

Hawkinge Town Council

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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 28th 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 28th 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 28th 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 20th 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 20th 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 15th 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 28th 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 20th 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 28th 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 28th 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;)

