



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, 20th November 2017 at 7.00pm in the Village Hall (Green Room), Headcorn.

Those present: Cllr Dungey, Cllr James, Cllr Selby, Cllr Mather, Cllr D'Urso and Cllr Walker. Cllr Evenden arrived at 7:11pm

Clerk: Caroline Carmichael

There was 1 parishioner present.

1.
 - a. **Apologies for absence** There none were recorded. Cllrs Lavender and Smith 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 September 18th 2017** were approved and signed by the Chairman.
4. **To receive an update on matters arising from the last meeting**
 - War memorial** – the matter remains with the War Memorials Trust and they are expecting that an offer will be approved this month which will cover 75% of the restoration costs. Clerk will follow up.
 - Planter at White Horse Public House** – Cllr James and the Clerk met with the landlord of the White Horse and it was agreed that they would contribute to a planter. The Clerk has looked at the options and sent details and we are now waiting to here. Clerk to follow up.
 - Community Payback** – the CP sessions have now ceased for the time being but it was agreed that we would like to see their return in the spring. Clerk to maintain relationship with CP team.
 - Dawks Meadow** – the lamp post has been repainted by the lengthsman.
 - Parsonage Meadow** – the gates have been fitted with stays that now hold them in place when open. No further action required.Memorial benches have been treated with varnish supplied by the bench suppliers. No further action required.



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Trees at the rear of the properties on Mill Bank – this matter is ongoing and one that will need to be closely monitored given that HPC have now received the reserved matters application for the development proposed at this site. Clerk to follow up.

Memorial Bench on Days Green – the Clerk advised that the family concerned have approved a quotation for the bench and have paid the deposit to cover the materials which will now be passed to the contractors. Cllr Selby suggested that a small plate should be attached to the bench when complete denoting the craftsmen that have constructed it. The clerk advised that the family had also suggested this.

Christmas Lighting – the Clerk advised the committee that the following work has either been done or will be completed prior to 25th November

- a) A string of lights in front of Sainsburys £485
- b) Return the string of lights by old Nat West bank – pole will be sorted £378
- c) Enough new white lights to decorate two trees – already completed at time of this meeting
- d) An alternative siting for the connection for the lights that had previously connected in Costa Coffee is still being progressed but will be sorted by 25th November and it would not involve any overhead cables at Costa Coffee as previously reported.

The Clerk will be meeting the contractor on site on Wednesday 22nd November to finalise.

Cllr Selby asked that the Clerk ensure that the lights at the Lych Gate are working.

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.

Burial Ground Extension – this matter is ongoing and the Clerk continues to search for the appropriate body to undertake a site survey.

Hoggs Bridge Green Recreation Project – Cllrs James & Dungey and the Clerk met with the team from Sutcliffe Play on site on Friday 17th November and the work is scheduled to be completed by Christmas.

It was agreed that the Clerk would post notices at the site, on Facebook, website and notice board concerning the same.

The Clerk has also sought permission from the Scouts to use the car park on one occasion when a grab lorry will be required to remove excess soil from the site. This has been confirmed by the Scouts.

Spires Ash – the monkey puzzle tree and hedge debris had been removed

Days Green – all previous actions had been completed

Church Lane – previous actions had been completed

Traders Car Park

- Agreement with Starnes re the land HPC rent for parking
The Clerk had asked Starnes to meet with HPC now that planning permission has been granted for the additional building at the entrance to the car park area. Still no news from Starnes but the clerk now has a new contact and will follow up.



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Chainsaw training – the Clerk advised that the cost for this was more than first anticipated so we should be including this in the budget for 2018/19 and then training could be completed. The clerk will obtain some pricing for the same.

Cllr John Mather left the meeting at 7:30pm, with the permission of the Chair, to attend a pre-arranged meeting

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

The Clerk presented the budget analysis. It was agreed the budget was on track and there were no questions/comments.

6. **To consider budget and plans for 2018/19**

The Chair outlined that there would be a finance budget meeting in December and we should be considering items that we would like to see considered for inclusion.

