



## 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 20<sup>th</sup> September 2021 at 7pm.

Those present: Cllrs Glanfield, Mather, and Thomas.

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

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 July 19<sup>th</sup>, 2021** - These were approved and signed by the Chairman.

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

**Signposts on High Street** – The poles outside Cut Above and Family Funeral Services still require replacement along with a new string of Christmas lights. The matter was delayed as members of the contractor's team had Covid. It is hoped that this will be completed in early Autumn.

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

The following work is still to be completed: -

- Planting of Hedge – this will be started by mid-November.
- Levelling the ground and grass seeding – work will be undertaken when the contractor has finished the current harvest season.

It was noted that the lengthsman have successfully completed the new fencing on the far side of Long Meadow and the new gates are installed. The remaining work will be undertaken when the Head Lengthsman returns from annual leave in early October

**Wooden direction signpost on Kings Road** - The new signpost was sited in early September and has received very positive comments from the village. The Open Spaces Committee wished that their thanks be passed on to the contractor.

Cllr Thomas suggested that the committee should consider having another such post and it was agreed that the committee would be open to possible suggestion for the same. The Clerk noted



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that the contractor is now retiring and would not be available to make another post and when researched there are few contractors that build the posts in this format any longer.

**Lych Gate repairs** – The repairs to the gate were completed in early September, all that remains now is for the gate to be treated with a preservative mix. The Clerk has written to the company that undertook the original inspection for their recommendation on the same.

**2020 RoSPA reports for Hoggs Bridge Green** - The following works have been completed since the last meeting of the committee: -

- Basket swing chains inspection and maintenance.
- Slide replacement.

The following item remains outstanding and will be included with the 2021 report

- Instructions required for exercise wheel equipment.

**Methodist Church, High Street, Headcorn** – MBC have confirmed that the hall attached to the church has been listed as an Asset of Community Value and as such the sale of the same must be delayed for six months from the date of listing. We have been advised that the same has been withdrawn from the auction planned for September 22<sup>nd</sup>. This matter will now be reported at Full Council.

**Chainsaw training course for Head Lengthsman.** – The attendance of a course has been put back to September/October. This will be organised when the Head Lengthsman has finished the Burial Ground works.

**Stock of old flower baskets** – We will offer these free of charge on our social media.

**2021 RoSPA Report** - The annual RoSPA inspection reports are now received, and the matter will be dealt with in the agenda.

**Trees on Days Green in Story Telling Area** – The willow tree has now been inspected by Treecycle and agreed that the unhealthy trunk will be removed. There is also an Ash tree that has suffered badly from ash die back and will also be removed.

**Days Green, work required to alleviate flooding issues** – At the meeting in September the committee agreed to the installation of a drainage system by Quinn Coppard. The work has been scheduled for completion on November 10<sup>th</sup>.

**New Parish Council Noticeboard** - The Committee decided a metal, three window notice board would be best, this would be placed opposite Costa on the High Street outside 24 High Street. After talking to the property owner Cllr Thomas has secured her consent. The history society have a notice board that was to be sited in this location so before proceeding Cllr Thomas will discuss with the history society. The matter will then be progressed by the Clerk's office. The committee will decide on the exact notice board next meeting.

**Annual Tree Survey and remedial works** – the contract for the annual tree works was awarded to Treecycle after the meeting in July. The Treecycle team commenced the programme of work on September 20<sup>th</sup>.

*Blue 11/11/21*



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**Spires Ash Cigarette littering** - There have been reports of excess cigarette littering at the benches on Spires Ash. To place freestanding bins the cost would be more than £250 each. It was agreed that we would try signs (secured to the benches) to remind people to use the litter bin provided at the entrance to the area.

### **Schematic Maps for Open Spaces**

It was felt that the open spaces in the village 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. The Clerks office will review this in time for the November meeting.

### **WhatsAPP for Communication**

The current parish mobile does not support the use of such media and it had already been agreed at Full Council that the Clerk would purchase a new mobile phone. This matter would be expedited by the Clerk

### **Hoggs Bridge Green Flooding and historic project for skate park**

Cllr Mather had asked 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. The Clerk advised that no papers were held at the Parish Office and Cllr Mather agreed he would contact Borough Cllr Martin Round about the project as it had been spearheaded by him.

### **5. To receive a Budget Analysis report.**

The budget was reviewed. No further action is required.

