



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, 27th March 2017 at 7.30pm in the Village Hall (Green Room), Headcorn.

Those present: Cllr James, Cllr Selby, Cllr Dungey, Cllr Mather, Cllr Smith, Cllr Lavender

No parishioners present.

1.
 - a. Apologies for absence were received and accepted from Cllrs Walker, D'Urso and Padbury.
 - b. To seek notification on whether anyone intends to film, photograph or record any items of this meeting there were none.
 - 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 16th 2017 were approved and signed by the Chairman.
4. To receive an update on matters arising from the last meeting
Water bowser – Bowser in working order and watering will be undertaken by Mr. D Edwards. He has asked the PC to sort a “back up” for the watering. Cllr Smith will look into this.
War memorial – Grant application will be taken to the War Memorial Trustees board at the end of March for approval.
Trees at Longmeadow – Tree work in Longmeadow now completed
Burial ground – Pallets acquired to make compost bin. Lengthsman to sort as time permits.
High Street – the site at the side of Costa Coffee remains empty. Clerk to follow up and ascertain current situation.
Days Green – the kite in the tree was kindly removed by Prime One when they were last working in village
Spires Ash – all work completed
Monkey Puzzle Trees – the third and final donated tree has been planted at Spires Ash
Parsonage Meadow – the first of the sponsored memorial benches awaits siting on the meadow. Position agreed with sponsor.

C/James 15/3/17



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Car Parking – this matter will be carried forward in view of the absence of Cllrs D’Urso and Walker

Hawthorn Whips – Jeff Hart has agreed to supply some whips for planting in the hedge bordering Days Green. Clerk to follow up.

Church Walk – hedge at corner of Church Walk and Gooseneck Lane has been cut back. No further action required.

Oak Tree Plinth – area planted with wood anemone and primroses by Bloomin Headcorn.

Burial Ground Foot path – this has now been repaired and no further action is required.

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

The overall budget had recently been reviewed and there were no matters arising.

6. **To discuss options for High Street floral arrangements**

The matter was discussed at some length and the following was agreed:-

- Baskets should be sited lower than in previous years. Cllr Dungey & Clerk to mark posts with tape indicating where the bottom of the basket should sit.
- Cllr Dungey & Clerk to confirm to Hazel Brickles exact number of baskets required.
- Additional baskets would be sited on Foreman’s Walk. Clerk to seek sponsorship for baskets.
- Clerk to follow up on the planter that was promised alongside the White Horse Public House

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

It was agreed that we should enter the competition again this year.

8. **To review Burial Ground Fees and policies and agree next steps**

This matter was discussed at length and it was agreed that the fees would be left unchanged this year and would be reviewed in 2018.

Policies to remain as agreed last year.

9. **To review quotation for cleaning of toilets on Days Green and agree actions.**

It was agreed that the Council would take up the quotation given by Tenterden Twilight Commercial Cleaning as they were able to offer a seven days a week service with a later opening



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time. They would also provide the locking service after cleaning. The toilets would be unlocked Monday through Saturday by the Lengthsmen and the Clerk would unlock on Sundays. The Clerk would speak to the existing provider and explain the reasons for the move. It was noted that this should not come as a surprise as they have always been aware of the councils desire to open the conveniences seven days a week.

10. **To discuss and agree the work in the ditch area adjacent to Long Meadow**

It was noted that the work had been completed and the Clerk was reminded that all matters such as this must be approved prior to starting the work.

11. **To discuss and agree options for Long Meadow**

Thank you to Cllr Smith for supplying and installing a number of bird and bat boxes in the vicinity of Longmeadow and the village hall

Area should be planted with native flowers such as:-

- Wood anemones
- Primroses

Area will be tidied as part of Community payback work but some brambles should be retained and advice should be sought on the matter before they are cleared.

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

This matter will be carried forward in view of the absence of Cllrs D'Urso and Walker

13. **To discuss Community Payback Scheme and agree next steps**

The Committee discussed the proposed scheme and reviewed the list of possible jobs that the teams could undertake. This is by no means an exhaustive list and the committee were encouraged by the scheme and felt we should be perusing the matter. The Community Payback team would be submitting a contract for the approval of the Council. This would be reviewed by the Chair of Open Spaces and the Clerk. It was hoped that the team could attend the Annual Parish Meeting to address the village on the matter and then we could move forward with the project.

C James 15/5/17



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14. **Update on Hoggs Bridge Green project, review and agree further steps**

The team have not met at this time but Cllr lavender has taken the matter forward with an online questionnaire.

This questionnaire needs a wider circulation and it was suggested that the team approach the Scouts for their views.

Questionnaires could be placed in Post Office/Library

The team must meet and make definitive plans to take the matter forward.

Clerk to write to all concerned.

15. **Update on HPC Personnel**

The Chair advised that our lengthsman Mr. Alan Hodge would be retiring in June

The current assistant would be promoted to the role of lengthsman and the assistant's role would be advertised as soon as possible

Clerk to action.

16. **Update on HAVS and additional equipment**

The Clerk advised that new anti-vibration equipment had been purchased for use by lengthsman giving recent concerns over Hand Arm Vibration Syndrome.

17. **Village Inspection Walk report**

Issues arising and any actions to be taken

Days Green

- Weeds on Play Area to be treated by Lengthsman
- Review replacing sign with revised age limit and add no ball games. Clerk to obtain a quotation from Iden Signs.
- Sams Corner needs a good tidy up.
- Benches on the green need cleaning
- Play area needs a good sweep

Church Walk

- Area around Church Walk sign needs strimming

Culpepper Court

- The small bed at the entrance would look good planted up. Clerk to suggest same to Warden.



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Parsonage Meadow

- Path needs weeding. Will be attended to.
- Sandy Bruce Lockhart's memorial – needs re siting. Clerk to seek quotation to have it raised and evened up. Area should be seeded with grass

Burial Ground at Methodist Church

- Path to be sorted. The lengthsman have started this work and it will be completed as soon as the weather permits.

Church Lane

- The footpath markings need refreshing. It is hoped this will be done by the Community Payback team
- The area beneath the hedge at the entrance to Church Lane needs clearing of debris. Clerk to ask Lengthsman
- Hedge next to old recycling area in a very poor way. Cllrs to meet to discuss possible solutions. Clerk to talk to Mr Haggarty of the Methodist Church regarding the same.

Dawks Meadow

- Remove redundant bracket from lamp post. Clerk to ask lengthsman to remove same.

Traders Car Park

- It is suggested that The Community Payback team completely clear and tidy the cinder area.

Foreman's Walk

- Henry Lloyd Roberts has given permission for baskets to be put up to brighten the area
- Old lamp won the wall near photographic shop needs cleaning/painting

Date of next walk

Sunday May 14th 2017

18. To receive correspondence and action as necessary.

No correspondence to discuss



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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.

There were no matters for discussion.

There being no further matters to discuss the meeting closed at 9:10pm

Approved:

Chris James

Date:

16/5/17