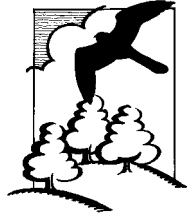


HAWKHURST PARISH COUNCIL

FACILITIES and SERVICES COMMITTEE



MINUTES 24th June 2019

Committee Members:

Present: Mr P Whittle, Cllr Hunt, Cllr Cory, Cllr Jones, Cllr Appelbe

Election of Vice Chairman. Cllr Hunt proposed and Cllr Cory seconded Cllr Whittle as Vice-Chairman, who was duly elected unanimously

1. ADJOURNMENT FOR PUBLIC SPEAKING - None
2. APOLOGIES FOR ABSENCE: Cllr Fitzpatrick away on holiday – Cllr Whittle Chaired the meeting
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. MINUTES OF PREVIOUS MEETING - agreed
5. FAS ACTION PLAN – See updated table attached. In addition, an updated cemetery action plan was discussed, also attached. It was agreed that Cllr Hunt would review the footpath entrance area and report back, that the grave edgings would be left as they are, that the Clerk would order a 360lt waste bin, that the moss on the lych gate would be left but quotes to replace the guttering and provide water butts would be obtained (for budget setting purposes) and that the trees need to be assessed for maintenance as part of the Tree Policy.
6. REVIEW OF FEES AND CHARGES
The Committee reviewed the fees:
Allotments fees from 1st September 2019
Cllr Whittle proposed and Cllr Hunt seconded that the allotment fees should be increased to £24 per full plot and £12 per half plot from 1st September 2019 – this was supported unanimously.
Cemetery fees from 1st April 2019
Cllr Hunt proposed and Cllr Jones seconded that all cemetery fees should go up by £10 for a resident and £20 for non-resident – this was supported unanimously
Hall fees – from 1st September 2019
Cllr Cory proposed and Cllr Whittle seconded that Hall Fees should increase for new users from 1st September 2019 to £25 for up to 3 hours and for all users from 1st April 2020. (With regards the Copt Hall fees this needs to be considered by the Copt Hall Trust) – this was supported unanimously
Sports pitches fees until 1st April 2020
Cllr Hunt proposed and Cllr Whittle seconded that sports pitch fees should remain the same – this was supported unanimously.

A new fee was considered to help cover the ongoing cost of maintaining donated benches in public open space. Cllr Cory proposed and Cllr Whittle seconded a one off bench administration fee of £50. This was supported by 4 votes for and 1 against (Cllr Jones)

To be implemented 8th July 2019 subject to Council approval.

The proposed fees and charges are attached.

7. BUDGET PHASING – The committee discussed and unanimously agreed the attached phasing of the FAS budget
8. BUDGET – REPORTING – The Committee discussed and unanimously agreed the budget reporting template based on the phasing. Year to date – budget / actual / variation.
9. DISCUSS PERFORMANCE INDICATORS – The committee discussed performance indicators and agreed that the Clerk would report back at the next meeting along the lines of:

Finance – on target

Usage – percentage of use

Customer satisfaction – survey existing users (sept) as a bench mark and seek to survey non-users for reasons why they do not use the facilities.

Will require – performance indicator, target, % variation for traffic light system

10. TREE AND HEDGEROW POLICY UPDATE – draft attached

The Committee discussed the draft, the main point being the need for a qualified Arboriculturalist to survey, assess and recommend maintenance on a risk basis.

Cllr Whittle proposed and Cllr Jones seconded the draft policy to Council for approval. - agreed unanimously

11. QUESTIONS AND COMMENTS FROM COUNCILLORS:

- Cllr Whittle requested a new sign on the Copt Hall
- Cllr Hunt requested that the changing rooms are decorated at KGV Sports Pavilion
- Cllr Appelbe requested a water fountain and it was agreed Cllr Appelbe would obtain prices and put forward into the budget setting process.
- Cllr Cory asked if the hedge obscuring the SID near the hospital could be trimmed back

(Note the damaged SID along the Flimwell Rd has been reported to KCC)

The Clerk raised several points:

- a) A funeral is taking place on 2nd July and they have requested use of the KGV field for car parking. It was agreed that the hard car parking surface could be used.
- b) Litter Pick has been arranged for 13th July 2019
- c) TWBC have asked if we want to retain a smaller bottle bank and paper / cardboard recycling bank at Fowlers Park when the new waste contract starts in September 2019 – it was agreed to retain for 1 year and then review.

12. CLOSURE: 9.38

ChairmanDate.....