



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 December 2021 at 7:00pm in Long Meadow, Village Hall, Headcorn.

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

Clerk: Stefan Christodoulou.

Assistant Clerk: Susie Barkess.

Six members of the public were present.

1.

- a) **Apologies for absence:** There were none recorded.
- 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

- I participated in two community protection surgeries in Headcorn at Costa.
- Visited and helped a resident on multiple occasions whom had recently left hospital.
- Assisted in a book collection (home library service) to a resident who is housebound.
- Advised a resident about potential Fly tipping.
- Completed two safeguarding referrals.
- Communicated with Golding Neighbourhood advisor with regards to local issues.
- Carried out three welfare visits.
- Dropped into butchers to speak about some potential ASB.
- Spoke to and visited pharmacy and surgery to introduce myself and discuss ASB with youths.
- In contact with a couple of shops on High Street in regards to vulnerable residents in the village.
- Met with staff at the library to discuss a residents financial troubles, met with residents to help with this.
- In close contact with Family Liaison Officer at Headcorn Primary to help support any families in need and other issues/support.



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Information regarding police issues in the village

- RTC x 3 – Summer Hill, Headcorn Rd. Maidstone Rd.
- Report of an injured horse found on the Lenham Rd – patrols attended and found owner, suitable advice given re injury.
- Report of an abandoned vehicle in Church walk, vehicle found to be unlocked - owner found to be local and given advice re vehicle.
- Alarm activation at Headcorn football club – keyholder spoken to who said alarm probably wasn't set properly.
- Reports of off-road bike doing wheelies down High St – bike has since been seized.
- Report of poaching down Boy Court Lane – dealt with by Rural task Force.
- Report of 3 Lurcher dogs been found on land down Mill Bank - LA dog warden advice given.
- Report of tree and power line down on East Sutton Rd – dealt with by Highways and UK Power.
- The Community Policing Team regularly patrol the Rural areas, including Headcorn.
- 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 October 2021 as 47.

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 10th November 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 has completed the works on the weavers side. The Hop pocket side is deferred till March 2022 as heavy machinery required needs a full road closure.
 - Off Road Parking, Kings Road** – Sign will be sited after installation of pole by Prime One Maintenance after Christmas.
 - Roberts Land** – It has been agreed with Orbit that we will proceed to pay to cover the costs for access and to recover the same from S106 funds at a later date, so as not to delay this issue. This is now in the hands of our Solicitors Whitehead Monckton for their agreement. With regard to the S106 refund we need to approach Orbit to agree a deed of variance.



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Headcorn Highways Improvement Plan (HIP) – This includes various schemes that are being discussed: -

- **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.
- Siting SID's at the strategic entrance points to the village. We are in contact with KCC about these measures. Asking Toby Butler at KCC Highways
- 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 can introduce any and all these possibilities if we are willing to pay for them.

Planning and Enforcement Issues – Meeting with William Cornell, 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. Workshops to be arranged for early January 2022. Still waiting on an exact date from MBC.

Redhill Stables – The bids are currently being collated and analysed. Clerk to chase in late December / early January.

Headcorn Emergency Plan - The Clerks met with Tim Thomas to discuss this. The plan now finalised needs to be put before MBC for their approval. This has now been agreed by MBC. This needs to be put on the Website then removed from the minutes.

External Speedwatch provided by Kent Police – New dates requested.

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. Further enquiries needed.



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Speedwatch – the Chair continued to encourage Cllrs to attend a Speedwatch session. New dates are to be confirmed with the Speed Watch Co-Ordinator. New dates requested.

Headcorn Aerodrome – A meeting was held with residents of Bletchenden and the Aerodrome regarding the complaints of overflying and noise. It was agreed with all parties that a windsock would be put in situ. We are waiting to hear when this will be put in. Also meeting with Aero Legends regarding Spitfire noise, who agreed that when flying recommences in April next year, they will look at this issue. Windsock now in place. No further complaints. Issue closed and will be removed.

Community Protection Team Surgeries - The Community Protection Team advised the overgrown garden in Knaves Acre will be sorted by MBC by use of Community Payback. The over grown garden in Knaves acre should be finished by now after intervention by the community pay back team. This issue will be removed.

Land on Kings Road – The Community Protection Team advised they are in regular contact with the owner regarding this issue and they will continue to inspect and monitor. Nothing further to report this will be removed.

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. It was decided that going forward Cllr Hammond would join the HNP Team on behalf of HPC. The Plan has been streamlined to be only 7 policies instead of 36.

Deposit documents for road traffic orders - This was received regarding 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. Enquire sent to Jennie Watson about progress with this.

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. No Christmas tree permitted by KCC due to H&S issues. Christmas lighting for 2022 to be raised early next year. To be removed and re added next year in March.

Email about parking at Mill Bank - The Clerk's Office received an email from a Parishioner about parking in the layby at the top of Mill Bank. One of the residents there asserted that this was private land and that the Parishioner couldn't park there. The Parishioner therefore asked the Clerk's Office if this was true, which it is not. The layby is owned by KCC as part of the Highway. The Parishioner was informed, and this has settled the matter. Concluded and will be removed.



