



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 16th May 2022 at 7pm.

Those present: Cllrs Glanfield, Mather and Thomas.

Clerk: Stefan Christodoulou

There were no parishioners present.

1.

- a. **Apologies for absence:** Cllrs Hammond and Oates sent their apologies.
- 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 14th March 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. Has been ordered and awaiting delivery and installation dates.



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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. The contractor has been given the go-ahead.

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 soon.

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 consider the Terms of Reference for the Committee and agree any changes or amendments required.**
The terms of Reference for the Committee remain unchanged, and they were re-adopted.



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- 8. To agree upon the terms and conditions of the Burial Ground and agree Burial Ground Fees as appropriate.**
It was agreed that the current terms and conditions remain unchanged, and they were re-adopted. However it was felt that the Burial Fees should be increased slightly to reflect inflation.
- 9. To discuss and agree Allotment fees as appropriate.**
It was agreed that the current terms and conditions remain unchanged, and they were re-adopted. However it was felt that the charges should be decreased slightly to encourage allotment uptake.
- 10. To discuss and agree Fees for Trader Car Park permits to be implemented if appropriate from 1st October 2022.**
It was agreed that the current terms and conditions remain unchanged, as should the prices and they were re-adopted.
- 11. To discuss if the Committee is generally in favour of putting some bollards around Day Green to stop unauthorised access by vehicles.**
This was discussed and although it would not be anyone's first choice it was felt that in the interests of public safety and to stop irresponsibly dangerous individuals from driving across the green the Committee would be in favour of sympathetic bollards being placed around the perimeter of the green as long as the Days Green Trustees were also in favour.
- 12. To discuss allowing some green spaces or parts of green spaces to rewild.**
It was agreed that for any places that could be left to be "wild" would fall under the Clerk's and Lengthsmen's discretion and they would be applied where it was expedient to do so.
- 13. To discuss the frequency of Open Spaces Meetings and days for meetings.**
Given that two members were not present it was agreed to hold this over until the following meeting. However those present were generally in favour of changing the day to a Wednesday and increasing the frequency of meetings at certain times of the year. To this end the Clerk will call extra meetings when there is a need for decisions affecting the growing season of trees etc. that the Council is being asked to plant.
- 14. To discuss if the Committee wishes to change anything regarding the current contract with the Allotment Association to be agreed with said Association and if the Committee wishes to continue to review this annually.**
It was agreed that the current terms and conditions remain unchanged, and they were re-adopted. The Allotment Association fees and terms will continue to be reviewed annually at this time.



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15. **To discuss Lengthsmen's jobs descriptions and authorisation of non HPC works either as good will or paid for.**
It was agreed that the Lengthsmen should not carry out work for free unless in an emergency. All other works are at the Lengthsmen's and Clerk's discretion.
16. **Village Inspection Walk Report from last walk.**
Issues Arising and any actions to be taken: - None
Date of next walk: - To be confirmed as needed given that summer precludes a lot of work from being done.
17. **Any other business.**
The work at Hoggs Green and adjacent Allotments will be publicised in agreement with previous Committee mandates. The entrance to Hoggs Green needs to be replaced and the ditch in front of the Hoggs Green and Allotments needs digging out, Clerk to organise.

There being no other matters for discussion the meeting closed at 20.35.

Signed.....

Date.....

20-7-22