



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 Meeting held on Wednesday 13th March 2019 at 8pm in the Long Meadow, Village Hall, Headcorn.

Those present: Cllrs Davies, Evenden, Dungey, Mather, Pyman, Selby, Tull and Walker.

Borough Cllr Karen Chappell-Tay, PCSO John Boyd, Flood Warden Tim Thomas.

Clerk: Georgina Jackson

One member of the public was present.

1.
 - a. **Apologies for absence.** Apologies were received from Cllr James with reasons given for absence. It was resolved that the apologies be accepted.
 - 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:** 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. To receive

a. Community Warden Report

It was reported that the Community Warden left the role on Friday. It was agreed that this report will stay on the agenda for the replacement Community Warden.

b. Information regarding police issues in the village, as available.

The police reported on the following incidents:-

- Vehicle donuts on Village Green.
- Incident in trader's car park.
- Incident at village hall
- Sainsburys have been liaising with the police regarding youths in the vicinity.

The frequent presence of a silver van driven by youths has been reported.



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The Chairman announced that there have been incidents of cold calling in Headcorn. It was reiterated that residents need to phone 101 if they are being cold called.

4. **The minutes of the meeting held on February 13th 2019** were duly approved with minor amendments and will be signed at the next meeting as only draft printed copies available.
5. **Matters arising from the last meeting.**

Cllr Lavender has missed six successive meetings. It was reported that the Parish Council still have not had confirmation from the Electoral Office.

Hoggs Bridge Green – It was reported that the gate has now been replaced.

Co-option of new councilors – The Clerk will progress this on her return from annual leave.

Hammerstream G& T Occupation – It was reported that despite chasing the Parish Council have still not had a response from James Bailey.

Kent Fire and Rescue Service (Hydrants) – It was reported that the Parish Council are still waiting for the map and the inspection schedules.

Alignment to Ashford Borough Council and agree actions required – it was agreed that this matter would remain on the minutes and monitored for future actions.

Southern Water – The chair reported that a meeting is still awaited with Southern Water to discuss Phase 2. It was noted that the Clerk will chase this on her return from annual leave.

Road name signs – The Chair reported that the Clerk is setting up a request to KALC to have this matter on the agenda for the next KALC meeting.

HPC Liaison meeting with MBC – The Chair reported that the Parish Council were waiting for a report. It was noted that it was not appropriate to chase at this time.

Spires Ash – Despite indications from Maidstone Borough Council that this would be presented at the Members Regulation Panel in early 2019, the Clerk has received notification that the wrong form have been completed. Revised forms have been submitted by the Clerk. This matter is ongoing and the Clerk is chasing.

Headcorn Cricket and Tennis Club – The Chair has emailed the relevant club members to arrange a meeting. Some dates are currently being considered and an update will be given at the next meeting.

Lenham Road Lack of Footpath from Hop Pocket Way to Crest Nicholson Site – Kent County Council Highways have been asked to assess this location and a path was to be put on the other side of the road. Subsequently the gas company then started works on the gas pipe. Kent County Council are liaising with Crest Nicholson to see if they will revert to the original plan. A response is currently awaited.

Lost for Words Books – The Chair reported that these were delivered to the parish office and have been delivered to the school. The Headteacher agreed that the Parish Council should have a picture with the children with the books – this is currently being arranged.



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Empty properties on new developments – The Clerk had previously advised the council of information that she had received concerning the number of empty properties in Headcorn. It had previously been agreed that some work would be undertaken to identify the percentage of empty properties. The clerk will continue with this on her return from annual leave.

Air Quality Diffusion Tubes – The air quality diffusion tube was placed in the wrong place. The Parish Council requested one to be in front of school. This is now being arranged.

Securing CCTV on the Scout Hut. It was reported that the Scouts are happy for the CCTV to be placed on the Scouts hut.

