

Hawkinge Town Council

www.hawkinge-tc.gov.uk

Town Mayor: Councillor Philip Martin



Town Clerk

Mrs Tina Wiles
Town Council Offices
Hawkinge Community Centre
Heron Forstal Avenue
Hawkinge Kent CT18 7FP
Telephone: (01303) 893928
Email: clerk@hawkinge-tc.gov.uk

TO: MEMBERS OF HAWKINGE TOWN COUNCIL

YOU ARE HEREBY SUMMONED to attend a virtual Meeting of HAWKINGE TOWN COUNCIL to be held on **WEDNESDAY 14 APRIL 2021 at 6.00pm.**

Please note earlier start time

The meeting will be open to the press and public please use the link below to access the meeting. Any member who wishes to have information on any matter arising on the agenda which is not fully covered within this summons is requested to give prior notice to the Town Clerk.

<https://zoom.us/j/95258568124?pwd=TDZlQ29UUXN5bWJQZ1BWUk9BdWVNdz09>

A handwritten signature in black ink that reads 'Tina Wiles'.

Tina Wiles
Town Clerk

The Town Mayor will take questions from parishioners. The number of speakers will be limited to five (time limit 3 minutes).

A G E N D A

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

Members of the Council should declare any disclosable pecuniary interest or any other significant interests in any items/s on this agenda.

Disclosable Pecuniary Interests (DPI) under the Localism Act 2011; the nature as well as the existence of any such interest must be declared.

Other Significant Interests (OSI) under the Kent Code of Conduct adopted by the Town Council on 12 September 2012; The nature as well as the existence must be declared.

Whenever possible, and if in doubt, advice should be sought from the Clerk prior to the meeting.

3. MINUTES

To approve and sign the minutes of the meeting held on 10 March 2021.

4. TOWN MAYOR'S COMMUNICATIONS

To be reported at the meeting.

5. FINANCIAL MATTERS

The Clerk will report on the schedule of payments to be made following the meeting. A copy of the schedule is attached.

Please contact the Clerk before the meeting if you have any queries on the items listed.

RECOMMENDATION: To approve the schedule of payments attached at Appendix 1.

6. ELECTION OF TOWN MAYOR ELECT 2021/22

Town Councillors are asked to select the Town Mayor Elect for the ensuing municipal year 2021/22 and in light of the Covid 19 crisis to extend to 2022/23.

7. MINUTES OF THE PLANNING AND DEVELOPMENT COMMITTEE

To approve and adopt the minutes of the meeting held on 23 March 2021.

8. REQUEST FOR FINANCIAL ASSISTANCE

REPORT: A request for financial assistance has been received from Hawkinge Village hall Management Committee, copy attached.

The Council is asked to determine the request.

9. GENERAL POWER OF COMPETENCE

REPORT: To confirm the Council will continue to use the General Power of Competence in the course of its work.

10. CORRESPONDENCE

Hawkinge Town Council

www.hawkinge-tc.gov.uk

NB: This is printed on white paper

Minutes of a Meeting of Hawkinge Town Council

Held at: Virtual meeting

Date: 10 March 2021

Present: Councillors Philip Martin (in the Chair) Councillors, Andy Csiszar, David Godfrey, Chris Johnson, Richard Moffatt, David Monk, Les Palliser, Dick Pascoe, Stuart Peall (minute 2189 to end) Peter Roy and Nabin Siwa.

Officer Present: Mrs Tina Wiles, Town Clerk & Responsible Financial Officer

2183. **DECLARATIONS OF INTEREST**

Councillor Dick Pascoe declared an Other Significant Interest in minute 2193 (Report HTC/20/17 – Provision of Christmas Tree) and did not take part in the discussion or voting on this item.

2184. **MINUTES**

The minutes of the meeting held on 10 February 2021 were submitted and approved as a correct record and signed by the Town Mayor.

2185. **TOWN MAYOR'S COMMUNICATIONS**

The Town Mayor gave an update since the last meeting of the Council.

The Chairman advised the Council regarding arrangements for the virtual Annual Town Meeting.

Proposed by Councillor Philip Martin
Seconded by Councillor Les Palliser and

RESOLVED:

- 1. To hold the Annual Town Meeting virtually on Wednesday 21 April 2021.**
- 2. To follow the format that formal reports are submitted by Chairman of the Town Council, Kent County Councillor and FHD Councillors, and then reports and/or information from representatives from local organisations in attendance, followed by items of information from the public.**
- 3. To record the meeting and post on social media.**

(Voting: For 10, Against, 0; Abstentions, 0;)

2186. **FINANCIAL MATTERS**

The schedule of payments to be made as circulated with the agenda as Appendix 1.

