



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 remotely on Wednesday 16th November 2020 at 7pm.

Those present: Cllrs James, Dungey, Selby, and Thomas.

Clerk: Stefan Christodoulou and Caroline Carmichael

Assistant Clerk: Susie Barkess

It is noted that the Clerk had publicised the meeting and invited attendees to contact the Clerk if they wished to be admitted to the online meeting. There were no requests to join the meeting.

The Chair expressed her sadness at the death of Cllr Simon Evenden.

1.

- a. Apologies for absence: None were received. Cllr Walker and Cllr Mather 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. 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 September 16th, 2020** - These were approved and will be signed by the Chairman and returned to the Clerk for filing.

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

Signposts on High Street.

This matter will be discussed in agenda Item 8.

Extension to the existing burial ground at the rear of the Methodist Church.

Tree work at the site has been completed, other work remains outstanding: -

- Planting of Hedge
- Extension to existing concrete path
- Re siting of compost bin
- Levelling of the ground and grass seeding

The Clerks office is pursuing all matters.

Cm James 3/3/21



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Spires Ash.

It was noted that the tree work has been completed. Other matters will be discussed at Agenda Item 10.

Section 106 funds.

The Clerk continues to pursue this matter and a new schedule of remaining S106 funds has been obtained from MBC and circulated to Council.

Lenham Road.

The Clerk spoke to the Developer in October and established that they are yet to complete the Earthworks Design for submission to KCC. The Developer agreed that this would be completed by November 2020. The Clerk's Office will continue to press for an early resolution to this matter.

Wooden direction signpost on Kings Road.

The Clerk has agreed with MCM Betterbuild that they will complete the renovation of the signpost. Mr. Bunce has given us a revised date for the work to start in spring 2021.

Kings Road.

This matter will be discussed as part of the discussions on anti-dog fouling and litter campaigns.

Hanging Baskets.

On agenda, Item 8.

Headcorn WI Tree Planting.

The Clerk had previously advised that the types of tree had been selected and the planting spots identified, the WI are finalizing the plans for completion of this project with MBC.

Lenham Road/Grigg Lane Public Right of Way.

Waste bin at Grigg Lane end of PROW still requires replacement. Clerk to chase up MBC.

Memorial Tree for Dr Hardwick.

A site had previously been identified for the tree on Days Green. The Clerk's office is in possession of the commemorative plaque but the tree has not yet been received. The Clerk will follow up.

Bulb planting on Days Green and agree actions required.

The bulbs have been planted by the Clerk and some volunteers. We are in the process of chasing reimbursement from the Developer.

Days Green.

The protection of this open space will be debated once all quotations have been received. The Byelaws will be discussed in item 7.

Anti-Litter and anti-Dog fouling poster campaign.

Committee discussed a poster campaign targeting litter and fly tipping and it was agreed some posters would be placed strategically around the village. This is still under consideration about the exact form this should take. We are also having formal MBC signs put in place at the Hoggs Bridge and Days Green play areas because of the change in PSPO legislation MBC. Signs to go up in Kings road also. We are awaiting further information from MBC about their signs to tie it in with the roll out of our own.

Mr James
3/3/21



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Dog waste bin at the entrance of Parsonage Meadow. This will be moved by MBC to a spot more conducive to its use and less offensive to the nose. Clerk's Office to chase.

Lych Gate.

The Lych Gate needs some minor remedial work as it is both showing signs of wear that are commensurate with its age and some that are not. The minor works due to the age of the building are general cleaning and pieces that need replacing. Of slightly more concern is a slight movement in the frame of the building that is twisting the spine of the roof. The Clerk's Office will be meeting with the surveyor next week.

RoSPA reports for Hoggs Bridge and Days Green.

Hoggs Bridge report: -

Most of the remaining remedial suggestions for Hoggs bridge will be carried out in the spring. One piece of equipment needs signage on how to use it which will be provided, and one piece needs a new foot plate that needs to be situated in the same position as the old footplate.

Days Green: -

The remedial works for the Days Green play area are all completed except for the seesaw that needs a new hinge that the Lengthsmen are working on.

5. To receive a Budget Analysis report.

The budget was reviewed. No queries were raised. The chair explained that the committee will need to consider future budget items and the following items were highlighted: -

Fencing around Days Green

New Christmas Lights for the Village, which would be discussed in the new financial year.

