



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 Meeting of the Parish Council held on Wednesday 11th July 2018 at 8.00pm Long Meadow, Village Hall, Headcorn.

Those present Cllrs Davies, Dungey, James, Lavender, Mather, Pyman, Selby, & Walker S

Clerk: Caroline Carmichael

There was one parishioner present.

1.
 - a) **Apologies for absence** were received and accepted from Cllr Evenden & Tull. Cllrs D'Urso, Nettleingham & C Walker were noted as absent.
 - 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 Interest** there were none recorded
 - d) **Declaration of pecuniary or significant interest regarding items on the agenda** there were none recorded
 - e) **Requests for Dispensation** there were none recorded
 - f) **Declaration of lobbying** there were none recorded
2. **Public session** (minute book closed)
3. **Community Warden Report and Information regarding police issues in the village, as available.**

There was no report from the Community Warden

The following police matters were noted:-

- a. Pony & trap racing on the Lenham Road had been reported to police.
- b. G&T activity on Days Green had been reported to the police. No damage caused and they moved on after a short time on the green.
- c. The police attended the land known as Redhill Stables on the Lenham Road after reports of individuals trying to gain access to the land. Further barriers have been placed at the site to prevent unauthorised entry onto the land.
- d. The Clerk noted that the CCTV camera on Days Green had been vandalized. The matter is now with the police, including images of the perpetrators.
- e. The Clerk noted that there had been an incident on 7th July when the Speedwatch team were out, when a vehicle deliberately mounted the pavement and drove at the team. The matter is now with the police. It was agreed that the Clerk would write to those concerned noting our concern and appreciation for their continued support.



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4. **To resolve that the minutes of the Council Meeting held on Wednesday 13th June 2018 be taken as read, confirmed as a correct record and signed by the Chairman.**
The minutes were approved and signed by the Chairman.
5. **Matters arising from previous minutes**
 - Catchment Improvement Area** – Clerk to follow up matter
 - Hammerstream** – There has been activity on site and the matter is with MBC Enforcement officers. Clerk will follow up for update on progress.
 - Lifts at Headcorn Railway Station** – There has been no further progress on this matter and it remains ongoing.
 - Kent Fire & Rescue Service (Hydrants)** – The Clerk is to follow up on the inspection and the work required at the new developments. As previously stated the work was scheduled for July.
 - MBC Local Plan** – The legal challenge by a parishioner continues. The court papers are now with the Clerk and maybe be viewed by making an appointment with the Clerk to review them.
 - Alignment to Ashford Borough council and agree actions required** – Cllr D’Urso agreed to forward the letters for a) the boundary commission and b) Maidstone Borough Council to the Clerk. This matter remains outstanding.
 - Southern Water** – road closure warning signs have been erected, ahead of the Kings Rd work commencing at the end of July. Although we anticipate some issues regarding the traffic diversion it was agreed that this is essential work and the benefits outweigh the short term inconvenience.
 - Kent Highways Parish Seminar** - Cllr Selby agreed to put together a brief report and circulate to the Council. This remains outstanding and will be attended to as soon as possible.
 - Headcorn War Memorial** – Waiting on payment of the grant from War Memorials Trust.
 - Road name signs** – The Clerk confirmed that KALC will be pursuing this matter at the July Parish Liaison meeting.
 - Battles Over Guide** – The Clerk continues to work on this and there will be updates at future meetings.
 - Car parking in Church Lane** – this matter has been referred back for further discussion by Open Spaces Committee. Discussions concerning parking overall in the village would also be discussed. The Clerk noted that correspondence had been received from Southeastern Trains concerning car parking charges at the Station and it noted that a full review would take place in January 2019. Clerk will follow up.



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Lenham Road Littering – the Clerk advised that this matter was discussed at the liaison meeting that with MBC on June 19th. It was agreed that hot spots as identified by the Parish Council would be assessed by MBC. The Clerk has asked that the first area assessed is the Lenham Road. Clerk will follow up.

Dawkes Meadow – Clerk to follow up completion of the work promised i.e. replacement of the footpath section of the PROW. The vehicular section of the PROW will be patched.

Defibrillator – The Clerk advised that all parties were now in agreement for the installation of the defibrillator on the wall of the Charity shop on Foremans Walk. Updates as the work is resolved. The Clerk noted that the Heart of Kent Hospice were keen to have a publicity photograph once installation complete.

