



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 9th August 2023 at 7:00pm in Long Meadow, Village Hall, Headcorn.

Those in attendance: -

Councillors: Thomas, Mather, Glanfield, Sexton, Pyman, Gearing, Baars, Coppen and Thorogood.
Clerk: Stefan Christodoulou.
Assistant Clerks: Susie Barkess and Jo Mitchell.
Public: Six.

1.

- a) **Apologies for absence:** Apologies were received from Cllrs. Bates and Newman.
- 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:** Cllr Pyman confirmed he has a pecuniary interest in two of the agenda items (23/502511/FULL: *Field Adjacent To Dancing Green Lenham Road Headcorn Kent TN27 9LG* and 23/503103/FULL: *3 Kings Road Headcorn Kent TN27 9QT Retain existing B8 use to include repair of motor vehicles and four new parking spaces (Retrospective)*).
- 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 12th July 2023 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: -**

Roberts Land now known as Millbank Meadow – Orbit has agreed in principle to a Deed of Variance. Have received clarification from Brachers. Will finish with signing documents etc. Signed documents sent off for verification. Physical copies will be posted off too.

Headcorn Highways Improvement Plan (HIP) – Clerk, Chair and Vicechair had meeting with KCC on 25th January. This concluded with the KCC representative agreeing to forward our requests to the relevant KCC Officer for evaluation. Consultation with residents in Gibbs Hill/Sharp's Field/Downs Close etc. underway – 60 letters were delivered and we have received 37 back, all but 2 in favour. Will be progressed to KCC. Replies to other matters received, HPC will digest the contents and reply with suggestions. We have sent off the request for yellow lines in Gibbs Hill/Sharp's Field/Downs Close and are awaiting the results. Cllr Round has also approached KCC with regards to bollards around the corner of the A274 outside of the church to protect further collisions with the church wall. Yellow lines in Sharps field etc. were deemed to not be a priority and probably wouldn't be carried out. The Clerk's Office will go back over the HIP and focus on



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the issues that they were willing to think about in an attempt to get a firm commitment from KCC to actually carry out some of the works. Clerks have gone through the refusals and will give brief during meeting. Cllr Prendergast is also taking it up with KCC Highways. Sort out meeting on with KCC Highways planners etc. ASAP.

To discuss the Headcorn Neighbourhood Plan (HNP) and agree the next steps – We have now received the SEA (Strategic Environmental Assessment) and Habitat Regulations Assessment Screening Report and have had confirmation that the SEA and HRA is not required - this can now move onto the next stage. The Clerks Office has been in regular meetings with Dr Driver and Jane Armstrong about how to proceed with the Reg 14 consultation. We will give a brief overview of our progress in the meeting. REG 14 Consultation now started. Hopefully everyone has already done it! Consultation ends on 14th August.

Meeting with nearby Parishes to foster better bonds and communication with them for our mutual benefit – Clerk's Office will organise another meeting with nearby Parishes and Helen Whately MP. Now the Coronation etc is done the Clerk will organise another meeting. This seems to have been taken on independently by MP H. Whately's Office. We will ask for a Headcorn focused meeting. Invitations to be sent out next week.

The purchase of a bench for the King's Coronation. It was decided that the Council would like to purchase a bench for the Coronation and therefore the Clerk's Office will look into more options for this. Clerk's Office hasn't found anything nicer than the first one we offered up. Confirm this and get it bought and installed.

To discuss quotations for the PROW works between Grigg Lane and Lenham Road. There was some confusion in the quotes about the difference between Tarmac and Asphalt and a request that the Clerk's Office enquire about colouring the surfacing. Now extra questions have been answered. Work to start on 14th August.

To discuss the cost of new play equipment on Days Green. The Council agreed with all the proposed play items but did want extra investigation of the trampoline with regard to safety and durability. Clerk's Office to find out this information from nearby local authorities. Council still unsure about trampoline. Push back to Open Spaces.

