

# Hawkinge Town Council

[www.hawkinge-tc.gov.uk](http://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  
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TO: MEMBERS OF HAWKINGE TOWN COUNCIL

**YOU ARE HEREBY SUMMONED** to attend a Meeting of HAWKINGE TOWN COUNCIL to be held on **WEDNESDAY 8<sup>TH</sup> SEPTEMBER 2021 at 7.00pm.**

The meeting will be open to the press and public please. 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.

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 28 July 2021 attached.

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 at **appendix 1**.

*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 2021**

**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.

**RECOMMENDATION:** To receive and note the Conclusion of the Audit for 2021.

7. **MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE**

**REPORT:** The minutes of the meeting held on 28 July 2021 were reported verbally at the Council meeting on the same evening. A copy of the minutes is attached.

8. **PROJECTS UPDATE**

**REPORT:** An update on projects will be circulated.

9. **CORRESPONDENCE**

10. **EXCLUSION OF THE PUBLIC**

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.

11. **FHDC – PLAY AREA STRATEGY**

**REPORT** On 28 July 2021, minute 2244 the Council resolved to request additional information regarding the play area in Stombers Lane, following the granting of an easement by the District Council.

An update will be given at the meeting.

12. **STAFF MATTER**  
**REPORT:** The Chairman will give an update.

# Hawkinge Town Council

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NB: This is printed on white paper

## Minutes of a Meeting of Hawkinge Town Council

Held at: Hawkinge Community Centre, Heron Forstal Avenue,  
Hawkinge, Kent, CT20 7FP

Date: 28 July 2021

Present: Councillors Philip Martin (in the Chair) Councillors,  
Andy Csiszar, Ross Clark, Steve Cook, Chris  
Johnson, Richard Moffatt, David Monk, Les Palliser,  
Dick Pascoe, Stuart Peall, Peter Roy and Nabin  
Siwa.

Apologies for absence: Councillor David Godfrey (prior engagement)

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

### 2225. **DECLARATIONS OF INTEREST**

Councillor Dick Pascoe declared an Other Significant Interest in minute 2242 (Report HTC/20/17 – Provision of Christmas Tree) and did not take part in the discussion or voting on this item. There were no declarations of interest.

### 2226. **MINUTES**

The minutes of the meeting held on 4 May 2021 were submitted and approved as a correct record and signed by the Town Mayor.

### 2227. **TOWN MAYOR'S COMMUNICATIONS**

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

### 2228. **FINANCIAL MATTERS**

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

Proposed by Councillor Stuart Peall

Seconded by Councillor Peter Roy and

**RESOLVED: To receive and adopt the schedule of payments subject to further information regarding item E29.**

(Voting: For 12; Against, 0; Abstentions, 1;)

### 2229. **FINANCE AND GENERAL PURPOSES COMMITTEE**

To receive and note the minutes of the Finance and General Purposes Committee of 28 July 2021 which was reported verbally, the minutes will come before the next meeting of the Council.

Proposed by Councillor David Monk  
Seconded by Councillor Peter Roy and

**RESOLVED: To receive and note the updates given at the meeting.**

(Voting: For 12; Against, 0; Abstentions, 0;)

2230. **REQUEST FOR FINANCIAL ASSISTANCE**

**REPORT:** An application for financial assistance has been received copy attached at appendices 2 and 3. The application was considered by the Finance and General Purposes Committee at its meeting earlier on 28<sup>th</sup> July 2021.

The Committee; **RESOLVED TO MAKE RECOMMENDATIONS TO THE COUNCIL;**

To ask St Luke's Church to obtain further quotations for the Council to consider including a metal ramp.

Proposed by Councillor David Monk  
Seconded by Councillor Dick Pascoe and

**RESOLVED:**

- 1. To receive and note Report.**
- 2. To ask St Luke's Church to obtain further quotations for the Council to consider including a metal ramp.**

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

Note: Councillor Stuart Peall was absent during the voting.

2231. **USE OF THE GREEN AND OTHER OPEN SPACES OF THE TOWN COUNCIL**

**REPORT:** At a meeting earlier on 28<sup>th</sup> July 2021 the Finance and General Purposes Committee noted there have been a number of unauthorised uses of various open spaces in the Council's control during lock-down. Current policy is that use of the open spaces is permitted on request for charitable and community purposes. Any requests for commercial use are requested in writing with a business plan for the Council to consider.

The Committee; **RESOLVED TO MAKE RECOMMENDATIONS TO THE COUNCIL;**

To prepare a policy document setting out the above for submission to a future meeting.

Proposed by Councillor David Monk  
Seconded by Councillor Richard Moffatt and

**RESOLVED:**

- 1. To receive and note Report.**

**2. To prepare a policy document setting out the above for submission to a future meeting.**

(Voting: For 12; Against, 0; Abstentions, 1;)

**2232. CONDITION SURVEY – OPEN SPACES AND RAILINGS**

**REPORT:** At a meeting earlier on 28<sup>th</sup> July 2021 the Finance and General Purposes Committee noted that Councillor Chris Johnson has asked the Committee to consider a review of the open spaces in the Council's control with a view to target hardening and condition of the railings.

The Committee was asked if it wishes to;

- i) undertake a formal review of the open spaces for target hardening planning and allocation of funds in future budgets for the future works and determine who should undertake the review and allocate funds from within the current budget for the review and
- ii) note the current policy is that damaged railings are replaced as and when required and costed to the miscellaneous maintenance budget item, if the Committee is minded to go forward with the review it is asked to determine who will undertake the review and allocate funds from within the current budget.

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

1. To add fencing to the Council's annual work programme and make provision in future budgets.
2. To appoint a working group consisting of Councillors Chris Johnson, Peter Roy and Richard Moffatt to undertake an annual inspection of the open spaces in the Town Council's control for the purpose set out above.

Proposed by Councillor Chris Johnson

Seconded by Councillor Peter Roy and

**RESOLVED:**

1. To receive and note Report.
2. To add fencing to the Council's annual work programme and make provision in future budgets.
3. To appoint a working group consisting of Councillors Chris Johnson, Peter Roy and Richard Moffatt to undertake an annual inspection of the open spaces in the Town Council's control for the purpose set out above.

(Voting: For 12; against, 0; Abstentions, 0;)

**2233. TOWN COUNCIL WEBSITE**

**REPORT HTC/21/04** sets out information for improvements to the Town Council Website.

Proposed by Councillor Dick Pascoe

Seconded by Councillor Chris Johnson and

**RESOLVED:**

1. To receive and note Report HTC/21/03.
2. To undertake a tender exercise to procure a new website.
3. To appoint a panel of Councillors made up of Councillors Dick Pascoe, Steve Cook and Ross Clark to make recommendations to the Council.

(Voting: For 12; Against, 0; Abstentions, 0;)

2234. **PROVISION OF LAND FOR A COMMUNITY GARDEN**

**REPORT:** A request has been received from a local resident for a community garden on land at Blenheim Drive, part of the green running along the rear gardens of Canterbury Road and/or Kettle Drive, to the right as you turn into Kettle Drive from The Street.

Proposed by Councillor David Monk  
Seconded by Councillor Dick Pascoe and

**RESOLVED:**

1. To receive and note the report.
2. To refer the matter to the Finance and General purposes Committee.

(Voting: For 12; Against, 0; Abstentions, 0;)

2235. **HAWKINGE TOWN COUNCIL ANNUAL REPORT**

**REPORT:** The Annual Report of the Council was circulated with the agenda.

Proposed by Councillor David Monk  
Seconded by Councillor Nabin Siwa and

**RESOLVED:**

1. To receive and note Report.

(Voting: For 12; Against, 0; Abstentions, 0;)

2236. **REQUEST FOR RELOCATION OF WORLD WAR 1 MEMORIAL STONE**

**REPORT:** A request for the re-location of the WW1 Memorial Stone. The details of the request were circulated with the agenda.

Proposed by Councillor David Monk  
Seconded by Councillor Dick Pascoe and

**RESOLVED:**

1. To receive and note the Report.
2. To ask the Clerk to seek the necessary permissions and make arrangements for the memorial to go on a loan arrangement to the Battle of Britain Museum.

(Voting: For 12, Against, 0; Abstentions, 0;)

2237. **PLANNING AND DEVELOPMENT COMMITTEE**

To receive and adopt the minutes of the Planning and Development Committee of 20<sup>th</sup> July 2021.

