



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 Meeting of Headcorn Parish Council held on Wednesday 8th September 2021 at 7:00pm in Long Meadow, Village Hall, Headcorn.

Those in attendance: Cllrs Davies, Glanfield, Hammond, Mather, Pyman, Thomas, Thorogood and Williams

Clerks: Caroline Carmichael, Stefan Christodoulou

Assistant Clerk: Susie Barkess

Borough Councillor Ziggy Trzebinski, Jamie Freeman and four members of the public were present.

1. **(a) Apologies for absence:** Were received and accepted from Cllrs Bates and Hammond
- (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:** Cllr Davies reminded the Council that he has an interest in the property on the High Street known as Tap 17
- (e) Requests for dispensation:** There were none recorded
- (f) Declarations of lobbying:** There were none recorded

2. Public session (minute book closed)

3. Guest Speaker – Mr. Jamie Freeman

Mr. Freeman gave the Councillors a brief history of the aerodrome and its activities. The Council asked several questions pertaining to the management of the airfield and the relevance and effectiveness served by the Headcorn Aerodrome Consultative Committee (HACC). It was agreed that communication between the parties was the key to resolving a number of the current issues being voiced by the community and Mr. Freeman is taking steps to ensure that all those using the aerodrome abide by the noise abatement zones.

4. Community Warden Report.

- Met with PCSO Boyd for update on local issues.
- Carried out 5 welfare visits to the vulnerable/elderly and 2 home library visits
- Attended 2 Public Protection surgeries in Headcorn.
- Discussed and attempted location of homeless individuals in Headcorn. I remain in contact with my agency partners and Rev Fiona Haskett
- Discussed issues with residents over potential ASB in new build area/Hardwicks/Grigg Lane.
- Spoke with resident over land issues in Kings Rd.
- Met with Lengthsman.



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- Held initial talks with Supervisor over adding another warden to assist me in Headcorn
- Information regarding police issues in the village**
Receipt of the report was acknowledged by the Council and included the following matters.
- 1 RTC – Oak Lane.
 - Report of horse box causing a hazard on A274.
 - Report of nuisance youths in Sainsburys – Local officer provided re-assurance; No CCTV available from store
 - Local officer has conducted high visibility patrols In Headcorn and surrounding area giving re-assurance to local people, victims, witnesses and collected CCTV from shops as requested by officers.
 - The Community Policing Team regularly patrol the Rural areas, including Headcorn.

The Police.UK crime classification report for the Ward of Headcorn.

This gave the number of crimes for July 2021 as 58

For further information please visit [www.police.uk/pu/your-area/kent-police/maidstone --- headcorn/](http://www.police.uk/pu/your-area/kent-police/maidstone---headcorn/)

5. **To resolve that the minutes of the Council Meeting held on Wednesday 11th August 2021 be taken as read, confirmed as a correct record, and signed by the Chairman.**

These were approved and duly signed by the Chair.

6. **Matters arising from previous meeting: -**

Lenham Road Lack of Footpath from the Crest Nicholson Site – The developer will be required to book road space to complete the works. All parties continue to press the developer for resolution

Off Road Parking at Kings Road – Appropriately sized display pole will be placed by Prime One, Clerk will follow up for a completion date.

Roberts Land – The Clerk is reviewing the way forward for this item and the matter will be discussed on the agenda for October.

Headcorn Highway Improvement Plan The Highway Improvement Plan and the various schemes we have been looking at were discussed at length by the Full Council last evening and the following decisions were reached: -

Moat Road – Double Yellow Lines

The Council will not take this matter forward at this stage and we will be contacting the team that manage the traffic light sequencing at the White Horse Crossroads to see if an improvement in flow can be obtained by an adjustment to the sequencing

20 MPH Zone – High Street, North Street, Kings Road & Forge Lane

The Council discussed and noted your comments and have ruled out the more expensive scheme that would include physical traffic calming measures (circa £20,000). They are still considering the lesser scheme of lining and signing (circa £3-4,000)



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As discussions developed other ideas were muted: -

Extending the 20 MPH zone to the entire village

Siting SID's at the strategic entrance points to the village

Siting the white village gateways at the entrance to the village on the A274 entering Headcorn from Maidstone

Oak Lane – Speed issues

It was clear to all concerned that the issue on Oak Lane is not one of speed and the idea of an SID is a good one, but given the comments above it may not be appropriate as we clearly don't want to overpopulate the village with SID's

It was agreed the Clerks would arrange a meeting with the officer at Kent County Council and revert to council

Planning and Enforcement Issues – Meeting with William Cornall, representatives of MBC, Borough Councillors Round & Trzebinski, Ulcombe & Boughton Malherbe took place and although it was clear that nothing could be done in the immediate future to change the situation in the Ward there were ideas that may help to address the issues in the future. It was confirmed that a workshop with Parishes would be held to discuss potential ways of meeting G&T need and other G&T issues such as landscape impact/conditions/other legislation.

Redhill Stables – The deadline for offers for the land is September 30th, 2021. The Clerk will provide an update after that time.

