



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 Parish Council Open Spaces Committee Meeting held on Monday 15th July 2019 at 7pm in the Green Room, Village Hall, Headcorn.

Those present: Cllrs Dungey, Evenden, Hancock, James and Mather. Cllr Selby arrived at 19:21pm.

There were no parishioners present

Clerk: Caroline Carmichael

1.
 - a. **Apologies for absence.** Apologies were received and accepted from Cllr Walker.
 - 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. **Declaration 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 last meeting held on March 13th 2019** were approved and signed by the Chairman.

4. **Matters arising from the last meeting.**

Sign posts on High Street – The Clerk will continue to report on this item, but Kent County Council have confirmed that this is not a priority matter.

Scattering of ashes at Parish Burial Ground – The Clerk confirmed that the sign has been ordered and will be in situ as soon as possible.

Extension to the existing burial ground at the rear of the Methodist Church – This matter is ongoing and the Clerk has the matter in hand with the officers at MBC.

Mowing of open spaces – The invoice for the mower is with MBC for consideration of S106 payment.

Spires Ash – The dredging / filtering of the pond remains an ongoing matter. And the Clerk has now been given a potential lead and will pursue the matter.

Section 106 funds – the Clerk is still awaiting a response from MBC regarding a deed of variation that would permit the spending of funds on various Open Spaces projects. The matter will be escalated by the Clerk.



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Lenham Road. Crest Nicholson have confirmed that they will be submitting an application to MBC to put the footpath on the North side of Lenham Road. The Clerk is to investigate planning conditions and if there has been a breach of conditions the matter will be escalated.

To consider siting for Millennium Beacon – the siting of the Millennium beacon has been previously agreed and the matter is now with the Clerk and Lengthsmen and will be resolved in the autumn.

Christmas Lights, trees – a quotation is awaited for the lights. The Clerk will pursue this matter.

Trees at Methodist Church – The trees at the front of the church are overwhelmed with Ivy, it has been agreed with the Church that the ivy will be cut as directed by the tree warden.

“Off Licence” North Street – work at the unit has begun. No further action by HPC is required at this time.

Headcorn Village Relief Map – the Clerk has established who installed the map and is in discussion to obtain a quotation for the work.

High Street planting for summer 2019 – the Clerk gave an apology to the committee and explained that there was miscommunication with Hazel Brickles and the baskets were not completed. It was noted that it is essential that they are ordered in February of the year. The Clerk will ensure that this is added to a schedule of Open Spaces annual actions/requirements.

Planter at the White Horse Public House – the matter remains with the Clerk and the lengthsmen, and the planter will be finished as soon as possible.

Wooden direction sign post on Kings Road – the Clerk has received a written quotation at £1965. The clerk has emailed Mr. Alan Port for a quotation but has not had a response, it was agreed that Cllr Dungey would contact Mr. Port.

The waste bin on the post still needs to be removed. Clerk to chase MBC who have agreed to move it.

Days Green Play Area – the sign discussed at the last meeting has been ordered and will be in situ shortly.

It was further noted that the RoSPA inspections had been requested.

It was agreed the Clerk should ask RoSPA to undertake the inspections. It was further discussed that a sign should be placed at the play area stating that all children age 3 and under must be closely supervised. This is a result of the incident on the carousel that was reported at Full Council on 8th May 2019.

Open Spaces Terms of Reference – the TOR had been amended as suggested and approved by email. The same had then been adopted at the Full Council meeting on July 10th

Burial Ground fees and policies – the revised fee structure had been circulated by the Clerk and posted to HPC website.

Surface water pump - The purchase of a pump was discussed at the last meeting and no decision reached as advice being sought on the matter. The Clerk noted that there is a village walkabout with the Flood Forum and other agencies in September and the matter would be raised with them at the time of the walk.



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Annual inspection of play and other equipment by Royal Society for the Prevention of Accidents (RoSPA) – the Clerk confirmed that the inspections had been requested.

Days Green

Children Play Area:-

- a. Matting at the seat, train and Sams Car in the far corner of Days Green. The Clerk advised that the matter had been discussed with two suppliers/installers and the costs would seem prohibitive. It was agreed the matter would be resolved with the Lengthsmen in the autumn/winter.
- b. Two wooden benches to be rubbed down. Matter is on the list of tasks for completion by Lengthsmen
- c. The Multi play has been sanded as necessary
- d. Map signage for Hoggs Bridge Green is being ordered by the Clerk
- e. The see saw was squeaking, this has been resolved by Lengthsmen

Toilets:-

- a. The locks on the door of the ladies toilets need rationalising. This matter has been resolved by the Lengthsmen

Tree Cycle Tree Care Oak – the Clerk has asked TreeCycle to take a look at the oak when they are next in the area. They have other work to complete for the PC.

