



## 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, 16<sup>th</sup> January 2017 at 7.30pm in the Village Hall (Green Room), Headcorn.

Those present: Cllr James, Cllr Selby, Cllr Dungey, Cllr Walker, Cllr Padbury, Cllr D'Urso

No parishioners present.

1.
  - a. **Apologies for absence** were received and accepted from Cllrs Mather & Smith due to a personal commitment, Cllr Lavender due to work commitments.
  - 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 November 28<sup>th</sup> 2016** were approved and signed by the Chairman.
4. **To receive an update on matters arising from the last meeting**
  - Water bowser** – matter on agenda
  - War memorial** – the Clerk advised that we HPC have been advised that we qualify for a grant and she will now complete all the necessary forms.
  - Churchyard Oak tree plaque** – This matter is now resolved and it was noted that the new plaque has been well received.
  - Trees at Longmeadow** – matter on agenda.
  - Burial ground** – A new bin has been installed at the burial ground. Clerk still following up re the new compost bin.
  - Tree Cycle re sponsored Oaks** – further donated tree to be sited at a future date.
  - High Street** the new coffee shop is now open but the issue of the site at the side of the building remains an issue. Clerk to follow up.
  - Days Green** Kite is still in the Oak Tree. Clerk will continue to look for a solution to remove the kite.



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**Hedge Cutting at Parsonage Meadow** – work completed in December. Noted that MBC had made a very good job of it and all debris was removed.

**Electrical supply at Store** – it has been agreed that the PTFA may use the electrical supply at the store for the May Fair. Cllr Walker agreed to talk to the electrician to ensure that the power source would be okay to use.

**Padlock at Hoggs Bridge Green** – Cllr Selby asked for the detail as she did not seem to have had it. Clerk confirmed it had been circulated and would re-send to Cllr Selby.

**Spires Ash** – matter on agenda

**Monkey Puzzle Trees** – two trees are planted and the third will be planted at Spires Ash. Clerk to resolve.

**Parsonage Meadow** – the question of memorial benches was further discussed and it was agreed that the Clerk would source alternatives so that benches were the same in style. HPC agreed that they would arrange and cover the cost of fitting.

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 and watering methods**

The matter was discussed at some length and various options explored, it was agreed that HPC would continue with hanging baskets subject to:-

- Work being undertaken by Hazel Brickles
- Baskets would be set lower – Clerk and Cllr Dungey to mark the posts prior to the baskets being installed. The exact number of baskets needs checking Clerk & Cllr Dungey will do this when marking posts.
- Geraniums (red) for height with petunias and or trailing fuchsias, the latter subject to costings. Clerk to discuss with Hazel.

It was further agreed that now that the bowser was in full working order that would continue as the method of watering. Clerk to check with Mr. Edwards that he is still happy to do the watering.

7. **To discuss and agree quotations for the tree work at Longmeadow**

The quotations for the work were reviewed by the committee and it was agreed that Treecycle tree care would be appointed to complete the work. Clerk to take the matter forward.



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8. **To discuss and agree quotations for tree work at Spires Ash**

The Committee reviewed quotations and agreed to appoint TreeCycle Tree Care to undertake the work. Clerk to take the matter forward.

9. **To review Councillors responses to the paper on village car parking and to consider the way forward**

The responses were reviewed and the overriding message would seem to be that the answer lies with more enforcement.

Other options are still be looked at.

A number of the committee are against charging on the High Street.

The Clerk had requested detail of the enforcement actions that had been taken by MBC in the last month, this had not yet been received and she will chase up.

The Committee asked the Clerk to set up a meeting with the team at MBC with the project group.

Further consideration to be submitted at March meeting.

10. **Update from the Hoggs Bridge Green project team, review and agree further steps.**

Cllr James gave an update of the meeting that took place with Steve Elliot of Park Leisure at Hoggs Bridge Green and he has already come up with a number of good ideas that include both play and sport leisure facilities.

Next steps:-

- Confirm budget to Park Leisure
- Cllr D'Urso to compose survey. The Clerk can then advertise on media, notice boards and at site.
- Two other quotations will need to be sourced – clerk to take forward
- Site will require CCTV - ensure it is in budget
- The site is a designated air ambulance site and Clerk to check that the play area would not affect use of the area for landing in an emergency situation
- Cllr D'Urso agreed to promote this to the GP surgery via PPG

11. **To consider the introduction of financial Service Level Agreement to the footway lighting contract.**

The agreement was reviewed by committee and the following actions were agreed:-

- Cllr D'Urso agreed to review the existing contract



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- The contract should also have schedules to cover Christmas Lights & CCTV  
Clerk to send contract to Cllr d'Urso

It was noted that the lights on the tree on Foremans Walk were still on and Clerk to speak to Prime One to get them turned off.

Cllr Selby also requested a copy of the email that had been sent to PDW about the Christmas Lights for 2017. Clerk to send.

### 12. **To agree fencing type and costs for the mini meadow on Days Green**

The committee had further reviewed the area and are not certain that a small fence is appropriate given the trip hazard.

It was agreed that the Clerk would contact Bloomin Headcorn and suggest that we leave it this year and see how it goes. If the area is adversely affected we would re consider or find an alternative spot for the meadow.

The area should have a couple of signs posted concerning the growing plants.

### 13. **Village Inspection Walk report**

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

##### **Days Green**

- Whips required for infill at the hedge. Cllr Walker to contact Jeff Hart as he had said he would still source the whips.
- The stretch of path needs some resurfacing and edges redefined
- Grass seed needs scattering at Sams Corner
- Benches on the green need cleaning
- Play area needs a good sweep

##### **Church Walk**

- Hedging on the boundary of Headcorn Manor and 15 Church Walk as it is obscuring the light at the corner of Gooseneck Lane. Clerk to write to residents.

##### **St Peter & St Paul Churchyard**

- Area around the new oak plinth to be planted with bulbs. Committee agreed the funding. Clerk to advise Bloomin Headcorn.



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### Parsonage Meadow

- Path needs weeding. Will be attended to.
- Memorial benches on meadow

### Burial Ground at Methodist Church

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

### Church Lane

- The footpath markings need refreshing. Clerk to sort.
- Directional sign also required. Clerk to sort.

### High Street

- Shop signage at Simon Miller, did conservation officer approve? Clerk to check.
- CCTV is displaying incorrect sign for contact. Clerk to resolve.
- Wreaths can be removed from war memorial. Clerk to ask lengthsmen
- Trough at War memorial to be replanted

### Date of next walk

Sunday March 26<sup>th</sup> 2017

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

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 Chair suggested to the committee that from May the meeting time should be bought forward to 7pm. It would then be in line with other meetings. The Committee agreed.

There being no further matters to discuss the meeting closed at 9:39pm

Approved:

Date: