

Hawkinge Town Council

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Town Mayor: Councillor Glyn Hibbert



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 meeting of the TOWN COUNCIL to be held on **WEDNESDAY 11 SEPTEMBER 2019 7.00pm** in Hawkinge Community Centre, Heron Forstal Avenue, Hawkinge.

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

Tina Wiles
Town Clerk

A G E N D A

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

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 July 2019.

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. CONCLUSION OF THE ANNUAL AUDIT 2019

REPORT: PKF Littlejohn, the Council's External Auditor has completed its work on the Council's Annual Audit and has forwarded the Certified Annual Return. The Notice of Conclusion has been posted on the noticeboards and on the website in accordance with the Local Government Transparency Code 2015. **A copy** of Section 3 of the Annual Return is attached.

The certificate confirms there were no matters arising.

7. FINANCE AND GENERAL PURPOSES COMMITTEE

To receive and note the minutes of the Finance and General Purposes Committee of 31 July 2019 with the exception of minute 677 (Review and assessment of Open Spaces) which is on the agenda at item 7.

8. REVIEW AND ASSESSMENT OF OPEN SPACES

REPORT: On 31 July 2019, minute 677 refers, the Finance and General Purposes Committee considered report FC/19/06, **copy attached** which enclosed the results of an initial survey of the infrastructure on open spaces which the Town Council is responsible for.

The Committee **RESOLVED TO RECOMMEND TOWN COUNCIL TO:**

2. To prioritise the replacement of fencing at Pannell Drive with posts and strimmer guards, the disabled access at Underwood Dog Run and the provision of a baby swing at Kettle Drive and fund these from within the current budget.

3. To ask the Community Action Group to undertake maintenance works set out in the report including providing the timber play equipment with an annual coat of wood preservative, cutting back overhanging vegetation and attending to repairs to fencing on open spaces as necessary.

4. To allocate a budget of £500 to the Community Action Group to be paid on production of receipts.

5. To plan the replace of the remainder of the posts across the sites included within the report in future budgets.

RECOMMENDATIONS:

1. To prioritise the replacement of fencing at Pannell Drive with posts and strimmer guards, the disabled access at Underwood Dog Run and the provision of a baby swing at Kettle Drive and fund these from within the current budget.

2. To ask the Community Action Group to undertake maintenance works set out in the report including providing the timber play

equipment with an annual coat of wood preservative, cutting back overhanging vegetation and attending to repairs to fencing on open spaces as necessary.

3. To allocate a budget of £500 to the Community Action Group to be paid on production of receipts.

4. To plan the replacement of the remainder of the posts across the sites included within the report in future budgets.

9. CCTV

REPORT: The Council is asked if wishes to explore the installation of external CCTV in Hawkinge.

The link below contains "Surveillance Camera Code of Practice – A guide for Councillors.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/498895/SCC_Councillors_Guide_-_February_2016.pdf

The Clerk is researching if other Town Council's have installed CCTV and an update will be given at the meeting.

10. FLAG FLYING PROTOCOL

REPORT HTC/19/05 sets out a proposed protocol for flying various flags annually on the Council's flagpole.

11. PLANNING MATTERS

To receive the minutes of the meeting of the Planning and Development Committee of 16 July and 20 August 2019 giving details of the responses sent to the District Council by the Planning and Development Committee for endorsement.

12. CORRESPONDENCE

Hawkinge Town Council

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Minutes of a Meeting of Hawkinge Town Council

Held at:	Hawkinge Community Centre
Date:	10 July 2019
Present:	Councillor Glyn Hibbert (in the Chair), Councillors Andy Csiszar, Chris Johnson, Philip Martin, Richard Moffatt, Les Palliser, Dick Pascoe, Stuart Peall, Peter Roy and Grahame Ward.
Apologies for Absence:	Councillors David Godfrey and David Monk
Officer Present:	Mrs Tina Wiles, Town Clerk & Responsible Financial Officer.

Prior to the meeting starting the Chairman asked the Council to remain silent for a minute to mark the passing of Councillor John Heasman on 9th July 2019.

There were no questions from the public.

2009. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

2010. **MINUTES**

The minutes of the meetings held on 12 and 26 June were submitted and approved as a correct record and signed by the Town Mayor.

2011. **TOWN MAYOR'S COMMUNICATIONS**

The Town Mayor gave an update on the events attended since the last meeting of the Council and the invitations received.

2012. **FINANCIAL MATTERS**

The schedule of payments to be made following the meeting had been circulated with the Agenda as Appendix 1.

Proposed by Councillor Les Palliser
Seconded by Councillor Peter Roy

RESOLVED:

- 1. To receive and adopt the schedule of payments attached as Appendix 1.**
- 2. To request further information relating to payment in respect of the termination of contract for the pool table paid by the Council on behalf of the Community Centre.**

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

2013. **ANNUAL REPORT 2018/19**

REPORT: The Annual Report for 2018/19 was presented.

Proposed by Councillor Stuart Peall
Seconded by Councillor Dick Pascoe and

RESOLVED:

1. To receive and note the Annual Report for 2018/19.

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

NOTE: During the item, prior to the voting Councillor Philip Martin left the meeting.

2014. **HAWKINGE TOWN COUNCIL WEBSITE UPDATE**

REPORT: On 12 June 2019, minute 2000, the Council resolved to request an action plan for the website development.

HTC/19/04 sets out the outcome of a recent overhaul and proposals for on-going maintenance.

Proposed by Councillor Stuart Peall
Seconded by Councillor Peter Roy and

RESOLVED:

1. To receive and note the Report.
2. To investigate alternative providers and costs.

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

2015. **FLY THE RED ENSIGN FOR MERCHANT NAVY DAY ON 3 SEPTEMBER 2019**

REPORT: In March 2019, Hawkinge Town Council received a formal invitation from the Merchant Navy Seafarers, to support the campaign to raise awareness for the campaign.

In order to participate the Hawkinge Town Council will need to;

1. Purchase a red ensign flag to fly on 3 September 2019;
2. Organise a flag-hoisting ceremony for local dignitaries and

It is suggested by the Merchant Navy that local Scouts and Brownies be initiated to the flag hoisting ceremony together with VIPS and Merchant Navy Veterans.

Flags can be purchased from the 'Hampshire Flag Company', the price will be discounted for those who are participating in the event.

The flag and ceremony will be registered online with the other flag hoisting ceremonies.

Proposed by Councillor Dick Pascoe
Seconded by Councillor Les Palliser and

RESOLVED:

- 1. To receive and note the Report.**
- 2. To purchase the Red Ensign, the RAF Blue Ensign and Armed Forces flags.**
- 3. To fly the Red Ensign on 3 September, the RAF Blue Ensign on 15th September to mark Battle of Britain Day and the Armed Forces flag on 27th June 2020 the Armed Forces Day.**
- 4. To fund the initiative from the Town Council initiatives budget.**

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

2016. **CORRESPONDENCE**

None presented.

Schedule of payments as at 31 August 2019

Date	Payment ID	Payee	Description	Amount
03/07/2019	DD	O2	Mobile Phone Contract	16.60
03/07/2019	DD	Voipstudio	Office Telephone - Monthly Rental	28.14
04/07/2019	E101	FHDC	Repayment of Philip Martin's Grant Funding to HCC	1,000.00
04/07/2019	E102	Harmers & Sons	Installation of Dog Run at Underwood	9,468.12
04/07/2019	E103	Natwest	Loan Repayment on behalf of HCC	19,264.17
04/07/2019	DD	Adobe	monthly subscription	25.28
12/07/2019	DD	O2	Mobile Phone Contract	18.00
19/07/2019	E104	Lyreco	Office stationery	36.58
19/07/2019	E105	HCC	Use of Rooms, Refreshments and Buffet for John Heasman Freeman Award	343.70
19/07/2019	E106	CopierKing	End of contract for old copier	9.99
19/07/2019	E108	Kingsfords	Professional fees	834.00
19/07/2019	E109	Serendipity	Wreath JH Funeral	72.50
19/07/2019	E110	Swale Heating	Replace Seal on Heating Pump	418.64
19/07/2019	E111	Swale Heating	Remove Pump and Cap off to remedy leak	752.57
19/07/2019	E112	Expenses	Admin Officer	4.22
19/07/2019	E113	Expenses	Town Clerk	100.10
19/07/2019	E114	Sarah Richardson	Office Cleaning	33.00
19/07/2019	E115	Mayor & Mayoress of Medway	Charity Theatre Night	50.00
22/07/2019	SO	Natwest	Loan Repayment Standing Order (monthly repayment-now cancelled) on behalf of HCC	412.79
24/07/2019	E116	KALC	Annual Subscription	1,560.00
25/07/2019		Staff Costs	July 2019	12,747.15
26/07/2019	DD	BT Group plc	Broadband rental	472.39
26/07/2019	E117	Harmers & Sons	Adult Exercise Equipment repair	150.00
26/07/2019	E118	Gurkha Services Solutions	JH Funeral - Traffic Controllers	90.00
26/07/2019	E119	Terlingham Vineyard	Mayor's Charity Event	480.00
26/07/2019	E120	Staff Costs	HCC Redundancy	3,104.12
26/07/2019	card	Argos	USB Flash Drives x 2	23.98
30/07/2019	DD	O2	Mobile Phone New Contract Setup	107.45
31/07/2019	DD	BNP Paribas	Photocopier rental	134.40
01/08/2019	E121	Engie	HCC Outstanding invoice for March 19	787.99

