



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 Open Spaces Committee Meeting held on Monday, 18th September 2017 at 7.00pm in the Village Hall (Green Room), Headcorn.

Those present: Cllr Dungey, Cllr James, Cllr Selby, Cllr Mather and Cllr Smith. Cllr Walker arrived at 7:12pm

Clerk: Caroline Carmichael

There was 1 parishioner present.

1.
 - a. Apologies for absence were received and accepted from Cllrs D'Urso, Evenden and Lavender.
 - 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. Declarations 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 meeting held on July 17th 2017 were approved and signed by the Chairman after the correction to the councillors present, Cllr D'Urso was removed from those in attendance.
4. To receive an update on matters arising from the last meeting

War memorial – the matter remains with the War Memorials Trust and we are waiting to hear re the grant. We are unlikely to hear before November as the board do not meet until October. Clerk to follow up.

Church Walk – the Church attended to our request almost immediately and cut back the offending hedge.

Planter at White Horse Public House – still no news. Cllr Smith did note that the lengthsman had cleared the triangular area once more. Clerk to follow up.

Public Conveniences on Days Green – The Clerk advised that all was still well and the new signs had been fitted giving the new opening times.

Community Payback – the CP sessions have now ceased for the time being as they had completed all the “large” projects we had lined up for them. The coordinator said that they had very much enjoyed the project as the results are visible and it's a great location. They are happy to come back as and when we need them and they can fit us in. The Clerk is looking to have a

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smaller group of up to 4 attend on a weekday and is taking this forward with the CP team. Cllr Selby did advise the Parish Councils are to have a talk at the KALC meeting in October about the service so demand is likely to be great.

HPC Personnel – continue to work well and are making a significant difference to the village. The feedback from the Community is excellent.

Sandy Bruce Lockhart Memorial the work at the memorial is completed and no further action is required.

Hedge between Church Lane & Methodist Church - the work is now complete and it was agreed at this time that there would be no planting and the area would be monitored.

Dawks Meadow – the lamp post will be cleaned/sanded and repainted by the lengthsman.

Parsonage Meadow – tie backs for the gates are required. The Clerk advised that drop bolts had been ordered for the gates and the lengthsman would fit and ensure they would hold the gates when open.

Memorial benches are really faded, the Clerk has been in contact with supplier and they are to visit and take a look at them and then advise. To date no visit. Clerk to chase up.

Trees at the rear of the properties on Mill Bank – Clerk I waiting to hear from the Tree Preservation officer at MBC

Village Car Parking – this matter will be carried forward to the next agenda. The Clerk raised the issue of the car parking survey and it was agreed that Cllr Mather would look at Gibbs Hill and Sharps Field and Cllr James would look at Kings Road and North Street. The detail required was shown to the Councillors and can be collated for the next meeting.

Memorial Bench on Days Green – the Clerk advised that the family concerned had agreed they would like a circular bench on Days Green and the Clerk will now seek three quotations for the same.

Christmas Lighting – the Clerk advised the committee that the following quotations had been received

- a) A string of lights in front of Sainsburys £485
- b) Return the string of lights by old Nat West bank – pole will be sorted £378
- c) Enough new white lights to decorate two trees - on High street £1106 - £1590
- d) IMPORTANT NOTE - we need a new connection for the lights that previously connected in Costa Coffee. This will cost £660

Concern was raised about the connection that would replace the one at Costa Coffee, would there be an overhead cable. It appears that there was a previous source for the lights at the shop that was occupied by Country Lady. It was agreed that the Clerk would ask the contractor to meet with Cllr Walker to discuss.

The current budget for the lights is £2,500 and it was agreed that the work could be completed within this budget once it was understood how much an alternative connection would be.

Clerk to organise met.

Area next to the Costa Coffee - continues to worsen. The Clerk was asked to write to MBC to ask the conservation officer to intervene.



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North Street – Clerk to follow up letter to bike shop regarding the state of the building.

It was also noted that the Whitehorse had agreed to use of their fence for banners, subject to their prior approval

Burial Ground Extension – Clerk to obtain quotations for the engineers survey/report on suitability of the land

Forge Lane – A large fried/freezer has been dumped by the alley way that leads behind the High Street. Clerk to ascertain if it is dumped or is waiting for collection.

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

The Clerk presented the budget analysis. It was agreed the budget was on track and there were no questions/comments.

