



## 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 16<sup>th</sup> March 2020 at 7pm in the Green Room, Village Hall, Headcorn.

Those present: Cllrs James, Mather, Selby & Walker.

Clerk: Caroline Carmichael  
Assistant Clerk: Stefan Christodoulou

There were no parishioners present.

1.

- a. **Apologies for absence.** Apologies received from Cllrs Evenden and Dungey. Cllr Hancock was 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 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 January 13<sup>th</sup> 2020** were approved and signed by the Chairman.

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

**Signposts 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. The Clerk is pulling together all that is required to get sign off from MBC for conditions that were applied to the previous permission.

**Spires Ash** – The Clerk's office has identified a local fishery that have agreed to help with this matter and a meeting will take place on site to discuss the way 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



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end of the PROW remain to be installed, the Clerk will contact Remus Management to press the situation.

**Wooden direction signpost on Kings Road** – The Clerk has agreed with MBC Betterbuild that they will complete the renovation of the signpost. It will be scheduled into his work load for the next few months.

### **Days Green**

Story telling machine, the clerk is pursuing the matter with the manufacturer. Matter ongoing as well as trying to find a replacement.

Footpath light on the Green needs clearing of “bugs” the Clerk will ask PDW to clear them. The Clerk has asked PDW to clean the light.

### **Parsonage Meadow**

- Seats need further sanding and treating. The Clerk advised that they will be completely stripped in the Spring.
- The Clerk confirmed that research has shown that the fence on the boundary between the Meadow and the Village Hall grounds is the responsibility of the village hall.

### **Kings Road**

Dog Fouling sign to be replaced – The Clerk has contacted MBC for more permanent signage.

**Corsican Pine in Village Hall Grounds** – The Clerk advised that the tree was to be examined by TreeCycle Tree Care next week and a report would be sent to the Clerk.

**Traders Car Park** – the fence (responsibility of Starnes) remains unrepaired. The Clerk will follow up.

**Bug Hotel on Days Green** – the re siting of the bug hotel is an ongoing project and will be completed in the spring.

**Empty House on Knaves Acre** – the Clerk advised that she had taken all the steps asked of her by the committee. It has also once again been reported to MBC. It was agreed that no further action would be required by the Clerks office.

**Hanging Baskets** – the Clerk advised that they were ordered and included an additional basket for the end of the High Street.

**Community Pay Back (East Sutton Park Prison)** - 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. It was agreed that the matter will be reviewed at a later meeting.

### **5. To receive a Budget Analysis report**

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

### **6. To receive correspondence and action as necessary.**

The Clerk advised that the Council had received an invitation to enter the village in the Kent Men of the Trees, “Trees in the Village Competition”. The committee agreed that we should enter the same.



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- 7. To review quotation for replacement gate at Parsonage Meadow and agree actions required**  
The Clerk explained that it seemed increasingly difficult to obtain quotations for small/one off projects such as the replacement of this gate. In discussion with a local business the Clerk had combined several requests, and this made it viable for the company to quote.  
The first of these quotations is the for the replacement of the gate, the quotation was discussed and agreed at £550 plus VAT. Clerk will take the matter forward.
- 8. To review quotation for renewal of road markings at Church Lane, Headcorn and agree actions required**  
See above comments. The second of the quotations is for the renewal of the road markings at Church Lane. The quotation was discussed and agreed at £720 plus VAT. Clerk will take the matter forward.
- 9. To review quotation for renewal of path surface at Parsonage Meadow and agree actions required**  
See above comments. The third of the quotations is for the renewal of the path at Parsonage Meadow. The quotations were discussed, and it was agreed to go ahead with the renewal of the path with recycled RAP surface finish. The committee felt this was the best option in order to maintain the rural feeling of the path. It was further agreed that this option had green merits as the product is recycled. The quote was agreed at £2,800 plus VAT. Clerk will take the matter forward.
- 10. Christmas lights, to discuss the current Christmas Lights and agree actions required.**  
The Clerk explained the various conversations she had had with both Town and Parish Councils and the concerns raised by HPC are shared by others. Most companies provide a Christmas Lights service on the back of street lighting maintenance contracts and do not always receive priority. Tenterden Town Council had changed service provider last year and experienced a lot of teething problems but hoped that all would be well for 2020. The previous company had been excellent, but their charges were way above anything else in the marketplace and could not be justified. The committee discussed the issue and agreed that it would need a significant fund to spend on lights for a complete overhaul of those we have in Headcorn. The Clerk did remind the committee of the problems they had had with the previous contractor and advised that our current contractor does do the best he can with the funds we have. It was also noted that he donated some lamp festoon lights as a "gift" to the Clerk after some problems earlier in the year. The Committee agreed that at this time they would ask the Clerk to pursue the items highlighted last year and would otherwise leave this for the incoming council to pursue a new initiative to replace the lights or find an alternative contractor.