Small World Festival - Minutes from the meetings now received. HPC have also received a copy of the conditions that apply. No further action required at this time.

Parking in Oak Lane – it was noted that MBC had repeated previous comments about residents parking. Clerk to circulate.

KALC Employment Law workshop – the Clerk attended said workshop but expressed disappointment at the session. It seemed to the Clerk that the session was used by many to iron out HR/Employment issues that they were currently facing.

The Old School House Nursery – the Clerk confirmed that the Community Right to Bid application had been filed with MBC. Further updates will be given as they arise but the Chair stressed the Borough Cllr Shellina Prendergast continued to work very hard on this matter to sort both a temporary and long term solution.

Kent Highways Improvement plan – meeting set up for July 26th and the group will formulate plan and agree next steps. Detail will be referred back to Council as necessary.

KCC Big Conversation Rural Transport – Cllr Mather will be attending the Parish Seminar later this month. Update at next Full Council.

Sound Whistle Notices at PROW – the Chair advised that correspondence had been received by the Clerk and the signs were removed as the most recent safety audit states they are no longer required. The matter was discussed by Council and given that nothing has changed the Clerk was asked to write to the author and ask why these steps were taken.



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6. Finance

a) To agree Receipts/Payments and Bank Reconciliation

Schedule of receipts and payments reviewed and agreed by Council, signed by Chairman Lyn Selby.

b) To consider request for donation to Headcorn Surgery Patient Participation Wildlife Support Group for signs at the wildlife/ecological area at the surgery and agree action required.

The Council reviewed the request and agreed a donation at £250. Clerk to advise accordingly.

c) To review presentation from MBC about Community Infrastructure Levy (CIL) and agree actions required

The Clerk reviewed the presentation with the Council and made particular reference to

- I. The concern that the rate set by MBC is lower than any of the surrounding boroughs and the implication that goes with this
- II. Contribution to HPC
 - a. 15% without Neighbourhood plan
 - b. 25% with Neighbourhood plan

It was agreed that concerns over the charging schedule should be raised with MBC. The Clerk was also asked to alert KALC to our concerns.

7. To adopt Terms of Reference Planning & Licensing committee

The terms of reference were reviewed by Council and adopted from this date.

8. To receive an update on additional enforcement provision and agree actions required.

The Clerk advised that the issue of enforcement was discussed at the liaison meeting that with MBC on 19th June. It was agreed in principal that MBC would consider additional enforcement if funded by the Parish Council. The Chair advised that a meeting would take place with MBC to discuss the matter and she was looking to the Council to see if they were wished to agree in principal to the same, subject to further detail concerning costs. The Council unanimously agreed that this matter should be explored.



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9. **To receive an update of the pursuance of Section 106 funding and to agree actions required**

The Clerk gave an update on this matter and confirmed that she would continue to press for a resolution to the matter and ensure that funds due to Headcorn were directed in such a way as to ensure it was received and spent on appropriate Open Spaces projects.

Councillors were asked to let the Clerk know of any ideas that they may have for areas/projects on which funds could be spent.

The matter would also be discussed by the Open Spaces Committee.

More information as detail arises.

10. **Correspondence: - To receive and action as required**

Helen Whately MP Response to Powers for dealing with unauthorised encampments and developments consultation – copy of response received by HPC, reviewed and it was agreed it was an excellent response. The clerk was asked to write to Helen to thank her for the response.

Rights Of Way Improvement Plan – consultation by KCC. It was agreed it would be reviewed and completed by Chair, Vice Chair and Clerk.

Speed in Headcorn – email correspondence received by the Clerk. It was agreed that the issues could be incorporated into the proposed Highways Improvement Plan.

Oast to Coast – Copy of the summer magazine from Action with Communities in Rural Kent had been distributed to Council. No further action required.

Redhill Stables – email correspondence from Borough Councillors concerning the attempted occupation of the MBC owned land on Lenham Road. Content noted. No further action required.

Air Quality in Headcorn – email correspondence with Peter Coulling indicating possible sites in Headcorn where HPC would like to see monitoring tubes installed. Further updates will be given as they arise.

MBC Household Enquiry Form – posters had been added to our website and social media promoting the completion and return of the form.

New development road names – The Chair had received email correspondence on this matter and it was agreed that she would go back to the writer with the current situation.