The following items were debated:-

1. Costs associated with the existing burial ground
2. Costs associated with the acquisition/use of other parcels of land for recreation and/or burials
3. Neighbourhood Plan Projects should be considered - Cllr D'Urso agreed to review the detail and let the Clerk have a list of those for inclusion/consideration
4. Increased hours for lengthsmen

7. **To review report on village Car Parking and to consider the way forward**

Cllr D'Urso gave an update on the meetings that had been held with the parking team from MBC.

She noted that she would be accompanying an enforcement officer on their rounds both in the town centre and in Headcorn and if others wished to attend these sessions they should let her know.

MBC team had given a number of suggestions for tackling the parking issues and these were reviewed by the committee.

It was agreed that Cllr D'Urso would put together a pack on the options for consideration at the next Full Council meeting.

8. **To agree format for Headcorn banner**

The clerk had two examples of the proposed banner wording and the committee voted in favour of the second of the options which had some detail in larger font. The Chair abstained.



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The Clerk was asked to order two of the said banners.

Cllr John Mather returned to the meeting at 8:31pm

9. **To discuss provision on new combined bin on Lenham Road**

Members of the Open Spaces Committee that had attended the walk on Sunday 19th had visited the location in question and had agreed that there was a requirement for a combined do and general waste bin.

It was further discussed and agreed that if provided by MBC they would empty it and that would be required.

The cost of the bin is £350, as quoted by MBC, and it was resolved that the Clerk should go ahead with the purchase and installation of the said bin on the south side of the Lenham road near to the entrance to the PROW.

10. **To discuss siting of memorial bench and agree actions required**

Members of the Open Spaces Committee that had attended the walk on Sunday 19th had discussed the location for a memorial bench and it was agreed that there were two options:-

1. At the entrance to Parsonage Meadow near to the memorial tree
2. At Hoggs Bridge Green after the completion of the recreation project

The Clerk was asked to talk to the donor and discuss the options.

11. **To develop risk assessments for Days Green Childrens Play Area and Headcorn Parish Council Burial ground**

The Chair advised that a requirement for specific risk assessments for the play area and burial ground had been highlighted in this year's internal audit.

Cllr Walker agreed that he would take this matter forward and report back at the next meeting.

12. **Village Inspection Walk report**

Issues arising and any actions to be taken

Days Green

- It was noted that the bug house is empty. The clerk suggested writing to the school to see if the children would like to undertake the re filling of the same as a project.



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High Street

- Bent post was reported to KCC and remains at an angle. Clerk to follow up.

PROW & Ecology Area between Grigg Lane and Lenham Road

- The clerk was asked to 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.
- It was also agreed that the clerk should express 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.

Knights Way

- There is fly tipping in the ditch that needs clearing
- 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.
- Hedge outside 10 Thatch Barn needs cutting back. As house is empty the Clerk will ask Lengthsmen to cut back.

Lenham Road

- The poor state of the edge of the road as you leave Headcorn on the Lenham Road was noted and the Clerk was asked to contact Kent Highways regarding the matter to seek repair of the same
- The Clerk was asked to revisit the plans for both Countryside and Crest Nicholson developments to ascertain position of footpaths.

Kings Road

- Trip hazard identified during the OS walk and the Clerk was asked to report immediately.

Parsonage Meadow

- The Clerk was asked to clarify with the Methodist church as to how they would like to manage the new hedge growth and would they maintain it going forward.

Forge Lane

- There are loose tiles and other items on the building to the rear of the butchers on the High Street. Clerk to contact the owner to ask for the items to be secured to prevent damage or injury.



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Gooseneck Lane

- Street name sign needs cleaning. Clerk to ask lengthsman to do same.

Church Walk

- The verge at the far end of Church Walk needs cutting back to clear the footpath. Clerk to resolve with lengthsman
- Growth at the base of one of the trees in the Churchyard next to the boundary and footpath needs reducing. Clerk to ask Church volunteers to resolve.

Date of next walk

Sunday January 14th 2018

The chair reminded the Committee that there is an expectation that members of this committee should when possible attend that walk on the Sunday prior to the meeting. If it is not possible to attend apologies should be sent to the Clerk.

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

The chair was pleased to tell the committee that the village had received a highly commended award in the Kent Men of Trees annual village competition.

CLlr Selby pointed out some detail that she would like to see altered in the report to reflect the work that the Parish Council has done in this regard. Clerk to write to the organisers.

14. **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 9:02pm

Approved:

Date: