



## 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 8<sup>th</sup> June 2022 at 7:00pm in Long Meadow, Village Hall, Headcorn.

Those in attendance: Cllrs Oates, Gearing, Thorogood, Glanfield, Mather, Bates and Thomas.

Clerk: Stefan Christodoulou.

Eight members of the public were present.

1.

- a) **Apologies for absence:** Apologies were received from Cllrs Hammond and Pyman.
- 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. **To resolve that the minutes of the Council meeting held on Wednesday 11<sup>th</sup> May 2022 be taken as read, confirmed as a correct record, and signed by the Chairman.** The minutes were agreed and signed by the Chairman.

4. **Matters arising from previous meeting:** -

**Lenham Road Lack of Footpath from the Crest Nicholson Site** – Road closures confirmed for 25<sup>th</sup> to 29<sup>th</sup> July and work will recommence. Just waiting for them to be done.

**Roberts Land** – Orbit has agreed in principle to a Deed of Variance. The access road has been finished and we are in the process of tying up the legal side with the solicitors. We are also tying up the legal side with Dr. Roberts with the help of Brachers. All in the hands of the solicitors.

**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: -

- Siting SID's at the strategic entrance points to the village. We are in contact with KCC about these measures. Toby Butler at KCC Highways has completed their review and advised viable locations for locations of SIDS. This was discussed and it was agreed that the options they provided would be most useful with a single



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SID placement and associated locations. After this HPC will need to undertake a formal consultation with residents.

- 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. Add to HIP. It was also suggested that now the speed limit on the Maidstone Road has been reduced to 30MPH from Stonestile Road it might be a good idea to move the proposed placement of gate and "Headcorn" sign to the Stone Stile Crossroads.
  - A parishioner suggested an idea of part-time 20 mph limit to be placed outside the school and this is being investigated by KCC Highways. KCC are still enquiring about this.
- **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.

As council has agreed in principle with what is needed the Clerk's Office will move forward with KCC to install SID and the 20MPH limit outside the school if practicable as well as the white gateways. Email sent to Jennie Watson to arrange a meeting this will happen later in the month with whoever is in post at that time. Sort out the HIP and add all above issues and set them in motion where possible. Waiting to hear back from Jennie.

**External Speedwatch provided by Kent Police** – Four new dates have been provided for police speed enforcement. To arrange to be reviewed after that by council.

**Speedwatch** – the Chair continued to encourage Cllrs to attend a Speedwatch session. Asked for more dates. Speed watch members will be invited to next month's meeting. Waiting to hear back.

**To discuss the Headcorn Neighbourhood Plan (HNP) and agree the next steps** - Dr. Driver has been able to explain what had been drafted and its impact on the Village, also explained was the urgency of starting the final steps of this process as they are quite lengthy in and of themselves. It was agreed by the Council that the HNP had the Councils full support and that Dr. Driver and the steering committee should progress to the next stage. The details have been passed to MBC for their input. We are awaiting an update from Tom Gilbert who has been ill. Clerk will contact again later to check progress.

**Deposit documents for road traffic orders** - The speed restriction signs will be moved soon as well. Also to add speed markings on road once road works completed. Waiting to hear back from Jennie.

**To discuss the Queens Platinum Jubilee Celebrations and agree actions required** - The Clerk's Office will continue to progress this as the date comes closer. The time of the lighting of the beacon has been moved to 9.45 p.m. This is on Thursday 2<sup>nd</sup> June 2022. We have arranged for George Bartle to be our Bugler in conjunction with his son (a Cornet player). They will perform the designated tune "Majesty". We have also contacted the local Church choir to perform "God save the Queen". We have also given permission for the Rev Fiona Haskett to organise a party on Parsonage Meadow for Parishioners to attend if they so wish,



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on Sunday 5<sup>th</sup> June, the day of the "Big Jubilee Lunch". We will be putting up bunting and approaching local children's groups to enquire if they would like to make bunting to put up around the Village as part of the celebrations. Mobile food vendors are being contacted. Finished, to be removed.

**To discuss options for funding the former Methodist Church purchase with a PWLB Loan - MBC** have agreed for the Methodist Church to be classed as a community asset. It was agreed that HPC would like to help the Heart of Headcorn Community Group with a PWLB Loan to be given as a grant to HoHCG to purchase the former Methodist Church. The Council asked for Tim Thomas to give an update on the Methodist Church and about their proposal for the amount of capital that is needed to both secure the building and effect the repairs as needed after its purchase. To this end the final figure proposed by the Heart of Headcorn charity is £250,000. To abide by KALC guidelines a specific legally worded statement after a formal vote by Full Council must be included in these minutes to approve the application to the PWLB for a loan: -

*It was RESOLVED to seek the approval of the Secretary of State for Levelling Up, Housing and Communities to apply for a PWLB loan of £250,000 over the borrowing term of 10 years for the Heart of Headcorn Charity to purchase the Methodist Church. The annual loan repayments will come to around £13,744. It is not intended to increase the council tax precept for the purpose of the loan repayments*

The PWLB loan would be paid out of already existing HPC funds and therefore would not need a raise in Precept. This has reduced the complexity of the request from a formal lengthy consultation with the Village to a single meeting and a simple vote (for and against) by attending Parishioners. It was agreed that this meeting and consultation with the Village take place on 18<sup>th</sup> May as to whether the Parishioners of Headcorn were in favour of supporting this initiative. The meeting and vote took place on the 18<sup>th</sup> May and with a large turn out that resulted in 146 votes in favour and 3 against the Village formally announced their approval of this project and its funding. It now remains to prepare the formal paperwork and apply for the loan with PWLB via KALC.

