



## 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 14<sup>th</sup> March 2022 at 7pm.

Those present: Cllrs Oates, 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 31<sup>st</sup> January 2022** - 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.
- 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.

**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



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be progressed by the Clerk's office. The committee has decided on the example notice board the Clerk provided. Has been ordered and awaiting delivery and installation dates.

**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 Byelaws as agreed and several small typographical errors were corrected and the committee agreed to the adoption of the said byelaws. The Clerks will now take the matter forward, which will involve steps prior to seeking approval of the Byelaws 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. Partially completed.

**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 Section 106 monies for allotments and works to be carried out** – The Allotment Association have amended their request to the provision of the hard standing area to also serve as a drive on to the site and an area to store fertiliser. This will all be investigated by the Clerk with quotes 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. On the agenda.

**To discuss possibility of picnic benches at Parsonage Meadow, with a view to utilising S106 monies** - The picnic tables have been ordered and should be installed in the next week or so.

**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** - 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. This work has been completed and the costs recouped through S106 monies and this item will be removed.

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.



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7. **To discuss the quote from Phill Tassell for works on the allotments.**  
The Committee discussed the quote and its contents and what the Allotment Association actually asked for in regard to its scope and how it might benefit them. It was decided that as long as the AA were certain about what they needed then HPC would try to deliver on that. The bulk if not all of the money should come from S106 funds.
8. **To discuss the possibility of planting some trees to celebrate the Women's Institute centenary.**  
The W.I. have asked if they might have some Rowan trees planted on Hoggs Green to celebrate their centenary year. It was agreed that we should find a beneficial spot for the trees and order a plaque to commemorate this. The W.I. will pay the balance and any extra will be taken from Open Spaces funds. The Clerk's Office will progress this.
10. **Village Inspection Walk Report from last walk.**  
Issues Arising and any actions to be taken: - None  
Date of next walk: - Tuesday 10<sup>th</sup> May 2022 at 1.30 p.m. meeting at the Parish Office
11. **Any other business.**  
Cllr Mather asked if the Clerk's Office could publicise the burial ground spending to highlight some of the works the Council does for the Village. He also asked that we similarly publicise the Allotment works when they come to pass. It was agreed that the Clerk's Office will look into this for an article on Facebook or similar medium and in the monthly newsletter.

There being no other matters for discussion the meeting closed at 19.55.

Signed.......... Date.....16/5/22.....

