



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 31st January 2021 at 7pm.

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

Clerk: Stefan Christodoulou

Assistant Clerk : Susie Barkess

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 November 15th 2021** - These were approved and signed by the Chairman.

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

Stock of old flower baskets – Still trying to work out what to do with these.

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. (All in the works)



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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. To be booked for fitting.

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.

To discuss the Bylaws and agree next steps. – New Bylaws were needed to tighten and modernise "laws" for access and use of HPC green spaces. Cllr Glanfield had reviewed the Bylaws as agreed and several small typographical errors were corrected and the committee agreed to the adoption of the said bylaws. The Clerks will now take the matter forward, which will involve steps prior to seeking approval of the Bylaws by the Secretary of State. The Clerks will keep the committee advised of progress.

Creation of a wildlife area with logs. - This will be carried out by the Lengthsmen later this year. Still on the work sheet.

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. Gym equipment installed.

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 spend going to and from to the store and main bins to empty their wheel barrows and change equipment as well as easier access to furthest reaches of the Parish. 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. To be added to the next full council meeting agenda now the new budget has been agreed.

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



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brought before the Committee, along with organising some tree/hedge maintenance at the site. There is a possibility for securing some or all of the money from S106 funds. We are awaiting quotes from the Allotment association.

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. **Review Open Spaces risk assessment and agree any actions required:** - The rewritten risk assessment was reviewed and accepted by the Committee. It will allow the Lengthsmen team to better deal with potential problems and hazards whilst they work and give them more responsibility over the tasks they accomplish with out cross checking everything with the Clerk's Office first. This will delegate some of the health and safety responsibilities away from the Clerks Office on to the Lengthsmen. They agreed to this and worked in conjunction with us to this end.
8. **To discuss possibility of picnic benches at Parsonage Meadow, with a view to utilising S106 monies:** - It was discussed and agreed that some picnic benches on Parsonage meadow would make a nice addition to the amenity of the area. This is in light of the extra use by people having lunch on the Meadow over the late spring and summer all the way up to late autumn. It's also noted that the Childrens football team uses the field over winter and it might afford their parents more of a facility to watch the games.
9. **To discuss the use of S106 monies for additional pathway to the new burial ground and wood chips to cover, plus top up previous pathways:** - This was the last material works to finish of the preparation of the Burial Ground area at Long Meadow. The extra wood chips will allow the Lengthsmen to top up all the previously constructed paths and draw a line under this project. All that would need doing in future is maintenance of the land such as weeding and mowing etc.
10. **Village Inspection Walk Report from last walk.**
Issues Arising and any actions to be taken: - None
Date of next walk: - Tuesday 15th March 2022 at 1.30 p.m. meeting at the Parish Office
11. **Any other business.**

There being no other matters for discussion the meeting closed at 20.15.

Signed..... Date..... 14 / 3 / 2022

J.M.