



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 House Meeting Room at the Village Hall on Wednesday 6th September 2023 at 7.05pm.

Those in attendance: -

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

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- 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 5th July 2023** - 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. These have now been approved by the Council, aside from a minor tweak. Once complete the Clerks will order the copies to be installed by the Lengthsman.

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 Bylaws by the Secretary of State. The Clerks will chase the submission and will keep the committee advised of progress. Need to run a consultation.

Creation of a wildlife area with logs - This will be carried out by the Lengthsmen later this year. Partially completed. To be finished after we know we have spare logs from the tree works and weighing the planters. Completed to be removed.

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. To be discussed with The Lengthsmen. Wild flowers to be purchased and planted by hand. Wait for new growing season.

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. Other quotes being sought.

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Drainage on the Village Greens. Over winter Hoggs, Days and Parsonage all need a more robust drainage system. - 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. this will be looked at once the ground is drier. 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. Quote received from FGS Pilcher.

Disabled Parking for Methodist Hall and if the Parking could be met from HPC land either in Church Lane or some other land. - It was agreed that we should move forwards with the previously minuted solution as well as putting in some extra disabled places this side of the fence. It might also be helpful to include updated signage and yellow keep clear cross hatching on the entrance to Parsonage Meadow to allow disabled people to park more easily – this is being completed as part of the Parsonage Meadow improvement works w/c 03/07/2023. It was also mentioned that perhaps removing the degraded double yellow lines from Church Lane and replacing them with demarcated parking bays might help easy problems there as well – Clerks to obtain quotes. Hardstanding completed. Waiting on the removal of HoHCG skip to be removed to see about disabled bays.

Permanent Gazebo on Parsonage Meadow for Music, Theatre etc. - It was decided that the Clerk's 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 try to ascertain how much use this will have before being decided. This will be looked at again then. Update: planning permission will not be required and S106 funds can be used – Quotes will be ready for the next meeting. More quotes needed.

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 lengthsmen reinstate the fence and enable us to manage this useful natural microecology. This will be completed after the nesting season. Ongoing.

Traditionally laid hedging at Millbank Meadow and any other areas that might be suitable. - Clerks to arrange a walk around Millbank Meadow once we have the land with Dr Roberts, George Edmonds, Councillors and Lengthsmen to see if hedging would be appropriate for some areas. Walk about done, a holistic plan for all options to be drawn up including hedging.

Artisan fair on Days Green from an outside company every 2nd Sunday of the month between March/April and October/November. - All agreed that this would be a good thing for the Village and its current traders, the only issue may be parking. The Days Green Trustees have approved this and the first market will be held on 6th August. Completed to be removed.



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New bench(s) halfway down the Weavers PROW when we are upgrading the surface. - All agreed to 2/3 benches plus bins. Clerks to speak to the Weavers Management company as the land at the Lenham Road end belongs to them. Clerks to also look into obtaining funds for the resurfacing from KCC PROW team and Councillor Shellina Prendergast's funds. PROW completed, benches to be looked into.

Upgrading some of the items in the play area on Days Green. - All reviewed the quotes and agreed to the additional works – this will now be taken forward by Clerks Office with Contractor.

Drainage pipe in the new graveyard to relieve a boggy area. - All agreed this is needed. Clerks to arrange. Added to Drainage works above.

5. **To receive a Budget Analysis report.**
The budget was reviewed.
6. **To receive correspondence and action as necessary.**
None.
7. **To decide on the locked posts on the Days Green path, already put in place however shouldn't have been.** – The posts were given the go ahead and an item to be added next meeting is the possibility of hitching posts.
8. **To decide on the Hoggs Bridge Green footbridge anti slip measures.** – As a temporary measure it was agreed that this would be fine. Although the Committee does think that the bridge needs a major overhaul in the next few years, possible a whole new bridge will need to be fabricated.
9. **To make a final decision on the Days Green Play Equipment.** – It was agreed that given the uncertainty over the trampoline we will jump over that for now and just have the swings and roundabout.
10. **To discuss the quote from Jason for the picnic table slabs.** – It was agreed that this was a good idea and that Jason and crew should go ahead with the project.
11. **To discuss Millbank Meadow.** – It was agreed that for now we would keep the sheep to make sure the grass stays under control, that the Lengthsmen would mow a walkway around the site when the time comes, but in the meantime we would need to flatten the proposed pathways, that after the sheep leave that the land would be mowed twice a year and the first thing to be done is an ecological survey to catalogue the species that currently live there and what can be done to encourage plants and animals without destroying any valuable species that currently live there.

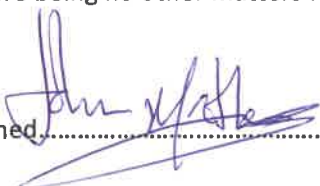


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12. **To discuss possible purchase of outdoor wooden pavilion/gazebo(s) from Costco.** – Whilst the price of the pavilion was right some of the committee were not happy about the look and requested different designs along with appropriate quotes for them. Clerks Office will continue with this.
13. **To discuss “new” traders car park and ANPR system and whether/when to re-instate HPC charging, if the car park is ready on 1st October 2023 (the usual annual start date). Also, if an increase from previous level, currently £75.00 per annum, is warranted.** – It was agreed that this represents a useful way to monitor the Traders Carpark and that should this be successful then it might be expanded to cover Church Lane. Furthermore it was decided that the Carpark fee would remain at £75 and the start date of the car park would be moved to January to hopefully but it in line with the reopening of the car park.
14. **To discuss upgraded compost bays for the Allotment, three in total, if possible.** – It was agreed that the idea should go ahead, however, the quote should be broken down into its constituent parts so that we can see what we are paying for with regard to the three compost bays.
15. **Any other business.**
Councillor Baars brought up the issue of the toilet block on Days Green, independently the Clerks Office had also been thinking about this. Due to the cost of fixing and servicing the toilets, the Clerk suggested that the two courses of action available were either to shut the toilets down and not have them anymore or alternatively spend some money to give them a major revamp and redesign so that they are better able to accommodate more people using them. It was agreed that the Clerks Office should look into the feasibility of this and bring it back to council once all information and relevant quotes had been established.

There being no other matters for discussion the meeting closed at 9pm.

Signed.....


Date.....
1-11-23