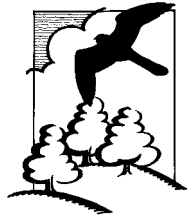


# HAWKHURST PARISH COUNCIL

## STRATEGY, ADMINISTRATION AND PROJECTS COMMITTEE



### MINUTES

**17<sup>th</sup> June 2019**

#### **Committee Members:**

Cllr Taylor-Smith, Cllr Weeden, Cllr Pyne, Cllr Lusty and Cllr Green

**You are summoned to attend a meeting of the Strategy, Administration and Projects Committee to be held on Monday 17<sup>th</sup> June 2019 at 7.45 pm at the Parish Office to conduct the following business:**

#### **Election of Chairman**

Cllr Lusty proposed and Cllr Weeden seconded Cllr Taylor Smith, who was elected unanimously as Chairman.

#### **Election of Vice Chairman**

Cllr Weeden proposed and Cllr Pyne seconded Cllr Green, who was elected unanimously as Vice Chairman

1. **ADJOURNMENT FOR PUBLIC SPEAKING** – None
2. **APOLOGIES FOR ABSENCE:** - None
3. **DECLARATION OF INTERESTS:** *To receive notice of personal interests, whether of a prejudicial nature or otherwise, in respect of items on this agenda, in accordance with the Council's Code of Conduct.* - None
4. **COMMITTEE TERMS OF REFERENCE** – the Committee discussed the Terms of Reference and Cllr Taylor-Smith proposed and Cllr Green seconded the proposed terms of reference. It was approved unanimously
5. **COUNCILLOR LEAD FOR** – the Committee discussed the various roles and agreed the following
  - Communications – Cllr Green and Cllr Pyne
  - Community safety – Cllr Lusty
  - Public transport and highways – Cllr Pyne
  - Voluntary organisations – Cllr Lusty
  - Be business friendly – Cllr Taylor-Smith and Cllr Pyne
  - Parish Council structure and operations – Cllr Taylor-Smith

## **6. REVIEW OF OUTSTANDING ISSUES FROM Finance and General Purposes Committee –**

Cllr Taylor-Smith brought forward a paper on replacement / depreciation and the Committee discussed the asset register and the issue of depreciation.

It was agreed that the clerk would get the properties revalued and then the Committee can consider next steps – how long depreciation should be set and how much per year set aside. This should be for the next meeting to consider in the budget setting process.

The Clerk to update the inventory as well.

## **7. S137 Grants report**

The applications totalled £1,800 and only £150 was left to allocate for 2019/2020. The discussion initially focused on the limited grant available, it is possible to go up to £7.56 per head (@35,000). We currently only have £1,500 for the year.

Cllr Green proposed and Cllr Taylor-Smith seconded that £3,500 from the CCTV budget for 2019/20 be vied into the S 137 Grant budget to make a total of £5,000 for 2019/2020.

This was approved unanimously as a recommendation to Council.

On that basis the Committee then discussed the merits of the applications and Cllr Weeden proposed and Cllr Green seconded the following allocations

Samaritans - £100  
Hawkhurst Bonfire Society - £500  
Hawkhurst Scouts - £700

Total allocated at this meeting is £1,300, plus the £1,350 previously allocated equates to £2,650 allocated for the year 2019/20.

This will leave £2,350 for allocation in the autumn round of applications.

This was approved unanimously as a recommendation to Council.

Cllr Taylor-Smith proposed and Cllr Green seconded that in future S137 grants should be £1 per head of population, with 2/3 being allocated to local community groups and 1/3 available for county / district wide organisations that provided services to the Hawkhurst community.

This was approved unanimously as a recommendation to Council.

## **8. REVIEW, PRIORITISE and COUNCILLOR LEAD FOR CURRENT PROJECTS –** The committee discussed leads and the following was agreed.

### **1. Communications – Cllrs Green and Pyne**

Draft communications plan

Develop website

Change email addresses

## **2 Affordable housing – Planning Advisor Group**

S106 support housing

Community Land Trust – Cranbrook and neighbouring parishes to form Weald

Community Land Trust – for social housing for local people

## **3. Leisure and Recreation – Facilities and Services Committee**

MUGA

## **4. Community amenities – Community Hall Working Group**

New Community hall

## **5. Community safety – Cllr Lusty**

Neighbourhood watch scheme

## **6. Environment – Facilities and Community Services**

Litter picks

## **7. Transport – Cllr Lusty**

Community bus

SID/ Kent and Medway camera partnership

Reclassification of A229

Zebra crossing near Tesco

## **8. voluntary sector - Cllr Weeden**

VE Day 75<sup>th</sup> Anniversary (8<sup>th</sup> May 2020 will be the bank holiday)

## **9. Be business friendly – Cllrs Taylor-Smith and Payne**

Business survey

Business forum

Fowler's car park

## **10 Neighbourhood Development Plan - Planning Advisory Group**

Legal advice

Major review link to TWBC Local Plan

## **11. Council – Cllr Taylor-Smith**

Restructure reporting

Cllr Training

Office relocation

The discussion concluded that two projects should be deferred.

**Community Bus** – The Council does not want to operate a community bus as this is high risk and we have not received a proposal from the Taxi Company.

**Office relocation** – Although the current office is far from ideal any temporary relocation should be carefully considered as the cost and hassle of relocating then relocating again to the new community hall in a few years seemed excessive.

Cllr Lusty and the Clerk had explored 4 potential offices – one had problems with access, one had an offer on it and another had an agreed offer. The fourth option has no parking so it was agreed to not proceed.

It was agreed to obtain a quote for installing a new sink unit in the current office area on health and safety grounds.

**9. REVIEW, PRIORITISE and COUNCILLOR LEAD FOR CURRENT STRATEGY, POLICIES, PROCEDURES, LEASES and CONTRACT**

The committee asked for an updated version – see attached.

**10. DRAFT COMMUNICATIONS POLICY**

Cllr Green had drafted the policy based on good practice in similar authorities and his background in leading corporate communications.

The committee discussed and agreed that it was an excellent comprehensive document, a number of points were requested.

- Needs an executive summary at start
- Needs link to HPC strategy communications objective
- Media releases could be done by Chairman of Committees via the Chairman – to help spread the load
- Council social media should be via the community networks and the Council social media Facebook page should be stopped
- Any social media by Councillors must be done as an individual and not on behalf of the Council.

Cllr Green to amend and bring forward to the next Council meeting.

**11. DRAFT TREE and HEDGEROWS POLICY**

The Clerk introduced the document as it had been drafted in consultation with FAS and Cllr Green, who has an interest in the subject.

The committee felt that from a risk management point of view a qualified Arboriculturalist should undertake the initial survey / assessment and that would help shape the future inspection regime (this has been inserted in document)

Also that FAS should review at next meeting. Clerk to action

**12. QUESTIONS AND COMMENTS FROM COUNCILLORS: none**

**13. CLOSURE: a disappointing 9.55pm**

Signed Chairman of committee.....

Date.....