



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 15th November 2021 at 7pm.

Those present: Cllrs Glanfield, Mather, Hammond and Thomas.

Clerk: Stefan Christodoulou

There were no parishioners present.

1.
 - a. **Apologies for absence:** None
 - 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 September 20th 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. This is put on hold until the issue of street lighting and Christmas lights is bought up again early next year.

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-December.
 - Levelling the ground and grass seeding – work finished.
 - Fencing – on this agenda.

The remaining work will be undertaken in mid-December.

2020 RoSPA reports for Hoggs Bridge Green - The following item remains outstanding and will be included with the 2021 report.

 - Instructions required for exercise wheel equipment.

Chainsaw training course for Head Lengthsman. – The attendance of a course has been put back until a suitable nearby course can be found. This will be organised when the Head Lengthsman has finished the Burial Ground works.

Annual Tree Survey and remedial works – This work has now been completed.

Days Green Trees in Story Telling Area – The willow tree and Ash tree will be removed next week.

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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 completed.

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

2021 RoSPA Report reviewed, and actions required. - Reports highlighted several areas that require work, and they are detailed here: -

Hoggs Bridge Green: -

- 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. Included in the agenda.
- Hand Wheels - no usage instructions. - Replacement to be considered as part of additional equipment project. Included in the agenda.
- Rower – tighten bolts – Lengthsmen to action.

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 matter will then be progressed by the Clerk's office. The committee has decided on the example notice board the Clerk provided.

Spires Ash Cigarette littering - There have been reports of excess cigarette littering at the benches on Spires Ash. 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. Lengthsmen will install the signs now they have arrived.

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 Clerk's office is sourcing the exact type of signage required.

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 has now been done and an Open Spaces WhatsApp group has been set up.

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

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been spearheaded by him. The History Society has got documents relating to this which will be provided when Cllr Mather has time to see them. This will be arranged before next year.

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.

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 took place at 7:30pm on Monday 27th 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.

These projects will be reinvestigated next year to allow proper discussion of the issues and also to give time for them to be implemented properly after due consideration.

Days Green creation of a hibernacula/wildlife area with logs. - This will be carried out by the Lengthsmen later this year.

Carbon capture trees. - Cllr Mather would like the committee to consider a project for planting of carbon reducing trees. This will be researched and considered once a suitable plot of land has been found.

5. To receive a Budget Analysis report.

The budget was reviewed. No further action is required.

6. To receive correspondence and action as necessary.

No correspondence that is separate from the agenda items.

7. To review Open Spaces Risk Assessment and agree actions required.

Cllr Mather pointed out a couple of places where the wording could be more self-explanatory. He has agreed to come in later this month and go through the points he raised so that the Risk Assessment can be adopted.



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8. To review the Quote for additional play equipment at Hoggs Bridge Green.

The Committee discussed the play equipment that was remaining to be installed this included the MUGA, the replacement Goal Posts, the benches and combination Tables/benches and agreed the costings. With regard to the extra exercise equipment to be installed the committee decided that they would like to install an additional upright stationary bike and recumbent stationary bike, a bicep curl and a cross trainer all with their associated safety surface. Clerk to arrange with contractor. This should all be recoverable from S106 monies.

9. To discuss fencing to separate the land beside the Traders car park.

As the issue of Electric Vehicle charging points being installed in this location is still underway it was felt that any further works at this location might end up being a waste of time and money. This was declined at this time.

10. To discuss the acquisition of the vehicle for use by the Lengthsmen.

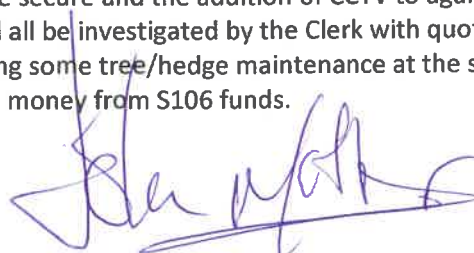
This was discussed and it was decided that a small open back truck/van would be of great use to the Lengthsmen as it would greatly increase the amount of work they can accomplish day to day by reducing the distance and time spent going to and from the store and main bins to empty their wheel barrows and change equipment. To this end the Clerk will go forward with the purchase of one and associated costs after this has been referred to Full Council to agree this large spend item. The total costs for the van should be in the region of £6,000 and the annual cost should be in the region of £1300.

11. To discuss if the initial burial ground area should be enlarged prior to the installation of fencing.

This was discussed and it was decided that to increase the initial enclosed area would be beneficial in as much as to make upkeep of the land easier and to reduce the need to alter the fencing at a later date. The Lengthsmen will carry out the revised fencing plan.

12. To discuss Section 106 monies for allotments and works to be carried out.

After some consideration it was agreed that the allotments need some works carried out to increase safety and security on the site. After some discussion with the Allotment Association Chairman they have asked us to consider some hardstanding as a drive way inside their gateway to cut down on mud and rutting to the ground that can cause accidents, to build/buy a new shed for them to use to keep their equipment more secure and the addition of CCTV to again add to security of the proposed new shed. This will all be investigated by the Clerk with quotes bought before the Committee, along with organizing some tree/hedge maintenance at the site. There is a possibility for securing some or all of the money from S106 funds.


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13. To discuss Christmas festoon lights for Foremans Walk.

It was decided that extra lighting in Foremans walk would enhance the look of the area for Christmas. The Clerk's Office will start the process of arranging with the Land Lords and Prime One to implement this.

14. To discuss two additional Parishioner requested trees to be planted.

Two parishioners recently asked if land could be put aside on Days Green to plant some trees. It was decided that some extra trees would be ok as long as they are of overall benefit to wildlife.

15. Village Inspection Walk Report from 9th November.

Issues Arising and any actions to be taken: -

Towards the back of Hoggs Green there is a stream with fairly steep sides that has obviously used for many years as an access point to Hoggs Green from a field to the rear of the Green. The Councillors wondered if it was an actual PROW and if a bridge would be beneficial. However it turns out there is no PROW at this point and therefore a bridge would probably be unwelcome by the Fields owner.

Date of next walk: -

11th January at 1.30pm meeting at the Clerk's Office.

16. Any other business.

Cllr Glanfield raised the possibility of applying a hopscotch pattern to the new surface of the Days Green play area. The clerks Office will find out if this surface will take any type of paint or coloring to draw said design.

The Roundabout in the Days Green play area is still very stiff despite being the subject of a round of maintenance by SafePlay. The Clerk's Office will make enquiries about this also.

The bins at Hoggs Green seem to have not been emptied. The Clerk will also check this with MBC.

There being no other matters for discussion the meeting closed at 21.25pm.

Signed.......... Date.....31-1-22.....

