ACTION PLAN

Adopted by Marden Parish Council on: 12th March 2024
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Review date: November 2026

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MPC Action Plan – October 2026

MARDEN PARISH COUNCIL
ACTION PLAN

Introduction

This Action Plan is intended to be a working document which will be reviewed every six months / updated following consultations/additional information received and raised at Council meetings.

There is an ongoing objective to identify the issues of most concern with residents of Marden, to prioritise these issues and to decide how these can be implemented and resolved.

What Is Marden Parish Council (MPC)?

MPC is the level of government that is closest to the community and sits under Maidstone Borough and Kent County Councils. MPC is often the first place that residents contact with their concerns, questions, issues and ideas.

It makes decisions and recommendations to other agencies on behalf of the residents in the parish of Marden with regard to crime prevention, planning matters, amenities, roads and highways. A Parish Council cannot do anything that is not permitted by law.

MPC has limited powers to make decisions but does have the ability to negotiate with and the power to influence those other organisations that do make the final decisions such as Maidstone Borough Council, Kent County Council, Kent Police etc.

MPC owns and manages publicly accessible land in the Parish at Southons Field, Marden Playing Field and Marden Cemetery. MPC holds a lease from Maidstone Borough Council to maintain and manage the Public Conveniences. It organises and manages the Summer Play scheme and several village events throughout the year.

The Localism Act 2011 sought to decentralise administrative power from central government towards localities, empowering communities to enable them to make better responses to community problems. MPC continually seeks to be actively involved in the delivery of many local services.

Our Village Now

Marden is situated approximately 8 miles south of the County Town of Maidstone with its excellent shopping, educational and recreational facilities.

The Parish of Marden, which includes Chainhurst, consists of mainly mixed farming and at the 2021 Census recorded a population of 5027. This represents a 35% increase in population since the 2011 Census due to the number of new housing developments permitted since the introduction of the National Planning Policy Framework.

The village stretches from the River Beult at Hunton Road (Chainhurst) and Maidstone Road (A229) in the North to Marden Thorn in the South and from Winchett Hill in the West to A229 Riverfield Farm in the East. The centre of the village is the main shopping hub along with the library, Church and main line station.

The village benefits from local shops including a Post Office, three Convenience Stores, Butchers and Bakers. The village boasts three Public Houses, all of which serve good food and the Village Club. There is also a Chinese take-away, fish and chip/kebab shop, a cafe and two Indian restaurants. The village is well served by its successful Medical Centre, Dentist and Hairdressers, Beauty Salon as well as two Garages and Veterinary Surgery. Marden also has a very large business community – the majority of which is in Pattenden Lane. Marden Station offers a regular main line service to London and the South East.

The Conservation Area in Marden is from Albion Road through the village to Church Green/West End. Marden Conservation Area – Marden Parish Council

There is a large number of organisations within the village which are run mainly by groups of volunteers from arts & crafts to sports & exercise classes. Many of which can be found in the MPC Welcome Pack Village Welcome Packs – Marden Parish Council

Consultations
Over many years MPC, along with help from volunteers, has undertaken consultations on the Village Design Statement, the Community Plan and the Marden Neighbourhood Plan. These have been through surveys, public open days and more recently through social media.

In recent years more localised consultations have taken place on the Highways Improvement Plan (HIP) Highways Improvement Plan – Marden Parish Council, Infrastructure Spend Plan (ISP) Infrastructure Spend Plan – May 2026 – Marden Parish Council, parking and open space.

In 2024 MPC consulted residents on the proposed refurbishment of the pavilion at Marden Playing Field along with feedback on the ISP.

In 2025 further consultations took place for the Infrastructure Spend Plan, Highways Improvement Plan, Amendments to the Open Spaces Byelaws, Community Survey and in 2025 and 2026 Regulation 14 of the Marden Neighbourhood Plan Review Marden Neighbourhood Plan – Marden Parish Council.

A Safe Community
Speeding traffic is always a concern with residents especially on the B2079 and MPC has set up Speed Watch in several locations in the village with the help of volunteers. Areas of additional single and double yellow lines are also being consulted on.