01/08/2019	E122	Swanley TC	Civic Event - 1812 Night	50.00
01/08/2019	E123	FSCT	Installation of 125ltr Water Heater for business unit at HCC	950.00
01/08/2019	E124-E132	Harmers & Sons	Monthly Ground Maintenance	3,229.33
01/08/2019	E125	The Gurkha Memorial Fund UK	Charity Dinner Evening	60.00
01/08/2019	E126	Ethos incorporating RDT	HCC Photocopier - Final bills	1,905.72
01/08/2019	E127	Ethos incorporating RDT	HCC Photocopier - Final bills	132.01
05/08/2019	DD	Voipstudio	Telephone - Monthly Rental	28.14
05/08/2019	DD	Adobe sub	monthly subscription	25.28
06/08/2019	E135/card	The Flag Shop	Red Ensign (Merchant Navy Day)	7.99
16/08/2019	E128	A Taste of Nepal	Mayor's Charity Night	50.00
16/08/2019	E129	Luke Hall Electrical Contractors	CCTV cameras x 5	228.00
16/08/2019	E130	PKF Littlejohn LLP	External Audit fees	1,200.00
16/08/2019	E131	Lyreco	stationery	44.04
16/08/2019	E132	Robert Winstanley	Initial appraisal - Door bolts	54.00
16/08/2019	E133	Harmers & Sons	Collection and return of Gazebo	36.00
16/08/2019	E134	Harmers & Sons	Haven Mound - Flytipping clear up	48.00
16/08/2019	E136	HCC	Hire of Rooms and refreshments	166.00
16/08/2019	E137	Mayor Cllr G Hibbert	reimbursement for materials to repair Haven Drive rails	26.72
16/08/2019	E138	FHDC	Annual rent on open spaces	3.00
16/08/2019	E139	Kingsfords	Professional fees	990.00
22/08/2019	E140	Expenses	Town Clerk	11.80
22/08/2019	E141	Sarah Richardson	Office Cleaning	44.00
22/08/2019	E142	Harmers & Sons	18 Page Rd, Shrubbery cut down and back	384.00
22/08/2019	E143	Harmers & Sons	Removal of damaged branch from HCC	24.00
22/08/2019	E144	Harmers & Sons	Underwood, repair fence and empty dog bins	144.00
22/08/2019	E145	Ashley Light Engineering Ltd	Strimmer guards, Canterbury Road	210.00
22/08/2019	E146	Harmers & Sons	Pannell Goal Posts, remove posts and fill holes	48.00
22/08/2019	E147	CopierKing	Photocopier new contract - usage	17.39
25/08/2019		Staff Costs	August 2019	8,122.93
27/08/2019	DD	Microsoft 365	subscription	406.08
28/08/2019	DD	PWLB	Loan	9,930.72
29/08/2019	DD	O2	Mobile Phone Contract	89.40
30/08/2019	E148	Harmers & Sons	Corbett Rd Play Area - repair damaged surface	1,056.00
30/08/2019	E149-E157	Harmers & Sons	Monthly Ground Maintenance	3,229.33

