



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, 15th January 2018 at 7.00pm in the Village Hall (Green Room), Headcorn.

Those present: Cllrs Dungey, Evenden, James, Mather & Selby

Clerk: Caroline Carmichael

There were no parishioners present.

1.
 - a. **Apologies for absence** were received and accepted from Cllr Lavender due to work commitments, Cllr D'Urso due to ill health and Cllr Walker due to family business.
 - 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 November 20th 2017** were approved and signed by the Chairman after a typographical correction of the word “do” to read “dog”
4. **To receive an update on matters arising from the last meeting**
 - War memorial** – the Clerk confirmed that the War Memorials Trust Grant has now been approved and we can move forward with restoration. Clerk to contact contractor.
 - Planter at White Horse Public House** – The Clerk advised that “off the peg” planters are not appropriate in this location and has arranged for a quotation for the same. Clerk to follow up.
 - Trees at the rear of the properties on Mill Bank** – this matter is ongoing and is in the hands of the conservation officer at MBC. Clerk to monitor.
 - Memorial Bench on Days Green** – the bench has now been completed and the family are very happy with it. The committee noted some purple staining on the seat and the Clerk was asked to contact the Contractor and ascertain what this is and what can be done about it.
 - Area next to the Costa Coffee** – has seen some tidy up by Costa Coffee maintenance team but it is still in a poor condition. The Clerk advised that the letting agent had intimated that there was a legal matter ongoing about this part of the site and it may be some time before it is resolved. Matter ongoing.

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Christmas Lights - we need to sort the string of lights outside Sainsburys. Cllr Selby would like an agenda item in May to discuss the plans for Christmas 2018.

Burial Ground Extension – this matter was discussed at some length and it was accepted that the land is very wet in places and burials would have to take place in areas that were suitable and the appropriate action taken to ensure that the plots were secure.

We should therefore proceed with the consecration process. Clerk to organize.

It was further agreed that we would ask the arborists to look at the cost for removal of trees.

A question was raised as to whether or not ashes could be scattered at the burial ground, Clerk to resolve and advise.

Lastly the prior planning application should be reviewed concerning the order in which the plots could be used.

Hoggs Bridge Green Recreation Project – the installation is complete but there is still some soil on site that needs removal. This has been agreed with the contractor and will be completed as soon as possible.

Chainsaw training – the Clerk advised that the cost for this had been included in the proposed budget figures for 2018/19 and she would source training in the new financial year.

Car Parking – this matter is being reviewed at Full Council and the Clerk would chase up the Councillors report for the same.

The issue of the Post Office vans parking at the Post Office was raised and it was agreed the Clerk would speak to the persons concerned.

Headcorn Village Banner – the first of the two banners is in situ and it was discussed and agreed that the second banner should go on the car park gates at Foremans Centre.

Combined waste bin on Lenham Road – the bin was ordered by the Clerk but has not yet been installed. Clerk to follow up.

Memorial Bench – as agreed in the last minutes the Clerk had advised the Parishioner of the two alternative spots for a bench and they agreed to consider the matter and get back to the Council. Nothing heard and no further action to be taken.

Risk Assessments – Cllr Walker was not available to discuss the matter and the item is carried forward. It was noted that the assessments would be extended to include Hoggs Bridge Green.

Days Green Bug Hotel – nothing heard from the school the Clerk will follow up.

Sign posts on High Street – the Clerk will continue to report

Knights Way

- There is fly tipping in the ditch that needs clearing. Debris reported.
- The responsibility for this ditch is shared by KCC, MBC and Golding Homes. The clerk was asked to investigate the possibility that HPC could take over the maintenance of the entire length for an agreed fee. The Clerk to follow up with Golding Homes, MBC and KCC
- Hedge outside 10 Thatch Barn needed cutting back. This was completed by the Lenghtsmen.



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Lenham Road

- The poor state of the edge of the road as you leave Headcorn on the Lenham Road was noted, the Clerk advised that KCC are reviewing and intend to put scalping's down.
- The Clerk had already confirmed to the committee the route of the footpath and it would join the Crest Nicholson site with Knights Way.

Parsonage Meadow - the Clerk has spoken with the representative of the Methodist Church and it was agreed we would keep the area tidy and see how it grows. They like the open feel of the area so a hedge is not essential.

Gooseneck Lane name sign – cleaned as agreed.

Church Walk

- The verge at the far end of Church Walk was cleared by the lengthsman.
- Growth at the base of one of the trees in the Churchyard next to the boundary and footpath needs reducing. Clerk has asked the Church volunteers to resolve.

PROW & Ecology Area between Grigg Lane and Lenham Road

- The clerk has made contact Crest Nicholson to ascertain the plans for how this area would be managed. It is key to ensure that a proper agreement is in place and advise that HPC are happy to be involved. Clerk to follow up.
- The clerk should expressed concerns that the area is being trampled by walkers and perhaps signs should be erected to ask people to keep to the footpath. Perhaps a sign erected to explain why the ecology area is there and its importance. Clerk to follow up.

Kent men of Trees Report – the Clerk has written to point out the matters that needed to be clarified.

5. To receive a Budget Analysis report

The Clerk presented the budget analysis. Items were reviewed and agreed that things were on track for the financial year.

6. To approve quotes for annual tree survey

The Clerk presented the three quotations received for the annual survey. All were discussed and it was agreed that it may be prudent at a future date to have a geo map for all trees in the village. This will be reconsider at a later date.

For the annual survey it was agreed to appoint Tree Cycle Tree Care. Clerk to advise accordingly.

7. To receive report on Thefts at Days Green store and agree actions required

The Clerk outlined what had happened at the store, what had been stolen and how we would protect the store going forward. The Clerk is also liaising with HPC Insurer to resolve the matter.

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8. Village Inspection Walk report

Issues arising and any actions to be taken

Days Green

- See notes in matters arising concerning the new memorial bench on the Green. It was also agreed that tree growth should be monitored going forward.

Hoggs Bridge Green

- The committee were very pleased with the installation at the area and noted that it still has a very open feel.
- As previously noted the excess earth needs removal.
- It was noted that the entrance is in a poor state and this would be reviewed in the spring to see if it was necessary to take any action in this regard.
- CCTV to be fitted without further delay.

Lenham Road

- The Clerk to follow up on the poor state of the road, the verges and the ditch with Crest Nicholson and Countryside Properties.
- It was also agreed that a bin was required at the Grigg Lane end of the PROW

Date of next walk

Sunday March 18th 2018

9. To receive correspondence and action as necessary.

Correspondence received from a Parishioner who wished to plant spring bulbs around the bench on Forge Lane. It was a thank you and to further enhance the work already done at the bench by HPC lengthsman. The Clerk was asked to write to the Parishioner sending the thanks of HPC.

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.

There were no matters for discussion.

There being no further matters to discuss the meeting closed at 8:32pm

Approved:

Date:

19/3/18