



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 8th January 2020 at 7:30pm in Long Meadow, Village Hall, Headcorn.

Those present: Cllrs Davies, Dungey, Evenden, Hancock, James, Mather, Pyman, Selby, Thomas, Thorogood. Cllr Walker arrived at 7.34pm.

Clerk: Caroline Carmichael
Assistant Clerk: Stefan Christodoulou

Three members of the public were present.

1.
 - a. **Apologies for absence.** There were no apologies for absence. The Chair noted that formal resignation from the Council had been received from Tony Collins-Moore. It was agreed that co-option would not be pursued given that the Council would be subject to an election in May 2020.
The Chair formally welcomed Stefan Christodoulou as the assistant clerk.
 - 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

a. Community Warden Report

The Warden had sent his apologies for the meeting. The Wardens report had been circulated to all Councillors and was reviewed by all present. Particular mention of continued cold calling was made and the Clerk was asked to recirculate the awareness material on the subject.

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

The PCSO was expected at the meeting and it was agreed we would revert to this item upon his arrival.



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The Chair advised that there had been an incident in the village involving damage to a stationary vehicle and although we were able to recover CCTV footage the number plate was indistinguishable. The Clerk had been in touch with the suppliers of the CCTV equipment and advised that there would be an additional cost of £390 to add to the hardware in the existing cameras. Further there would be an additional charge of £1500 for software to support this. The matter was debated at some length and it was agreed by a majority that the new equipment could be installed and trailed for a period of 12 months. The Clerk to resolve.

4. **The minutes of the meeting held on December 11th 2019** were duly approved and signed by the Chair. The Chair confirmed that the minutes of The November meeting had been signed in accordance with the minute note of the last meeting.

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

Country Eye – this matters remains ongoing and will be followed up by the Clerk.

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 – This matter continues and at this time there is no sign of even the temporary surface that was promised would be laid until better weather permits the installation of the new footpath. The Clerk will chase up.

Whitehorse Cross Road Installation of Permanent Traffic Signals – it was noted that the developer Chartway Group had issued a formal apology for the issues caused with the temporary traffic lights in November last year.

A second letter had also been sent to outline the further phases of the works and how this would affect the community.

No further action required at this time.

Church Lane Parking – The matter is ongoing and Cllr Thomas hopes to be able to have a full report in the New Year. The issues of parking by the traders was discussed and it was agreed that a letter would be sent to a number of traders who were seen as persistent offenders. The Clerk had not yet written to Simon Miller, the Royal Mail office, HQ (hairdressers) and Smiles Dentist but would do so as soon as workloads permitted. It was noted that the issues with the Royal Mail vans would no longer be an issue when the sorting office is relocated to Ashford.

Annual Meeting of the Parish – Proposed new format for the meeting is being taken forward by the Communications team, who will be meeting at the end of January.

Maidstone Borough Local Plan Review Regulation 18 Consultation – the concerns over the housing numbers remains a key issue and the matter will be pursued by the Clerk/Council in conjunction with the Call for Sites review.



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Access for All – there has been nothing from MBC about a feasibility study. Cllr Evenden advised that he had been in touch with MP Helen Whatley on this matter but there were no further updates at this time. This matter remains ongoing.

Kent Highways – HPC Highways Improvement Plan

Speed surveys – The Clerk has sought further advice on the surveys and will be pursuing the matter with Kent Highways. An update will be provided at the next meeting.

Hawkenbury Road Bridge – The Chair advised that correspondence had been received from Staplehurst Parish Council seeking support for an addition to the SPC Highways Improvement plan that reads:-

River Bridge, Headcorn Road – single lane, humpback, with no visibility of on-coming traffic, history of accidents and incidents of aggressive driving – suggestion to install solar-powered traffic signals, activated by vehicle movement – if deemed safer, to position southern light at brow of railway bridge.

It was agreed this would be added to the HPC Highways Improvement Plan and jointly pursued. Clerk will arrange a review meeting to discuss the entire HIP with Kent Highways.

Hammerstream

Enforcement matters continue to be an issue at the site and the Clerk is pressing MBC for action.

It was noted that the Clerk would be pulling together a document outlining contentious planning issues on sites in Headcorn in order that the matter could be raised with MP Helen Whatley as a whole rather than on a piece meal basis.

The PCSO had now joined the meeting so Police matters were reviewed:-

- After reviewing the crime stats the time frame of the report was discussed and it was agreed going forward that the report would be based on the calendar month prior to the meeting.
- The Clerk noted that the report was missing an incident in December and agreed that she would send detail to the PCSO so that he could check. It is hoped by moving the report to a calendar month there is less opportunity to “miss” an incident from the report.
- The Clerk asked the PCSO if he was aware of an incident involving injury to a road worker on the Lenham Road – this had been mentioned to the Clerk. It transpired that it was correct but the incident took place on the Lenham Road in Harrietsham.
- Cllr Walker asked the PCSO about the reporting of animal welfare and he advised that there was a specific contact within the CPT. Clerk will clarify.

No further matters were discussed.



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MBC The Meadows Lenham Road – we have received notification that an inspector has been appointed to this matter. All representations must be with the planning inspectorate by January 10th. It is anticipated that the inquiry will take place in May this year. Email correspondence had been received from MBC saying

We are aware that a local group have Judith Norris, Planning Consultant on board submitting representation, currently she is not assuming Rule 6 status but should the Parishes wish to engage with Judith this could be an option open to you.

