



## 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 8<sup>th</sup> September 2021 at 7:00pm in Long Meadow, Village Hall, Headcorn.

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

Clerk: Stefan Christodoulou and Caroline Carmichael  
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) **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:** Cllr Davies reminded the Council that he has an interest in the property known as Tap 17, 17 High Street Headcorn
- e) **Requests for Dispensations:** 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 an 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



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- Spoke with resident over land issues in Kings Road
- Met with Lengthsmen
- Held initial talks with Supervisor over adding another warden to assist me in Headcorn

### Information regarding police issues in the village

- 1 RTC Oak Lane
- Report of a horse box causing a hazard on A274
- Report of nuisance youths in Sainsburys, officer provided reassurance. No CCTV available from store
- Officer has conducted high visibility patrols in Headcorn and surrounding area giving reassurance 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

Further information [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 11<sup>th</sup> August 2021 be taken as read, confirmed as a correct record, and signed by the Chairman. The minutes were agreed and signed by the Chairman.

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 a resolution.

**Off Road Parking, Kings Road** – Sign will be sited after installation of pole by Prime One Maintenance. Clerk will follow up.

**Roberts Land** – The Clerk is reviewing the way forward for this matter and it will be discussed at the October FC meeting.

**Headcorn Highways Improvement Plan (HIP)** – The HIP and the various schemes that are being reviewed 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.

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

The Council discussed and noted the comments of the KCC officer and have ruled out the more expensive scheme that would include physical traffic calming measures (circa



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£20,000). They are still considering the lesser scheme of signing and lining (circa £3-4,000)

As discussion 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 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 do not want to overpopulate the village with SIDs

It was agreed that the Clerks would arrange a meeting with the officer at Kent County Council and revert to the 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 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 30<sup>th</sup>, 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 20<sup>th</sup>. At this time, we are also advised that the Church and land will be going to auction on September 22<sup>nd</sup>.

**"Welcome Back" Grant** – with the approval of the grant the winter flower baskets will be prepared in October.

**Repairs to the Lych Gate** – the contractor will start on September 10<sup>th</sup>.

**Headcorn Emergency Plan** - The Clerks are to meet with Tim Thomas to discuss a desk exercise.

**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. Future dates will be confirmed by the Clerk as soon as we hear.

**Tap 17** – No further action will be taken by the Clerks office and this matter will be retired from the minutes.

**Disabled Access to the Village** – We are still awaiting comments from the officer at Kent Highways. The Clerk will pursue the matter with the officer when said officer returns from annual leave.

**Speedwatch** – the Chair continued to encourage Cllrs to attend a Speedwatch session. The Clerk will obtain some new dates.



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**Headcorn Aerodrome** – The Clerks office continues to receive complaints about the activities at the Aerodrome. The Clerk arranged a meeting of the aerodrome representative and the residents. We are now awaiting detail that it was agreed could 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 (Schedule A) was reviewed, approved, and signed by the Chair.

##### ii. **Income for Month ended August 31<sup>st</sup>, 2021**

There was no income for the month.

##### iii. **Bank Reconciliation for Month ended August 31<sup>st</sup>, 2021**

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

##### iv. **To review Budget Analysis and agree any actions required.**

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. The result will be published in accordance with regulatory requirements.

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

This was discussed and the Council agreed to renew the membership this year as this affiliation has the potential to be helpful in this area. As with many other associations a large membership at a small cost will serve many councils/organisations.

### 8. Correspondence: -

**Community Protection Team Surgeries** - Steve Noble wrote to confirm the actions to be taken after the recent surgery. This included investigating a house in Knaves Acre and potential enforcement against the owners to rectify the current issues. The number of cigarette ends outside certain premises in the High Street and potential enforcement and lastly the inappropriate use of double yellow lines and disabled parking bays by certain individuals.



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**Land on Kings Road** - A parishioner wrote to us to express their concerns 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 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 was not very helpful.

**Abandoned Car on Church Lane** – an official notice has been placed on the vehicle and the same will be removed after 16<sup>th</sup> 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
- The 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 be brought back to Council and the HNP team would meet 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 – August 23<sup>rd</sup>, 2021**

There were no amendments or comments.

**Staffing Committee – August 23<sup>rd</sup>, 2021**

There were no amendments or comments.

**11. To receive inspection reports for Days Green and Hoggs Bridge Green**

The Days Green inspection 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

There were no items of any other business raised.

There being no other matters for discussion the meeting closed at 21:59 hrs.

Signed JH Thomas

Date 13.10.21