To consider request for donation towards repair costs for the clock at St Peter and St Paul Church Headcorn. A letter of thanks has been received stating that the Church will be looking in to a maintenance contract in due course.

Email correspondence from Mr. D Williams. Mr. Williams was seeking clarification over details of the meeting that took place with HPC and Maidstone Borough Council. A meeting is being arranged between Mr. Williams, the Clerk and the Chair and Mr. Williams is providing possible dates.

River Sherway removal of rubbish on the land owned by Network Rail – This has been completed.

Lord Lieutenants Civic Service 2019 Invitation – The Chair was unable to attend due to a medical emergency. Apologies were sent.

Maidstone Borough Council Local Plan Review – The Neighbourhood Planning Group are attending the meetings on 13th or 21st March and will take the relevant notes.

Surface water flooding at Uptons – The Chair reported that councillors undertook a walk around the village with Kent Flood Risk Assessment Officers. The enforcement officer had already attended this site and arranged for the pipe that the scaffolding had gone through to be repaired. She had also arranged for a bund to be built along the back of the gardens at Uptons which will deflect any surface water to the nearby ditches. There is also a plan for a special junction and settlement tank.

Memorial Oak Tree Parsonage Meadows – It was reported that the tree was duly planted in time for the funeral and the family would like to thank the Parish Council.

Speeding and Traffic Incidents, Hawkenbury – the Clerk wrote to Kent Highways to put this issue on the Highways Improvement Plan. The Clerk will chase this up again on her return from annual leave.

6. Finance

- a. To agree Receipts and Payments and Bank Reconciliation
Schedule of receipts and payments reviewed and agreed by Council, signed by Chairman, Lyn Selby.
- b. To consider renewal of membership to the Aviation Environment Foundation.
After discussion it was resolved to renew membership for the Aviation Environment Foundation at a cost of £36



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- c. To consider quotation for additional CCTV and agree action required.
It was resolved to proceed with the CCTV quotation at a cost of £3,750 for Hoggs Bridge Green.

7. To discuss and agree road names for the development on the land between Mill bank, Ulcombe Road and Kings Road, Headcorn.

After discussion it was agreed to write to Maidstone Borough Council stating that the colours on the map provided are not clear and asking them to number the areas for clarification.

It was resolved that the Parish Council would also request that the long light green road should have (join) both ends joining the main road for ease of use.

8. Correspondence – To receive and action as required

Maidstone Borough Council/ Radical reform proposed for rail fares. – letter from Maidstone Borough Council Headcorn Ward Member suggesting that car sharing should be encouraged by incentives such as reduced rail fares, on journeys to the station. There were no actions or comments required.

Email from Kent County Council regarding Maplesden Noakes School. This was noted.

Email regarding speeding Staplehurst vs Headcorn. It was reported that the Clerk replied to this email stating that Headcorn do not have an active Speedwatch presence at this time due to lack of volunteers.

Email from Maidstone Borough Council regarding precept applications 2019/20. This email was noted.

KALC News – This was noted.

Email from Housing and Communities Support. This was noted.

Email from KALC regarding Newquay Town Council national Parking Enforcement Survey. It was agreed that Cllr Selby would respond to this survey on behalf of Headcorn Parish Council. It was also encouraged that all councillors fill in this survey as individuals.

UK Protect National Incident Notification. This was noted.

Kent Association of Local Councils Minutes. This was noted

Letter from Maidstone Borough Council - Call for Sites. This was noted.

Email regarding Fences at Franks Bridge. It was reported that that nobody has claimed ownership to the fence. It was agreed to liaise with the Clerk on her return from annual leave regarding advice to the correspondent that her insurers should be contacting the car insurers, responsibility having been accepted for the crash

Email from resident regarding TPO. It was agreed that the Clerk would progress this on her return from annual leave.



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

Planning Committee – February 13th and 25th.

There were no comments received.

10. To receive Reports from the following Working Groups and action as required:-

Neighbourhood Plan Group.

