



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 May 2019 at 7pm in the Green Room, Village Hall, Headcorn.

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

Clerk: Caroline Carmichael

1. **Election of Chair**

The committee were asked for nominations for Chair. Cllr Caroline James was proposed by Cllr Dungey and seconded by Cllr Mather. There were no other nominations and Cllr James was duly elected.

2. **Election of Vice Chair**

The committee were asked for nominations for Vice Chair. Cllr John Mather was proposed by Cllr Simon Evenden and seconded by Cllr Walker. There were no other nominations and Cllr Mather was duly elected.

3.

- a. **Apologies for absence.** Apologies were received from Cllr Hancock with reasons given for absence. It was resolved that the apologies be accepted.
- 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.

4. **Public session** (minute book closed)

5. **The minutes of the last meeting held on March 13th 2019** were approved and signed by the Chairman.

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

Area behind Costa Coffee – This area has now been occupied as a retailer of garden furniture, accessories and plants. Cushty Crab remains on site and we understand that an application is being progressed with the LPA.

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.

C James.
15/7/19



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Scattering of ashes at Parish Burial Ground – The committee discussed a possible wording and the Clerk will organise a new sign stating “The Parish Council had dedicated this area for the scattering of ashes”

Extension to the existing burial ground at the rear of the Methodist Church – It was reported that this matter has been escalated inside MBC and a response is awaited.

Mowing of open spaces – The Clerk confirmed that the mower has been ordered and the invoice would now be submitted to MBC for payment from S106 funds that are assigned to the village

Spires Ash – The dredging / filtering of the pond remains an ongoing matter.

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. As reported above there is now a new S106 Officer so this should now be progressed.

Lenham Road. It was reported that Kent County Council are in discussion with Crest Nicholson regarding the footpath through to Grigg Lane and hopefully now the original plan can be progressed. The Clerk will pursue the matter.

To consider siting for Millennium Beacon – the siting of the Millennium beacon was discussed on the walk and a site has been agreed after KCC advised that if it is sited as far away from the footpath equivalent to its height, all would be in order. The Clerk will take the matter forward with the lengthsman.

Christmas Lights, trees – a quotation is awaited for the lights.

Trees at Methodist Church – The trees at the front of the church are overwhelmed with Ivy, it has been agreed with the Church that the ivy will be cut as directed by the tree warden.

“Off Licence” North Street – HPC planning committee have reviewed an application and wished to see approved with conditions. At this time the unit remains empty.

Headcorn Village Relief Map – the Clerk will speak to the history society to ascertain details of who produced the original map. Once established and a cost for replacement obtained the action required to correct the siting of the map would be further discussed.

High Street planting for summer 2019 – the committee discussed the planting and agreed that it would be left at the discretion of Hazel Brickles. The need for drought resistant plants is necessary and it would be good if some white was added to any colours used. The committee suggested white trailing verbena.

Planter at the White Horse Public House – the matter remains with the Clerk and the lengthsman, who are working on the construction of the planter. It was noted that the area is shady for a good part of the day. The committee asked for bright summer colour.

Wooden direction sign post on Kings Road – the Clerk has received a verbal quotation and it is indicated that to replace the sign it would be circa £2,000. The committee discussed the matter and it was agreed that Mr. Alan Port should be asked if it was something he could do and what the cost would be.

The waste bin on the post still needs to be removed. Clerk to chase MBC who have agreed to move it.

James
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PROW/ ecology on path from Grigg Lane to Lenham Road – the Clerk and Cllr James met with Regus Management, who are responsible for open space management at all Crest Nicholson sites. The work required was discussed and support was received from the Regus representative. He agreed to take all the points away and come back to HPC with the progress. He will also let us have a copy of the annual maintenance schedule.

7. To receive a Budget Analysis report

The Budget Analysis was not reviewed but the Clerk advised that expenditure was below the norm for the first two months of this financial year.

8. To review Terms of Reference and agree any changes required.

The committee reviewed the Terms of Reference and agreed that they remain relevant to the committee's duties, they did however feel that all Councillors should be encouraged to bring ideas to the committee that will enable/facilitate community engagement. The Clerk will amend the existing terms accordingly and circulate for approval.

