



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, 16th July 2018 at 7.00pm in the Village Hall (Green Room), Headcorn.

Those present: Cllrs Dungey, James, Mather, Selby & Walker Sue

Clerk: Caroline Carmichael

There were no members of the public present.

1.
 - a. **Apologies for absence** were received and accepted from Cllr Evenden. Cllrs D'Urso, & C Walker were noted as 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. **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 May 11th 2018** were approved and signed by the Chairman after a correction to a typographical error.
4. **To receive an update on matters arising from the last meeting**
 - War memorial** – the work on the memorial has begun this week and should be finished by Friday 18th May. The Clerk will then progress the grant payment with the War Memorials Trust. Update at next meeting.
 - Area next to the Costa Coffee** – the Clerk has made contact with the owners of the investment company that operate the retail unit. She will follow up.
 - Combined waste bin on Lenham Road** – the new bins have now been installed.
 - Days Green Bug Hotel** – the Clerk advised that the school have given the bug hotel a makeover and it is looking good. Thank you to be sent to the school and pupils.
 - Sign posts on High Street** – the Clerk will continue to report.
 - Knights Way** - The responsibility for this ditch is shared by KCC, MBC and Golding Homes. The has been unable to get all parties to agree to a way forward that will enable HPC to look after the area. It was agreed this would not be pursued and things will continue as before.

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Annual tree audit – the Clerk confirmed that all tree work has now been completed.
Planter at White Horse Public House – Despite chasing on many occasions the Clerk has not received a quotation from the company that was to create bespoke planters. The Clerk would look at alternatives based on the agreed maximum spend of £500. Update at next meeting.
Dawkes Meadow – the Clerk is in correspondence with KCC and the work remains outstanding, update at the next meeting.
Forge Lane Parking issues – the A frame boards had been received and deployed at Forge Lane. Early signs are that they are easing the issues in this area.
Stile posts at Longmeadow wooded area – repair will be completed by lengthsman before next meeting.
Christmas lights – the matter is with the Clerk and will be followed up as necessary. PDW have been advised that all needs to be ready for the Christmas Event on December 1st.
ROSPA Independent inspections of Play Area and Open Spaces – these are scheduled for July. Update at September meeting.
Parking arrangements in the village – the parking issue was further debated and it was agreed that the matter would be referred back to Full Council to see agreement to pursue the idea of further enforcement capability in the village. Update at next meeting.

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

The budget for the year 2018/19 was discussed and the Clerk advised that spend is in line with budget.

7. **To consider request to use Parsonage Meadow for a dog show on August 26th 2018 and agree any actions required**

The use of the Meadow was considered and approved. Clerk to let organizer know and to ensure that there is adequate bin provision on the day of the event.

8. **To consider request to use Parsonage Meadow for a Maidstone Children's Centre event on August 1st 2018 and agree any actions required**

The use of the Meadow was considered and approved. Clerk to let organizer know.

9. **To consider request to use Parsonage Meadow for a fundraising event for 3 Invicta School pupils for their World Challenge expedition to Costa Rica in 2019, events date August 10th & 24th and agree any actions required.**

The use of the Meadow was considered and approved. Clerk to let organizer know.



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10. **To review rules for the burial ground to consider the inclusion of scattering of ashes and agree action required**

This matter was discussed and agreed that the scattering of ashes would be permitted and it would be noted in the terms and conditions that this would only be with permission of the land owner.

It was further agreed that the cost would be half that required for the interment of ashes. An area for this service would be identified.
Clerk to resolve.

11. **To consider next steps for the extension to the existing burial ground at the rear of the Methodist Church**

The Clerk was asked to take the matter forward with MBC by completing the necessary planning application/seeking pre application advice.

The question of the consecration of the ground was discussed but this cannot be pursued until the area is ready.

Clerk to resolve and update at next meeting.

12. **To further consider parking issues in the village and agree next steps**

The parking issue was further debated and it was agreed that the matter would be referred back to Full Council to seek agreement to pursue the idea of further enforcement capability in the village. Update at next meeting.

13. **To discuss present arrangements for the mowing of open spaces and agree actions required.**

The committee discussed the current arrangements and the costs involved with the mowing of grass areas in the village. At the current rate HPC are funding mowing in the amount of £2800 and the prices are set to rise for 2019.

After discussion with MBC the Clerk has obtained a tacit agreement to fund the purchase of a new sit and ride mower from the existing S106 Open Space funds that remain unallocated to Headcorn. This is possible as the Section 106 funding includes costs for the maintenance of village open spaces.

The Clerk, with the lengthsman have identified suitable storage for a mower and the cost of this would be kept to a minimum as the lengthsman will undertake the necessary work.

The Clerk advised that it was possible to license and insure the mower so that it could be used on the road to allow transfer between open space sites.

Both of the current lengthsman have experience in the use of this type of machinery.



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The committee agreed that it made financial sense, and would ultimately lead to better kept grass areas – MBC fall short in this area on many occasions.
It was agreed the matter would be referred to Full Council for approval.

14. Village Inspection Walk report

Issues arising and any actions to be taken

Ulcombe Road

- The footpath is in a very poor state of repair. Clerk to report the same to KCC.
- Plants/Shrubs outside property on corner Of Brooklands, needs pruning/trimming. Clerk to arrange to lengthsman to resolve.

Hoggs Bridge Green

- Area for memorial seat identified. Clerk to advise parishioner.
- The wire fence is a untidy and could be tightened up. This is not a priority and can be left to the winter when there are less pressing matters to resolve.
- The footpath from Oak Farm Gardens to the green needs weed spraying

Lenham Road

- The ditch area needs clearing of rubbish and tidying.

PROW Lenham Road – Grigg Lane

- The Verges have been trimmed but the area looks a mess.
- The ditch filled by the resident remains filled and whilst there the Committee witnessed a resident disposing of their garden rubbish over the fence.
- A yellow pipe in the ditch needs to be removed

Days Green

- Bin near children's play train needs painting. Clerk to resolve with lengthsman.
- A spot for one of the donated oaks was identified on the green opposite the school entrance.

Knights Way

- The committee expressed concern over the health of an oak tree on the open space that abuts Oak Lane. Consider this site for one of the donated oaks. Clerk will follow up.



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Spires Ash

- The committee noted that the area was looking good. It was noted that the pond will require dredging in the not too distant future.

Date of next walk

Sunday September 16th 2018

12. **To receive correspondence and action as necessary.**

There was no correspondence to discuss.

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

Cllr Selby noted that after work had been completed by Squirrel Cottage the path has been repaired but not with the correct materials. It should be Bethersden Marble.

It was noted that an individual had advised a Councillor that they were able to secure insurance cover for volunteers litter picking in 60mph traffic zones. The details would be passed to the Clerk to pursue.

Cllr Dungey advised that she had been asked by a Parishioner about trees at the rear of properties in Knaves Acre and she had suggested that they contact MBC to seek planning pre-application advice.

It was noted that a Parishioner had called Cllr Dungey to point out that the Council had incorrectly stated in the recent newsletter that the foul water system was Victorian when it is in fact Edwardian.

There being no further matters to discuss the meeting closed at 8:41pm

Approved:

Date:

16/9/18

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J.D.

