



## 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 Open Spaces Committee of Headcorn Parish Council meeting held remotely on Monday 15<sup>th</sup> June 2020 at 7:00pm**

Those in attendance: Cllrs Dungey, Evenden, Hancock, James, Selby, Thomas, and Walker

Clerk: Caroline Carmichael  
Assistant Clerk: Stefan Christodoulou

It is noted that the Clerk had publicised the meeting and invited attendees to contact the Clerk if they wished to be admitted to the online meeting. There were no requests to join the meeting.

#### **1. Election of Chair**

The committee were asked for nominations for Chair. Cllr Sarah Hancock was proposed by Cllr James and seconded by Cllr Dungey. There were no other nominations and Cllr Hancock was duly elected.

#### **2. Election of Vice Chair**

The committee were asked for nominations for Vice Chair. Cllr Sue Walker was proposed by Cllr Dungey and seconded by Cllr Thomas. There were no other nominations and Cllr Walker was duly elected.

#### **3. (a) Apologies for absence received and confirmed by the Council** There were none received.

Cllr Mather was noted as absent.

**(b) Enquiry whether anyone intends to film, photograph, or record during this meeting.** There were none recorded.

**(c) Declaration of changes to the Register of Interests.** There were none recorded.

**(d) Declarations of pecuniary or significant Interest regarding items on the agenda** There were none recorded.

**(e) Requests for Dispensations** There were none recorded.

**(f) Declarations of Lobbying** There were none recorded.

#### **4. Public session (minute book closed)**

**5. The minutes of the last meeting held on March 16<sup>th</sup>, 2020** were approved. The minutes will be signed by the Chairman and returned to the Clerk for filing.

#### **6. Matters arising from the last meeting.**

**Signposts on High Street** - The Clerk had again reported the post that is hanging over the footpath and will continue to press for it to be corrected.

**Extension to the existing burial ground at the rear of the Methodist Church** – This matter is ongoing. The outstanding quote is for the extension to the footpath and the Clerk was asked to



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approach Mackledens for a quotation, she will ask them and Wilsons Tarmac. This will conclude the detail required to get sign off from MBC for conditions that were applied to the previous permission.

**Spires Ash** – The Clerk's office has identified a local fishery that have agreed to help with this matter and a meeting will take place on site to discuss the way forward.

**Section 106 funds** – The Clerk is still awaiting a response from MBC and advised that she had found an alternative way to demonstrate the problems. If there is no response to this email then the matter will be escalated.

**Lenham Road** – The matter of the completion of the footpath at this location remains ongoing and is reported at Full Council. In addition to the completion of the footpath the barriers at either end of the PROW remain to be installed, the Clerk will contact Remus Management to press the situation.

**Wooden direction signpost on Kings Road** – The Clerk has agreed with MBC Betterbuild that they will complete the renovation of the signpost. It will be scheduled into his workload for the next few months.

**Days Green** - Story telling machine, the clerk has had no response from the manufacturers but will continue to chase the matter.

We have been unable to find another manufacturer of this item of play equipment but will continue to research the matter.

**Parsonage Meadow** - Seats need further sanding and treating. The Clerk advised that given the delays in dealing with other projects this matter will be held over until the autumn.

The Clerk will chase Wilsons to establish a timeline for completion of: -

- Replacement gate at Burial Ground
- Resurfacing of the footpath that runs around the edge of the Meadow

**Church Lane** - The Clerk will contact Wilsons to establish a timeline for the completion of the white lining of the lane.

**Kings Road** - Dog Fouling sign to be replaced. MBC to site more permanent signage.

**Corsican Pine in Village Hall Grounds** – The Clerk advised that the report for the tree had been received from TreeCycle Tree Care and had been passed to the Village Hall Management Committee for their attention and action as necessary, although it should be noted that the report called for no remedial works at this time.

**Traders Car Park** – The fence has been repaired and the area has now had great crested newt screens fixed as part of the ecology work required on the planning application for the small business unit at the site. When undertaking this work the operatives dumped the tree and hedge debris on the cinder part of the site that belongs to HPC, the Clerk is in correspondence with Starnes to get this debris removed.