The Highways Improvement Plan is a working document where issues which are raised by residents are added to and each year these items are prioritised and discussed with Kent Highways for ways to address issues raised. Unfortunately, some are too costly and are having to be either removed from the list or planned for future works.

Environmental Concerns
Environmental – Marden Parish Council
MPC continues to receive complaints about dog waste, litter and fly tipping and these are reported direct to the Borough Council. Additional litter bins are placed in the areas of open space owned by the Parish Council.

MPC has a volunteer tree warden who conducts inspections every six months on parish owned trees and reports back to the Amenities Committee on any issues. The Parish Council caretakers undertake monthly checks to ensure that all MPC trees are safe, especially after high winds.

Marden in Bloom have planted a wildflower meadow in Southons Field which continues to flourish, many thousands of spring bulbs around the parish and planters in the village centre along with a dedicated area at Marden Cemetery for the scattering of ashes. 2000 trees were planted in 2024 with hedging in 2026 on land owned by the Parish Council behind the Cemetery.

MPC now has a legal biodiversity duty and the Environmental Sub-Group is proactive with looking at ways we can work to become carbon neutral and meets on a regular basis to also look at how we can better maintain our open space and ways of working.

Information and Communication
MPC has social media platforms on Facebook, Instagram and Twitter (X) which is updated regularly with meeting agendas, roadworks and any relevant information about Marden and the surrounding area. We have a newsletter that is delivered every four

months to all households within the parish along with a weekly e-newsletter which provides regular updates for those who are not on social media.

A Welcome Pack is available to all new residents which provides information on village organisations and agencies. Village Welcome Packs – Marden Parish Council

MPC Owned Village Facilities
There are several play areas owned and maintained by the Parish Council within the parish with an Under 5's play area at Napoleon Drive, Under 14's play area, sports wall and outdoor gym at Marden Playing Field and a play trail and bay swing at Southons Field.

We were able to finance the replacement of the Under 5's play area and the under 14's play area along with the new outdoor gym, footway around the playing field and youth shelter through S106 developer contributions.

Currently we are looking at ways to enhance/refurbish the sports pavilion/changing rooms at Marden Playing Field into a community facility as it is no longer required as a sports facility, through S106 contributions and a planning application was submitted in April 2025.

We hold the Summer Play Scheme during the school summer holidays and this is extremely popular. This is usually held at Marden Scout HQ and we employ a manager and staff to run this. The play scheme is funded by MPC with some support from Kent County Councillor grant and we are able to offer free places for families in financial hardship.

Following completion of a housing development within the parish an allotment site was provided. However, this is taking time to transfer from the developer to the Parish Council. It is hoped that this can be completed shortly.

Going Forward
We continue to review the Highways Improvement Plan and Infrastructure Spend Plan and undertake some of the issues listed on these with funding from S106, Parish Precept, grants and Community Infrastructure Levy money.

The Marden Neighbourhood Plan is currently being reviewed and further consultations will be held in due course.

Changing Rooms planning application submitted April 2025 (approved June 2025). Work has gone out to tender and MPC is currently reviewing phasing the project due to costs.

Continue with Speed Watch and encourage residents to come forward to volunteer.

Environmental issues will continue to be addressed working towards reducing our carbon footprint.

Allotment site at Highwood Green to be transferred from Redrow to Marden Parish Council. Once transferred a lease between Marden PC and Marden Allocation Association will be entered into.

Appendix A – current year (to work alongside 5-year plan) – pages 6 to 12
Appendix B - 5-year (Rolling) Action Plan – pages 13 to 22

APPENDIX A
CURRENT YEAR ACTION PLAN (2025/2026)

Action Plan 2026/2027

(see also 5-year rolling action plan and Infrastructure Spend Plan)

Aim	Objective	Action	Who By	Completion Date	Update/Notes
Employment	To ensure Parish Council is staffed according to its needs	Undertake review of job description and advertise post as and when required	Clerk/HR Sub-Committee	Within two months of employee leaving	Deputy Clerk resigned in July 2026 – new Deputy Clerk in post 21/9/26 Administrative Assistant resigned in November 2026 – position currently being reviewed
To comply with the law	Ensure contracts are provided to all staff	Clerk to notify HR Sub-Committee of any changes	Clerk/HR Sub-Committee	As soon as possible after any changes	Any changes to be discussed with employee before amendments/additions are made to contracts
	To ensure that the Public Council administration is run in an efficient and timely manner and that information is available, open and transparent.	Publish agendas, minutes and contact details of Parish Office on website and notice boards	Clerk & Deputy Clerk	Agendas to be published on notice boards and website at least 3 clear working days before meeting. Draft minutes to be published on website within a week of the meeting. Approved minutes uploaded as soon as agreed.	Agenda/Minutes published within the deadlines. Contact details updated following any changes.