New development Signs – this centres on the use by developers of yellow and black signs to promote their developments. After correspondence with KCC the Clerk was able to advise that only signs approved by Kent Highways (they would have a Highways sticker on the back) should be in situ. Kent Highways stated that the signs should be removed but they do not have a resource for the same. After further correspondence KCC agreed that HPC could remove the unwanted signs.

The Council asked the Clerk to send the detail to KALC so that other Parishes were aware of the matter.



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Bridge over School Stream Ulcombe Road – correspondence received from KCC that the bridge has been assessed and there are no concerns over the structural integrity of the bridge. There are no concerns over use of this bridge by construction vehicles.

Intel re G&T movements – email correspondence received concerning the movement of travellers from an unauthorised encampment in Yalding. No further action required.

MBC Shellina Prendergast – email correspondence received by the Council advising the Shellina is resigning her position as Borough Councillor. She is to continue her role at Kent county Council. The Clerk was asked to send a formal note of thanks to Shellina for all her hard work on behalf of Headcorn and its community.

Lorry Park in Boughton Malherbe – copy correspondence received from Boughton Malherbe PC sent to MP Helen Whately. Landowners in the parish have received correspondence from Highways England stating that 100 acres of their land is to be surveyed for a prospective lorry park. This raises major concerns as the land concerned incorporates part of the ANOB, a large variety of wildlife, protected species, undisturbed ancient woodland and is on the boundary with the listed Chilston Park Hotel. Updates will be advised as received.

Parking on footpath, Millbank A274 – the Clerk has received a number of complaints about the cars parked on the pavement that prohibit the use of the footpath. The matter has been raised a number of times with the Police and the PCSO has now spoken to the owner and they have agreed to park more appropriately.

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

Planning Committee – June 13th & 25th 2018

Staffing – June 7th 2018

There were no comments received.

12. To Receive Reports from the following Working Groups and action as required:-

Neighbourhood Plan Group/Headcorn Matters

Further action on the HNP is on hold pending the outcome of the legal challenge by a Headcorn parishioner to the adopted Maidstone Local Plan. It was noted that the differential in the CIL %age with and without a Neighbourhood Plan is substantial and we need to pick this up as soon as possible. The Council will be updated as things progress.

Finance Group

Nothing to report



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Affordable Housing Group

Nothing to report

Play Scheme Group

As previously reported the group would reconvene in the autumn to discuss the plans for the scheme in 2019. A meeting would be arranged for September.

Special Events Group

Nothing to report

Emergency Plan Group

Cllr Selby would like to meet with Tim Thomas and Cllr Mather to discuss a number of matters but most especially about the issues that arose at the time of the recent flooding. Clerk to arrange.

Remembrance Day Parade Group

All is on track for the parade in 2018.

Communications Group

Cllr Dungey advised that the summer newsletter had been distributed.

Speedwatch Group

Speedwatch sessions are now taking place.

Days Green Inspection Rota

Cllr Mather continues to supply weekly written reports to the Clerk, for circulation to the Chair, Chair of Open Spaces & Council. Actions are dealt with as they arise.

R & B Group

Roberts Land – nothing further to report

Redhill Stables – the Clerk has been in correspondence with MBC on this matter and will update as they arise.

Highways Improvement Plan Group – the first meeting of the group will take place on July 26th. KCC Shellina Prendergast has agreed to support HPC in their plan.

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

- a) The Vice Chair and Clerk attended liaison meeting with Ulcombe and MBC. Much of what was covered at the meeting has been taken as separate agenda items. It was a fruitful and informative meeting.
- b) Chair & Vice Chair attended Headcorn Village Hall Management Committee meeting. The chair expressed some concern about the granting of funds by the trustees from the funds held after the amalgamation of the village hall trust and the church schools trust. No action required by HPC



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- c) East Of Maidstone Bus Group meeting was attended by Cllr Dungey who gave an update on improvements to the number 12 service. Response to the KCC "Big Conversation" consultation was also discussed and the Council are encouraged to respond to the same and support them for a service that provides feeder route & interchanges services.
14. **Matters for information**, urgent matters at the discretion of the Chairman for noting only or any items for further discussion at following meeting
- Cllr Dungey noted that the NALC award nominations should be completed by 17th August. She would like HPC to nominate the Clerk to the Clerk of the year award, she will pursue the matter.

Parishioners Questions (Meeting adjourned – minute book closed)

There being no further matters for discussion the meeting closed at 22:26 hrs.

Signed

Dated

8/7/18