



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 1st November 2023 at 7.00pm.

Those in attendance: -

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

1.

- a. **Apologies for absence:** Cllrs Thomas and Sexton.
- 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 6th September 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.

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.

Drainage on the Village Greens. Over winter Hoggs, Days and Parsonage all need a more robust drainage system plus new graveyard. - Hoggs Green gets waterlogged during the winter. The side by the river does have pipes leading out of the surface and into the river, despite being on a flood plain and has always had drainage problems and a liability to flooding. 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 FGS Pilcher after receiving their quote.

Disabled Parking for Methodist Hall and if the Parking could be met from HPC land either in Church Lane or some other land. – The Hardstanding has been completed. It was also mentioned that perhaps removing the degraded double yellow lines from Church Lane and

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replacing them with demarcated parking bays might help ease problems there as well –
Clerks to obtain quotes. Getting quotes for line painting.

Permanent Gazebo on Parsonage Meadow for Music, Theatre etc. - It was decided that the Gazebo is a good idea and after a small consultation with the Village something that People would welcome, however, planning permission will be required and S106 funds can be used. The Clerks Office will look in to grants and other funding for this project.

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. This will be completed after the nesting season. Contact Mr Edmonds for this.

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 Lengthsman 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. 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.

New bench(s) halfway down the Weavers PROW when we are upgrading the surface. - 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. Under way.

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

Hoggs Bridge Green footbridge new surface. – As a temporary measure it was agreed that the addition of new anti-slip planking 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. Completed.

5. **To receive a Budget Analysis report.**

The budget was reviewed.

6. **To Review and adopt the following Headcorn Parish Council policies, statements, or procedures:**

i. **Risk Assessment – Open Spaces.**

Councillors reviewed and agreed to adopt the above policies, procedures and statements.

7. **To discuss the possibility of installing a horse hitching post on Days Green.**

This was discussed and it was agreed to investigate if they could be placed in such a way as to double up as goal posts as well as find pricings etc.

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8. **To discuss the possibility of installing ping pong / table tennis tables and a running / cycling track on Hoggs Bridge Green or Parsonage Meadow.**
This matter was as a result of Parishioners asking for more things to do on the open spaces during summer. It was accompanied by two emails in favour of it.
This was discussed and the Committee is in favour of this, pending costs and where they should be sited. The idea of a running track will be supervised by Cllr Gearing with help from the Clerk's Office.
9. **To review the Parsonage Meadow permanent Gazebo Quote.**
The Quote was reviewed and it was decided that the current price is too expensive. It is reasonable to expect that this would need planning permission given its location in a conservation area, which would further add to the costs. It was decided that the Clerk's Office would investigate any grants that might be available to help finance this project.
10. **To discuss compost clamps/bins for The Allotment Association.** This will allow the allotments to better handle and recycle vegetable waste in the custom built compost clamps/bins.
It was agreed that we would accept the quote from Phill Tassel and have him complete the works in conjunction with the Allotments Management Representatives.
11. **To discuss extra tree fitted Christmas lights in Village.**
It was agreed that the new lights and fittings would be a lovely addition to the display we currently have adding a much more Christmas feel to the entrance to the Village. The trees to be fitted are the Chestnut tree beside the already lit Lime trees on the corner of Days Green, the Lime tree on the opposite corner and the third Chestnut tree beside the two already lit trees by the Lych gate. They will be fitted in the next couple of weeks.
12. **To receive correspondence and action, as necessary.**
There was no correspondence.
13. **Any other business.**
Cllr Glanfield mentioned that he was asking an acquaintance about a fresh water bore hole and if it would be something for the Village. It was agreed that Cllr Glanfield should keep us informed about the idea as he gets more information on it. This is something that can be bought back to Committee once we have more information.

There being no other matters for discussion the meeting closed at 8.10pm.

Signed.....

Date.....

17 January 2024