Aim	Objective	Action	Who By	Completion Date	Update/Notes
	To ensure all Council policies (including Standing Orders and Financial Regs) and procedures are reviewed annually and updated as necessary	Clerk to ensure annual review process is undertaken and are on the March Full Council agenda for agreement	Clerk and Council	Policies are reviewed at relevant Committees and then put before Full Council at March meeting.	Ratified at March 2026 Full Council meeting.
	Calendar of meetings	Advertise the meeting schedule	Clerk	May for forthcoming year	
To comply with the law / minimum wage	To ensure all employees are on, or above, the minimum wage	HR Sub-Committee to discuss and take to Finance if any staff member falls below the minimum wage	HR Sub-Committee/ Finance	As soon as possible after any changes	
To comply with the law and ensure safety	To ensure that the Council meets Health and Safety requirements for its staff, Cllrs and public at events and activities. Ensure there is adequate insurance cover.	Review insurance Risk Management Scheme - reviewed by Full Council annually Risk assessment to be completed prior to events	Clerk & Council	Insurance renewal - June 2026 Risk Management Scheme review - March each year Risk Assessments reviewed March each year and as required	Insurance renewal taken out for 1 year – review and obtain quotes in January 2027

Aim	Objective	Action	Who By	Completion Date	Update/Notes
	To ensure that all Parish Council assets are maintained in a safe and proper manner	Regular checks undertaken to ensure assets are maintained and in good working order	Clerk	Ongoing risk assessments, weekly checks on play equipment by caretaker. Asset register reviewed yearly - next review March 2027	
To comply with the law and inform community	To ensure that there is transparent information about payments, budget, audit documents, precept etc	Publish on website and on notice boards (Audit papers)	Clerk	Within the timeframe given by auditor	Notice boards updated weekly, or when required. Website updated regularly when new information is available. Checked fortnightly to ensure no information is out of date.
	Exercise of Public Rights (Audit)	Notify Council of conclusion at first meeting after receiving confirmation. Publish on notice boards and website	Clerk	Once received back from External Auditor.	

Aim	Objective	Action	Who By	Completion Date	Update/Notes
To keep up to date	To ensure the Clerk (and other MPC employees) and Cllrs undergo relevant training for their roles	All new Cllrs must attend an induction training as a minimum requirement and attend other training courses which are relevant for their role. The Clerk must identify new legislation and keep up to date of changes	Clerk and Cllrs	Ongoing	
	To ensure that the Parish Council has access to advice and training to keep well informed	Council to approve annual subscriptions to KALC, SLCC, ICCM, ICO and other relevant agencies	Clerk and Council	Ongoing	Clerk to inform staff and Cllrs of training.
To monitor development and planning	To consider all planning applications which fall within, and impact on, the Parish of Marden	Clerk to ensure planning applications are notified to Cllrs and placed on the relevant agenda. Clerk to seek time extensions from MBC if necessary	Clerk and Planning Committee	Planning comments sent to Maidstone Borough Council within the timeframe - ongoing	Twice monthly Planning Committee meetings held.