30/08/2019	E158	Mayor Cllr G Hibbert	reimbursement for materials for maintenance of Village Hall Noticeboard	71.96
30/08/2019	E159	Engie	HCC - First week of May 19	135.40

85,705.12

Section 3 – External Auditor Report and Certificate 2018/19

In respect of

Hawkinge Town Council – KE0123

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2018/19

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

13/08/2019

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Minutes of a meeting of the Finance and General Purposes Committee

Held at Hawkinge Community Centre on 31 July 2019

Present: Councillors: David Monk (Chairman), Glyn Hibbert, Chris Johnson, Philip Martin, Richard Moffatt, Les Palliser and Grahame Ward,

Officer Present: Mrs Tina Wiles (Clerk and RFO)

Apologies: Councillor David Godfrey

673. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

674. MINUTES

The minutes of the meeting held on 5 June 2019 were approved as a correct record and signed by the Chairman.

676. BUDGET MONITORING REPORT

REPORT FC/19/05 gives the latest budget monitoring information, includes the bank reconciliation and recommends the Chairman of the Committee to sign the bank statements in accordance with good practice.

Proposed by Councillor Les Palliser

Seconded by Councillor Glyn Hibbert and

RESOLVED:

- 1. To receive and note Report FC/19/05.**
- 2. To authorise the Chairman of the Committee to sign the revised bank reconciliation and the bank statements detailed in the report.**
- 3. To vire funds from the allocated reserves "election costs" to G18.**
- 4. To note the Council's reserves are strained.**

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

677. REVIEW AND ASSESSMENT OF OPEN SPACES

REPORT FC/19/06 encloses a schedule which includes details of an initial survey of the infrastructure on open spaces which are the responsibility of the Town Council.

Proposed by Councillor David Monk

Seconded by Councillor Les Palliser and

RESOLVED:

- 1. To receive and note report FC/19/06.**

RESOLVED TO RECOMMEND TOWN COUNCIL TO:

- 2. To prioritise the replacement of fencing at Pannell Drive with posts and strimmer guards, the disabled access at Underwood Dog Run and the provision of a baby swing at Kettle Drive and fund these from within the current budget.**

3. To ask the Community Action Group to undertake maintenance works set out in the report including providing the timber play equipment with an annual coat of wood preservative, cutting back overhanging vegetation and attending to repairs to fencing on open spaces as necessary.
4. To allocate a budget of £500 to the Community Action Group to be paid on production of receipts.
5. To plan the replace of the remainder of the posts across the sites included within the report in future budgets.

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

678. **POLLING DISTRICT, POLLING PLACES AND STATION REVIEW**

REPORT: Folkestone and Hythe District Council are carrying out a compulsory Polling District, Polling Places and stations Review.

The consultation documents were circulated to the Committee.

Proposed by Councillor Les Palliser
Seconded by Councillor Grahame Ward and

RESOLVED:

1. To receive and note the consultation.
2. To note that the existing arrangements at Hawkinge Community Centre and Hawkinge Cricket Club were adequate.

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

679. **EXCLUSION TO THE PUBLIC**

Proposed by Councillor David Monk
Seconded by Councillor Grahame Ward 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, 7; Against, 0; Abstentions, 0)

680. **HAWKINGE COMMUNITY FOOTBALL AND SPORTS TRUST**

REPORT: On 12 June 2019, minute 2006, The Council resolved to make an offer to the HCFaST to amend the current lease. The Committee noted the terms offered had been accepted. The matter had been referred to the lawyers to amend the lease.

Proposed by Councillor Glyn Hibbert
Seconded by Councillor Les Palliser and

RESOLVED: To receive and note the report.

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

681. **HAWKINGE COMMUNITY CENTRE CLOSING ACCOUNTS UPDATE**

REPORT: On 10 July 2019, the Town Council resolved to ask for further information relating to an invoice from Ivor Thomas Amusements Ltd relating to the pool table at the Centre.

The Committee considered the invoice and a further invoice relating to the closing account in respect of the photocopier.

