regarding valuation of buildings	Full Council	Sent costings of what is on file
13/04/2026	Email	Ali	Hirer of S/Field asking when field will be mowed	Amenities	Sent email to contractor
13/04/2026	Email	Ali	Email received from contractor - mowing this week	Amenities	Sent to S/field hirer
13/04/2026	Email	Ali	Email regarding pads for the library defib	General	Passed to PK for information
13/04/2026	Email	Ali	Annual reports received for handout	General	Added to handout
13/04/2026	Email	Ali	Confirmation of payment for S/Field hire	Amenities	Sent confirmation letter of booking

13/04/2026	Email	Ali	Kent Highways/resident regarding blocked footpath	Highways	Kent Highways investigating
13/04/2026	Telephone	Ali	Resident regarding annual report request and enforcement issue	General/Planning	Updated on enforcement
13/04/2026	Email	Ali	S/Field hirer confirming will drop off booking form shortly	Amenities	Noted
14/04/2026	Email	Ali	Resident asking about play scheme dates	Play Scheme	Clerk meeting with manager next week to confirm dates
14/04/2026	Email	Ali	.Gov regarding Find A Tender registration	Office	Completed registration - not required - need to use Contract Finder
14/04/2026	Email	Rachel/Ali	Website transfer	Office	
15/04/2026	Email	Ali	Resident asking when office is open to collect a copy of the newsletter	General	Informed no one in until Thursday
15/04/2026	Email	Rachel/Ali	Marden History Group asking for a poster to be advertised	General	Rachel to put on social media etc
15/04/2026	Email	Ali	Enquiry regarding hiring of playing field / southons Field for summer soccer schools	Amenities	Provided details (plus information regarding toilets)
15/04/2026	Email	Ali	PK would look into the defib pads and send MPC invoice	General	Noted
15/04/2026	Telephone	Ali	Company to arrange site visit to changing rooms	Amenities	Arranged for 21/4/26 @ 3pm
16/04/2026	Email	Ali	Confirmation of Contract Finder registration	Amenities	Noted
16/04/2026	Email	Ali	HugoFox website asking why MPC cancelled	Office	Responded
16/04/2026	Telephone	Rachel	Builders to book in site visit at the Changing Rooms	Amenities	Arranged to meet Thursday 23rd April at 13.00
16/04/2026	Email	Ali	3 x companies regarding tenders	Amenities	Sent tender documents / arranged site visits
17/04/2026	Email	Ali	Request for tender documents	Amenities	Sent documents
17/04/2026	Telephone	Ali	Request for tender documents	Amenities	Sent documents
17/04/2026	Email	Ali	Kent Highways update on dropped kerbs at school	Highways	Report to Highways WG
20/04/2026	Email	Ali	Response from s/f and p/f enquiry - requires toilets at location as all day sessions	Amenities	Noted - will contact again next year in regards to the playing field hire
20/04/2026	Telephone	Ali	Resident asking about the pop up bakers at Village Club	General	Unsure when they are due there - provided telephone number
20/04/2026	Email	Ali	MBC Solicitors confirming return of licence	Office	Return by Special / Recorded delivery (will post 22/4/26)

20/04/2026	Email	Ali	Printer regarding replacing signs on MPC vehicle	General	Arrange with caretakers when vehicle will be available
20/04/2026	Telephone	Ali	Request for tender documents	Amenities	Sent documents
21/04/2026	Email	Ali	Confirmation of byelaws submission	General	Noted
21/04/2026	Email	Ali	Request for tender documents	Amenities	Sent documents
21/04/2026	Telephone	Ali	Request for tender documents	Amenities	Answerphone message - trying to make contact to discuss
22/04/2026	Email	Ali	Confirmation from Bowls Club of hire of S/F	Amenities	Noted in diary
22/04/2026	Email	Ali	Village organisation with updated contact details for Welcome Pack	General	Amended
22/04/2026	Email	Ali	Parent asking about play scheme	Amenities	Will place on social media once dates confirmed
23/04/2026	Telephone	Ali	Company asking for more details on tender	Amenities	Provided information
23/04/2026	Face to Face	Ali	hirer regarding S/F usage	Amenities	Completed forms and payment received
24/04/2026	Telephone	Rachel	Request for Site Meeting at Changing Room	Amenities	Arranged for 28/04/2026 at 9.30am at Changing Room with Clerk
27/04/2026	Telephone	Rachel	Cleaning contractor from Public Toilets requesting more toilet rolls and invoice check	Amenities	Left email message for Clerk and Admin Assistant
27/04/2026	Face to Face	Rachel	Hall user needed key for John Banks Hall	Hall	Gave spare JBH key to use. User would return after use
27/04/2026	Face to Face	Rachel	Hall enquiry regarding form and date	Hall	Messaged Facilities Manager
28/04/2026	Face to Face	Ali	Resident reporting faded DYL	Highways	Will report online
28/04/2026	Telephone	Ali	Photocopier company - discuss new contract	Office	Asked for email and need info from current contract

Several site visits attended by both Ali and Rachel for the Changing Rooms tender process