**Bug Hotel on Days Green** – The re-siting of the bug hotel is an ongoing project and will be completed shortly.

**Hanging Baskets** – The baskets went up at the end of May. The Clerk and Assistant Clerk will be undertaking the watering this year to ease the workload of the lengthsman, given that one of



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them has been absent on sick leave. It is anticipated that next year the Clerk will be looking for volunteers to do the watering.

The Clerk has observed that only four (halves) of the existing basket stock have reservoirs and these plants seem to be faring better. The Clerk's office will investigate the cost to replace all the baskets with those that have reservoirs and refer to committee.

**Tenterden Twilight Cleaning Contract** – The signed contract has not yet been received from the contractor. The Clerk's office will follow up.

**Headcorn WI Tree Planting** – The Clerk advised that the types of tree had been selected and the planting spots identified, and the matter would be completed in the autumn when it is a better time to plant them.

**Headcorn Memorial Beacon** – The Clerk was pleased to report that the Beacon was now in situ and had been received well by the community. Sadly, there would be no lighting ceremony at this time. Although it was suggested perhaps it could be lit when the lockdown ended.

The committee reviewed a suggestion for the plaque for the beacon, it was agreed that the words "village lengthsmen" would be added beneath their names so that future generations would know who had constructed it. The Clerk will order plaque.

**Dawkes Meadow and Days Green Play Area Flooding** – The area had now dried up and is beginning to recover from the trauma of the flooding last winter. The Clerk has written to Kent Highways on the matter, but they are unlikely to take any action unless the problem reoccurs. Thankfully, the wooden seating area had dried out and there does not appear to be any lasting damage.

**Knights Way** - The ditch next to the footpath that runs from Knights Way to Oak Lane is blocked by a fallen tree and other garden debris. The Clerk has reported the issue to Golding Homes.

**Lenham Road/Grigg Lane Public Right of Way** - Waste bin at Grigg Lane end of PROW still requires replacement. The Clerk has chased MBC.

The fallen tree that was down across the PROW was cleared by a local farmer.

**Memorial Tree for Dr Hardwick** – A site has been identified for the tree on Days Green and this will be purchased and planted later this year.

**Kent Men of Trees Village Trees Competition** – Will not now take place this year, it was postponed to 2021 due to the COVID 19 pandemic.

**7. To receive correspondence and action, as necessary.**

There was no correspondence for consideration

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

The budget was reviewed. No further action required at this time.

**9. To consider the Terms of Reference for the Committee and agree any changes or amendments required.**



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The terms of reference were reviewed, and it was agreed that no amendments were required. These will be presented at Full Council in July for adoption.

**10. To consider the existing fee structure for the Burial ground and agree any actions required**

The committee noted that the fees had been increased in June 2019 and unanimously agreed to leave the fees unchanged for the coming year.

**11. To consider request for Disney etchings on Memorial Headstones and agree actions required**

The request to include the Disney images of Mickey Mouse and Iron Man were discussed at some length by the committee. Given the comments from the Bereavement Services Officer at MBC the Clerk had made enquiries with Disney and the use of these images is protected by copyright and should not be used. The Clerk will advise the stonemasons.

**12. To consider annual inspection of play and other equipment by Royal Society for the Prevention of Accidents (RoSPA)**

The Clerk had already circulated the fees for this year's inspections and these were agreed. It was also agreed that we would be added to the automatic scheduling programme that RoSPA use. The Clerk will advise RoSPA.

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

Cllr Hancock raised the question about the purpose of a very large green and yellow box that had been installed on the footpath outside the flats at Black Horse Court. The Clerk advised that this is to accommodate new broadband services.

Cllr Hancock asked for clarification on the rules on Cllrs unapproved absence from meetings and this was clarified.

**Future Village Inspections** - It was agreed that a provisional date for a walk be set as Sunday 12<sup>th</sup> July (10am) and this would be reviewed nearer the time and if the same COVID 19 guidance exists the walk will either be postponed or attended by a smaller (probably 4) number of Councillors.

There being no other matters for discussion the meeting closed at 20:25 hrs.

Signed.....

Date.....17/7/2020.....

SM