



## HEADCORN PARISH COUNCIL

The Parish Office, Headcorn Village Hall, Church Lane, Headcorn, TN27 9NR  
Tel: 01622 892496 Email: clerk@headcornpc.org.uk

### Notice of meeting of the Parish Council

Dear Sir / Madam

I give you notice that a Meeting of the PARISH COUNCIL OPEN SPACES COMMITTEE for Headcorn will be held at the Village Hall (Green Room) on **Monday 16<sup>th</sup> September 2019 at 7:00pm**

All members of the Committee are summoned to attend to consider and resolve upon the business to be discussed. The agenda is set out below.

Signed by

Caroline Carmichael Clerk

11<sup>th</sup> September 2019

Members of the Public and Press are encouraged to come to the meetings and there is an opportunity to address the Council near the beginning of the meeting.

### BUSINESS TO BE TRANSACTED

1. (a) Apologies for absence received and confirmed by the Council.  
(b) Enquiry whether anyone intends to film, photograph, or record any of the meeting.  
(c) Declaration of Changes to the Register of Interests.  
(d) Declarations of Pecuniary or other significant Interests  
(e) Requests for Dispensations.  
(f) Declarations of Lobbying.
2. **Public Session** (Meeting adjourned – minute book closed).
3. To resolve that the minutes of the Committee Meeting held on May 13<sup>th</sup> 2019 be taken as read, confirmed as a correct record and signed by the Chairman.
4. To receive an update on matters arising from the last meeting.
5. To receive a Budget Analysis report
6. To consider request to use Parsonage Meadow for a dog show on August 2nd 2020 and agree any actions required
7. To agree site for Headcorn Bug Hotel and actions required
8. Discuss Christmas lights, agree if additional purchases and any actions required
9. Discuss quotation for annual tree audits and agree actions required
10. Discuss ROSPA inspection reports for Days Green Childrens Play Area & Hoggs Bridge Green Recreation Area



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11. Discuss repair or replacement of gate on Parsonage Meadow
12. Discuss the area of the existing burial ground affected by existing drainage pipes and agree actions required.
13. Review Open Spaces Risk assessment and agree any amendments required.
14. Village Inspection Walk report
  - (a) Issues Arising and any actions to be taken.
  - (b) Date of next walk
15. To receive correspondence and action as necessary.
16. Matters for information, urgent matters at the discretion of the Chairman for noting only or any items for further discussion at the next meeting.

Meeting Closed