Proposed by Councillor Dick Pascoe  
Seconded by Councillor Peter Roy and

**RESOLVED: To receive and endorse the minutes of the Planning and Development Committee of 20<sup>th</sup> July 2021.**

(Voting: For 12, Against, 0; Abstentions, 0;)

2238. **73 BUS ROUTE - PAGE ROAD/PANNELL DRIVE**

**REPORT:** On 20 July 2021, the Planning and Development Committee considered correspondence from Stagecoach and KCC regarding some difficulties on the route of the 73 bus in Hawkinge.

The Planning and Development Committee **RESOLVED TO RECOMMEND TOWN COUNCIL TO;**

Support the Stagecoach application to KCC for yellow lines to be laid down at the junctions of Page Road/Corbett Road, Page Road/Atkinson Road, Atkinson Road/Pannell Drive and the north side of Aerodrome Road from Spitfire Way to Canterbury Road.

Proposed by Councillor Dick Pascoe  
Seconded by Councillor Richard Moffatt and

**RESOLVED:**

- 1. To receive and note the Report.**
- 2. To support the Stagecoach application to KCC for yellow lines to be laid down at the junctions of Page Road/Corbett Road, Page Road/Atkinson Road, Atkinson Road/Pannell Drive and the north side of Aerodrome Road from Spitfire Way to Canterbury Road.**

(Voting: For 12; Against, 0; Abstentions, 0)

2239. **PERSONNEL COMMITTEE**

**REPORT:** To note the meeting date of 15<sup>th</sup> September 2021.

Proposed by Councillor Richard Moffatt  
Seconded by Councillor Chris Johnson and

**RESOLVED: To note the date and time of 6pm.**

2240. **CORRESPONDENCE**

None reported.

2241. **EXCLUSION OF THE PUBLIC**

Proposed by Councillor Philip Martin  
Seconded by Councillor David Monk 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 12; Against, 0; Abstentions, 0;)

2242. **PROVISION OF CHRISTMAS TREE**

**REPORT:** On 10 March 2021, minute 2193 refers the Council considered REPORT HTC/20/17 and resolved to defer consideration to allow Councillors to independently inspect the site to determine the exact location and arrangements for electricity supply for the decorations.

The Finance and General Purposes Committee considered the report at its meeting earlier on 28<sup>th</sup> July 2021.

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

1. To install a Nordman Fir 250-300cm @ £374.50 plus delivery costs of £80 and planting costs of £190.
2. To award the work to contractor 2 as set out on page 2 of the Report.
3. To ask FSCT team to undertake the watering of the tree after planting.

Proposed by Councillor David Monk  
Seconded by Councillor Chris Johnson and

**RESOLVED:**

1. To receive and note the Report.
2. To install a Nordman Fir 250-300cm @ £374.50 plus delivery costs of £80 and planting costs of £190.
3. To award the work to contractor 2 as set out on page 2 of the Report.
4. To ask FSCT team to undertake the watering of the tree after planting.

(Voting: For 11; Against, 0; Abstentions, 1;)

2243. **LAND AT AERODROME ROAD - HAWKINGE**

**REPORT:** At a meeting on 20<sup>th</sup> July 2021 the Planning and Development Committee considered a request for maintenance of land at Aerodrome Road, in addition to the land included within the current ground's maintenance contract. Part of the land referred to is subject to negotiations between the Town Council and the landowner. The land is shown on the **attached plan**. Further details will be available at the meeting.

Proposed by Councillor Dick Pascoe  
Seconded by Councillor Stuart Peall and

**RESOLVED:**

1. To receive and note the Report.
2. To refer this item to the Finance and General Purposes Committee.

(Voting: For 12; Against, 0; Abstentions, 0;)

2244. **FHDC – PLAY AREA STRATEGY**

**REPORT** On 11 November 2020 minute 2146, the Council resolved to go ahead with the transfer of additional plays areas from FHDC as part of its Play Area Strategy.

**REPORT FC/21/08** which sets out additional information received from FHDC relating to the proposed transfer of the open spaces was considered by the Finance and General Purposes at an earlier meeting on 28<sup>th</sup> July 2021.

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

1. To accept the transfer of the Stombers Lane play area and open space subject to FHDC removing the existing play equipment from the play area prior to the transfer.
2. To request the whole open space be transferred to the Town Council.
3. Future maintenance be incorporated within the Council's maintenance contract by way of mowing of pathways on the site.

