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2021.7.19



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 in the Green Room at the Village Hall on Monday 19th July 2021 at 7:00pm

Those present: Cllrs Glanfield, Mather and Thomas.

Clerk: Stefan Christodoulou and Caroline Carmichael
Assistant Clerk: Not in attendance

There were no parishioners present.

1.
 - a. **Apologies for absence:** Were received and accepted from Cllr Hamond.
 - 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:** 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 May 17th, 2021** - These were approved and signed by the Chairman.
4. **Matters arising from the last meeting.**

Signposts on High Street – Two poles outside Cut Above and Family Funeral Services are waiting to be replaced, along with a new string of Christmas lights.

Extension to the existing burial ground at the rear of the Methodist Church – Work still to be completed: -

 - Planting of Hedge – this will be completed in Autumn
 - Levelling the ground and grass seeding – work will be undertaken when the contractor has finished the current harvest season

Spires Ash – The planting of the common spotted orchid remains outstanding. This will be completed when this plant is available. Would recommend we put this off till a better source of plants can be found as all the previous batch died.

Section 106 funds - The Clerk continues to pursue this matter and it is being reviewed at Full Council. Where required the matter will be raised with the Open Spaces committee.

Lenham Road Foot Path – This matter is now with Full Council. The work should start in early August.

Wooden direction signpost on Kings Road - The Clerk's Office has received a note from MCM that he hopes to complete the work mid-August.



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Lych Gate repairs – The work is scheduled to start in early August.

RoSPA reports for Hoggs Bridge Green – Remaining repairs/checks are: -

- Basket swing chains inspection and maintenance.
- Slide replacement.
- Instructions required for exercise wheel equipment.

Methodist Church, High Street, Headcorn - This matter is now being discussed at Full Council. Updates will be given at Open Spaces as necessary. The nomination to register the Church as a community asset was declined by officers. After lobbying MBC, the local community group has been advised to apply once again. There is a view that the officer did not consider all the information and the original decision was unsound.

Chainsaw training course for Head Lengthsman. – The attendance of a course has been put back to September/October.

Stock of old flower baskets - We are still looking for a way to dispose of these.

Play equipment at Hoggs Green.

It was agreed to replace the more urgent piece's highlighted in the RoSPA report. This included the Basket Swing maintenance and replacing the Slide on the grass mound. These items are awaiting a start date.

RoSPA Report for 2021 - The annual RoSPA inspection of our play/outdoor recreation equipment has been booked for July, with a report to follow. This will be added to the agenda when it is received.

5. To receive a Budget Analysis report.

The budget was reviewed. No further action is required.

6. To receive correspondence and action as necessary.

Willow on Days Green - email from a Parishioner who lives adjacent to Days Green who would like the willow tree near her boundary completely removed. It was noted that it had been significantly cut back last season at this Parishioners behest. It was agreed that the Clerks Office would seek the input from our arboriculturist.

7. Report from Head Lengthsman.

The head lengthsman gave a short review of the work he carries out for the Council. This was followed by a question-and-answer session. Some of the topics touched upon were how much rubbish was collected in and around the Village, how many roads we are responsible for and the cleaning schedule for them, fly tipping, construction and maintenance jobs undertaken for the Council, the state of machinery we own that the Lengthsmen use on a day-to-day basis and how the Lengthsmen's Team were doing in general.

It was suggested that we investigate new machinery for the Lengthsmen and to ask MBC about road cleaning on a more regular basis as well as if they would be willing to reinvest in their bulk waste truck that used to come to Headcorn.



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8. To assess & discuss the quotations for work required on Days Green, to alleviate flooding issues.

The committee briefly discussed the two options for the work to alleviate the flooding issues on Days Green. The majority were in favour of the option that would install a land drain and connect to the pipes laid in 2019, there however was a concern that trench, and pipes may need to be longer. It was agreed that the Clerk would arrange a site visit that the Cllrs and Clerks could attend.

9. To consider revised Bye Laws for Headcorn Parish Council and agree next steps.

The Committee received an update on the Bye Laws and how they work from the Clerks. They will now need time to read through the specifics. This matter will be put on the September Agenda.

Cllr Glanfield left the meeting at 8.07 and returned at 8.10.

10. To consider purchase of new Parish Council Noticeboard and to consider siting of the Notice Board.

The Committee discussed the various designs and materials and decided that probably going forward with the reduced upkeep of a metal sign board would be best. It was also decided that a three-window board would be best to give us more options with what we could place in it. After several sites were suggested, it was decided that opposite Costa on the High Street outside 24 High Street might be best if the owner consents. Cllr Thomas agreed to speak to the resident.

11. To review Annual Tree Survey and quotations for any remedial work.

The annual tree survey, and the quotations for the remedial work were discussed and it was decided to award the contract to TreeCycle Tree Care Limited as they represented the best value for money and on-site knowledge.

12. Village Inspection Walk Report.

a. Issues Arising and any actions to be taken.

Spires Ash could use two small cigarette bins to stop excess litter near the two benches there. All the Open Spaces would benefit from small schematic maps detailing what is there and how to get to each of the other Open Spaces in the Village this could be further enhanced by wildlife information and things to do at each place.

b. Date of next walk.

The date of the next walk will be 14th September. The date of the next meeting is Monday the 20th September.



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13. Matters for information, urgent matters at the discretion of the Chairman for noting only or any items for further discussion at the next meeting.

For future consideration: -

- Benches at the back of Hoggs Green,
- Signs on the gate beside Hoggs Green
- Hedge cutting at the allotments could be completed on the same day as the hedge on Parsonage Meadow is done
- Cllr Mather would like to review any historic papers HPC have for the project that considered options for substantially reducing the periodic flooding at Hoggs Bridge as part of a larger scheme for HPC to install more modern sport equipment/arena.
- Cllr Mather also mentioned being able to send detail by WhatsApp between Councillors, which would partly-justify the purchase of a new Parish Mobile and Clerk will investigate. The group were reminded that WhatsApp could only be used for things such meeting reminders and no Council decisions could be made this way.

There being no other matters for discussion the meeting closed at 21.15pm.

Signed.......... Date 21-9-21.....