**Traders Car Park beside Longmeadow.** - The company who owns the Carpark at the back of the Foremans Site would like to gift us a small portion of the land we currently rent from them in exchange for giving up the rental agreement on the whole site, thus allowing them to utilise a larger portion of the land they own which they intend to use for housing. It was agreed that we should make further enquiries into this matter and report back to Full Council. This has been passed to Brachers Solicitors. The Starnes Solicitors have made contact with Brachers and they are liaising with on the legal aspects of the transfer of the land to HPC. Progressing with Solicitors.



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**To consider proposal for us to attend the Battle of Britain show** - Tickets confirmed to be delivered via Cllr Round. Check who wants to go. Cllrs Thomas and Thorogood will be attending on Friday along with Assistant Clerk Barkess. Cllrs Gearing, Thomas and Thorogood will be attending on Saturday.

**To discuss Christmas Lighting options along with integrated High street Lighting** - It was agreed that we should not be investing heavily in expensive Christmas lighting schemes at this time due to the uncertainty of finances this year. It was instead agreed that we would look at some smaller scale tree based lighting schemes that can provide more impact for less price. This will be revisited next month for a review and final decision. The Council looked at various ideas for lighting to hang in the trees which usually hold the Christmas lighting. Check on prices for Council.

**Update from Sue King about the Meadows Enquiry from the perspective of MBC** – We were informed that in all likelihood the enquiry would end in October with a final judgement. What comes of this will be discussed at the time. It was also brought up that so far the enquiry has cost us in the region of £23,722 and the eventual enquiry will cost a further £10,000. It was agreed that we should continue to finance this until October when we are assure this will be finished and after which no further payment will be necessary. Wait till October.

**To discuss changing Full Council Meetings to the Second Monday of the month, Open Spaces to the Third Monday of the month and Planning to the Forth Monday of the Month (or similar) in preparation for the May Meeting review.** It was found that the Full Council Meeting cannot be changed as there is no venue available to change it too! The Cllrs for Planning where happy for it to stay as it is however there was one request from Cllr Glanfield to change Open Spaces. This will be discussed at the next Open Spaces Meeting. Yet to be discussed.

**To consider if the Clerk should continue as a member of the Days Green Committee.** It was agreed to swap the Clerk for Cllr Glanfield if that was allowed. Confirmed with the Days Green Trustees. Finished to be removed.

### 5. Finance

#### (a) To review and agree the following: -

- i. **Schedule of online Payments for June 2022**  
Schedule of online payments (Schedule A) was reviewed, approved, and signed by the Chair.
- ii. **Income for Month ended 31<sup>th</sup> May 2022**  
There was an income for the month of £745.00
- iii. **Bank Reconciliation for Month ended 31<sup>th</sup> May 2022**  
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.



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- (b) **To review Section 1 Annual Governance Statement 2021/22 of the Annual Governance & Accountability Return and signing by the Clerk & Chair.**

The Section 1 Annual Governance Statement 2021/22 of the AGAR was reviewed, agreed and signed by the Clerk & Chair.

- (c) **To review Section 2 Accounting Statements 2021/22 of the Annual Governance & Accountability Return as certified by the Responsible Financial Officer and signing by the Chair.**

The Section 2 Accounting Statements 2021/22 of the AGAR as certified by the Responsible Financial Officer was reviewed, agreed and signed by the Chair.

6. **To discuss if The Parish Council should re-adopt Membership of other Bodies.**

It was decided to re-adopt the membership of all other bodies.

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

**Open Spaces Committee – 16<sup>th</sup> May 2022**

There were no amendments or comments.

**Planning Committee – 23<sup>rd</sup> May 2022.**

There were no amendments or comments.

8. **Correspondence: -**

**An email was received from Mr. Brown of Projex asking for our opinion on a proposed change of planning to the Kings Road site of three joined houses.** The original plan has two houses in a straight line with the third house set back. The two proposed plans were either all three houses in a straight line or all three houses offset in a sort of diagonal line. The Council agreed that the staggered line of houses was more aesthetically pleasing.

**Email received from Mr. Hoyle from Inspired Space Architects asking if some of the council would be prepared to meet so as for them to be informed about a possible building project.** Cllr Gearing and Mather volunteered to attend a meeting with the company to hear their proposals.

**Another community fast fiber group contacted HPC by email to ask if we would support them in accessing grant funds for rural internet.** The Council decided that as long as there was reasonable insulation from any monetary outlay they were happy to keep supporting these local fast fiber initiatives.

**Email received from the proposed Veterans Hub in Lenham Road.** In response to an email from a business in Lenham Road that wishes to build and run a veterans hub we asked the applicants to come to the meeting and tell us about their project and why it is so important. The applicants gave us a full run down of their application and the reason for wanting to put their plan in action. Previous to the meeting the Clerk had enquired of MBC Planning



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Enforcement whether they could provide clarity to the Planning Committee about planning rules around green field building applications. The Planning Committee had previously believed that all green field sites should automatically receive a planning refusal, however as a Parish Council we are allowed to voice our approval of a particular project if we so wish. As the planning application is at appeal and time is short it was agreed by full council that we should write to the planning appeal and remove our refusal from this application and instead ask for an approval. This will of course not mean that it is given approval that decision still lies with MBC and the planning appeal Officer, it just removes one of the road blocks that initially came from HPC.

**9. 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, the broken chain Fence at Hoggs green cannot be fixed by the Lengthsmen the Clerk's Office will try to find a solution for the next Open Spaces meeting.

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

None

**11. Any other business.**

There being no other matters for discussion the meeting closed at 20:40 hrs.

Signed.....  


Date..... 13 / 7 / 22 "