Proposed by Councillor David Monk
Seconded by Councillor Les Palliser and

RESOLVED: To receive and adopt the schedule of payments attached as Appendix 1.

(Voting: For 10, Against, 0; Abstentions, 0;)

2187. **COMMITTEE MEMBERSHIP REPORT:**

The Finance and General Purposes Committee currently has a membership of 8 Councillors which is set at the Annual Council Meeting. On 10 February 2021, minute 2179, the Council reviewed the vacancies resulting from resignations of councillors and appointed 2 Councillors to the Finance and General Purposes Committee in error instead of 1 and the membership increased to 9.

The Council is asked to adopt the membership of 9 and review this at the Annual Meeting of the Council in May 2021.

Proposed by Councillor Les Palliser
Seconded by Councillor David Monk and

RESOLVED:

- 1. To receive and note the report.**
- 2. To increase the membership of the Finance and General Purposes Committee to 9.**
- 3. To review this at the Annual Meeting in May 2021.**

(Voting: For 10, Against, 0; Abstentions 0,)

2188. **MINUTES OF THE PLANNING AND DEVELOPMENT COMMITTEE**

The Minutes of the Planning and Development Committee of 23 February 2021 were submitted.

The Chairman of the Committee asked for the minutes to be amended to note the traffic calming measures detailed at minute 955 referred to Canterbury Road and not Haven Drive. The amendment to be to replace references to Haven Drive with Canterbury Road.

Proposed by Councillor Dick Pascoe
Seconded by Councillor Les Palliser and

RESOLVED: Subject to the above amendment to receive and note the minutes of the Planning and Development Committee of 23 February 2021.

(Voting: For 9, Against, 0; Abstentions 1,)

NOTE: Councillor Stuart Peall joined the meeting.

2189. **TRAFFIC CALMING CANTERBURY ROAD, HAWKINGE**

REPORT: On 23 February 2021, minute 955 (amended at the Town Council 10 March 2021, minute 2188) the Planning and Development Committee considered traffic issues and **RESOLVED TO RECOMMEND TOWN COUNCIL TO:** investigate the possibility of raising the height of the crossing to create a speed bump at Canterbury Road, Hawkinge.

Further information was obtained from Cllr Susan Carey and this was forwarded to the Committee before the meeting for consideration.

The Council noted the information regarding costs and debated the options focusing on practical ways of reducing the speed of traffic using Canterbury Road. These included 20mph restrictions, the use of the mobile vans that monitor and record speeding and speedwatch initiative.

Proposed by Councillor Chris Johnson
Seconded by Councillor Les Palliser and

RESOLVED:

1. **To receive and note the report.**
2. **To contact KCC Highways to express concerns regarding speeding in Canterbury Road and ask for advice without committing any money.**
3. **To monitor the impact of the speedwatch initiative.**

(Voting: For 11, Against, 0; Abstentions,)

2190. **FINANCE AND GENERAL PURPOSES COMMITTEE**

To receive the minutes of the Finance and General Purposes Committee of 3 March 2021.

Proposed by Councillor David Monk
Seconded by Councillor Les Palliser and

RESOLVED: To receive and note the minutes of the Finance & General Purposes Committee of 3 March 2021.

(Voting: For 11, Against, 0; Abstentions, 0)

2191. **CORRESPONDENCE**

None reported.

2192. **EXCLUSION TO THE PUBLIC**

Proposed by Councillor David Monk
Seconded by Councillor Les Palliser and

RESOLVED:

To exclude the public and press from the meeting for the following items of business by virtue of the Public Bodies (Admission to Meetings) Act 1960, by reason of the confidential nature of the business to be transacted.

(Voting: For 11, Against 0; Abstentions, 0;)

2193 **CHRISTMAS TREE**

REPORT: On 3 March 2021, minute 766 refers, the Finance and General Purposes Committee requested information to provide the project. **REPORT HTC/20/17** sets out the information, timeline and costings.

Councillors noted the arrangements and agreed to visit the site independently to assess the exact location and provision of an electricity supply.

Proposed by Councillor Richard Moffatt
Seconded by Councillor Philip Martin and

RESOLVED:

- 1. To receive and note the report HTC/20/17.**
- 2. To defer consideration of the report until the next meeting of the Council to allow Councillors to independently inspect the site.**

(Voting: For 10, Against 0; Abstentions, 0)

2194 **CONTRACTED PAYMENTS**

REPORT On 16 December 2020, minute 759, the Finance and General Purposes Committee asked for information regarding an inclusive communications package ie broadband and telephone provision and the cost of removal of the printer/photocopier at the Council Office.