Aim	Objective	Action	Who By	Completion Date	Update/Notes
To engage with the Community	To engage with village groups, organisations and individuals to help shape the Parish Council's plans for the parish. To provide articles to inform residents. To use website, social media and e-newsletter Hold public consultations where appropriate.	To provide regular updates on social media, weekly e-newsletter and website. Produce hard copy newsletter three times a year. Consultations/surveys to be circulated via newsletter/social media.	Clerk, Cllrs and village organisations	Continuous with village organisations etc; website, social media and e-newsletter updated regularly; three times a year newsletter; invites to Annual Parish Meeting	Held consultation for ISP, HIP, Community Survey and Regulation 14 for Marden Neighbourhood Plan Review together with open morning – April 2026
To work together with the community groups	To strengthen positive involvement with village groups	Groups invited to attend Annual Parish Meeting and submit own annual report of their activities; invite groups to contribute to the three times a year newsletter and provide information to put on website etc. We will also provide grants in line with our Grants Policy.	Clerk	Ongoing	Cllrs and/or Clerks attend the Village Café regularly to meet with residents. Hold a bi-monthly Meet The Council.

Aim	Objective	Action	Who By	Completion Date	Update/Notes
To provide community with events	To provide regular Marden at Christmas event and other village events	To encourage residents to take part in events, stall holders. Advertise events and invite groups to have representation at event. To invite businesses to be part of Marden at Christmas	Clerk and Deputy Clerk	Advertise M@C in November	
To provide summer activities for children	To run two-week Summer Play Scheme	To provide a two-week summer play scheme for children aged 5 to 12. Book venue and activities, employ staff, advertise play scheme	Clerk	August	Ran from 20th July to 31st July 2026 at Marden Scout HQ
To upkeep open spaces	To manage the cutting/strimming of grass and hedges at Marden Playing Field, Southons Field and Cemetery	Draw up maintenance schedule, obtain quotes where necessary, and monitor work	Clerk and Deputy Clerk	Ongoing	Mowing of Playing Field and Southons Field with contractor. All other work undertaken by employed staff.
To provide play facilities	To maintain the play and fitness equipment	To conduct weekly play inspections and take action. To arrange annual play inspection by outside company	Clerk/Contractor	Ongoing	Annual play inspection undertaken January

Aim	Objective	Action	Who By	Completion Date	Update/Notes
To comply with Health and Safety	To establish condition of trees	Monthly visual tree survey to be undertaken / six monthly report by Tree Warden / 18 monthly tree audit by Arborologist	Clerk / Caretaker / Contractor	Ongoing	Three-year tree audit undertaken June 2024 by TreeCycle – Cllrs agreed to undertake tree audits every 18 months – due Autumn 2026.
To renovate facility	To upgrade footpaths, changing rooms, picnic benches	Obtain grant funding for footpath links. Changing Rooms refurbishment funding from S106 other grant funding options to be investigated	Clerk	Ongoing	
To enhance the parish and its amenities	To continue to seek funding for established projects such as Summer Play Scheme and enhancement of open spaces	To complete relevant grant funding applications as appropriate and within the timescales	Clerk	Ongoing	

APPENDIX B
MARDEN PARISH COUNCIL
MPC ACTION PLAN *(5-year)*

MPC will publish a rolling 5-year action plan annually in May. The Plan will be drawn from the budget which is set in December and which includes project expenditure for the forthcoming year, and ring-fenced expenditure for larger items.
MPC will continually review the action plan and will add any matters as required through the year. The Action Plan will be formally reviewed by the Council on a quarterly basis, to include an update on the matters identified; addition of any further appropriate actions identified during the quarter; and signing off of any completed actions.
This document should also be viewed alongside the Infrastructure Spend Plan document in regard to Projects

ADMINISTRATION:

	Year 1 – 2026/2027	**Year 2 – 2027/2028**	**Year 3 – 2028/2029**	**Year 4 – 2029/2030**	**Year 5 – 2030/2031**
STAFF Employment Contracts: Clerk Deputy Clerk Administrative Assistant Cemetery Caretaker Village Caretaker	Regular staff meetings to be held and contracts reviewed if changes to role/hours of working. Resignations / retirements – review job description/person spec: refer to recruitment policy	Regular staff meetings to be held and contracts reviewed if changes to role/hours of working. Resignations / retirements – review job description/person spec: refer to recruitment policy	Regular staff meetings to be held and contracts reviewed if changes to role/hours of working. Resignations / retirements – review job description/person spec: refer to recruitment policy	Regular staff meetings to be held and contracts reviewed if changes to role/hours of working. Resignations / retirements – review job description/person spec: refer to recruitment policy	