Proposed by Councillor Les Palliser
Seconded by Councillor _____ and

RESOLVED:

1. **To receive and note the report.**
2. **To endorse payments to Ivor Thomas Amusements and EthosRDT.**

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

Hawkinge Town Council

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Report Number **FC/19/06**

NB: This report is printed on Green paper

To: Finance and General Purposes Committee
Date: 31 July 2019
Status: For Decision
From: Responsible Finance Officer

SUBJECT: REVIEW OF INFRASTRUCTURE ON OPEN SPACES

SUMMARY: This report encloses a schedule of infrastructure on the open spaces in the Council's control.

REASONS FOR RECOMMENDATION:

The committee is asked to consider the recommendations below because the committee is tasked with managing the Town Councils assets and making recommendations to the Council regarding improvements/enhancements.

RECOMMENDATIONS:

- 1) **To receive and note report FC/19/06.**
- 2) **To determine a strategy for future planning for the maintenance of the infrastructure on the open spaces.**

1. BACKGROUND

The Council leases a number of open spaces in Hawkinge from Folkestone and Hythe District Council. The attached schedule provides an initial audit of the infrastructure at each site and an initial assessment of the condition of it.

The Committee is asked how it wishes to take this survey forward including;

- Prioritising the works;
- Determining how these will be funded.

2.0 CONTACT OFFICER AND BACKGROUND DOCUMENTS

If you have any queries about this report please contact; The Responsible Finance Officer of the Council

Tel: 01303 893928 or email: Clerk@Hawkinge-tc.gov.uk prior to the meeting.

Background Documents: Survey documents held by the office.

REVIEW AND ASSESSMENT OF OPEN SPACES – JULY 2019

<p>Kettle Drive</p>	<p>2 litter bins – 1 is open top.</p> <p>No posts around area.</p> <p>Wood treatment for the play equipment.</p> <p>There are two swings – a request has been made for one to be changed to a baby swing.</p>	<p>MUSA – branding is missing – Otherwise general good condition.</p> <p>Action HTC to provide.</p>
<p>Pannell Drive</p>	<p>There are two litter bins on the space.</p> <p>Around the MUSA/open space there are 107 posts, 1 post missing and 3x rails missing. These have been temporarily repaired. They are in need of replacing.</p> <p>There are re-cycling bins on the open space.</p> <p>One of the goal posts is completely broken – has been reported.</p> <p>The other area of posts at the Orr Close end = 27 posts. 75% through their life span. 2 posts and three rails missing. Their function is decorative?</p> <p>Opie Walk end fencing is in good condition.</p>	<p>Play area in good condition would benefit from timber treatment.</p>
<p>Siskin Open Space/St Luke's Play area.</p>	<p>20 posts – all in good condition – quite new; no strimmer guards.</p> <p>would benefit from wood preserver.</p> <p>There is the WW1 Commemorative bin and bench installed November 2018 and in good order.</p>	

REVIEW AND ASSESSMENT OF OPEN SPACES – JULY 2019

St Luke's play area:	There is a litter bin in the area.	The play equipment is in good order installed Sept 2018.
Atkinson Road	<p>1 litter bin.</p> <p>96 posts – two posts and three rails missing.</p> <p>75% through their life span.</p> <p>Some hedging – with posts behind.</p> <p>Very close to houses.</p>	
Campbell Road	<p>1 bin</p> <p>No posts.</p>	<p>All play equipment in good order except the gates into, one has a broken spring so it doesn't close the area.</p> <p>(Note: Wicker Walk/Kestrel Walk 57 posts not HTC)</p>
Blenheim Drive Open Space (in the process of being transferred to HTC)	<p>1 bin</p> <p>1 set of goal posts.</p> <p>Fences off play area with equipment removed.</p>	

NB: This report is printed on blue paper

To: Town Council
Date: 11 September 2019
Status: Public Report

SUBJECT: FLAG FLYING PROTOCOL

SUMMARY: This report sets out a proposed protocol flying various flags annually on the Council's flagpole.

REASONS FOR RECOMMENDATION:

Following the decision by the Council to fly the Red Ensign flag on the 3rd September for Merchant Navy Day, research was undertaken on the possibility of flying other military flags and the appropriate days and protocols.

RECOMMENDATIONS:

- (1) To adopt a flag flying protocol as set out in the report below:
- (2) To designate a responsible person for the raising and lowering of the flags, this could be either a councillor on a voluntary basis or the grounds maintenance team.