REPORT HTC/20/18 encloses Report FC/20/21 considered by the Finance and General Purposes Committee on 3 March 2021.

Proposed by Councillor David Monk
Seconded by Councillor David Godfrey and

RESOLVED:

- 1. To receive and note the report HTC/20/18.**
- 2. To retain a stand alone BT land line to host the building alarm at Hawkinge community Centre.**
- 3. To transfer the broadband to Vodafone.**
- 4. To continue with Voipstudio as the telephone provider.**

5. To retain the mobile contract with O2 until the end of the contract and renegotiate a sim only deal in June 2021.

6. To delegate authority to the Town Clerk in consultation with the Chairman of the Council to liaise with the printer/copier provider for termination of contract figure.

(Voting: For 11, Against, 0; Abstentions, 0)

2195. HAWKINGE COMMUNITY CENTRE

REPORT: On 13 January 2021, the Council noted two grants had been made to the Centre to facilitate a schedule of refurbishment.

The Clerk was asked to liaise with the Manager of the Centre to bring forward a report on phase 2 of the repairs and determine the funds available in the 2021/22 budget to be granted, taking into consideration the annual costs to the Council as Landlord.

REPORT HTC/20/19 encloses Report FC/20/22 considered by the Finance and General Purposes Committee on 3 March 2021.

The Clerk provided clarification on items 3, 7 and 8 on the schedule.

Proposed by Councillor David Monk
Seconded by Councillor Les Palliser and

RESOLVED:

1. To amend recommendation 2 in Report HTC/20/19 to add the words “up to” before £24,973.

(Voting: For 11, Against, 0; Abstentions, 0)

Proposed by Councillor David Monk
Seconded by Councillor Les Palliser and

RESOLVED:

1. To receive and note report HTC/20/19.

2. To make a grant of up to £24,973 to FSCT for 2021/22 utilising funds from the Capital Reserve to facilitate Phase 2 of the repairs schedule.

3. To note the arrangements to replace the funds in the Capital Reserve from the 2022/23 Budget and Precept.

4. To note the clarification regarding items 3, 7 and 8 on the schedule reported by the Clerk

(Voting: For 11, Against, 0; Abstentions, 0)

2196. GROUNDS MAINTENANCE CONTRACT – EVALUATION OF TENDERS

REPORT: HTC/20/20 encloses Report FC/20/24 considered by the Committee on 3 March 2021.

Proposed by Councillor David Monk
Seconded by Councillor Dick Pascoe and

RESOLVED:

- 1. To receive and note the report HTC/20/20.**
- 2. To award the contract to contractor GMT/20/05 for a five year period from 1 April 2021.**

(Voting: For 11, Against, 0; Abstentions, 0)

Schedule of payments as at 7 April 2021

Date	Payment ID	Payee	Description	Amount
04/03/2021	DD	Adobe Pro - Subs	Monthly Subscription	25.28
05/03/2021	E189	Harmer & Sons	Potholes at Village Hall and HCC Carpark	384.00
05/03/2021	E190	Geoff March - IT Services	UPS fault diagnostic and fix including retrieval and reinstall.	190.00
05/03/2021	E191-198	Harmer & Sons	Monthly Grounds Maintenance Contract	3,154.65
05/03/2021	E199	Geoff March - IT Services	Malwarebytes subscription	223.27
05/03/2021	E200	Lyreco	Office supplies	79.08
05/03/2021	E201	Harmer & Sons	Gibson Close - Removal and disposal of fallen tree	336.00
09/03/2021	E202	Harmer & Sons	Kettle Drive Target Hardening	6,508.80
09/03/2021	E203	FHDC	Backdated rent April 20/April21 - Allotments	117.50
17/03/2021	DD	BT	Alarm Line	33.24
25/03/2021	DD	Salaries	Staff Costs	7,725.94
26/03/2021	E204	Zurich	Insurance policy renewal 2021/22	3,848.14
26/03/2021	E205	Harmer & Sons	Replace 2 bollards on Cant. Rd. Supply 1 bollard	175.20
26/03/2021	E206-E214	Harmer & Sons	Monthly Grounds Maintenance Contract	3,253.05
06/04/2021	E001	Office Cleaner	Feb21 & Mar21	88.00
06/04/2021	E002	House of Flags	Hawkinge Flag	167.76
06/04/2021	E003	Town Clerk	Reimbursement for Union Jack Flag	94.07
				26,403.98

Hawkinge Town Council

www.hawkinge-tc.gov.uk

Town Mayor: Councillor Philip Martin



Minutes of a virtual meeting of the Planning and Development Committee held on Tuesday 23 March 2021.