9. To consider request to use Parsonage Meadow for a dog show on August 7th 2019 and agree any actions required

The matter was discussed and agreed that the use of the meadow as outlined.

10. To review Burial Ground fees and policies and agree next steps

The existing fees and policies were reviewed and it was agreed that the rules can remain unchanged. With regards to the fees a small incremental increase of £5 was agreed for all items, with the exception of the scattering of cremated remains will be increased to £40.00. The Clerk will reissue the schedule of fees accordingly.

11. To consider the purchase of a surface water pump and agree next steps

The purchase of a pump was discussed and it was agreed that it is not clear that the matter could be resolved by pumping the water in this way. The Clerk was asked to speak to the Headcorn Flood Warden to ascertain his view on the matter.

12. To consider annual inspection of play and other equipment by Royal Society for the Prevention of Accidents (RoSPA)

It was agreed the Clerk should ask RoSPA to undertake the inspections. It was further discussed that a sign should be placed at the play area stating that all children age 3 and under must be closely supervised. This is a result of the incident on the carousel that was reported at Full Council on 8th May 2019.

13. Village Inspection Walk

C James 16/7/19



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(a) Issues arising and actions to be taken.

Days Green

- Quotation to be obtained for matting, which will allow the grass to grow, at the seat, train and Sams Car in the far corner of Days Green. Clerk to follow up.
- The village post sign needs a clean. Lengthsmen to resolve
- The locks on the door of the ladies toilets need rationalising. Lengthsmen to resolve
- Sams corner needs tidying. Lengthsmen to resolve
- Clerk to ask Tree Cycle Tree Care about the tree they planted. What remedial action should be taken.

Childrens Play Area

- Two small wooden benches to be given a rub down and restained. Lengthsmen to resolve
- Areas of the multi-play need sanding down. Lengthsmen to resolve
- See saw is very squeaky and needs oiling. Lengthsmen to resolve
- Map signage should be sited at the play area and also on the green information post by the school - Clerk to seek KCC permission and organise signs.

Gooseneck Lane

- Weeds need clearing from post at end of Lane. Lengthsmen to resolve
- Hedge at the end of the lane needs cutting back. Clerk to contact homeowner and resolve with Lengthsmen
- The Clerk to advise the Church that the fence on Church Walk bordering the Church is very unstable
- The group on the walk were discussing a new lamp post at the North Street end of Church Walk. A local resident expressed her concerns over the matter and agreed that she would speak to her neighbours to get a consensus of opinion for whether or not they felt they need a new light.

Parsonage Meadow

- The dip at the entrance to the Meadow needs filling. Lengthsmen to resolve.
- The growth at Jenny Gibson's tree needs trimming back. Lengthsmen to resolve
- Horse chestnut tree has branches growing over the above tree and it needs cutting back. Lengthsmen to resolve.
- Deed tree needs removal. Clerk to resolve with local contractor.



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Burial Ground

- Dead tree need removal. Clerk to resolve with local contractor.
- It was agreed that an additional bin is required by the burial ground. Clerk to research costs.
- Consideration to be given to installing a gate at the Long Meadow side of the burial ground.
- Netting should be installed on the fence between the burial ground and Long Meadow, this will stop unleashed dogs entering the area.

Traders Car Park

- It was agreed that the surface is not too bad and no work should be undertaken until the outcome of the proposed building is resolved. It may be possible to apply for S106 funds to improve the area. The Clerk will investigate.
- It was further discussed that shrub hedging should be used instead of fencing.

Grigg Lane

- The oak tree on the left hand side of the road just before the entrance to The Weavers needs trimming. The Clerk is progressing the matter with Kent Highways.

(b) Date of next Walk.

July 14th 2019

14. **To receive correspondence and action as necessary.**
There was no correspondence to discuss.
15. **Matters for information, urgent matters at the discretion of the Chairman for noting only or any items for discussion at future meetings.**
There were none.

There being no other matters for discussion the meeting closed at 20:45 hrs.

Signed C James Date 15/7/19.

