



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 11th December 2019 at 7:30pm in the House Meeting Room , Village Hall, Headcorn.

Those present: Cllrs Dungey, Evenden, James, Mather, Pyman, Selby, Thomas, Thorogood and Walker.

Clerk: Caroline Carmichael

Three members of the public were present.

1.
 - a. **Apologies for absence.** Apologies were received and accepted from Cllrs Davies & Hancock. Cllr Collins-Moore was noted as absent.
 - 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

The Warden had sent his apologies for the meeting. The Wardens report had been circulated to all Councillors and was reviewed by all present. A number of points were highlighted but no further actions are required.

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

The PCSO had not supplied a report for the meeting. The following incidents/matters were discussed:-

- Requests from Kent Police for CCTV footage to help identify an individual involved in alleged assaults.
- Cllr Hancock had circulated an email detailing visits to her retail premises by Kent Police and the Community Protection Team. The email indicated a positive response to matters raised and asked that we continue to press Kent Police on matters affecting the village and the High Street retailers.



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- The Clerk reported on a matter involving an alleged verbal assault on a member of the community after an incident involving their dogs. The matter is being investigated by Kent Police.

No further incidents were discussed.

4. **The minutes of the meeting held on November 13th 2019** were duly approved. The Clerk did not have an original copy to hand and it was agreed they would be signed in the office by the Chair.

5. **Matters arising from the last meeting.**

Country Eye – this matters remains ongoing and will be followed up by the Clerk.

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.

Lenham Road Lack of Footpath from Hop Pocket Way to Crest Nicholson Site – The Chair advised that the planning application for the footpath has now been approved. A temporary surface will be laid until better weather permits the installation of the new footpath.

Whitehorse Cross Road – the ongoing issues with the traffic signals at this junction were discussed and it was noted that the developer will be issuing a letter of apology to the community. Further communication will then be issued explaining the programme for installation of the permanent traffic signals.

Wheeler Street – it was noted that there would be further disruption to the A274 when the new zebra crossing would be installed

Church Lane Parking – The matter is ongoing and Cllr Thomas hopes to be able to have a full report in the New Year. The issues of parking by the traders was discussed and it was agreed that a letter would be sent to a number of traders who were seen as persistent offenders. The Clerk had not yet written to Simon Miller, the Royal Mail office, HQ (hairdressers) and Smiles Dentist but would do so as soon as workloads permitted.

MBC Community Protection Team (CPT) – it was noted that the CPT would be hosting the next surgery in Costa Coffee. It is hoped that this will bring better attendance. The matter will be further reviewed by the CP team.

Annual Meeting of the Parish – As advised at the last meeting the matter of a new format for the meeting will be taken forward by the Communications team in the New Year.

Assistant Clerk – The Chair confirmed that the role had been offered to and accepted by Stefan Christodoulou.

Maidstone Borough Local Plan Review Regulation 18 Consultation – the concerns over the housing numbers remains a key issue and the matter will be pursued by the Clerk/Council in conjunction with the Call for Sites review.

Access for All – there has been nothing from MBC about a feasibility study. This matter is ongoing.



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Kent Highways – HPC Highways Improvement Plan

Speed surveys – The Clerk has sought comment from both Dr Ker and Kent Highways on the results of the survey. Further review is required and reports will be provided as they arise.

Hawkenbury Road Bridge – This matter will be further reviewed as part of the HIP. The Clerk continues to press for an update from Kent Highways.

It is suggested that a further review meeting with Highways be set up in the New Year.

Hammerstream

Enforcement matters continue to be an issue at the site and the Clerk is pressing MBC for action.

MBC The Meadows Lenham Road – this matter is ongoing and the Clerk will continue to press all parties involved to expedite the matter.

Section 106 payment - this matter continues and previous detail received from MBC needs further clarification and the Clerk will continue to press the matter.

The Parish Council to review and adopt new Financial Regulations

Cllr Dungey raised a question with regards to Section 6 and the appropriateness of the wording given how the Parish Council now complete their banking. Further she asked if we should be reviewing the utility providers every two years. The Clerk agreed to further review the regulations and clarify the matters with KALC/NALC. This matter would be carried forward into the New Year

Parking on Kings Road – the Clerk confirmed that it was part of the planning conditions for the Ulcombe Road development that 6 spaces be provided for off road parking to compensate for the loss of on road parking at the junction. The Clerk will continue to monitor the situation.

Litter/Fly tipping issues at litter bin in the village – the Clerk continues to liaise with MBC to see what steps we can practically take to ease the problem.

6. Finance

a. To agree Receipts and Payments and Bank Reconciliation

Schedule of receipts and payments reviewed and agreed by Council.

7. To discuss progress re call for sites and agree further actions required

It was noted that HPC would be meeting with MBC to discuss the sites that have come forward. It was agreed that there would be an informal meeting of the Council on December 30th 6pm to go over the sites and agree our comments for all sites and to outline our concerns for the overall numbers.

8. Correspondence – To receive and action as required

White Horse Cross Roads – further email correspondence received in regards to the issue with the traffic lights and also the state in which the road has been left. As stated above this matter is ongoing and will continue to be monitored by the Clerk/Council.