The correspondence went on to detail her contact information and it was agreed that the Chair would make contact with Ms Norris and update the Council at a later meeting.

It was noted that this notification to HPC was an unprecedented step by MBC.

Section 106 payment - this matter continues and previous detail received from MBC needs further clarification and the Clerk will continue to press the matter.

The Parish Council to review and adopt new Financial Regulations

Cllr Dungey raised a question with regards to Section 6 and the appropriateness of the wording given how the Parish Council now complete their banking. Further she asked if we should be reviewing the utility providers every two years. The Clerk agreed to further review the regulations and clarify the matters with KALC/NALC. This matter was carried forward to the February meeting.

Parking on Kings Road – the Clerk confirmed that it was part of the planning conditions for the Ulcombe Road development that 6 spaces be provided for off road parking to compensate for the loss of on road parking at the junction. The Clerk will continue to monitor the situation.

Litter/Fly tipping issues at litter bin in the village – the Clerk advised that this continues to be an issue and as it particularly affects the bins on Kings Road the CCTV from Days Green will be moved to Kings Road to cover these bins. Clerk to action.

MBC Call for Sites – the Chair advised that a group of Councillors had met on December 30th and the outcome would be discussed with MBC at the meeting tomorrow (9th Jan). An update will be provided at the February meeting.

Alleged breach of planning conditions at the Weavers Headcorn – further correspondence received from the resident concerning the siting of a large communal waste bin and loss of parking on the Crest Nicholson site on Grigg Lane. The former has now been agreed via a retrospective planning application, the resident remains unhappy at the outcome. The matter of the loss of parking is ongoing but the Clerk believes there has been no breach in planning conditions in this regard. Updates as they arise.

6. Finance

a. To agree Receipts and Payments and Bank Reconciliation

Schedule of receipts and payments reviewed and agreed by Council.



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7. Correspondence – To receive and action as required

Mayor of Maidstone's Charity Quiz – the quiz will take place on February 21st anyone interested should ask the Clerk for a booking form.

Kerb on Ulcombe Road – email received from resident looking for HPC support for installation of a kerb on the verge on Ulcombe Road. The matter was raised with KCC who advised that the resident should seek support from HPC for the installation. The Clerk is seeking clarity as to who owns the grass verges concerned. The matter can then be further considered.

PROW KH590 – email correspondence received noting that the PROW has been blocked with builders spoil by Bovis. The matter has been reported to the Kent PROW team and is receiving urgent attention.

Issues with state of Grigg Lane – reports of mud and other debris on Grigg Lane attributed to the Persimmon site. The Clerk has made contact with the developer about making a greater effort to keep the highway clear of debris.

VE/May Day Celebration – email correspondence received from High Street retailer Bake My Day. They are hoping to organize something, with support of others, for the Bank Holiday on May 8th. The Clerk has written to advise what legal requirements would need to be met, she has also put the writer in touch with the vicar of St Peter and St Paul Church, who is also keen to get something arranged. Updates as they arise.

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

The Chair advised that she has asked Dr. Driver for a written proposal for the work required to take the NHP forward. The costs (circa £6,000) can then be considered by Full Council.

Finance Group.

Budgets were discussed at the informal meeting on December 16th and it is anticipated that an extraordinary meeting will take place on January 22nd to agree and sign off the precept requirement.

Play Scheme Group.

The Chair advised that due to other commitments she had not yet completed the survey but would be doing so in the New Year.

Special Events Group.

Nothing to report.

Emergency Plan Group.

The Chair advised that the matter is ongoing

Remembrance Day Parade Group.

Planning for the next parade would start in the spring of 2020.

Communications Group.

Next communications group meeting is scheduled for January 27th at 4:45pm in the Green Room.



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Speedwatch Group

Cllr Hancock gave a brief update. The Clerk advised there was still no news from Kent Police on the use of Go Pros, clerk is following up.

Days Green Inspection.

Cllr Hancock had submitted a report for review.

The work on the drainage at Dawkes Meadow was discussed and it was noted that Kent Highways had at last resolved the matter with the installation of 80 feet of new drainage pipes, at a cost of £9,000. The Council are pleased that this matter has been resolved and agreed a note of thanks should be sent via KH to the contractors who had left the site in a remarkably good state, given the condition in which they were working. The HPC will review the need for any repair work required when the area has had a chance to dry out.

Highways Improvement Plan Group

See comments in the preceding matters arising.

Roberts Land

The group will be meeting on Monday January 13th to discuss the next steps and the most expedient way to take this forward.

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

There were no external meetings on which to report.

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

The Chair wished that the Clerks attendance at MBC Full Council meeting on December 18th be noted. The meeting included a motion and debate on Housing Numbers and the Call for Sites process. The importance of this action should be minuted as it means that MBC have now agreed to challenge the number of houses imposed upon them by central government. A welcome result given the pressure that HPC have applied to MBC on the matter. The Clerk will continue to follow this matter and report as updates arise.

It is a clear demonstration that the Parish Council have the power to challenge matters and Councillors should be justly proud of the fact.

There being no other matters for discussion the meeting closed at 21:38 hrs.

Signed.....

Date.....

22 - 1 - 2020