A meeting has taken place MBC Officers and Cllr Chappell-Tay who subsequently met with the NP Group. The MBC Officers had suggested a return to Reg.14 or that guidance is sought from planning consultants on how the current plan can be brought to examination. This needs to be swiftly processed due to the Local Plan Review. HPC accepted NP Groups recommendations that the first step was to consider planning consultants and it was agreed to get three quotations for planning consultants as the existing neighbourhood plan needs to be amended to be compliant.

Finance Group.

Nothing to report

Affordable Housing Group.

Nothing to report.

Play Scheme Group.

The Chair advised that the Headteacher has been extremely busy and there has been a delay in setting up a meeting. A further attempt for a meeting will be made.

Special Events Group.

Nothing to report.

Emergency Plan Group.

It was agreed to arrange a meeting for the end of April.

Remembrance Day Parade Group.

It was reported that the Clerk will invite the Chair of the Royal British Legion to attend the April meeting of this group.

Communications Group.

Cllr Dungey reported that the Communications Group have been working on the "Welcome to Headcorn" pack. This should be completed within the next couple of months. The Communications Group are currently looking for sponsorship for printing.

Days Green Inspection.

Cllr Mather continues to supply weekly written reports to the Clerk, for circulation to the Chair. There are no actions at present.

Highways Improvement Plan Group. It was suggested that the Highway Improvement Plan Group meet shortly.

R and B Group – nothing to report but there is a need to chase previous contacts.



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

The Clerk attended a CIL workshop. It was noted that slides were circulated.

Walk around village with Kent County Council Flood Risk Assessment Officers– the Chair reported that it was a very successful meeting that raised the following points:

- The problem at Uptons had been rectified (see matters arising)
- The drainage in Hop Pocket Way was checked and appears to be working satisfactorily now. HOWEVER - it must be noted that the outlet pipe for all the Hop Pocket Way surface water runs directly across the field immediately next to the development as you move along Lenham Road. It is very important that should any development be proposed for this field, the pipe will need special protection. KCC asked that they be kept be informed should this happen.
- There is currently a dispute between Crest Nicholson and KCC regarding a drainage pipe that should run along Grigg Lane, from near to Hardwicks, across the gardens in front of the black painted wood houses. This is yet to be rectified.
- The Enforcement Officer is currently dealing with a drainage ditch, which was being filled in as we passed, on Weavers Way.
- Ulcombe Road – the Enforcement Officer mentioned that the pedestrian walkway from the entrance of Chartway site to Uptons, may not be a hard surface, so, as a drainage pipe will be under the path, she has asked the Parish Council to consider how parking will be managed at this location, given that it is immediately opposite Hoggs Bridge Green.

Headcorn Airdrome Consultant Committee – Cllr Selby attended. The Chair reported that there were many plans for events including the Battle of Britain Show and that Headcorn Aerodrome had been negotiating with Maidstone Borough Council so that more events can be submitted at any one time for planning approval. Chair to chase Jamie Freeman for the further information he had promised to send.

Aerobatic Free Days List and Events Calendar now with Clerk.

- 12. Matters for information, urgent matters at the discretion of the Chairman for noting only or any items for discussion at future meetings.**

Mr. Thomas had just returned from a workshop concerning the MBC Local Plan and reported that Maidstone Borough Council are embarking on the revision of their local plan where they will have to deliver 40% more houses. Also, as Flood Warden he reported that the flood situation at Hop Pocket was working well.

Cllr Selby reported that the drainage was not working at 46 Oak Lane and suggested that this is reported to Kent County Council.



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Clr Selby requested Mr. Thomas and Clr Mather walk part of the Ulcombe Road to see if they could locate the tree that had been reported as fallen in recent high winds.

There being no other matters for discussion the meeting closed at 22:31 hrs.

Signed.....*M Selby*..... Date.....*10-4-19*.....