ADMINISTRATION: (contd)

	Year 1 – 2026/2027	**Year 2 – 2027/2028**	**Year 3 – 2028/2029**	**Year 4 – 2029/2030**	**Year 5 – 2030/2031**
Salaries	Review at annual HR Sub-Committee meeting in September to put before Finance Committee annual budget meeting in November	Review at annual HR Sub-Committee meeting in September to put before Finance Committee annual budget meeting in November	Review at annual HR Sub-Committee meeting in September to put before Finance Committee annual budget meeting in November	Review at annual HR Sub-Committee meeting in September to put before Finance Committee annual budget meeting in November	Review at annual HR Sub-Committee meeting in September to put before Finance Committee annual budget meeting in November
INSURANCE Parish Council Policy	1 year agreement undertaken. Review for renewal in January 2027	Review (depending on outcome of 2026 review)	Review	Review	Review
BANKING ARRANGEMENTS: Agree Banking Facilities	Agree May meeting	Agree May meeting	Agree May meeting Amend signatory mandates on all accounts following elections	Agree May meeting	Agree May meeting
Interest on Reserves Charges	Monitor Monitor	Monitor Monitor	Monitor Monitor	Monitor Monitor	Monitor Monitor

ADMINISTRATION: (contd)

	Year 1 – 2026/2027	**Year 2 – 2027/2028**	**Year 3 – 2028/2029**	**Year 4 – 2029/2030**	**Year 5 – 2030/2031**
ELECTIONS Advertising and PR	No action unless Cllr vacancy	No action unless Cllr vacancy Advertise for May 2028 elections.	Advertise for Elections May 2028	No action unless Cllr vacancy	No action unless Cllr vacancy
TRAINING Employees and Councillors	Bring to attention any training on offer	Bring to attention any training on offer	New Cllrs advised to attend training Bring to attention any training on offer	Bring to attention any training on offer	Bring to attention any training on offer
LEASE VAN Contract MOT Tax Insurance Maintenance/Service	On rolling contract Review to continue or consider investing in new (electric) vehicle Due July Due August (lease company purchases) Due April Due July	On rolling contract Review to continue or consider investing in new (electric) vehicle Due July Due August (lease company purchases) Due April Due July	On rolling contract Review to continue or consider investing in new (electric) vehicle Due July Due August (lease company purchases) Due April Due July	On rolling contract Review to continue or consider investing in new (electric) vehicle Due July Due August (lease company purchases) Due April Due July	On rolling contract Review to continue or consider investing in new (electric) vehicle Due July Due August (lease company purchases) Due April Due July

ADMINISTRATION: (contd)

	Year 1 – 2026/2027	**Year 2 – 2027/2028**	**Year 3 – 2028/2029**	**Year 4 – 2029/2030**	**Year 5 – 2030/2031**
HEALTH & SAFETY Risk Assessments	Monitor/Action Review at January Committee meetings. Place on March FC Mtg	Monitor/Action Review at January Committee meetings. Place on March FC Mtg	Monitor/Action Review at January Committee meetings. Place on March FC Mtg	Monitor/Action Review at January Committee meetings. Place on March FC Mtg	Monitor/Action Review at January Committee meetings. Place on March FC Mtg
ASSET REGISTER	Monitor & Update as and when required Review February Place on March FC Mtg	Monitor & Update as and when required Review February Place on March FC Mtg	Monitor & Update as and when required Review February Place on March FC Mtg	Monitor & Update as and when required Review February Place on March FC Mtg	Monitor & Update as and when required Review February Place on March FC Mtg
POLICIES	Monitor & Update as and when required Review Jan/Feb by Committees Place on March FC Mtg	Monitor & Update as and when required Review Jan/Feb by Committees Place on March FC Mtg	Monitor & Update as and when required Review Jan/Feb by Committees Place on March FC Mtg	Monitor & Update as and when required Review Jan/Feb by Committees Place on March FC Mtg	Monitor & Update as and when required Review Jan/Feb by Committees Place on March FC Mtg

ADMINISTRATION: (contd)