Air Pollution at White Horse Cross Roads – email received from a parishioner who suggests that signs be placed to ask car drivers to switch off their engines when waiting for the lights. This



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matter had been referred to the developer and signs advising the same were placed at the location.

Royal British Legion (Headcorn Branch) – a letter has been received from the branch expressing their sincere thanks for the excellent organisation of the Remembrance Day Parade.

Further it was noted that they will be hosting a coffee morning at the village hall on December 21st, everyone is welcome.

Alleged breach of planning conditions at the Weavers Headcorn – correspondence received from a resident concerning the siting of a large communal waste bin and loss of parking on the Crest Nicholson site on Grigg Lane. The Clerk will check planning conditions and liaise with MBC as required.

Overgrown shrub in Woodcocks Headcorn – email correspondence received from a resident advising that the shrubs on the corner of Woodcocks were unkempt and over grown. The Clerk had confirmed that it was not the responsibility of HPC and the matter had been reported to Kent Highways.

Flood Issues in Whitburn – email correspondence received concerning drainage and flooding issues in Whitburn, Tyne & Wear. The writer was drawing parallels with Headcorn and is seeking advice. The Clerk has emailed the writer answering their questions and has also agreed to ask Tim Thomas to make contact with the writer.

Kent Police Don't Drink & Drive Campaign – detail posted to HPC social media and notice boards.

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

Planning Committee – November 25th

Open Spaces – November 18th

There were no amendments or comments.

10. To discuss and agree actions on the following planning applications:-

19/505585/FULL Little Hawkenbury Farm Hawkenbury Road Hawkenbury Kent TN12 0DU

The Council discussed this application and it was agreed that the proposed changes would enhance the buildings and the council therefore wished to see the application approved and referral to committee is not required.

19/505671/FULL Little New House Farm New House Lane Headcorn TN27 9JL

It was noted that there were concerns over the shrub planting (should be mature specimens) and that there was an absence of detail over drainage.

It was agreed that the Council could not consider the application in its current format and it should be resubmitted with further detail.



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Referral to committee is required.

19/505498/FULL 9 Hop Pocket Way Headcorn TN27 9AF

The Council discussed this application and agreed they wished to see the application approved and referral to committee is not required.

19/505547/FULL Carlo Cottage Tattlebury Lane Headcorn TN27 9JU

The Council discussed this application and agreed they wished to see the application approved and referral to committee is not required.

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

Neighbourhood Plan Group.

The Chair advised that the group had meet and the matter is being taken forward by the group. An email has been received from Dr Driver and it will now be reviewed by the group before they take the next step.

The Group also discussed the Call for Sites detail and their comments would be included in our discussions.

Finance Group.

The Chair reminded the Council that there would a meeting to discuss the budget for 2020/21 would take place on December 16th at 6:30pm.

Play Scheme Group.

The Chair advised that due to other commitments she had not yet completed the survey but would be doing so in the New Year.

Special Events Group.

The SEG were thanked for providing the refreshments for the meeting this evening.

Emergency Plan Group.

The Chair advised that the matter is ongoing

Remembrance Day Parade Group.

Planning for the next parade would start in the spring of 2020.

Communications Group.

Cllr Dungey gave an update from the Comms Group. They would be working on the next newsletter in January 2020.

Speedwatch Group

Cllr Hancock was not at the meeting to give an update.

The Clerk advised that we are waiting on further clarification from Kent Police as to whether or not we can use a Go Pro when undertaking Speedwatch sessions, she will press for an answer.

Days Green Inspection.

Cllr Hancock was not at the meeting to provide an update but she had been in touch with the Clerk and there were no matters to highlight, other than the issues with flooding at the end of Dawkes Meadow. The Clerk is aware of this situation and is following up with the Kent PROW team.



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Highways Improvement Plan Group

See comments in the preceding matters arising.

R and B Group

The situation is as reported at the last meeting and the Clerk continues to press all parties for an update. The matter will be vigorously pursued in the New Year.

It was noted that the meeting took place with the Rotary Club to discuss the tree planting mentioned at the last meeting. It was noted that we would not be ready for this round of tree allocation and the HPC representatives stressed that we would like to be included in future allocations, preferably with more mature trees.

An update on all matters will follow at next Full Council.

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

Joint Parishes Group (MBC Call for Sites/Local Plan) – Cllrs Pyman and Walker attended this meeting and gave a brief report on the matters that were covered. This included:-

- a) Continued challenge to the housing numbers
- b) Infrastructure funding by central government

The Clerk will circulate the minutes from the meeting

Meeting with Persimmon Homes - The Chair and Cllr Thomas attended a meeting with the developer to discuss plans for the additional housing at the Grigg Lane site. There was little to report but it was noted that they would not be giving up space for use as parking for the Doctors Surgery.

Kent Highways Parish Seminar - this was attended by Cllrs Selby & Mather. The Clerk will obtain and circulate the slides from the event. Cllr Selby will provide a report on the seminar at the January meeting

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

The Clerk noted that the lentsmen had featured in this month's Downsmail

It was also noted that the Chair had been in the office when the engineer called to reset the defibrillator sited at the village hall. He advised that it needs to be checked on a regular basis. It was agreed the Clerk would do this.

There being no other matters for discussion the meeting closed at 21:49 hrs.

Signed

Date

8/1/2020