



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 Open Spaces Committee Meeting held on Monday 13th January 2020 at 7pm in the Green Room, Village Hall, Headcorn.

Those present: Cllrs Evenden, Dungey, Hancock, James, Mather, Selby & Walker.

Clerk: Caroline Carmichael
Assistant Clerk: Stefan Christodoulou

There was one parishioner present.

1.
 - a. **Apologies for absence.** There were no apologies. It is noted that Cllr Tony Collins-Moore had resigned from Full Council.
 - 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. **The minutes of the last meeting held on November 18th 2019** were approved and signed by the Chairman.
4. **Matters arising from the last meeting.**

Sign posts on High Street – The Clerk will continue to report on this item, but Kent County Council have confirmed that this is not a priority matter.

Extension to the existing burial ground at the rear of the Methodist Church – This matter is ongoing, quotations for tree work are on the agenda for this meeting. The Clerk is pulling together all that is required to get sign off from MBC for conditions that were applied to the previous permission.

James
16/1/20



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Spires Ash – It was agreed in a previous meeting that the larger fish could be trapped and moved and then the pond reoxygenated. Cllr Selby has agreed that the fish can be moved to a pond of her property. The Clerk will take this matter forward.

Section 106 funds – the Clerk is still awaiting a response from MBC regarding a deed of variation that would permit the spending of funds on various Open Spaces projects. The matter will be escalated by the Clerk.

Lenham Road – the matter of the completion of the footpath at this location remains ongoing and is reported at Full Council. In addition to the completion of the footpath the barriers at either end of the PROW remain to be installed, the Clerk will contact Remus Management to press the situation.

Cllr Evenden requested the contact details for the contact at Remus Management – the Clerk will forward to him

Millennium Beacon – It was reported that the Oak for the beacon has been delivered and this will be the next project to be completed in the Spring.

Trees at Methodist Church – The trees at the front of the church have now had all the ivy removed.

Planter at the White Horse Public House – it was agreed that spring bulbs would be planted by the lengthsman.

Wooden direction signpost on Kings Road – the Clerk has received a written quotation at £1965. Despite attempts by Cllr Dungey we have still not heard from Mr. Port. The matter was further debated and as we have received a grant from MBC at £500 for this post, it was agreed we would proceed on the basis of the above quotation. Clerk to follow up.

Days Green

- Story telling machine, the clerk is pursuing the matter with the manufacturer. Matter ongoing
- Footpath light on the Green needs clearing of “bugs” the Clerk will ask PDW to clear them.

Parsonage Meadow

- Seats need further sanding and treating. The Clerk advised that they will be completely stripped in the Spring.

Kings Road

- Dog Fouling sign to be replaced – The Clerk will contact MBC to see if we can have more permanent signage.

PROW Lenham Road to Grigg Lane

There has been some improvement at the PROW. The Clerk will continue the outstanding matters with Remus Management.

Knaves Acre

Empty property is causing a nuisance to neighbours, letter sent by the Clerk to the homeowner and it will be reported yet again to MBC.

C James 16/3/20



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Site for Bug Hotel

The site has been agreed, the sign has been ordered and received. This will be the next project to be completed by the Lengthsman.

Christmas Lights

It was agreed this matter would be reviewed at the meeting in March

Repair or replacement of gate on Parsonage Meadow

It was reported that the Clerk is obtaining quotations to replace the gate. This matter is ongoing.

Village Inspection Walk

- **Burial Ground.** Some of the burial plots do not comply with HPC regulations. The Clerk confirmed that the white picket fencing had been removed and the graves tidied.
- **Drainage Ditch at Long Meadow.** This matter is will receive attention in the Spring.

5. To receive a Budget Analysis report

The budget was reviewed. No further action required at this time.

6. Village Inspection Walk – January 12th, 2020 (10 am)

(a) Issues arising and actions to be taken.

Dawks Meadow

- I. Kent County Council have completed installation of a new drainage pipe to resolve the flooding issues. The area will now need to be left to recover and grass will be reseeded as necessary in Spring. It was agreed that thanks should be sent to the contractors via KCC given the good standard the area had been left in despite the very difficult weather conditions.
- II. The play equipment needs to dry out and then it can be cleaned. It is hoped that there will be no damage to the equipment.