	Year 1 – 2026/2027	**Year 2 – 2027/2028**	**Year 3 – 2028/2029**	**Year 4 – 2029/2030**	**Year 5 – 2030/2031**
OFFICE EQUIPMENT & IT	Monitor and replace if necessary	Monitor and replace if necessary	Monitor and replace if necessary	Monitor and replace if necessary	Monitor and replace if necessary
WEBSITE	New website – documents and information to be transferred over	Monitor and continue to update	Monitor and continue to update	Monitor and continue to update	Monitor and continue to update

AMENITIES

	Year 1 – 2026/2027	**Year 2 – 2027/2028**	**Year 3 – 2028/2029**	**Year 4 – 2029/2030**	**Year 5 – 2030/2031**
TREES & HEDGING Playing Field Southons Field Cemetery Rookery Path	Monthly tree reports undertaken by caretakers and six monthly inspections by tree warden Arrange 18 monthly tree audits	Monthly tree reports undertaken by caretakers and six monthly inspections by tree warden Arrange 18 monthly tree audits	Monthly tree reports undertaken by caretakers and six monthly inspections by tree warden Arrange 18 monthly tree audits	Monthly tree reports undertaken by caretakers and six monthly inspections by tree warden Arrange 18 monthly tree audits	Monthly tree reports undertaken by caretakers and six monthly inspections by tree warden Arrange 18 monthly tree audits

AMENITIES

	Year 1 – 2026/2027	**Year 2 – 2027/2028**	**Year 3 – 2028/2029**	**Year 4 – 2029/2030**	**Year 5 – 2030/2031**
MOWING & STRIMMING Playing Field / Southons Field/ Cemetery Mowing & Strimming Estate Management Plan (EMP) & Maintenance Strategy (MS)	Regularly during mowing season in line with EMP & MS Review documents Report to caretakers and contractors	Regularly during mowing season in line with EMP & MS Review documents Report to caretakers and contractors	Regularly during mowing season in line with EMP & MS Review documents Report to caretakers and contractors	Regularly during mowing season in line with EMP & MS Review documents Report to caretakers and contractors	Regularly during mowing season in line with EMP & MS Review documents Report to caretakers and contractors
PATHS & DRIVEWAYS Playing Field Southons Field *(see also ISP004(j)* for driveway) Cemetery Rookery Path Library/Car Park (MBC owned)	Monitor/Action Monitor/Action (consider budgeting for future works) Monitor/Action Monitor/Action Monitor/Action	Monitor/Action Monitor/Action (consider budgeting for future works) Monitor/Action Monitor/Action Monitor/Action	Monitor/Action Resurface Monitor/Action Monitor/Action Monitor/Action	Monitor/Action Monitor/Action Monitor/Action Monitor/Action Monitor/Action	Monitor/Action Monitor/Action Monitor/Action Monitor/Action Monitor/Action
WALLS & FENCING Cemetery Playing Field Play Area Napoleon Drive Play Area	Monitor/Action Monitor/Action Monitor/Action	Monitor/Action Monitor/Action Monitor/Action	Monitor/Action Monitor/Action Monitor/Action	Monitor/Action Monitor/Action Monitor/Action	Monitor/Action Monitor/Action Monitor/Action

AMENITIES

	Year 1 – 2026/2027	**Year 2 – 2027/2028**	**Year 3 – 2028/2029**	**Year 4 – 2029/2030**	**Year 5 – 2030/2031**
NOTICE BOARDS					
Outside Library (wooden)	Monitor/Action	Consider replacing with metal	Monitor/Action	Monitor/Action	Monitor/Action
Post Office (metal)	Monitor/Action	Monitor/Action	Monitor/Action	Monitor/Action	Monitor/Action
Chainhurst (wooden)	Sand & Repaint	Monitor/Action	Monitor/Action	Consider replacing with metal	Monitor/Action
Office (wooden)	Monitor/Action	Sand & Repaint	Monitor/Action	Monitor/Action	Sand & Repaint
Cemetery (metal)	Monitor/Action	Monitor/Action	Monitor/Action	Monitor/Action	Monitor/Action
Southons Field (metal)	Monitor/Action	Monitor/Action	Monitor/Action	Monitor/Action	Monitor/Action
Playing Field Noticeboard (metal)	Monitor/Action	Monitor/Action	Monitor/Action	Monitor/Action	Monitor/Action
Highwood Green (wooden)	Monitor/Action	Sand & Repaint	Consider replacing with metal	Monitor/Action	Monitor/Action
CHANGING ROOMS					
Changing Rooms (see also ISP001(b) for refurbishment)	Undertake refurbishment (see Changing Room Refurbishment Action Plan)	Update when refurbishment completed			

