



## 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, 19<sup>th</sup> March 2018 at 7.00pm in the Village Hall (Green Room), Headcorn.

Those present: Cllrs Dungey, James & Selby

Clerk: Caroline Carmichael

There were 2 members of the public present.

1.
  - a. Apologies for absence were received and accepted from Cllrs Evenden & Mather. Cllrs D'Urso, Lavender & 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 January 15<sup>th</sup> 2018 were approved and signed by the Chairman.
4. To receive an update on matters arising from the last meeting  
War memorial – the work on the memorial is scheduled to start at the end of March. Clerk to follow up.  
Planter at White Horse Public House – matter on the agenda.  
Trees at the rear of the properties on Mill Bank – some work at the site has begun and the Clerk will continue to monitor the situation.  
Memorial Bench on Days Green – the Lenghtsmen will sort the matter with bench when the same has dried out and it can be appropriately treated.  
Area next to the Costa Coffee – as previously reported 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.  
Christmas Lights - we need to sort the string of lights outside Sainsbury's. Cllr Selby would like an agenda item in May to discuss the plans for Christmas 2018.  
Burial Ground Extension – on the agenda.

*James . 16/5/18*



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**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. Clerk to follow up.

**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** – Parking on Church Lane has been reviewed at Full Council and can be taken forward. Other parking matters would be reviewed further by Open Spaces. Agenda Item in May.

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

**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** – the Clerk advised that the school have been in touch and have agreed to take on the project.

**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 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

The Clerk has enlisted the help of Cllr Shellina Prendergast and hopes to report further next time.

### **PROW & Ecology Area between Grigg Lane and Lenham Road**

The clerk has made contact and will follow up the matter of concerning an agreement for how this area will be managed.

### **Lenham Road**

Clerk to follow up about state of road outside the developments on Lenham Road.

### 5. To receive a Budget Analysis report

The Clerk will be circulating the budget after the meeting but it was noted that there are no areas that give cause for concern.

### 6. To consider costs for assessment of trees in the area of Long Meadow that will be required for the extension to the existing burial ground at the rear of the Methodist Church.

The Clerk presented the quotation received from Tree Cycle Tree Care for a full assessment of the area that will include:-

BS 5837 site survey

Impact assessment and preliminary method statement

Tree protection plan

*C James 14/6/18*



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Given that they are already familiar with the area and the Council have been happy with all the work that they have completed thus far and are also able to help us with the planning application that will be required for the area, it was agreed that the quotation at £580 excluding VAT would be accepted. Clerk to take matter forward.

7. **To review Burial Ground fees and policies and agree next steps.**

The matter of fees was discussed and it was agreed that given there had been a significant increase in the fees in 2017 that they would be held for the forthcoming year. The policies would remain as is and be subject to review next year.

8. **To approve the use of Days Green by Pedal for a Purpose**

The matter was discussed and agreed the committee would like to support Pedal for a Purpose. Clerk to advise Days Green Board of Trustees.

9. **To review annual tree audit and agree actions required**

The Committee reviewed the annual audit and agreed that all items with a Priority 1 – 3 should be attended to as soon as possible.

The Clerk had obtained quotations for the work from:-

TreeCycle Tree Care

The Living Forest Limited

Quali TreeServices

The merits of all the quotations were discussed and the committee agreed to appoint TreeCycle Tree Care. Clerk to take the matter forward.

10. **To discuss proposal for planter at the White Horse and agree action required.**

The committee reviewed the quotation and despite the offered contribution by the landlord of the public house felt that the cost was too high. The Clerk was asked to further consider:-

- Any Section 106 monies that maybe available for the project
- The use of two very large wooden barrels

Clerk to investigate and report back.

11. **Consider entry to the Kent Men of Trees Competition**

It was agreed that we would enter the competition for a further year. Clerk to take forward.



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12. **To discuss the PROW on Days Green and agree action required.**

The letter from KCC and the notes provided by the Clerk were reviewed it was agreed that the Clerk would revert to KCC advising the points outlined and also pointing out that Days Green is in fact a village green and therefore the whole area is readily accessible to the public at all times.

13. **Village Inspection Walk report**

**Issues arising and any actions to be taken**

**Days Green**

- The route of PROW KH617 was noted by the committee and would be discussed at the meeting – see agenda item.
- Parish Council Store – the committee visited the store and approved the erection of a lean too to make the most of the external storage area. It was further agreed that it would be a good idea to install ~~and~~ external water and electricity supply that could be isolated from inside the store. This would negate the need to have the store open when use was required at times of village events. Clerk to take the matter forward with the lengthsman.

**Dawkes Meadow**

- The High Street end of the PROW is in a very bad condition. The Clerk was asked to write to KCC asking them to urgently liaise with the residents to get the matter sorted.

**Forge Lane**

- Corner of Forge Lane with High Street suffers as a result of parking in a restricted area. The Clerk is asked to order 4 A frame warning notices for deployment in this area

**Foremans Car Park**

- The pot holes are numerous and deep. The double yellow lines and parking signs need replacement. Clerk to write to the landowner.

**Traders Car Park**

- Looked in good order

**Longmeadow**

- Fence needs repairing where the footpath exits the wood

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### Burial Ground

- It was noted that there had been problems with the digging of a grave this week and a fractured drainage pipe had meant that the grave had to be re sited. It was agreed the Clerk would investigate cost of a water pump.

### Corner of Gooseneck Lane

- The hedge is sticking out onto the footpath. The Clerk was asked to write to the residents advising that we will cut it back. It was agreed we would give 28 days' notice. Clerk to action.

### Date of next walk

Sunday May 14<sup>th</sup> 2018

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 further discussion at the next meeting.

The matter of footway lighting that had been erected outside Hop Pocket Close was discussed and it was agreed that the Clerk would take the matter forward with KCC.

There being no further matters to discuss the meeting closed at 8:25pm

Approved:

*C James*

Date:

*14/5/18.*



# NATIONAL HEALTH SERVICE

The National Health Service Act 1946  
The National Health Service (General) Regulations 1982

1. The purpose of this Regulation is to provide for the registration of medical practitioners who are qualified to practise in the United Kingdom.

2. A medical practitioner who is qualified to practise in the United Kingdom shall be registered with the General Medical Council.

3. The Council shall have power to make regulations for the purposes of this Regulation.

4. The Council shall have power to make regulations for the purposes of this Regulation.

5. The Council shall have power to make regulations for the purposes of this Regulation.

6. The Council shall have power to make regulations for the purposes of this Regulation.

14/2/10

*[Signature]*