



HEADCORN PARISH COUNCIL

The Parish Office, Headcorn Village Hall, Church Lane, Headcorn, TN27 9NR
Tel: 01622 892496 Email: clerk@headcornpc.org.uk

Minutes of the Parish Council Meeting held on Wednesday 11th September 2019 at 8pm in Long Meadow, Village Hall, Headcorn.

Those present: Cllrs Davies, Dungey, Evenden, Hancock, James, Mather, Pyman, Selby, Thomas, Thorogood and Walker.

Clerk: Caroline Carmichael

Three members of the public were present.

1.
 - a. **Apologies for absence.** Apologies were received and accepted from Cllrs Collins-Moore & Tull
 - b. **To seek notification on whether anyone intends to film, photograph or record any items of this meeting.** There were none recorded.
 - c. **Declaration of changes to the register of interests:** There were none recorded.
 - d. **Declaration of Pecuniary Interest or other interests as defined by the Kent Code of Conduct and the Localism Act 2011 on any items on the Agenda:** There were none recorded.
 - e. **Requests for Dispensations:** There were none recorded.
 - f. **Declarations of Lobbying:** There were none recorded.

2. Public session (minute book closed)

3. To receive

The Chair opened the minute book and stated that the Parish Council had accepted the survey completed by the Headcorn Traders and presented during the public session. The survey centres on ASB, Theft, Non Payment & other issues experienced at their businesses. The Clerk has agreed to collate the responses and circulate the same. These will then be used when the Council meet with Kent Police.

a. Community Warden Report

The Chair reviewed the Wardens report that had been circulated to all Councillors. Particular comment was made of the incidents in the village that involved Pony & Traps moving at speed in and around the village. The Chair asked about legislation covering this activity and it was agreed the question would be posed to Kent Police when HPC meet with them.

No other matters were discussed



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b. Information regarding police issues in the village, as available.

The PCSO was present at the meeting and he delivered the Kent Police Monthly Update for Headcorn. A number of the individual incidents were highlighted and discussed, those incidents that were subject of ongoing investigations were not discussed in detail. The PCSO advised that there had not been any further incidents of sheep worrying for the past two weeks.

No further incidents were discussed.

The Chair advised that the Clerk had received correspondence from Kent Police, it had been circulated by the Clerk to all Councillors. We are waiting on further news from MP Helen Whately about the meeting with the Crime Commissioner's Office and senior members of Kent Police but it would seem that some notice is now being taken of the issues facing Headcorn.

4. **The minutes of the meeting held on August 14th 2019** were duly approved and signed by the Chair

5. **Matters arising from the last meeting.**

Country Eye – the Clerk and Cllr Davies had met with Peter Rollington and Kent Police Watch Liaison Officer and they would be taking the matter forward. It is hoped that the launch for the Country Eye Village will take place on November 4th. Detail will be circulated to the Council as it becomes available.

Kent Fire and Rescue Service (Hydrants) – The Clerk advised that we now have a list of the hydrants in the village. It was noted that the newer developments are not yet listed and the Clerk was asked to contact KFRS to establish when the sites would be added.

The Clerk advised that on one of her visits to Bobbin Close, on planning matters, she was told by a utility provider that they had been unable to locate a water hydrant and it transpired that it had been buried beneath the road surface. Clearly it is important that all hydrants are visible.

The Clerk also advised that the hydrants would be checked on an annual rolling programme.

It was suggested that the Open Spaces Committee could take a look at hydrants at the time of the OS walk.

Alignment to Ashford Borough Council and agree actions required – it was agreed that this matter would remain on the minutes and monitored for future actions.

Lenham Road Lack of Footpath from Hop Pocket Way to Crest Nicholson Site – Despite a request to the developer that they use their existing planning approval for the path on the south side as this would take less time, there has been no further comments from Crest Nicholson.

The Clerk has now also written to Kent Highways to ask them what actions they intend to take in line with the 1980 Highways act and the duty of care to users of highways including footpaths.

The Chair then advised that she had been told by Kent Land Drainage Engineer that the delay



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may be as a direct result of her insistence that the developer undertook a safety audit. The Engineer did say that they would be prepared to approve the plans if Headcorn Parish Council confirmed that they wanted the footpath to be progressed on the original side. This however would be recorded and if there were problems in years to come it would fall to HPC. The Council agreed emphatically that they do not agree to that. The Clerk will continue to press for resolution.

Lost for Words Books – It remains for a picture to be taken of the Chair with the schoolchildren. It was agreed that this would now be expedited.

Church Lane Parking by Residents – The Clerk confirmed there had been no further correspondence from the residents. The Chair asked Cllr Thomas if he had been able to discuss parking habits with the Traders, as outlined last meeting. The matter is ongoing and Cllr Thomas will report at a future meeting.