6. **To review report on village car parking and to consider the way forward**

This matter is carried forward to the next meeting.

7. **To discuss Hoggs Bridge Green Project and agree course of action**

The Clerk gave a presentation to the Committee that covered:-

- i. Existing facilities
- ii. Funding available under existing Section 106 arrangements
- iii. Three quotations for the area
- iv. Details of Suppliers
- v. Results of the survey undertaken in April 2017
- vi. What the respondents would like to see
- vii. User specific comments for the area
- viii. Final considerations

The Committee reviewed each quotation and presentation. It was noted that all were within budget. The Councillors were impressed by the level of detail and thought that had gone into the quotation by Sutcliffe Play and it was agreed that they would recommend acceptance of this quote to Full Council.

The Clerk will update the presentation for the October Full Council meeting and would contact MBC concerning the Section 106 funding.

Whilst discussing the project it was agreed that the clerk would ask if a second "pod" would be available at a discounted rate, it could then be considered as a replacement for the shelter currently on Days Green. Clerk will follow up.

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8. To discuss replacement of the "Headcorn Still Matters" banners

The Clerk presented an example to the Committee and the cost for a banner of 2m x 1.5m is £60.00 + VAT

The options for the message that the banner should contain was discussed and it was agreed that the clerk would go back with the agreed format and then circulate the draft banner to committee for approval.

Clerk to resolve.

9. To discuss the use of Parsonage Meadow by St Peter & St Paul Church for Apple Day on October 14th 2017

The Committee agreed the use of the meadow by the Church, provided the meadow is not water logged. Clerk to advise accordingly.

10. Village Inspection Walk report

Issues arising and any actions to be taken

Spires Ash

- Landowner has still not cleared hedge debris. Clerk to follow up
- Monkey Puzzle Tree needs removing. Clerk to remind Lengthsmen

Days Green

- New Oak Tree has been re supported and looks to be doing well.
- Benches on the green are in the process of being cleaned and treated/
- Edge of path has been sorted and looks excellent
- The Hawthorn whips planted in the hedge have died. A further ten whips will be acquired by Cllr Smith and will be planted by the lengthsmen upon receipt of same.
- It was noted that the hedge is not level but it was feared if we asked MBC to trim now it would all be trimmed to the lower level. It was agreed a new level would be set in spring 2018 and then cut level.
- It was noted that after a clean the mural at the children's play area is looking brighter and no further action required at this time. However the ivy at the right hand end needs clearing.
- Weeds in play area needs spraying
- The wild flower meadow should now be mown



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- It was noted that Borough Councillor Martin Round had written to the occupants of Culpepper Court about the sycamore and advised that no further action would be taken.
- CCTV signs do not appear to be on display – Clerk to check and resolve
- Tree obscuring CCTV – Clerk to ask PDW to trim back when they are next in the village

High Street

- Remove hanging baskets
- Baskets to remain on Foremans Walk and to be replanted with winter flowers. Cllrs Dungey & James will purchase plants. It was agreed a letter of thanks should be sent to the manager of Sue Ryder for her help in the watering of the baskets.
- Retailer to be asked to continue to water the baskets
- Bent post was reported to KCC and remains at an angle. Clerk to follow up.

Church Lane

- The edging at the entrance to Church Lane needs sorting and cutting right back. Clerk to resolve with lengthsman

Traders Car Park

- All traders' car park signs seem to have been removed
- Agreement with Starnes re the land HPC rent for parking
Clerk is following up on both matters and has asked Starnes to meet with HPC now that planning permission has been granted for the additional building at the entrance to the car park area.

Notice Board

- It was discussed and agreed that Cllr Smith would assist the Clerk with keeping the board updated with news. The Clerk explained the difficulties regarding the locks and the lack of keys and it was agreed that the locks would be replaced. Clerk to resolve.

Mill Bank

- The pavement has weeds growing up in the middle of the path. It needs reporting to Kent Highways. Clerk to action.

Date of next walk

Sunday November 19th 2017

11. To receive correspondence and action as necessary.

There was no correspondence to be discussed.

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

The Clerk sought permission from the Committee to obtain quotations for courses for the use of chain saws. It is an essential part of work required throughout the village and would also enable us to have approved chain saw operators on the Headcorn Emergency Plan. The committee agreed and the Clerk will circulate the detail when to hand.

There being no further matters to discuss the meeting closed at 8:50pm

Approved:

CM James

Date:

20/11/17.