6. To receive correspondence and action as necessary.

Treecycle Tree Care have offered to donate 2 new trees to the Village to compensate for several trees that have been lost due to disease and falling in high winds. The Committee agreed that it would be appropriate to replace the lost trees on Hoggs Bridge Green with 2 Copper Beech trees.

7. To consider revision to the current Open Spaces Bye Laws for Parish Council land and agree next steps required.

The Clerk having finished writing out the revised Byelaws will print out copies for the Open Spaces Committee. The Clerk will also ask MBC for their opinion on the new proposed byelaws and about their implementation.

CPM James.
3/3/21



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8. To consider Hanging Baskets or alternatives as floral decorations for the High Street for Summer 2021 and agree actions required.

The recent very dry summer weather has necessitated consideration to replacing the existing pole mounted baskets with baskets that have a built-in water reservoir. In addition, the Clerk's office investigated the cost to provide ground level planters.

Prices for the baskets and planters were researched and discussed by the committee. It was agreed that the committee wished to continue to have pole baskets and the Clerk's office would establish the size of the existing basket that have reservoirs and then circulate the confirmed detail and pricing to the committee and it could be approved by email.

The issue of the "bent" poles was discussed and it was agreed the Clerk's office would find a company that would be able to remove and straighten or replace the said poles. The work for this would have to be delayed until January as it will involve the taking down of the Christmas string lights that are threaded through the poles. PDW will be advised that this is required, and they can do that at the time of switch off. HPC will store the lights in the store.

9. Review Open Spaces risk assessment and agree any actions required.

The risk assessments were reviewed and adopted, no alterations were required.

10. Consider Ecology Report for Spires Ash Pond and agree actions required.

The committee expressed thanks to Brian Banks the ecologist who had offered his expertise free of charge. It was accepted that this pond might be beneficial to the Common Toad amongst other animals, which would mean leaving the fish in the pond and would benefit from some ecological enhancements. It was suggested that the banks be planted with several native semi aquatic plant species that we could source either from him or other locals who had access to the relevant plant stocks in/by their private ponds. The Clerk will take this forward by collecting the relevant plants. It was also noted that the grass areas across from the pond could be left to "grow wild" to further enhance the ecology of the area.

11. To consider if provision for disabled people to reach graves be made and what form should it take.

After much consideration of the issues it was decided that it would be impractical to provide paths between the graves. Alternatives were discussed by the committee but nothing suitable could be found.

12. To consider the area adjacent to the children's story telling area and agree what is required.

The area adjacent to the children's story telling area had become overgrown and often trapped rubbish that could be a danger to children. The area has been cleared and it was decided that the area should be allowed to grass over and planted with indigenous bulbs and plants.

C James 3/3/21



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13. To consider quotation for removal of diseased oak tree and reduction of sycamore tree on Days Green and agree actions required.

The quotation was received from Treecycle Tree Care was discussed and accepted. Work should be carried out in the next few weeks.

14. To consider the re-siting of the compost bin at the burial ground, agree costings and action required.

The current compost bin situated at the end of the burial ground path for the composting of flowers etc. left at graves after they have become "tired" will need to be moved when the new pathway is created. It is proposed that the bin be moved to the corner of the new section of burial ground that has been cleared in Long Meadow. Beside the rail line and the fence by the public path. This will be built by the lengthsman after the new path has been installed. It will be larger than the compost site being replaced, constructed of wood, and maintained by the lengthsman. This will allow them to dispose of fallen leaves and grass cuttings as well.

15. Village Inspection.

(a) Issues Arising and any actions to be taken.

- Poles in the High Street to be straightened after January.
- Report the still uncovered watermain in Dawks Meadow again.

(b) Date of next Walk.

The date of the next walk is January 17th, 2020 (10am)

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

The issue of the lengthsman undertaking chain saw training was raised by the Clerk and the matter was discussed at some length and it was agreed that having a qualified lengthsman could be beneficial for inclusion in the village emergency plan. The matter of the purchase of a chainsaw, associated PPE and training to be added to the January agenda.

There being no other matters for discussion the meeting closed at 9.15Pm.

Signed.....*Cm James*..... Date.....*3rd March 2021*.....