1. REPORT HTC/19/05

- i) **Red Ensign
Merchant Navy Day – 3rd September**



To fly the Merchant Navy Red Ensign on the 3rd September annually to support our seafarers both past and present.

ii) **RAF Blue Ensign**
Battle of Britain Day – 15th September



As the RAF is so closely linked to Hawkinge it is proposed to purchase and fly the RAF Blue Ensign flag annually on the 15th of September to mark the Battle of Britain.

This year the 15th is a Sunday; as the Mayor is hosting a charity lunch at the Battle of Britain Museum on the 12th the proposal is to hoist the flag on the morning of the 12th and take it down on Monday 16th September.

iii) **Armed Forces Day – 29th June 2019**

There are events held nationally for Armed Forces Day and there is a flag for the occasion.



Proposal to purchase the Armed Forces Day flag and fly it through June to support all our servicemen and woman along with the rest of the nation.

iv) **UNION FLAG**



The Union flag can be flown at any time. It may be flown on UK Government buildings all year round. Those wishing to fly the Union Flag

on the designated fixed flag flying days should only fly it from 8am to sunset.

Proposal to purchase the Union Flag and fly it on the following days:

- 21 April, Birthday of Her Majesty the Queen
- 23 April, St George's Day
- 8 June, Official celebration of Her Majesty's birthday
- second Sunday in November, Remembrance Day

2.0 CONTACT OFFICER AND BACKGROUND DOCUMENTS

If you have any queries about this report, please contact; The Responsible Finance Officer of the Council

Tel: 01303 893928 or email: Clerk@Hawkinge-tc.gov.uk prior to the meeting.

Background Documents: Town Council website documentation.

Hawkinge Town Council

www.hawkinge-tc.gov.uk

Town Mayor: Councillor Glyn Hibbert



Minutes of a meeting of the Planning and Development Committee held at Hawkinge Community Centre on Tuesday 16 July 2019.

Present: Councillors Les Palliser (Chairman), Glyn Hibbert, Chris Johnson, Richard Moffatt, Peter Roy.

Apologies: Councillors Philip Martin and Dick Pascoe.

853. **DECLARATIONS OF INTEREST**

Councillor Les Palliser declared a disclosable pecuniary interest in minute 858 (Planning Application Reference Y19/0449/FH - 1 Honner Close, Hawkinge) and was absent from the meeting room for the discussion and voting on this item.

854. **MINUTES**

The minutes of the meeting held on Tuesday 18 June 2019 were submitted and approved as a correct record and signed by the Chairman.

855. **Y19/0722/FH 1 ELVINGTON LANE, HAWKINGE, FOLKESTONE**

Erection of 5 houses being details pursuant to outline planning permission reference Y17/1113/SH (details relating to layout, scale, appearance, landscaping and access)

Proposed by Councillor Chris Johnson
Seconded by Councillor Glyn Hibbert and

RESOLVED:

To raise no objection to the application subject to;

- i) Adequate arrangements being in place to deal with the run-off surface water.**
- ii) A traffic calming system is explored for Aerodrome Road due to the increased traffic movements that will be generated.**

(Voting: For 5, Against 0, Abstentions 0)

856. **Y19/0702/FH 34 CANTERBURY ROAD, HAWKINGE, FOLKESTONE**

Felling of a scots pine subject of Tree preservation Order No 5 of 2007.

Proposed by Councillor Chris Johnson
Seconded by Councillor Glyn Hibbert and

RESOLVED: To raise no objection to the application.

(Voting: For 5, Against 0, Abstentions 0)

857. **APPOINTMENT OF CHAIRMAN FOR ONE ITEM**

Councillor Les Palliser Chairman left the meeting room for the next item.

Proposed by Councillor Chris Johnson
Seconded by Councillor Roy and

RESOLVED: To nominate Councillor Glyn Hibbert to Chair the meeting for the following item.

(Voting: For 4, Against 0, Abstentions 0)

858. **Y19/0449/FH 1 HONNER CLOSE, HAWKINGE**

Erection of a single storey rear extension.

Proposed by Councillor Chris Johnson
Seconded by Councillor Glyn Hibbert and

RESOLVED: To support the application.

