



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 on Monday 16th September 2019 at 7pm in the Green Room, Village Hall, Headcorn.

Those present: Cllrs Evenden, Hancock, James, Mather, Selby & Walker. Cllr Dungey arrived at 19:02pm.

There were no parishioners present

Clerk: Caroline Carmichael

1.
 - a. **Apologies for absence.** Apologies were received and accepted from Cllr Tony Collins-Moore.
 - 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. **The minutes of the last meeting held on July 15th 2019** were approved and signed by the Chairman.
4. **Matters arising from the last meeting.**

Sign posts on High Street – The Clerk will continue to report on this item, but Kent County Council have confirmed that this is not a priority matter.

Scattering of ashes at Parish Burial Ground – The sign is now in situ and it was agreed on the Open Spaces Walk that the area should be planted with spring bulbs along the edge of the path. The Clerk to organise.

Extension to the existing burial ground at the rear of the Methodist Church – This matter is ongoing and the Clerk has the matter in hand and will be discussing the tree work with Tree Cycle Tree Care.

Mowing of open spaces – The invoice for the mower is with MBC for consideration of S106 payment.

Spires Ash – Since the last meeting the Clerk has received advice from a local ecologist, with excellent credentials, that suggests that the ecology of the pond could be adversely affected by dredging it. It was discussed and agreed that the matter would not be pursued at this time. The ecologist has however suggested that he assess the fish stock in the pond as the presence of carp



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and goldfish has unbalanced the newt and duck population. He intends to set a trap in order to make the assessment and will come back to us when the detail is available. The Clerk will follow up.

Section 106 funds – the Clerk is still awaiting a response from MBC regarding a deed of variation that would permit the spending of funds on various Open Spaces projects. The matter will be escalated by the Clerk.

Lenham Road – the following is an extract from the Full Council meeting minutes and confirms the current situation:-

Despite a request to the developer that they use their existing planning approval for the path on the south side as this would take less time. There has been no further comments from Crest Nicholson. The Clerk has now also written to Kent Highways to ask them what actions they intend to take in line with the 1980 Highways act and the duty of care to users of highways including footpaths. The Chair then advised that she had been told by Kent Land Drainage Engineer that the delay may be as a direct result of an insistence on a safety audit. The Engineer did say that they would be prepared to approve the plans if Headcorn Parish Council confirmed that they wanted the footpath to be progressed. This however would be recorded and if there were problems in years to come it would fall to HPC. The Council agreed emphatically that they do not agree to that. The Clerk will continue to press for resolution.

Millennium Beacon – the siting of the Millennium beacon will be resolved in the autumn.

Trees at Methodist Church – The trees at the front of the church are overwhelmed with Ivy, it has been agreed with the Church that the ivy will be cut as directed by the tree warden.

Planter at the White Horse Public House – the planter is almost complete and will be installed shortly.

Wooden direction sign post on Kings Road – the Clerk has received a written quotation at £1965. The clerk advised that nothing had been received from Alan Port. The matter would be followed up.

The waste bin on the post still needs to be removed. Clerk to chase MBC who have agreed to move it.

Days Green

- Burned bench in story telling area. The wood had been ordered and the seat will be replaced.
- Story telling machine, the clerk is pursuing the matter with the manufacturer.
- Footpath light on the Green needs clearing of branches and the Clerk has asked PDW to clear them.

Parsonage Meadow

- Seats need sanding and treating. Work completed.

Foremans Walk

- Defibrillator cover had been vandalised. A new case was fitted and the defibrillator serviced at the same time.



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- The lettering on the Foremans Memorial plaque is indistinct. Clerk has advised the landowner.

Kings Road

- Hedge near cut through to Forge Meadows needs tidying. It was noted that this will be tidied when the planned building works for the adjacent site are undertaken.
- Dog Fouling sign to be replaced
- Forge Meadows road sign is severely obscured by the hedge. Clerk has reported this to Kent Highways.

PROW Lenham Road to Grigg Lane

These matters all form part of ongoing correspondence between the Clerk and Remus Management/Crest Nicholson. The Clerk is now also being supported by ecologist, Mr. Brian Banks and good progress is being made on all matters. Clerk will pursue.

Knaves Acre

Empty property is causing a nuisance to neighbours. The Clerk had spoken to the owner of the property and no action has been taken. The Council wish to send a letter to the homeowner. Clerk to action.

5. To receive a Budget Analysis report

The Budget Analysis was reviewed and no further action was required.

6. To consider request to use Parsonage Meadow for a dog show on August 2nd 2020 and agree any actions required

The matter was discussed and agreed that the use of the meadow as outlined.

7. To agree site for Headcorn Bug Hotel and actions required.

The location of the bug hotel was agreed and will be moved by the lengthsman. It will then be refilled and enclosed.

The Clerk had given a suggestion for a sign that would be sited alongside the hotel. It was agreed it could be ordered from Iden Signs.

8. Discuss Christmas lights, agree if additional purchases and any actions required

The following areas were highlighted in January 2019:-

- Lighting of tree at southern end of High Street. The tree identified is on private land and the Clerk was asked to contact the owner to get their views on the matter.
- Reinstate lights outside Family Funeral Services, Bake My Day and the hairdressers.
- Tree on Foremans Walk needs additional lights. The Clerk will ascertain whether any tree work is planned for this tree before additional lights are added.
- Lighting of the two small silver birch trees either side of the bus stop
- Lighting of tree in the Church burial ground
- Lighting of additional tree on Days Green



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- Additional lights in the “coloured” tree, adjacent to the toilets on Days Green, are needed

The Clerk noted that one of the trees on the High Street was damaged by a lorry and when it brought a branch down it has damaged the lights in that tree. Effect of this is still to be assessed.

