



## 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 Wednesday 18<sup>th</sup> January 2023 at 7pm.

#### Those in attendance: -

Councillors: Cllrs Mather, Glanfield and Thomas.  
Clerk: Stefan Christodoulou and Jo Mitchell.  
Public: There were no parishioners present.

1.
  - a. **Apologies for absence:** Cllrs Gearing, Sexton and Hammond.
  - 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 23<sup>rd</sup> November 2022** - These were approved and signed by the Chairman.
4. **Matters arising from the last meeting.**

**Schematic Maps for Open Spaces** – Schematic maps detailing how to get to each of the Open Spaces in the Village. This will include some information of help such as defibrillators etc. Once maps are finished, we will check with the committee. The lengthsman will install them.

**Bylaws and next steps** – New Bylaws were needed to tighten and modernise “laws” for access and use of HPC green spaces. 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 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 Lengthsman later this year. Partially completed. To be finished after Tree works on 25<sup>th</sup> January.

**Putting some safety bollards around Day Green to stop unauthorised access by vehicles** - The posts have now been installed and the other amenities are being ordered and will be installed as well. The installation of drop down bollards at the entrance way will be postponed until after the May fair to ascertain if they are definitely needed.

**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 Lengthsman’s discretion and they would be applied where it was expedient to do so. To be discussed with The Lengthsman. Wild flowers to be purchased and planted by hand.



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**Flower planters for Days Green** - The Planters will be creosoted to match the posts and then planted up in time for the summer.

**Memorial bench for Queen Elizabeth II** - This would be a good use of S106 funds and the Clerk's Office will drive this forward with some suggestions of type of bench etc for the Committee to decide on a final design. We should hear back from the bench makers before next meeting.

**Treecycle for works on Parsonage Meadow and Graveyard** - Having accepted the quote from Treecycle to do the remedial tree works on Parsonage Meadow, tree works will commence on 25<sup>th</sup> January. This will allow us to take down the three dying trees (Two Horse Chestnuts at the top by the road and an Ash on the side near the Office) and replace them with a flowering cherry (memorial tree) and two English cherries.

**Drainage of Hoggs Green and what should/can be done for it** - Hoggs Green gets waterlogged during the winter. The side by the river does have pipes leading out of the surface and into the river, so it may have once had drainage. However it must be noted that it is a flood plain and has always had drainage problems and a liability to flooding. A long term solution may well be impossible. Will ask G&S Brown now the Days Green work has been finished to have a look at the field with us to ascertain what can be done with/about it.

5. **To receive a Budget Analysis report.**  
The budget was reviewed.
6. **To receive correspondence and action as necessary.**  
No correspondence.
7. **To review and adopt the following Headcorn Parish Council policies, statements, or procedures.**
  - **Open Spaces Policies – Lighting Strategy.**  
There were no amendments or comments and the Policy has been readopted.
8. **To discuss If the Methodist Hall needs Disabled Parking and if the Parking could be met from HPC land either in Church Lane or some other land.** - Cllr Glanfield enquired if the newly acquired Methodist Hall needed disabled parking. Whilst the Council would fully support extra disabled parking it would unfortunately be impossible to enforce the restricted parking. However it was agreed that the Council could allow disabled people using the Methodist Hall to park on the hardstanding apron just in side the gates to Parsonage Meadow if we expanded the apron by a meter or so around the edge. The Clerks Office will look into this work and obtain a quote etc.
9. **To discuss the building of a Permanent Gazebo on Parsonage Meadow for use in Music, Theatre etc.** - It was decided that the Clerks Office should investigate the case for this to be built using S106 funds and what if any planning permission should be sought. It is also important to



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try to ascertain how much use this will have before being decided. This will be looked at again then.

10. **To discuss the "tidying" of the ditch between the Parish Graveyard and the Village Hall.** - The ditch between the above locations has become significantly overgrown with brambles etc. Whilst this is a haven for wildlife it is in danger of filling in the drainage ditch and becoming untameable. It was agreed that the Clerk's Office would find someone to rectify this and have the lengthsman reinstate the fence and enable us to manage this useful natural microecology.
11. **To discuss extra drainage on the Village Greens. Over winter Hoggs, Days and Parsonage all need a more robust drainage system.** - The Clerk's Office has received several reports about the Village greens being a bit wet and muddy over the winter months. Therefore when we are asking G&S Brown for advice about Hoggs Green we will also enquire about the other two greens.
12. **To discuss if we actually need a village inspection walk given the wide ranging operations of the Lengthsmen now.** - It was decided that as the lengthsman report back to the Clerks Office if there are any issues in the Village with respect to Open Spaces and they are out almost every day they cover far more ground more regularly than any amount of "walks" embarked upon by the Committee members. As such it was agreed that the open spaces walks should be discontinued and all items noted by the Lengthsmen should instead come to the Committee.
13. **Village Inspection Walk Report from last walk.**  
**Issues Arising and any actions to be taken:** - None.  
**Date of next walk:** - as per the above item this will be removed.
14. **Any other business.**  
**Equipment for Lengthsmen.** - The Lengthsmen have a list of equipment that they need. These will be evaluated and financed as and when we need them. At present they are using several pieces of their own equipment that are not suitable for the sort of heavy use in the Village.  
**Weavers PROW.** - The Weavers PROW needs resurfacing. The options have varying levels of cost and durability. The Clerks Office will investigate the costs for best cover and durability.  
**Clearing riverbank between Hoggs and school.** - The riverbank needs clearing of undergrowth along the banks between Hoggs Green and the bridge at Mill Bank Road. The Clerk will investigate who is responsible and organise clearing or will organise volunteers to clear it.

There being no other matters for discussion the meeting closed at 8.35pm.

Signed.....

Date.....

1-3-23