(Voting: For 4, Against 0, Abstentions 0)

NOTE: The Chairman returned to the meeting and resumed the Chair.

859. **CORRESPONDENCE**

None reported.

Hawkinge Town Council

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Town Mayor: Councillor Glyn Hibbert



Minutes of a meeting of the Planning and Development Committee held at Hawkinge Community Centre on Tuesday 20 August 2019.

Present: Councillors Dick Pascoe (Chairman), Glyn Hibbert, Chris Johnson, Richard Moffatt.

Apologies: Councillors Philip Martin, Les Palliser, Peter Roy.

Officer Present: Mrs Sam Wills, Finance & Projects Officer.

860. **DECLARATIONS OF INTEREST**

Councillor Dick Pascoe declared an Other Significant Interest in respect of planning application (Y19/0883/FH Terlingham Manor Barn, Gibraltar Lane, Hawkinge) by virtue of the proximity of the application site to his home. Councillor Pascoe remained in the room but did not participate in the voting on this application.

Note: Other Councillors declared they knew some of the members of the public who were present to speak in the public speaking part of the meeting on the application above. They did not declare an interest and took part in the debate and voting on this item.

861. **MINUTES**

The minutes of the meeting held on Tuesday 16 July 2019 were submitted and approved as a correct record and signed by the Chairman.

862. **CHANGE IN ORDER OF AGENDA**

Proposed by Councillor Dick Pascoe
Seconded by Councillor Glyn Hibbert and

RESOLVED: To change the order of business and take agenda item 7 before item 4

(Voting: For 4, Against 0; Abstentions 0)

863. **Y19/0883/FH TERLINGHAM MANOR BARN, GIBRALTER LANE, HAWKINGE COMPLAINT FORM: HIGH HEDGES**

Neighbourhood dispute concerning the height of a hedge of Leylandi trees being too tall.

The Chairman introduced the item.

At this point it was;

Proposed by Councillor Dick Pascoe
Seconded by Councillor Glyn Hibbert and

RESOLVED: To close the meeting to allow members of the public to speak.

(Voting: For 4; Against 0; Abstentions 0)

After the public had spoken the Chairman re-convened the meeting.

The application was debated.

Proposed by Councillor Chris Johnson
Seconded by Councillor Richard Moffatt and

RESOLVED: To make no comment as this is a dispute between landowners.

(Voting: For 3, Against 0, Abstentions 0)

864. **Y19/0836/FH 16 WADDINGTON DRIVE, HAWKINGE**

Erection of first floor rear extension.

Proposed by Councillor Glyn Hibbert
Seconded by Councillor Chris Johnson and

RESOLVED: To raise no objection to the application.

(Voting: For 4, Against 0, Abstentions 0)

865. **Y19/0881/FH 16 BENSON LANE, HAWKINGE**

Erection of a two storey rear extension.

Proposed by Councillor Richard Moffatt
Seconded by Councillor Glyn Hibbert and

RESOLVED: To raise no objection to the application.

(Voting: For 4, Against 0, Abstentions 0)

866. **Y19/0821/FH 3 MAPLEFIELD GARDENS, HAWKINGE**

Re-Coppice two hazels and reduce over-hanging branches of a hawthorn by 2 metres (to previous reduction points), all subject of tree preservation order no 17 of 2000.

Proposed by Councillor Glyn Hibbert
Seconded by Councillor Dick Pascoe and

RESOLVED: To raise no objection to the application.

(Voting: For 4, Against 0, Abstentions 0)

867. **CORRESPONDENCE**

i) FOLKESTONE AND HYTHE DISTRICT COUNCIL (PUBLIC FOOTPATH HE199 (PART) HAWKINGE, PUBLIC PATH DIVERSION ORDER 2019

The Committee noted a Confirmation of Public Path Order received from KCC on 23 July 2019 informing the Council of the diversion of public footpath HE199 at Hawkinge, made by Folkestone and Hythe District Council.

ii) Y19/0702/FH FELLING OF A SCOTS PINE SUBJECT OF TREE PRESERVATION ORDER NO 5 OF 2007

The Committee noted a statement received from the applicant to support the felling of the tree.

Note: The Committee asked for details of how the Town Council is notified in the event where the recommendation of the District Council is opposite to the view of the Town Council.