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Email about Hawkenbury Bridge - The Clerk's Office received an email from a Parishioner about the narrow and sometimes dangerous bridge between Hawkenbury and Staplehurst. This bridge has been included in previous Highway improvement Plans but unfortunately beyond signage there isn't much that can be done with the bridge to make it safer at this time according to KCC. Requested increased signage from KCC highways and thus Concluded and to be removed.

To discuss the lack of nursery provision in Headcorn as raised by several parishioners and agree actions required - The nursery at the school called Juniors is nearing the end of its loan period with the school buildings and the proposed new building called the Caretakers House has not been able to be refitted and restored within a time frame that would enable the nursery to move in. Therefore, the nursery has sought new premises in Boughton Monchelsea. It was agreed that HPC would co-ordinate with Ward Councillor Prendergast to find out all possible information and alternatives with KCC. Having exhausted all lines of enquiry with KCC etc. the Clerk's office will continue to help when necessary otherwise this is to be removed.

To discuss the Queens Platinum Jubilee Celebrations and agree actions required - It was decided that we would light the beacon on Days Green at 9.15 pm and may organise some street parties. It was also a suggestion to plant some trees in honor of the Queens Jubilee celebrations. Clerk will continue to progress this as the date comes closer.

To discuss membership of the Council sub-Committees - Due to a lack of attendance today this will be added to Decembers Agenda. On agenda.

6. Finance

(a) To review and agree the following: -

- i. **Schedule of online Payments for December 2021**
Schedule of online payments (Schedule A) was reviewed, approved, and signed by the Chair.
- ii. **Income for Month ended 30th November, 2021**
There was an income for the month of £8250.84
- iii. **Bank Reconciliation for Month ended 30th November, 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.
- v. **To discuss budget requirements for 2022/23**
The Council has been asked to consider any further budget items they would like to see included in the upcoming 2022 budget. The budget will be considered at the January Full Council Meeting.



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7. Correspondence: -

Car parking besides Sainsburys. – We have received many complaints about the new enforcement company giving out unfair fines. We have forwarded these to the Land Management company who have been dealing with this issue. Some of the complaints about fines have been actioned and the enforcement company have been asked to change several aspects of their operation at this location. These including extending the time before a ticket must be bought and carrying out more often emptying of the coin payment machines as more people are likely to use a physical method of payment than digital, as well as strategies to stop people parking in the entrance way.

Juniors Nursery – We have received a reply from Helen Whately who had been contacted by Cllr Bates. This reiterated what the situation was with KCC and that all help that could be given has been.

Speedwatch personal cameras – We have received an email from Kent Police that the use of personal filming equipment to ensure safety for speed watch operatives is now ok. This must be accompanied with the “filming in progress” sign that has been sent out previously. We now need to investigate if this film capacity will be provided to us with external funding or if we have to fund it ourselves.

Police Speed Enforcement – The Officer in charge of operation Motor that provides speed limit enforcement with in the Village has enquired if we will want another three month of cover from January to March. We will take this opportunity to carry on with this vital speed restriction measure.

8. To review continuation of deployment of air diffusion tubes and agree actions required.

It was agreed that the Council would continue with the deployment of air diffusion tubes for the foreseeable future with a yearly review. This will provide us with an extended data set to see the ongoing impact of both Covid and increased development It was also suggested that we ask if there is a discount for an extended duration such as we are seeking to agree.

9. To review request from MBC to deploy anti idling signs and agree actions required.

It was agreed that the Council would like to take up MBC on their offer and additionally would suggest an extra two signs at each cardinal arm of the Cross Roads.

10. To discuss membership of the Council sub-Committees

It was discussed that the Sub Committees need further representation from Councillors to avoid being inquorate. Cllr Glanfield offered to be a stand in on Planning if they were for any reason under staffed.

11. Review Open Spaces risk assessment and agree changes.

It was agreed that the new risk assessment might be overly complex and an attempt to simplify it should be made whereupon it will revert back to Open Spaces for ratification.



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

Open Spaces – 15th November, 2021

There were no amendments or comments.

Planning Committee – 22th November, 2021

There were no amendments or comments.

13. 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.

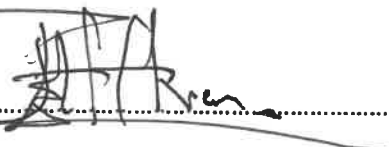
14. To receive reports from any External Meetings attended by Councillors and agree any action required: -

KALC AGM: - This was attended by the Vice Chair, who found the meeting interesting and informative. The two main issues raised were climate emergency raised by a Cotswold Clerk and Deal Bourgh Council reported that Air B&B was being used as a way to increase rental revenue by landlords, thus rental prices were being increased for local people unnecessarily as well as to circumvent planning controls e.g. Saying you were adding a garden office and then renting it out as accommodation.

15. Any other business.

The burger sign in the High Street which the Clerk is dealing with and a thank you card from Caroline for her leaving party were the only other items raised.

There being no other matters for discussion the meeting closed at 20:57 hrs.

Signed.....

Date.....12/1/2021