MBC Community Protection Team (CPT) – the Clerk & Cllr Hancock advised that the meet with the CPT during their walkabout of the village after the library session. Sadly no one attended the session. Both were impressed by their enthusiasm and empathy. It is hoped that the sessions will be attended going forward. The CPT team said it was early days and the scheme would be reviewed as it went forward. The Council agreed they are encouraged by the programme and agreed that the Clerk should send a note of thanks to the team.

Bug Hotel – At the last meeting the Chair had advised that there was a suggestion to move the hotel away from its current, somewhat hidden, location to a spot further down the green towards the dentists, where it is visible on the CCTV. It is hoped that this would mean it would be free from vandalism. This matter is on the agenda for the Open Spaces Committee meeting on Monday 16th September.

Annual Parish Meeting - As agreed at the last meeting the Clerk will write to the village groups outlining the new format and asking groups to consider submitting a brief report/poster for display and to attend to enjoy a more social evening with the opportunity to raise matters in the Public Discussion session at the end of the meeting. This matter is ongoing.

Assistant Clerk – The Chair reported on the meeting of the working group set up to handle this matter. She read the proposed advertisement to the Council and advised that it would be going in the HPC Newsletter that would be going out next week. After review it was agreed that the advert should be amended to read “it is essential to live locally” as opposed to beneficial. Further updates will be reported as they arise.

Maidstone Borough Local Plan Review Regulation 18 Consultation - as agreed at the last meeting a letter had been sent to MBC, there had been a reply from William Cornell dated 23rd August stating “I am on holiday next week, but upon my return, I will discuss the contents of your letter with our political group leaders, and will revert to you, most likely towards the end of next month” The Clerk had acknowledged the email and we wait to see the response.

Access for All

MP Helen Whately intended to ask MBC for the completion of a feasibility study for Headcorn station. The Clerk will follow up on this matter.



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Kent Highways – HPC Highways Improvement Plan

There are a number of issues on the HIP that required follow up, these include speed surveys, road safety at Hawkenbury, road safety on the A274 junction/Church Road. Updates will be provided as they arise.

At the meeting in August Cllr Mather suggested a road light at the Shenley Crossroads to increase safety. Some Cllrs felt that given the rural nature of the area a light would be inappropriate. The Clerk contacted Kent Highways and received the following email

I have discussed your request with the Street Lighting Team and any new street lighting we install would have to be a system of street lights, which is a minimum of 3. The Street Lighting Team would not be willing to install any street lighting at this location. However, they have suggested that the parish council may wish to install their own street light and would not have an objection to this.

The matter was further discussed by Council and it was agreed, by a majority, that the matter would not be pursued at this time as it was felt the lights would be obtrusive in the country area.

Matters arising from previous minutes

Hammerstream

Environment

There have been a number of reports over the last couple of days of burning at the Hammerstream site that also included the village being subjected to an obnoxious smell. The MBC Community Protection Team (James Gibson) attended the site on September 10th. The Fire Brigade attended the site and dowsed the fire. The matter is now being further pursued and the criminal waste team will be attending site with Kent Police on 11th September and investigations will continue.

Planning

The Clerk took the opportunity to follow up on the planning issues and received the following response from MBC enforcement team only to be told "this is not a planning issue" my response to that was to say that the use of the land was! The enforcement officer then conceded that and has sent the following update

I have written to the occupants and spoken to them on site. They are aware that planning permission is required. However, I intend to draw up an Enforcement Notice but there are several checks and procedures that I need to adhere too in preparation for a formal Notice. It has been assessed that due to the existing condition of the site it is not expedient to serve a stop notice but this does not stop us serving an enforcement notice as our investigation progresses.

It is not clear why no action has yet been taken, the Clerk suggested that it may be due to a lack of resource. The Clerk will continue to press for action



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Road Names – Cllr Selby is to write to Yalding Parish Chair (also the Chair of the Area KALC) following her strange email on the subject, reminding Yalding Chair of her initial fiery reaction to “Borough of Maidstone” being on new parish signs. This email had claimed that the Parish Council were being undermined by MBC actions which would seem to be also happening with this protocol.

6. Finance

a. To agree Receipts and Payments and Bank Reconciliation

Schedule of receipts and payments reviewed and agreed by Council. The copies will be signed by the Chairman, Lyn Selby

It was noted that the Clerk would circulate the Lloyds Corporate Credit Card statement with the detail each month.

7. Correspondence – To receive and action as required

Anonymous Letter – a previous HPC Councillor had received unsolicited handwritten letter asking what the Council intend to do about the gypsies and hippies in the village. No other Councillor had received any such letter.

Fall On Foremans Walk – email correspondence had been received from Cllr Thomas concerning the fall by a resident on Foremans Walk. It is suggested that she tripped on a raised paving stone. The Clerk has advised the landlord of the incident and one of his representatives had examined the area and did not feel it was a trip hazard. The Landlord stated that he would be at the site on Friday 13th and could meet with Council representatives to discuss the matter. The Clerk will take forward supported by Cllr Davies.

Trees/Hedge at Bovis Site – the Clerk had received email correspondence about removal of trees at the Bovis site. After a site visit and investigations the Clerk was able to confirm that the developer had not acted outside of agreed planning conditions.