AMENITIES

	Year 1 – 2026/2027	**Year 2 – 2027/2028**	**Year 3 – 2028/2029**	**Year 4 – 2029/2030**	**Year 5 – 2030/2031**
SOUTHONS FIELD Play Trail & Bay Swing assessments Benches Pavilion (see also ISP001(a) for pavilion replacement)	Weekly inspection by caretaker and annual by external company Undertake any actions required Sand/Restain	Weekly inspection by caretaker and annual by external company Undertake any actions required Sand/Restain Monitor/Action Consider costings for installing Utilities	Weekly inspection by caretaker and annual by external company Undertake any actions required Sand/Restain Monitor/Action : Sand/Restain	Weekly inspection by caretaker and annual by external company Undertake any actions required Sand/Restain Monitor/Action	Weekly inspection by caretaker and annual by external company Undertake any actions required Sand/Restain Monitor/Action : Sand/Restain
PLAYING FIELD & PLAY AREAS Play equipment risk assessments	Weekly inspection by caretaker and annual by external company Undertake any actions required	Weekly inspection by caretaker and annual by external company Undertake any actions required	Weekly inspection by caretaker and annual by external company Undertake any actions required	Weekly inspection by caretaker and annual by external company Undertake any actions required	Weekly inspection by caretaker and annual by external company Undertake any actions required

AMENITIES

	Year 1 – 2026/2027	**Year 2 – 2027/2028**	**Year 3 – 2028/2029**	**Year 4 – 2029/2030**	**Year 5 – 2030/2031**
Sports Wall and Outdoor Gym equipment	Weekly inspection by caretaker and annual by external company Undertake any actions required	Weekly inspection by caretaker and annual by external company Undertake any actions required	Weekly inspection by caretaker and annual by external company Undertake any actions required	Weekly inspection by caretaker and annual by external company Undertake any actions required	Weekly inspection by caretaker and annual by external company Undertake any actions required
CEMETERY Headstone checks Benches	 Monitor Sand and re-stain	 Monitor Sand and re-stain	 Monitor Sand and re-stain	 5-yearly circle (section 1&2) Sand and re-stain	 5-yearly circle (section 1&2) Sand and re-stain
BYELAWS Open Spaces Southons Field Playing Field Napoleon Drive Play Area	 Submission for adoption by Secretary of State	 N/A	 N/A	 N/A	 N/A
MAINTENANCE Mowers Strimmers and other equipment	 Service Jan/Feb Service Jan/Feb	 Service Jan/Feb Service Jan/Feb	 Service Jan/Feb Service Jan/Feb	 Service Jan/Feb Service Jan/Feb	 Service Jan/Feb Service Jan/Feb

AMENITIES

	Year 1 – 2026/2027	**Year 2 – 2027/2028**	**Year 3 – 2028/2029**	**Year 4 – 2029/2030**	**Year 5 – 2030/2031**
ALLOTMENTS Transfer of Highwood Green allotments to MPC *(see ISP008(a) for Provision of Allotments)*	Legal agreement to be signed for transfer of land Agreement with Marden Allotment Association to take over the running of the allotments	Monitor/review Take any action required	Monitor/review Take any action required	Monitor/review Take any action required	Monitor/review Take any action required

OTHER

	Year 1 – 2026/2027	**Year 2 – 2027/2028**	**Year 3 – 2028/2029**	**Year 4 – 2029/2030**	**Year 5 – 2030/2031**
NEIGHBOURHOOD PLAN	Continue to review and hold consultations where required. Adoption 2025/26	Continue to review	Continue to review	Continue to review	Continue to review

