



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

Those in attendance: Cllrs Bates, Davies, Glanfield, Mather, Pyman and Thomas.

Clerk: Stefan Christodoulou and Caroline Carmichael.  
Assistant Clerk: Susie Barkess.

Two members of the public were present.

1.
  - a) **Apologies for absence:** Were received and accepted from Cllrs Hammond, Thorogood and Williams.
  - 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. Community Warden Report

- Made 2 home library visits and 3 welfare visits
- Contacted RSPCA about a potentially mistreated animal
- Helped with home/technical advice about a phone with a resident
- Attended 2 public protection surgeries
- Reassurance visit to a resident who may have been scammed
- Delivered medication to a resident
- Patrolled with secondary Warden to provide a visible presence.

#### Information regarding police issues in the village

- RTCs – Station Rd, Kings Rd – only 1 vehicle involved, vehicle lost control.
- Report of vehicle parked on Oak Lane - lots of people being noisy. No patrols free.
- Report of area being gridlocked due to people panic buying fuel.
- Report of cow loose on Plumtree Rd – patrol attended but no sign of animal.
- Report of alarm activation at Factory Shop – staff confirmed alarm set off in error.
- The Community Policing Team regularly patrol the Rural areas, including Headcorn.



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- 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 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/)

4. **To resolve that the minutes of the Council meeting held on Wednesday 8<sup>th</sup> September 2021 be taken as read, confirmed as a correct record, and signed by the Chairman.** The minutes were agreed and signed by the Chairman.

5. **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. We have been assured that work will be starting on the 8<sup>th</sup> November.

**Off Road Parking, Kings Road** – Sign will be sited after installation of pole by Prime One Maintenance. Due to the fuel crisis holding this up we are waiting for Paul to be able to come and finish.

**Roberts Land** – The Clerk is reviewing the way forward for this matter and it will be discussed as an Agenda item.

**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 Double Yellow Lines will not be going ahead. However the Council 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 and associated traffic calming measures – High Street, North Street, Kings Road & Forge Lane**

After discussion with the KCC officer and noting their comments: -

- The more expensive scheme that would include physical traffic calming measures (circa £20,000). This was felt to not offer the best use of funds.
- They are still considering the lesser scheme of signing and lining (circa £3-4,000). Whilst this does represent a better use of funds it then raises a problem with the lack of enforcement. However as Police enforcement can only be carried out on 30mph+ Zones this means that in a 20mph zone no enforcement would be available.
- Extending the 20 MPH zone to the entire village. This is untenable for KCC.
- Siting SID's at the strategic entrance points to the village. We are in contact with KCC about these measures.





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- Siting white village gateways at the entrance to the village on the A274 entering Headcorn from Maidstone. These have a psychological component which might make them as useful as other options. These are also being investigated.
- **Oak Lane – Speed Issues**  
The issue on Oak Lane is not necessarily one of speed but may have more to do with the narrowness of the road and lack of consideration by some drivers. Thus the Idea of a semi mobile SID could represent the best option for this area so as to rule out speeding and heighten drivers awareness of the circumstances on this road.

As discussed with Jennie Watson of KCC Highways we are able to introduce any and all these possibilities if we are willing to pay for them.

**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. The workshops for the Parishes to attend, to further discuss these issues, will be organised soon

**Redhill Stables** – The deadline for offers for the land is September 30<sup>th</sup>, 2021. We are waiting for the MBC Officer working this case to return from holiday.

**Headcorn Methodist Church** – The Methodist hall won community asset status. Even though funds are being finalised for the purchase of same the Heart of Headcorn Community Group continue with their campaign to secure funding for the venue for the community. This item will be removed and bought back when new information arises.

**“Welcome Back” Grant** – with the approval of the grant the winter flower baskets will be prepared in October. The baskets will be taken down and emptied when the work force and transport for the baskets can be bought together.

**Repairs to the Lych Gate** – Repairs completed. Preservative mixture needs purchasing, making and applying. This will be carried out next summer when the conditions will be optimal. This item will be removed until next summer.

**Headcorn Emergency Plan** - The Clerks met with Tim Thomas to discuss this. The plan now finalised needs to be put before KCC for their approval.

**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. Recent speed enforcement carried out on 29<sup>th</sup> September (8 Traffic Offence Reports.) and 4<sup>th</sup> October (5 Traffic Offence Reports.)

**Disabled Access to the Village** – Having been updated on this by KCC we will need to ask MBC if it is possible to use CIL monies to pursue this project.

**Speedwatch** – the Chair continued to encourage Cllrs to attend a Speedwatch session. New dates are: -

Tuesday 12th October @10 am Station Road South.

Tuesday 19th October @10 am Station Road North.



## HEADCORN PARISH COUNCIL

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Tuesday 26th October @10 am Bowls Club

We have also had two new volunteers join.

**Headcorn Aerodrome** – The Clerk’s office continues to receive complaints about the activities at the Aerodrome. The Clerk arranged a meeting of the aerodrome representative and the residents. A further meeting has been agreed with all parties.