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### 11. Use of Parsonage Meadow for VE Day Celebration

It was noted that the use of the meadow had been agreed by email by the committee in late January, in order to allow the organisers to go ahead with planning. Sadly, events are now being cancelled due to the coronavirus pandemic and this event will not go ahead.

### 12. Review of cleaning contract for public conveniences on Days Green and agree actions required

The committee noted that the contract with Tenterden Twilight Cleaning is due for renewal on May 1<sup>st</sup>, 2020. The committee all acknowledged that since this company have provided the service things at the public conveniences have been very settled with just one small act of graffiti in the three years. The Clerk also advised that we had not had a single complaint about the conveniences in that time and regular inspection of the facilities confirm the standard of service provided.

The Committee reviewed the revised contract and noted that small increase in cost but agreed that this was money well spent for an excellent 7 day a week service.

The Clerk will arrange for the contract to be renewed.

### 13. Review Open Spaces Management Plan and agree any amendments or actions required

The committee reviewed the OSMP that had been updated by the Assistant Clerk. It was agreed it was a comprehensive plan and a good aide memoire for the Clerk's office.

### 14. To consider request from Headcorn WI to plant two trees in the village and agree actions required

The WI wish to plant two trees in the village and have applied to the Parish Council for permission to do so. The committee reviewed potential planting spots on the walk on Sunday 16<sup>th</sup> and agreed the following possible sites: -

- Parsonage Meadow
  - The south east corner, near entrance to burial ground
  - The southern edge close to the footpath
- Days Green
  - Adjacent to the council store
  - On corner next to footpath near the children's play area
- Spires Ash
  - On the far side of the pond where a previous Ash was felled

The WI suggested a flowering cherry and a mountain ash. The committee debated the choices and agreed to the planting of a mountain ash but could not support a flowering cherry.

Cllr Davies had suggested several native trees and the Clerk would send that detail to the committee for further consideration. The WI would then be notified.

It was noted that a memorial tree for Dr Hardwick would be planted and this is likely to occupy the site on the corner next to the footpath near the children's area on Days Green – Cllr Selby is to speak with his family.



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### 15. To consider the installation of the village beacon and agree actions required

This matter was discussed, and the Clerk advised that a parishioner and local business owner had agreed to help with the installation of the beacon. The Clerk will pursue the matter and will still endeavor to get it installed before VE Day, though it was accepted that given the corona virus issues a celebratory lighting of the same was unlikely.

### 16. Village Inspection Walk – March 15<sup>th</sup>, 2020 (10 am)

#### (a) Issues arising and actions to be taken.

##### Dawks Meadow

- I. Standing water in the area following the drainage works completed by KCC. The Clerk was asked to go back to KCC about the issues.
- 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. The committee noted that the footpath will require replacement later this year
- II. The committee were pleased with the newly planted Hornbeam tree and plaque.

##### Knights Way

- I. The ditch next to the footpath that runs from Knights Way to Oak Lane is blocked by a fallen tree and other garden debris. The Clerk will report to Golding Homes

##### Lenham Road/Grigg Lane Public Right of Way

- I. Waste bin still requires replacement
- II. Still some areas with exposed pipes close to the small bridge
- III. There is a tree down over the ditch at Lenham Road end that needs removal

#### Date of next Walk.

The date of the next walk is May 10<sup>th</sup>, 2020 (10am)



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

**Lengthsmen**

The invitation to interview has been extended to two further individuals in addition to one of the candidates from previously after the other previous candidate dropped out. Interviews to be carried out in the future.

There being no other matters for discussion the meeting closed at 20:10 hrs.

Signed.......... Date.....19/6/2020.....