OTHER

	Year 1 – 2026/2027	**Year 2 – 2027/2028**	**Year 3 – 2028/2029**	**Year 4 – 2029/2030**	**Year 5 – 2030/2031**
HIGHWAYS IMPROVEMENT PLAN (HIP)	Review document annually (or more regularly if required) and provide yearly priority list to Kent Highways Arrange meeting with Kent Highways to discuss	Review document annually (or more regularly if required) and provide yearly priority list to Kent Highways Arrange meeting with Kent Highways to discuss	Review document annually (or more regularly if required) and provide yearly priority list to Kent Highways Arrange meeting with Kent Highways to discuss	Review document annually (or more regularly if required) and provide yearly priority list to Kent Highways Arrange meeting with Kent Highways to discuss	Review document annually (or more regularly if required) and provide yearly priority list to Kent Highways Arrange meeting with Kent Highways to discuss
RESILIENCE PLAN	Arrange meetings Co-ordinate Steering Group and volunteers Review draft and send to KCC for comment and implementation	Review	Review	Review	Review

OTHER

	Year 1 – 2026/2027	**Year 2 – 2027/2028**	**Year 3 – 2028/2029**	**Year 4 – 2029/2030**	**Year 5 – 2030/2031**
INFRASTRUCTURE SPEND PLAN (ISP) & COMMUNITY INFRASTRUCTURE LEVY (CIL) INCOME	Review document annually (or more regularly if required). Record all CIL income every six months. Provide annual financial audit of CIL income and expenditure to MBC.	Review document annually (or more regularly if required). Record all CIL income every six months. Provide annual financial audit of CIL income and expenditure to MBC.	Review document annually (or more regularly if required). Record all CIL income every six months. Provide annual financial audit of CIL income and expenditure to MBC.	Review document annually (or more regularly if required). Record all CIL income every six months. Provide annual financial audit of CIL income and expenditure to MBC.	Review document annually (or more regularly if required). Record all CIL income every six months. Provide annual financial audit of CIL income and expenditure to MBC.
SPEED INDICATOR SIGN Locations: Goudhurst Road; Howland Road; and Thorn Road	Move every 8 weeks to different locations Provide yearly dates to caretaker	Move every 8 weeks to different locations Provide yearly dates to caretaker	Move every 8 weeks to different locations Provide yearly dates to caretaker	Move every 8 weeks to different locations Provide yearly dates to caretaker	Move every 8 weeks to different locations Provide yearly dates to caretaker

PROJECTS

	Year 1 – 2026/2027	**Year 2 – 2027/2028**	**Year 3 – 2027/2028**	**Year 4 – 2028/2029**	**Year 5 – 2029/2030**
CAST IRON FINGERPOST SIGNS (see ISP009(a) Fingerpost Signs)	On hold until further notice				
RAILWAY STATION IMPROVEMENTS (see ISP006(c) Replacement Fencing at Marden Station)	Meet with SE/NR Monitor	Meet with SE/NR Monitor	Meet with SE/NR Monitor	Meet with SE/NR Monitor	Meet with SE/NR Monitor
SPEED WATCH	Undertake regular speed watch sessions around confirmed locations	Undertake regular speed watch sessions around confirmed locations	Undertake regular speed watch sessions around confirmed locations	Undertake regular speed watch sessions around confirmed locations	Undertake regular speed watch sessions around confirmed locations
LIBRARY/CAR PARK FOOTPATH EXTENSION AND PLANTED AREA	Monitor/Action	Monitor/Action	Monitor/Action	Monitor/Action	Monitor/Action
CEMETERY GATES	Monitor/Action	Monitor/Action	Review condition and discuss replacement: budget implications	Monitor/Action	Monitor/Action

PLAY EQUIPMENT & OTHER EQUIPMENT INSTALLED:
Napoleon Drive Installed 2018/19
Youth Shelter Installed 2018/19
Sports Wall Installed 2018/19
Playing Field Footpath Installed 2019/20
Outdoor Gym Installed April 2021
Southons Field Play Trail 2015
Southons Field swings 2021
Library footpath installed 2023/2024
Windsor Meadow/The Parsonage footpath installed 2024
Flymobile installed 2024/2025
Play table (ND) 2024/2025
Picnic benches Southons Field 2024/2025
Picnic benches Playing Field 2025/2026