Proposed by Councillor David Monk  
Seconded by Councillor Stuart Peall and

**RESOLVED:**

1. **To receive and note the Report.**
2. **To accept the transfer of the Stombers Lane play area and open space subject to FHDC removing the existing play equipment from the play area prior to the transfer.**
3. **To request the whole open space be transferred to the Town Council.**
4. **Future maintenance be incorporated within the Council's maintenance contract by way of mowing of pathways on the site.**

(Voting: For 9, Against, 2; Abstentions, 1;)

2245. **EVALUATION OF TENDERS AND AWARD OF CONTRACT FOR FRONT CANOPY AT HAWKINGE COMMUNITY CENTRE.**

**REPORT FC/21/06** sets out the results of the recent tender exercise for the removal of pigeons and repainting of the front canopy at Hawkinge Community Centre.

The Finance and General Purposes Committee considered the report at its meeting earlier on 28<sup>th</sup> July 2021. The Committee **RESOLVED TO RECOMMEND TOWN COUNCIL;**

1. To award the contact to contractor PHCC.21.04.

Proposed by Councillor Les Palliser  
Seconded by Councillor Chris Johnson and

**RESOLVED:**

1. **To receive and note the Report FC/21/06**
2. **To award the contract to contractor PHCC.21.04.**

(Voting: For 12; Against, 0; Abstentions, 0;)



### Schedule of payments as at 31 August 2021

Date	Payment ID	Payee	Description	Amount
19/07/2021	DD	BT Group	Alarm line	25.68
19/07/2021	DD	BNP Paribas Leasing	Photocopier	182.40
23/07/2021	DD	Salaries	Staff Costs	7,916.72
28/07/2021	DD	O2	Mobile contract	93.08
04/08/2021	DD	Adobe Pro	subscription	25.28
06/08/2021	E034	Harmer & Sons	Monthly Maintenance Contract	3,196.50
06/08/2021	E035	Staff Expenses	Travel & Office	23.60
06/08/2021	E036	Office Cleaner	Cleaning Services	55.00
11/08/2021	E037	Cookstable Catering (Events) Ltd	Civic Event	618.00
13/08/2021	E038	Harmer & Sons	Play equipment repair, Corbett	43.20
13/08/2021	E039	Harmer & Sons	graffitti removal, Pannell	124.80
13/08/2021	E040	Harmer & Sons	concrete in 2 plaques, Canterbury Rd	105.60
13/08/2021	E041	Harmer & Sons	play equipment repair, Campbell	66.29
13/08/2021	E042	CopierKing	usage	13.05
13/08/2021	E043	FSCT	refreshments for Civic Event	16.50
18/08/2021	DD	BT Group	Alarm line	25.68
25/08/2021	DD	Salaries	Staff Costs	8,244.82
26/08/2021	DD	Voipstudio	subscription	31.15
26/08/2021	DD	Microsoft 365	subscription	406.08
27/08/2021	E044	FSCT	Room Hire	88.50
27/08/2021	E045	Harmer & Sons	Clearing Trees - Gibson Close	455.40
27/08/2021	E046	Harmer & Sons	Cleaning - Campbell Rd play equip	96.00
27/08/2021	E047	Harmer & Sons	Canterbury Rd plaques	204.00
27/08/2021	E048	Sandwich Town Council	Civic Event	25.00
31/08/2021	DD	Public Works Loans Board	Loan repayment	9,930.72
				<b>32,013.05</b>

### Section 3 – External Auditor Report and Certificate 2020/21

In respect of

HAWKINGE TOWN COUNCIL – KE1023

#### 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 2021; 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 2020/21

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 2020/21

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 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

25/08/2021

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

# Minutes of a meeting of the Finance and General Purposes Committee

Held on 28 July 2021

Present: Councillor David Monk (in the Chair), Chris Johnson, Philip Martin (min 795-end,) Dick Pascoe min 796-end) Richard Moffat (min 797-end) Peter Roy and Nabin Siwa.

Officer Present: Mrs Tina Wiles Town Clerk and RFO

Apologies for absence: Councillor David Godfrey (prior engagement)  
Councillor Philip Martin - would be late

784. **APPOINTMENT OF CHAIRMAN**

Proposed by Councillor Les Palliser

Seconded by Councillor Nabin Siwa and there being no other nominations it was

**RESOLVED: To appoint Councillor David Monk as the Chairman of the Committee for 2021/22.**

785. **DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN**

Councillor David Monk signed the declaration of Acceptance of Office.