Letter to Sainsbury's - The Clerks Office recently sent a letter to Sainsbury's about the amount of shoplifting and how their lack of security enables a lot of antisocial behaviour in the Village. Reply received, very underwhelming. Clerk's Office is speaking to the KM and Cllr Round about this. Letter to be checked, signed and sent.

5. Finance

(a) To review and agree the following: -

- i. **Schedule of online Payments for August 2023**
Schedule of online payments was reviewed, approved, and signed by the Chair.
- ii. **Income for Month ended 31st July 2023**
There was an income for the month of £13850.17
- iii. **Bank Reconciliation for Month ended 31st July 2023**
The bank reconciliation was reviewed, approved, and signed by the Chair.



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- iv. **To review Budget Analysis for the year 2023/24**
The budget was reviewed, approved, and signed by the Chair.

6. **To readopt the staffing committee terms of reference.**
The Staffing Committee terms of reference were agreed and readopted.

7. **The Artisan management have requested to have a Christmas Market which would then be the last one until April 2024. They would like to have this as a two-day Event over the weekend of 2nd / 3rd December, this will be on one of the same days as the antiques fair (Saturday) Unfortunately, the Clerk's office has verbally agreed the Sunday with the Artisan Market forgetting that Council had only agreed this to November. If Council are in agreement we will formally confirm this Sunday and the Saturday with the Artisan management. To be regarded as two separate decisions. – It was agreed that both days would be fine although HPC would have the final say on the days in question depending on the weather conditions and the state of the field.**

8. **To discuss quote from Phil Tassell regarding biennial rolling of Days Green and Parsonage Meadow and a one off rolling of the new burial ground extension. – It was agreed that this would be fine and that the go ahead should be given to Phil.**

9. **To discuss quote from H Surfacing for filling in potholes on Church Lane. (If quotes come in in time.) – The quote arrived and it was agreed that we will approach other companies for alternative quotes but if none of them are cheaper that we should just go ahead with this quote.**

10. **To discuss two planning applications that came into question at a recent planning committee meeting. Namely: -**
23/502511/FULL: Field Adjacent To Dancing Green Lenham Road Headcorn Kent TN27 9LG
Erection of vehicle workshop, training hub and drop in centre for military veterans, and creation of new vehicle access (resubmission of 21/502548/FULL - dismissed at appeal under APP/U2235/W/21/3287610).
Due to the Council being unsure of our legitimacy of giving a decision despite seeking clarification from KALC it has been decided that HPC will not offer an opinion and will let MBC Planning Committee decide.

23/503103/FULL: 3 Kings Road Headcorn Kent TN27 9QT
Retain existing B8 use to include repair of motor vehicles and four new parking spaces (Retrospective).
Due to the Council being unsure of our legitimacy of giving a decision despite seeking clarification from KALC it has been decided that HPC will not offer an opinion and will let MBC Planning Committee decide.



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

Planning Committee – 18th July 2023. This was accepted by the Council.

12. Correspondence: -

Letter about speeding. A Concerned Parishioner wrote in to complain about speeding on the A274. Their suggestion was to include physical speed restrictions on the road, however KCC Highways will not implement physical restrictions (bumps, chicanes, etc.) on “main” roads. Clerk’s Office will reply to this effect.

13. To 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 bridge needs looking at, will relay to the Lengthsmen.

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

PTFA – HPC met with PTFA representatives and we were able to reach an agreement on most of the items on our list, however some Councillors felt that we should have been more forceful in our request for security for the May Fair. We will raise the issue again nearer the next fair. Even if it means we pay half the bill for it. Safety is our paramount concern.

15. Any other business.


Road at Dawkes Meadow needs urgent repairs, See if KCC Highways would be willing to foot half the bill if we covered the other half.

Write to the Airfield and HACC to bring up the amount of rubbish that is left behind after they hold an event. ASAP as the next event is in September.

It might be worth putting up a notice or some other public notification that the car park by Sainsbury’s is not the responsibility of HPC and that we have no authority over how it is maintained or run.

To call an early Open Spaces meeting if possible to incorporate some issues that have arisen.

There being no other matters for discussion the meeting closed at 9.38pm.

Signed.....

Date.....13/9/23