Headcorn Methodist Church – The Heart of Headcorn Community group continue with their campaign to secure this venue for the community. MBC have advised that the deadline for the request for Community Asset Listing is September 20th. At this time, we are also advised that the Church and land will be going to auction on September 22nd

“Welcome Back” grant – With the approval of the grant the flowers to be changed in October.

Repairs to the Lych gate – the contractor will start on the 10th September.

Headcorn Emergency Plan – A desk exercise will be undertaken in the coming months.

External Speedwatch provided by Kent Police – It has been confirmed by the officer at Kent Police that all future sessions will be arranged as requested by the Parish Council. Dates will be confirmed by the Clerk as soon as we hear.

Tap 17 – No further action will be taken by the Clerk's office and this item will now be retired from the minutes.

Disabled Access to Village Centre – We are still awaiting comments from the officer at KCC. The Clerk has chased but the Officer, is on annual leave until early September and the matter will be pursued upon the officers return to the office.

Speedwatch – the Chair continued to encourage Cllrs to attend a Speedwatch session. The Clerk will obtain some new dates and send to all Cllrs with a view to specific councillors attending at least one session in a month.



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Headcorn Aerodrome – the Clerk’s office continues to receive complaints about the activities at the Aerodrome. The Clerk arranged a meeting of the aerodrome representatives and the residents, and we are now awaiting further detail that will be reviewed by all parties.

Reassignment of PCSOs – The Council have subsequently received an email inviting further comments on the subject and confirming that the proposed changes have been put on hold pending further review.

7. Finance .

a) To review and agree the following: -

i. **Schedule of online Payments for September 2021.**

Schedule of online payments (Appendix A) was reviewed, approved, and signed by the Chair.

ii. **Income for Month ending August 2021.**

There was no income for the month.

iii. **Bank Reconciliation for Month ending August 2021.**

The bank reconciliation was reviewed, agreed, and signed by the Chair.

iv. **Budget Analysis for the year 2020/21.**

The budget (Appendix B) was reviewed, it was noted that the spend vs budget was at 59.67% for the six-month period but noted that we were shortly to receive additional funding from S106 payments, VAT returns, Traders Car Park income and receipt of Parish Services scheme October instalment that would bring the budgets back into line. The budget was agreed and signed by the Chair.

b) **To acknowledge receipt of the completed Annual Governance and Accountability Return from PKF Littlejohn and agree any actions required.**

The completed AGAR had been circulated to all Cllrs and the Clerk was pleased to report a clean bill of health. There is no further action required.

c) **To review membership of the Kent County Playing Fields Association**

This was discussed and the Council agreed to renew our membership this year as and has potential to be useful if we need help in this area.

8. Correspondence: -

Community Protection Team Surgeries – Steve Noble wrote to confirm the actions to be taken after the recent surgery in Costa. This included investigating a house in Knaves Acre and potential enforcement. The number of cigarette ends outside certain buildings in the high street and potential enforcement. Inappropriate use of double yellow lines and disabled parking by certain cars and the potential enforcement with these cases.

Land on Kings Road – A parishioner wrote to us to express their concern about the piece of land on Kings Road that is being cleared, however it is covered in lumps of concrete and rusting iron that could be used for anti-social behaviour and as a dumping ground for fly tipping. The



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Clerks have written to the owner of the land seeking an immediate tidying and securing of the site. The matter has also been flagged to the Community Protection Team as the initial response from the owner has not been very helpful.

The response from the owner was rather non-committal and the Clerks have therefore asked the Community Protection Team to assist.

Abandoned Car on Church Lane – an official notice had been placed on the vehicle and the same would be removed after 16th September

9. To discuss the way forward for Headcorn Neighbourhood Plan (HNP) and agree the next steps

The Clerk gave a presentation that covered: -

- The history of the existing draft HNP
- The recent survey undertaken in the community to understand if support for the plan still exists
- Results of survey and confirmation that the draft remains supported
- How we move the draft plan forward
- Benefits of having a NP in place

The Council debated the merits of continuing towards the completion of the plan and agreed that this was an absolute. The matter will now be taken forward by the Clerk and the HNP team. The revised draft would then be brought back to Council and the HNP team would meet with MBC to take the plan to the next phase.

10. To receive the minutes of the following committees for information and to raise any queries arising from them: -

Planning Committee – 23rd August 2021

There were no amendments or comments.

Staffing – 23rd August 2021

There were no amendments or comments.

11. To receive inspection report for Days Green and Hoggs Bridge Green.

The Days Green inspection report was received, no action is required.

The Hoggs Bridge Green inspection report was received, no action is required.

12. To receive reports from any External Meetings attended by Councillors and agree any action required.

Headcorn Aerodrome - The Clerk, Cllrs Thomas and Thorogood attended a meeting at the aerodrome with a small number of residents. The detail is covered earlier in the minutes.



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13. Any other business

No matter of other business were raised.

There being no other matters for discussion the meeting closed at 21.59 hrs.

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

DRAFT