786. **APPOINTMENT OF VICE-CHAIRMAN**

Proposed by Councillor David Monk

Seconded by Councillor Les Palliser and there being no other nominations it was

**RESOLVED: To appoint Councillor David Godfrey as Vice-Chairman of the Committee for 2021/22.**

787. **DECLARATION OF ACCEPTANCE OF OFFICE OF VICE- CHAIRMAN**

Councillor David Godfrey was not present and would sign the Declaration of Office after the meeting.

788. **DECLARATIONS OF INTEREST**

Councillor Dick Pascoe declared an Other Significant Interest in minute 799 (Report HTC/20/17 – Provision of Christmas Tree) and did not take part in the discussion or voting on this item.

789. **MINUTES**

The minutes of the meeting held on 4 May 2021 were approved as a correct record and signed by the Chairman.

790. **SCHEDULE OF MEETING DATES**

**REPORT:** The schedule of meeting dates for 2021/22 was submitted and adopted.

Proposed by Councillor Les Palliser

Seconded by Councillor Nabin Siwa and

**RESOLVED: To receive and adopt the schedule of meeting dates for 2021/22.**

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

791. **BUDGET MONITORING REPORT**

**REPORT FC/21/02** 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 Chris Johnson  
Seconded by Councillor Les Palliser and

**RESOLVED:**

- 1. To receive and note Report FC/21/02.**
- 2. To authorise the Chairman of the Committee to sign the bank reconciliation and the bank statements detailed in the report.**

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

792. **ANNUAL INDEPENDENT INTERNAL AUDITOR**

**REPORT FC/21/03** encloses the report of the Independent Internal Auditor.

Proposed by Councillor Peter Roy  
Seconded by Councillor Chris Johnson and

**RESOLVED: To receive and note Report HTC/21/03.**

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

793. **REVIEW OF THE BANK MANDATE**

**REPORT:** The Clerk reported on the current signatories, the Committee was asked to review.

Proposed by Councillor David Monk  
Seconded by Councillor Les Palliser and

**RESOLVED:**

- To receive and note the Report.**
- To note the current signatories Councillors Richard Moffatt, Philip Martin and Les Palliser, The Clerk and the Finance and Projects Officer.**

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

Note: Councillor Philip Martin joined the meeting during the next item, 6 present.

794. **REQUEST FOR FINANCIAL ASSISTANCE**

**REPORT:** A request for financial assistance has been received from St Luke's Church and was circulated with the agenda.

Supporting financial information had been circulated with the agenda as an exempt item.

Proposed by Councillor Chris Johnson  
Seconded by Councillor Peter Roy and

**RESOLVED:**

- **To receive and note the Report.**

**RESOLVE TO MAKE RECOMMENDATIONS TO THE COUNCIL;**

**2. To ask St Luke's Church to obtain further quotations for the Council to consider including a metal ramp.**

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

Note: Councillor Dick Pascoe joined the meeting during the next item.  
but did not vote, 7 present.

795. **USE OF THE GREEN AND OTHER OPEN SPACES OF THE TOWN COUNCIL**

**REPORT:** The Committee is asked to note there have been a number of unauthorised uses of various open spaces in the Council's control during lockdown. Current policy is that use of the open spaces is permitted on request for charitable and community purposes. Any requests for commercial use are requested in writing with a business plan for the Council to consider.

Proposed by Councillor Les Palliser  
Seconded by Councillor Philip Martin and

**RESOLVED:**

- **To receive and note the Report.**

**RESOLVED TO RECOMMEND TOWN COUNCIL;**

- **To prepare a policy document setting out the above for submission to a future meeting.**

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

Note: Councillor Richard Moffatt joined the meeting during the next item, 8 present.

796. **CONDITION SURVEY – OPEN SPACES AND RAILINGS**

**REPORT:** Councillor Chris Johnson has asked the Committee to consider a review of the open spaces in the Council's control with a view to target hardening and condition of the railings.



The Committee is asked if it wishes to;

- undertake a formal review of the open spaces for target hardening planning and allocation of funds in future budgets, to determine who should undertake the review and allocate funds from within the current budget; and
- note the current policy is that damaged railings are replaced as and when required and costed to the miscellaneous maintenance budget item.