**Reassignment of PCSOs** – The Police have since decided that the current PCSO roles should stay as they are with only a couple of members changing areas. They may have slightly increased responsibilities with in their current areas with regard to shifts and holidays etc. to provide more cover. This Item can now be removed.

**Community Protection Team Surgeries** - Steve Noble wrote to confirm the actions to be taken after the recent surgery. The over grown garden is being taken care of by the owner. The case of the excessive cigarette butts at the mews is still being investigated as they are still appearing there.

**Land on Kings Road** – The owner of the land has been warned to tidy up the land and to secure it to prevent ASB and access to the site. If this is not done further action will be taken.

**To discuss the way forward for Headcorn Neighbourhood Plan (HNP) and agree the next steps.** The matter will now be taken forward by the Clerk and the HNP team. The revised draft will be brought back to Council once the HNP team have met with MBC to take the plan to the next phase.

### 6. Finance

(a) **To review and agree the following: -**

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

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

ii. **Income for Month ended 30<sup>th</sup> September, 2021**

There was an income for the month of £4602.00

iii. **Bank Reconciliation for Month ended 30<sup>th</sup> September, 2021**

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

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

The budget was reviewed, approved, and signed by the Chair.

(b) **To review current Financial Risk Assessment, agree any changes required and seek adoption by Council.**

There had been two minor changes to the document. One was a change to budget reporting from half yearly to monthly, the other was to include the Assistant Clerk to oversee payment requests rather than a Councillor. The document was agreed by Council and adopted.



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### 7. Correspondence: -

#### **Letter of gratitude from Buckingham palace.**

The Council received a letter of gratitude from the Queens secretary for sending a letter of condolence to the Royal Family upon the death of HRH Prince Philip.

#### **Police and crime survey.**

The Council received a request to complete a survey for the Kent Police about experiences of Crime and expectation of actions taken.

#### **Invitation to attend the Village Hall AGM.**

An invitation was received for the Chair and Vice Chair to attend the Village Hall AGM, this was accepted by the Chair.

#### **MBC gambling policy consultation.**

This was a presentation of MBC's draft Statement of Licensing Policy in accordance with section 349 of the Gambling Act 2005. Any comments were invited to be submitted by 25<sup>th</sup> October 2021.

#### **Flood strategy group meeting.**

This was attended by Tim thomas who will provide us with the slides shown during the meeting.

#### **Deposit documents for road traffic orders.**

This was received in regard to a TRO to change the times for a Single Yellow Line in Kings Road to enable a change in position of a crossing guard for the School.

#### **Reconnect grant for Village community groups and organisations.**

We received this on behalf of various community groups within the Village who may find the grants of interest in the promotion, or restarting, of their clubs and groups. This was forwarded to relevant parties.

#### **KALC minutes.**

KALC have sent us the minutes from their latest meeting. Unfortunately our representative could not attend for personal reasons therefore this is gratefully received.

#### **Speed watch dates.**

The Council received an update from the Speed Watch Co-Ordinator detailing this month's places, times and dates for Speed Watch Volunteers. The Chair again reminded the Councillors that it would be useful to have their participation so that they are aware of how it runs.



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**8. To receive an update on S106 monies and how this might pertain to the acquisition of Roberts Land.**

The Out going Clerk gave a concise over view of the S106 system and how it pertains to allocated money and what it can be used for. This is particularly relevant to the issues surrounding the acquisition of a piece of land beside the Kings Oak development called Roberts Land. After the presentation it was agreed that: -

- 1) The Parish should pursue a change to the S106 agreement in cooperation with Orbit via MBC.
- 2) Commit to a contribution to work on an access road.
- 3) Also so as not to delay the access to Roberts Land agreement to cover costs for access and to recover the same at a later date. It should be noted that this item is already budgeted at £15000.

**9. To discuss Christmas lighting, decoration and High Street lighting and agree next steps.**

After a presentation regarding the future replacement of Christmas Lighting in the village on the High street was discussed. Council agreed that this would be dealt with next year after consultation with the Village to gain their views. The Christmas Lighting will remain at its current level for 2021. The issue with the current tree lighting will be revisited in the new year. The suggestion of a Christmas tree with Lighting positioned by the War Memorial was discussed and agreed pending the agreement of KCC highways and the owners of the house adjacent.

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

**Open Spaces – 20<sup>th</sup> September, 2021**

Cllr Davies Suggested the possibility of gathering sponsorship for the new Parish noticeboard.

**Planning Committee – 29<sup>th</sup> September, 2021**

There were no amendments or comments.

**Staffing Committee – 29<sup>th</sup> September, 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.



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

**Headcorn Aerodrome** – The HACC meeting had be held on the 12<sup>th</sup> October. The Council has received an update from Cllr Thorogood.

**13. Any other business.**

There were no items of any other business raised.

There being no other matters for discussion the meeting closed at 21:50 hrs.

Signed..........

Date.....10/11/21.....