Present: Councillors Dick Pascoe (Chairman), Andy Csiszar, Chris Johnson, Philip Martin, Richard Moffatt, Les Palliser, Peter Roy.

957. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

958. **MINUTES**

The minutes of the meeting held on 23 February 2021 were submitted and approved as a correct record and signed by the Chairman.

Proposed by Councillor Les Palliser
Seconded by Councillor Chris Johnson and

(Voting: For 7, Against 0, Abstentions 0)

959. **Y21/0470/FH 16 PRITCHARD DRIVE, HAWKINGE, CT18 7QH**

Proposal: Rear dormer window and side extension.

Proposed by Councillor Dick Pascoe
Seconded by Councillor Les Palliser and

RESOLVED:

- (a) To object to the development as over intensive, overbearing and not in keeping with the area.
- (b) There will be a loss of a parking space.
- (c) The dormer window will overlook neighbours.

(Voting: For 6, Against 1, Abstentions 0)

960. **Y21/0453/FH 28 THE MEADE, HAWKINGE, CT18 7NJ**

Proposal: Erection of a two storey side extension.

Proposed by Councillor Philip Martin
Seconded by Councillor Les Palliser and

RESOLVED: To raise no objection to the application

(Voting: For 7, Against 0, Abstentions 0)

961. **Y21/0298/FH 34 CANTERBURY ROAD, HAWKINGE, CT18 7BP**

Proposal: Section 73 application for the variation of condition 2 (submitted plans) for planning application Y17/1586/FH - Demolition of existing commercial unit and erection of a replacement commercial unit containing two one bedroom flats above,

erection of six two bedroom semi detached bungalow dwellinghouses together with construction of new vehicular access and internal road and associated parking - to allow small re-orientation of plots number 3 & 4.

Proposed by Councillor Les Palliser
Seconded by Councillor Richard Moffatt and

RESOLVED: To raise no objection to the application

(Voting: For 7, Against 0, Abstentions 0)

962. PLANNING APPLICATIONS RECEIVED BY THE TOWN COUNCIL

The Committee considered applications that were received in time for the meeting, after the publication of meetings agenda.

**i. Y21/0517/FH AERODROME ROAD, FORMER OFFICER'S MESS SITE
WEST OF ELVINGTON LANE, HAWKINGE**

Proposal: Reserved matters of appearance, landscaping, layout & scale pursuant to outline application Y15/0030/SH (Outline application for the erection of 76 residential units incorporating open space with matters of appearance, landscaping, scale and layout reserved for future considerations).

Proposed by Councillor Chris Johnson
Seconded by Councillor Les Palliser and

RESOLVED: To support the application, subject to the following comments:

- (a) To note the references in the application to Aerodrome Road is actually Paddlesworth Lane.**
- (b) The footpath between 21CLM & 10CLM should be upgraded from a pathway to a road.**
- (c) All roads onsite should be adopted.**
- (d) All landscaping should be maintained.**
- (e) Affordable housing should be distributed around the site not tucked into one corner.**

(Voting: For 7, Against 0, Abstentions 0)

963. CORRESPONDENCE

No correspondence was received.

Mrs T Harris
Secretary to Hawkinge Village Hall Management Committee
13 Demozay Close
Hawkinge
Kent
CT18 7PL
t.lennox-kay@sky.com

18th February 2021

Mrs T Wiles
Clerk to Hawkinge Town Council
Town Council Offices
Hawkinge Community Centre
Heron Forstal Avenue
Hawkinge
Kent
CT18 7FP

Dear Tina

HELP FOR HAWKING VILLAGE HALL CHARITY

As the Town Council is no doubt aware many organisations and charities have been severely impacted by the Covid-19 pandemic and unfortunately Hawkinge Village Hall is no different.

Our regular outgoings are around £7,500 per year and as we have seen our income plummet over the past 11 months due to not being able to hire out the hall to our regular clubs etc or to parents wishing to hold birthday parties for their children, we are now struggling.

We have set up a Just Giving page to help us raise money for the Village Hall and are hoping that the Town Council may consider a donation. We have also asked the local community through social media and monies are starting to come in. Please find link below for details.

[Help Hawkinge Village Hall - JustGiving](#)

We understand that there are many charities who find themselves in the same situation at this difficult time but hope that Members will be able to assist this local community asset.

Thank you.

Yours sincerely



Tina Harris
Secretary