Days Green

- I. A spot for the planting the Hornbeam, awarded to HPC by the Kent Men of Trees was agreed. It will be planted alongside the play area close to Sams corner.
- II. The Council were pleased with the newly planted memorial oak tree. A commemorative plaque is on order.

Church Walk

- I. Fence down. The Clerk confirmed it had been reported to the vicar
- II. Area on corner looks unsightly with all the advertising hoardings. Given that this is in the conservation area and represents a highway hazard that the Clerk would have an informal chat with the PCC to see if they would consider moving the banners and consolidating them. Not all the committee

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were in favour of such actions and a vote taken on the matter was 6 for and 1 against.

Church Lane

- I. Headcorn Village Hall have asked that the lines and roundels are repainted. It was also agreed that another footpath sign would be sited at the gap in the fence to indicate that people could use the Church path. The Clerk will contact Wilsons Tarmac and Kent PROW respectively.

Village Hall

- I. The VH committee have asked if the Corsican Pine (by the gate near the entrance to the Parish Office) can be included in the HPC annual tree survey. The Clerk will take this matter forward.

Parsonage Meadow

- I. Muddy area at village hall end needs some road stone laid.
- II. Clerk to investigate boundary ownership at village hall end of Meadow.

Burial Ground

- I. We are still waiting on quote for new gate. Clerk to pursue.
- II. Road stone needed near gate
- III. Tree work for burial ground extension will begin in the next few weeks.

Longmeadow

- I. Area very muddy. Chippings from tree work can be used to re do the paths.

Traders Car Park

- I. Fence is still down. Clerk to follow up.

Car Park at Foremans Centre

- I. It is understood that some relining and pothole work will be undertaken soon. Clerk will follow up.

Foremans Walk

- I. The Headcorn Millennium Map needs cleaning. Clerk to organise.

(b) Date of next Walk.

The date of the next walk is March 15th 2020 (10am)

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- 7. To receive correspondence and action as necessary.**
There was no correspondence for consideration
- 8. To review the Open Spaces Management Plan and agree any amendments required.**
The current OS Management Plan was reviewed, and it was agreed that it should be amended to reflect all annual responsibilities. Ideas were discussed and it was agreed the Clerk would draft a revised plan and it would be circulated for comments
- 9. To review annual tree audit and quotation for remedial works and agree actions required.**
The quotation was reviewed and approved. The Clerk will instruct Tree Cycle Tree Care to proceed with the work as soon as possible.
- 10. To review quotation for hedge planting at south boundary of proposed graveyard extension**
The quotation was reviewed and approved. The Clerk will instruct Tree Cycle Tree Care to proceed with in conjunction with the work required for the extension to the burial ground. work as soon as possible.
- 11. To further review quotation for restoration of the wooden signage post at the junction of Kings Road/Ulcombe Road and agree actions required**
This matter was further reviewed and given that there has been no response to our enquiries with Mr Alan Port it was agreed we would proceed based on the quotation supplied by Mr Mick Bunce.
It was further noted that we did receive a grant from MBC Borough Councillors for a contribution to this project of £500.
Clerk to take the matter forward
- 12. Matters for information, urgent matters at the discretion of the Chairman for noting only or any items for discussion at future meetings.**

Hanging Baskets for High Street

It was agreed that this should be discussed at this meeting and the committee agreed that the Clerk so go ahead and approach Hazel Brickles to ascertain if she was able to provide the baskets this year.

Lengthsmen

It was noted that additional cover will be required as the Lengthsmen wishes to cut back his hours to that of 20 per week. The matter would be discussed at an early Staffing Committee meeting. Clerk to organise.

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Community Pay Back

It was noted that Borough Cllr Round had asked the committee if there was any requirement for the services of a community payback team supplied by East Sutton Park Prison. The matter will be reviewed at a later meeting

There being no other matters for discussion the meeting closed at 20:39 hrs.

Signed.....*James*..... Date.....*16th March 20 20*.....