Gooseneck Lane:-

- a. Weeds removed from entrance to Lane
- b. Hedge at the end of Gooseneck Lane/Church Walk will be tied back by the Lengthsmen.
- c. Clerk advised the fence on the Church Walk side of the Burial Ground is unstable. No further action required by HPC.
- d. Additional lamppost at the end of Gooseneck Lane, the Clerk has received correspondence from the resident and it would appear that the residents do not feel there is a need for additional lighting. The matter will not be pursued.

Parsonage Meadow:-

- a. The dip in the grass area at the entrance to the meadow need filling. Lengthsmen to resolve
- b. The tree and growth around Jenny Gibson's tree had been removed by the lengthsmen
- c. Dead tree to be removed. The Clerk is pursuing matter with Tree Cycle Tree Care
- d. Provision of an additional bin at the Meadow was discussed and it was agreed that the Clerk should purchase the bin at £128 inc VAT

Burial Ground:-

- a. Dead tree to be removed. The Clerk is pursuing matter with Tree Cycle Tree Care

Traders Car Park:-

- a. The Clerk continues to investigate the possibility to undertake work at the Carpark using S106 funds.



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5. To receive a Budget Analysis report

The Budget Analysis was reviewed and no further action was required.

6. To consider siting of a memorial oak tree by local resident

This matter was reviewed at the time of the walk and the group agreed that there was a spot for a new Oak Tree on Days Green. The tree should be planted in autumn. The Clerk will take the matter forward with the resident.

7. To discuss Annual Tree Safety Survey and agree actions required

It was agreed that the Clerk would obtain three quotes for annual audit.

8. To review charges for Traders Car Park and agree actions required.

The matter was discussed and it was agreed that the charges should be held at £75.00
The Clerk will ask Starnes for an update on the proposed development of the site.

9. Village Inspection Walk

(a) Issues arising and actions to be taken.

Days Green

- Sam's area needs tidying. Lengthsmen to resolve.
- Burned bench in story telling area, can the wood be turned or replace. Lengthsmen to resolve.
- Stoppers had been removed from the train. Those that could be re sited were.
- Story telling machine, the clerk is pursuing the matter with the manufacturer.
- Footpath light on the Green needs clearing of branches.

Parsonage Meadow

- Seats need sanding and treating. Lengthsmen to resolve.
- Further removal of horse chestnut tree branches from behind Jenny Gibson's memorial tree

Church Lane

- Lines on Church Lane footway need repainting
- Tidy area outside Parsonage Meadow gate
- Trim area bordering Methodist Church

Church Walk

- Area adjacent to the cloth hall needs tidying. Clerk to contact landowner.



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Burial Ground

- Gate to be added when new extension is fenced
- Top bar of entrance gate needs replacing. Clerk to resolve.
- It was noted that some of the burial plots do not comply with HPC regulations. The Clerk will take the matter forward where appropriate.

Traders Car Park

- Clerk to check situation re permits with Starnes
- Lamppost vandalized. The matter has already been reported by the Clerk.
- Another area of fencing has been knocked down Lengthsmen to tidy
- Perimeter fence own in places. Clerk to contact Starnes.

Spires Ash

- It was agreed that a sign should be erected at Spires Ash stating that the area had been given Village green status. Clerk to resolve.

Foremans Walk

- Defibrillator cover has been vandalsied. Clerk has ordered new case and it will be replaced shortly.
- The lettering on the Foremans Memorial plaque is indistinct. Clerk to advise the landowner.

Kings Road

- Hedge near cut through to Forge Meadows needs tidying. Clerk to resolve with landowner
- Dog Fouling sign to be replaced
- Forge Meadows road sign is severely obscured by the hedge. Clerk to report to Highways.

PROW Lenham Road to Grigg Lane

- The area is still littered with breeze blocks and rubble.
- Metal fencing near bridge needs removing
- There are uncovered pipes that either needs removing or buried
- Reinstate path around pond
- It was suggested that CCTV signs should be erected in an attempt to stop dog fouling.

These matters all form part of ongoing correspondence between the Clerk and Regus Management/Crest Nicholson. The Clerk is to approach Lent Wildlife and ACRE to see if they can comment/help with the issues HPC are seeing.

- The MBC bin at Grigg Lane end of path is missing. Clerk to chase for replacement.



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Knaves Acre

- Empty property is causing a nuisance to neighbours. The Clerk has reported the same and will do so once again. She will also try to locate and speak to home owner.

(b) Date of next Walk.

September 15th

10. To receive correspondence and action as necessary.

The Clerk reported on the email correspondence received from Headcorn Pre School use of Parsonage Meadow on July 11th. The use had been agreed by committee by email as the request was only submitted on June 24th.

11. Matters for information, urgent matters at the discretion of the Chairman for noting only or any items for discussion at future meetings.

CLlr Hancock suggested that when we undertake the walk perhaps we could consider litter picking as we walk around.

There being no other matters for discussion the meeting closed at 20:43 hrs.

Signed..... Date.....