Proposed by Councillor Chris Johnson  
Seconded by Councillor Peter Roy and

**RESOLVED:**

- **To receive and note the Report.**

**RESOLVED TO RECOMMEND TOWN COUNCIL TO;**

- **To add fencing to the Council's annual work programme and make provision in future budgets.**
- **To appoint a working group consisting of Councillors Chris Johnson, Peter Roy and Richard Moffatt to undertake an annual inspection of the open spaces in the Town Council's control for the purpose set out above.**

(Voting: For 8; Against, 0; Abstentions, 0;)

797. **EV CHARGING POINTS**

**REPORT FC/21/05** sets out information on the KCC run scheme to provide local EV Charging points.

Proposed by Councillor Dick Pascoe  
Seconded by Councillor Philip Martin and

**RESOLVED:**

1. **To receive and note report FC/21/05.**
2. **To note the application with KCC has been completed for the installation of two EV charge points on the carpark at HCC.**

(Voting: For 8, Against, 0; Abstentions, 0;)

798. **EXCLUSION OF THE PUBLIC**

Proposed by Councillor David Monk  
Seconded by Councillor Philip Martin 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 8, Against, 0; Abstentions, 0;)

799. **CHRISTMAS TREE**

**REPORT HTC/20/17:** Re-submitted. On 10 March 2021, minute 2193 refers, HTC considered the attached report and resolved to defer consideration of the report to allow Councillors to independently inspect the site.

Proposed by Councillor Chris Johnson  
Seconded by Councillor Les Palliser and

**RESOLVED:**

- To receive and note the Report HTC/20/17.
- RESOLVED TO RECOMMEND TOWN COUNCIL TO**
- To install a Nordman Fir 250-300cm @ £374.50 plus delivery costs of £80 and planting costs of £190.
  - To award the work to contractor 2 as set out on page 2 of the Report.
  - To ask the FSCT team to undertake the watering of the tree after planting.

(Voting: For 8; Against, 0; Abstentions, 0;)

800. **EVALUATION OF TENDERS - AWARD OF CONTRACT FOR FRONT CANOPY AT HAWKINGE COMMUNITY CENTRE**

**REPORT FC/21/06** sets of the results of the tendering exercise for the removal of the pigeons at the Hawkinge Community Centre.

Proposed by Councillor Les Palliser  
Seconded by Councillor Chris Johnson and

**RESOLVED:**

- To receive and note the Report HTC/21/06.
- RESOLVED TO RECOMMEND TOWN COUNCIL TO**
2. To award the contact to contractor PHCC.21.04.

(Voting: For 8, Against, 0; Abstentions, 0;)

801. **PHOTOCOPIER**

**REPORT FC/21/07** sets out information regarding the status of the photocopier.

Proposed by Councillor Dick Pascoe  
Seconded by Councillor Philip Martin and

**RESOLVED:**

- To receive and note report FC/21/07.
- RESOLVED TO RECOMMEND TOWN COUNCIL TO**
2. To retain the photocopier on the terms set out in the Report.

(Voting: For 8; Against, 0; Abstentions, 0;)

802. **FHDC – PLAY AREA STRATEGY**

**REPORT FC/21/08** This report sets out additional information received from FHDC relating to the proposed transfer of the open spaces as part of the FHDC Play Strategy.

Proposed by Councillor Peter Roy  
Seconded by Councillor Dick Pascoe and

**RESOLVED:**

1. To receive and note report FC/21/08.
- RESOLVED TO RECOMMEND TOWN COUNCIL TO**
2. To accept the transfer subject to FHDC removing the existing play equipment from the play area prior to the transfer.
3. To request the whole open space be transferred to the Town Council.
4. Future maintenance be incorporated within the Council's maintenance contract by way of mowing of pathways on the site.

(Voting: For 8, Against, 0; Abstentions, 0;)

803. **LAND AT HAWKINGE COMMUNITY CENTRE**

**REPORT** On 3 March 2021 minute 771 the Committee received an update from Cllr Les Palliser regarding his involvement with the project and asked him to make enquiries and provide the information to the Committee. Councillor Palliser gave an update at the meeting regarding the difficulty in obtaining a specification and that he would continue with the enquiries.

Proposed by Councillor David Monk  
Seconded by Councillor Philip Martin and

**RESOLVED: To receive and note report.**

(Voting: For 8; Against, 0; Abstentions, 0;)