Camper Van at GP Surgery – email correspondence received from the GP surgery about a vehicle parked in the surgery parking spaces. After investigation the owner has been located and the vehicle moved.

Community Led Housing Seminar – Friday 27th September. Clerk will attend.

8. To discuss schedule of planning and licensing committee meetings and agree any actions required

The Chair outlined the position discussed at the Planning & Licensing meetings and the recommendation that the meeting currently scheduled for 7pm on the Wednesday prior to the



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Full Council is cancelled for the foreseeable future and all planning applications will be heard at the meeting on the third Monday of each month. Cllr Davies wished it noted that he had not supported the recommendation.

9:55 pm - Cllr John Mather left the meeting

Given that the planning meeting will not take place the Council discussed the start time for the Full Council meeting and after a vote it was agreed that the start time will be moved to 7:30pm

9. To discuss and agree the way forward regarding the land at the rear of Mill Bank that is to be gifted to Headcorn Parish Council for the residents of Headcorn

The Chair gave an update to the Council outlining the gifting of a 4 acre site at the rear of houses on Mill Bank by Ian and Sandra Roberts. It had first been thought that access could be gained via A274 but circumstances had changed and this was now not possible. This had led the Council to investigate gaining access via the new housing development on the Ulcombe Road. Representatives of the Council and the Roberts had met with developers and the developers have agreed in principal to allow access via their site and has agreed to assist with the planning application required to include the access. They have sent an outline of costs – shared with Council – and have agreed to make a significant contribution towards these costs. The indicated costs are £4500 + VAT. It was agreed that the following would be required:-

- A shared surface access to the boundary between our land and Dr Roberts approx. 3m wide.
- Parish suggested the surface is grass-crete or similar – the finish will be dictated by planning/technical requirements. Orbit are likely to maintain as part of overall estate.
- Lockable collapsing bollard.
- Lockable 5-bar style gate installed on boundary with adjoining pedestrian access (which may be staggered to limit cycle access). To be maintained by Parish (including holding keys to lock) with access (for maintenance work – i.e. grass cutting) times limited to say normal working hours (9-5 Mon-Fri)

Subsequent emails from the developer advised that they would not be able to action works on site and open up access until they build the adjoining homes which in turn will be determined by how long it takes to sell the current phase under construction. This could mean access won't be available until 2021. The Clerk asked if it would be possible to have access for maintenance purposes only prior to that date and the response from the developer was "I'm sure we can sort that".

The matter was further discussed and it was agreed that we should proceed subject to a written commitment from the developer that access would be granted.



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10. To receive the minutes of the following committees for information and to raise any queries arising from them:-

Planning Committee – August 14th & 19th

There were no amendments or comments.

11. To receive Reports from the following Working Groups and action as required:-
Neighbourhood Plan Group.

The Chair advised matter will be taken forward & she is arranging a meeting with the group. The Clerk, Chair and Vice Chair will be meeting to complete the MBC Local Plan Consultation.

Finance Group.

Meetings to discuss the budget for 2020/21 will take place in December, in the meantime the Council should consider any items that they may wish to see included in next years budget.

Play Scheme Group.

The group are meeting on Friday 20th September to discuss possibilities for 2020.

Special Events Group.

Nothing to report

Emergency Plan Group.

The Chair advised that the matter is ongoing

Remembrance Day Parade Group.

The Clerk confirmed matters were being progressed satisfactorily.

Communications Group.

Nothing to report.

Speedwatch Group

Clr Hancock advised that there would be a full update next month.

Days Green Inspection.

Clr Mather continues to supply weekly written reports to the Clerk, for circulation to the Chair. Any issues are then taken up by the Clerk.

Highways Improvement Plan Group

See matters arising above.

R and B Group

See Item 9 above

12. To receive reports from any External Meetings attended by Councillors and agree any action required.



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Meeting with Persimmon Homes

Cllrs Selby & Walker and the Clerk met with the developers of the site on Gibbs Hill Farm on Grigg Lane. The discussions centered on the decision by the owner to sell the land currently occupied by the farm house and outbuildings. The Chair advised that it had been suggested to the developer that they consider using part of the site for parking for the GP surgery.

National Flood Forum Walkabout

The Chair attended the village walkabout on 10th September 2019. Clerk will circulate her notes.

Village Hall Management Committee

Cllr Dungey attended the above meeting and noted that a new administrator has now been appointed. A meeting would now be required to agree use of the shared room outside the parish office. HPC/VH will meet ASAP to discuss an agreement.

Battle of Britain Fly Past

Cllr Dungey attended the commemorative fly past and it was once again a respectful celebration of the event.

13. **Matters for information, urgent matters at the discretion of the Chairman for noting only or any items for discussion at future meetings.**

There were no matters raised.

There being no other matters for discussion the meeting closed at 22:40 hrs.

Signed.....

Date.....

9 - 10 - 19