She further noted that the cost to light a tree is between £1000 and £2000 depending on the units needed. The cost to place a string of lights outside Family Funeral Services will be £350 + VAT

Lastly it was noted that the tree on Foremans walk, near the charity shop and currently decorated with a net of warm white lights, may need to come down, this is part of an investigation into the roots lifting the pavement.

The committee discussed the various items and agreed:-

- Reinststate the string of lights by Family Funeral Services
- Decorate the two silver birches on the High Street either side of the bus stop. Approval of owner would be sought.
- We would ask Sainsburys to consider putting up a string of lights in front of shop
- Days Green, we require additional lights in the trees so as to make them more vibrant
- Days Green, additional tree lit, near Culpepper Court.

9. Discuss quotation for annual tree audits and agree actions required

The quotations for the Annual Tree Survey were discussed and it was agreed to proceed with Tree Cycle Tree Care. Clerk to take the matter forward.

10. Discuss ROSPA inspection reports for Days Green Children’s Play Area & Hoggs Bridge Green Recreation Area

The committee reviewed the reports for Days Green & Hoggs Bridge and the following matters were identified as requiring attention:-

Days Green

Signage – the existing sign will be retained as ownership details are on the signage attached to the play equipment

Gates – fit rubber buffer as identified



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Children's Benches – found to be loose. The lengthsman keep tightening these but we suspect that they are worked lose. Tighten and add notice. If the action of loosening the benches persists the benches will be removed.

Train

- Tighten bolts on seat
- Repair surface

Sam's Car – repair surface

Story Telling Area

- Repair surface
- Smooth timber burned seat (this is in hand)

Swings – lubricate and slacken off bolts

Collider – repair is in hand and replacement parts ordered. Collider is not on site at present.

Multiplay – bolt needs replacing

Some cracking of play surface. No item above low level remedial action required. Work to be scheduled with lengthsman.

Hoggs Bridge Green

Gate – fit buffer

Signage – dog ban and ownership signs recommended. Ownership signage fitted since report. Previously agreed no dog ban would be in place.

Pod – replace fire damaged caps

Goal Posts

- Repair surface
- Reset posts in ground as they are loose
- Paint white?

MUGA

- Repair tarmac
- Replace missing items



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Slide – repair surface

Fitness Hand wheels – refer to manufacturer re sign

Twist & Step

- clean off dirt and algae
- limiters to be fitted

Seated Leg Press – loose in ground, reset

Pull Down Challengers – loose in ground, reset

It was agreed that the report be sent to Sutcliffe Play, installers, and ask them to attend to remedial work after obtaining a quotation for same

11. Discuss repair or replacement of gate on Parsonage Meadow

It had previously been suggested that the top bar of the gate should be replaced. I have discussed it with the lengthsman and given the overall state of the gate it was felt that it would not be worth the cost and time taken to replace just the top bar.

The cost to replace the gate at Hoggs Bridge Green earlier this year was £400 including labour,

The gate had been looked at on the Open Spaces walk and it was agreed the gate should be replaced.

12. Discuss the area of the existing burial ground affected by existing drainage pipes and agree actions required

The area in the burial ground affected by the drainage pipe had been reviewed and it was agreed that the area not suitable for coffin internment could be used for the burial of cremated remains. The Clerk will produce a schematic of the area and agree same with grave digger.

13. Review Open Spaces Risk assessment and agree any amendments required.

The committee reviewed the risk assessment and noted that Clerks request to include the following note against Extreme Weather Risk. “At the Clerks discretion they may call an end to the working day due to adverse weather conditions”

The Clerk will update the risk assessment record accordingly.



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14. Village Inspection Walk

(a) Issues arising and actions to be taken.

Burial Ground

- It was noted that some of the burial plots do not comply with HPC regulations. The Clerk has written to the family to request its removal.
- Signs asking for dogs to be kept on leads have been placed at the burial ground.

Traders Car Park

- Lamppost vandalized. A repair has been effected but it is not acceptable, Clerk to contact Starnes
- Area of fencing that had been knocked down needs the posts removed so as to tidy the area
- Perimeter fence down in places. Reported to Starnes
- Fence bordering the woodland has been damaged and will be replaced when work at burial ground completed.

Spires Ash

- It was agreed that a sign should be erected at Spires Ash stating that the area had been given Village green status. Clerk to resolve.

Foremans Walk

- The trees on Foremans Walk are subject to correspondence at Full Council after a trip incident on site. The Clerk is in contact with landowner.

Drainage Ditch at Long Meadow

- The fence requires new supports. The Clerk will speak to the village hall.

Church Lane

- Trip hazard identified, the Clerk will report to Kent Highways.

(b) Date of next Walk.

November 17th

10. To receive correspondence and action as necessary.

Headcorn Village Relief Map – a quotation has been received from A & N Baughurst Limited to turn the map as previously discussed. The quotation was reviewed and accepted by the committee. The Clerk will take the matter forward.



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

There were no matters for discussion.

There being no other matters for discussion the meeting closed at 20:14 hrs.

Signed..... Date.....

DRAFT