### **6. To receive correspondence and action as necessary.**

**Headcorn PTFA** - an email has been received from Headcorn School PTFA in which the formally ask permission to run the Headcorn May Fair 2022 on bank holiday Monday 2nd May on Days Green. The Clerk has written to the Days Green Board of trustees to notify them of the same. The committee agreed that they are happy for this to go ahead and noted that they would like to see HPC have a stall at the event.

### **7. To review the RoSPA report for Hoggs and Days Greens 2021 and agree actions required.**

Reports highlighted a number of areas that require work, and they are detailed here: -

#### Days Green: -

- Wooden Train – Tighten Bolts on front – Lengthsmen to action.
- Roundabout – Seized up – The committee reviewed a quotation from Safeplay to investigate the issues with the roundabout at a cost of £395. It was agreed that the investigation should be completed. Clerk to advise Safeplay.
- Gamenetic – Safeplay had repaired after the inspection.



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### Hoggs Bridge Green: -

- Large 5 bar gate locked shut with padlock and kissing gate unusable for pushchairs. - Report states we should consider either removing lock or changing kissing gate to allow pushchairs, it was agreed that as there is access via Oak Farm Gardens and to prevent unlawful access to the green the 5-bar gate must remain locked.
- Basket Swing – worn secondary shackle. - This work was carried out by Safeplay August, after having been delayed due to COVID.
- Zip wire – Seat too low and should be raised to 35cm above grass – Clerk to ask Safeplay to resolve.
- Viking Swing – Nearby tree needs trimming – Lengthsmen to action.
- Goal Mouths – Ground worn, post loose and should be white. - Replacement to be considered as part of additional equipment project, this will be on the November agenda.
- MUGA - Missing pieces, warning sign and replace tarmac. - Replacement to be considered as part of additional equipment project, this will be on the November agenda.
- Slide – dented and head trap side bars. - This work was carried out by Safeplay August, after having been delayed due to COVID.
- Hand Wheels - no usage instructions. - Replacement to be considered as part of additional equipment project, this will be on the November agenda.
- Twist and step – fully rotating platform should have limiters. - In consultation with Safeplay they state that the equipment is self-limiting, and the limiters are not required and were not fitted at time of installation.
- Rower – tighten bolts – Lengthsmen to action.

### **8. To discuss the Bylaws and agree next steps.**

Cllr Glanfield had reviewed the Byelaws as agreed and several small typographical errors were corrected. The errors were corrected, and the committee agreed to the adoption of the said byelaws. The Clerks must now take the matter forward, this will involve steps prior to seeking approval of the Byelaws by the Secretary of State. The Clerks will keep the committee advised of progress.

*John Mather*



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**9. To discuss enhanced lighting for High Street (including Christmas Lights) and agree next steps.**

The committee discussed the cost and type of fittings to the poles in the High Street as suggested by our lighting contractor. The committee were unsure as to the suitability of the fittings and the number proposed.

It was agreed that the Clerk would seek the view of the Principal Conservation officer at MBC, given his recent visit to the Parish ahead of the preparation of our Conservation management Plan.

Further it was agreed that the committee would undertake a walk to review the situation. The walk will take place at 7:30pm on Monday 27<sup>th</sup> September.

The Committee felt that this was not the most cost-effective option for additional Christmas lighting at this time and that alternative lighting types should be investigated.

Preferably in "warm white" and in a more subtle configuration. The possibility of a decorated tree in the Church yard or other suitable location was also mooted.

This will be discussed at Full Council in October rather than being delayed to the next Open Spaces meeting in November to allow us time to pursue this project before Christmas.

**10. Village Inspection Walk Report from 14<sup>th</sup> September.**

The walk was undertaken by the Clerk, Cllrs Glanfield and Mather. There was only one issue for future discussions and that centered on the area to the right of the children's play area on Days Green and the creation of a hibernacula/wildlife area. It was agreed that the Clerk would contact ecologist Brian Banks to ask for his comments/opinion on the matter.

**Date of next walk.**

9<sup>th</sup> November at 2pm meeting at the Lych Gate.

**11. Any other business.**

Cllr Mather would like the committee to consider a project for planting of carbon reducing trees. He will investigate the matter further and bring it to the next committee meeting.

Cllr Thomas wished to commend the lengthsmen for the excellent work on the fencing at Longmeadow. The Clerk will pass on the comment to the team.

There being no other matters for discussion the meeting closed at 20.50pm.

Signed.....  
*John Mather*

Date..... 15-11-21.....

