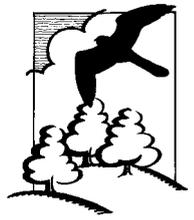


# HAWKHURST PARISH COUNCIL

## FACILITIES and SERVICES COMMITTEE



**MONDAY 8th March 2021, 7:45PM**

### MINUTES

**Present:** Cllr B Fitzpatrick, (Chairman) Cllr P Whittle, Cllr Hunt, Cllr Cory, Cllr Jones, Cllr Appelbe

Cllr Escombe

1. **ADJOURNMENT FOR PUBLIC SPEAKING** - NA
2. **APOLOGIES FOR ABSENCE** - NA
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* - NA
4. **MINUTES OF PREVIOUS MEETING** – Add publicity at the Cemetery – Cllr Whittle proposed and Cllr Appelbe seconded – agreed unanimously
5. **Heartenoak Youth Facilities** – Cllr Appelbe verbal update that he would visit Ticehurst skate park facilities and report back.
6. **Impact of easing COVID 19 restrictions on Council services and facilities**

The Clerk introduced the item consider the easing of COVID 19 restrictions on Council services and facilities and this is summarised below;

The Government on the 22<sup>nd</sup> February 2021 launched the “Road Map” out of the COVID 19 restrictions for England. Please see link to government document;  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/963491/COVID-19\\_Response\\_-\\_Spring\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963491/COVID-19_Response_-_Spring_2021.pdf)

#### 1. Four Test

At each step there are 4 tests that have to be considered by the Government, they are

- a) The vaccine deployment programme continues successfully
- b) Evidence shows vaccines are sufficiently effective in reducing hospitalisations and deaths in those vaccinated
- c) Infection rates do not risk a surge in hospitalisations which would put unsustainable pressure on the NHS
- d) Our assessment of the risks is not fundamentally changed by new variants of Concern

**Note** Figure 8 The Four Tests, page 26 of the government document.

## **2. Four steps**

Assuming these four tests are met at each step the draft re-opening of Council services and facilities such as Copt hall and KGC sports pavilion as considered by the FAS Committee.

## **3. Keeping people safe**

As we all look forward to the return of a more normal lifestyle it is important that people maintain good habits of “hands, space and face”

Therefore, it is recommended that we continue with our cleaning regimes at the facilities and continue to promote good habits.

## **4. Hall Fees and charges**

During the last year we were able to access Government grants for loss of income etc and we passed them on to community groups via reduced fees to support them through difficult times.

We will need to continue with enhanced COVID 19 cleaning between hires – this is an extra cost in terms of staff time, cleaning materials and PPE.

Therefore, FAS Committee consider adding in an additional cleaning charge of £10 per session for Hall hires and a number of options

- A session up to 3 hours would remain at the reduced fee of £15 plus VAT
- A session up to 3 hours would be the previously agreed £25 plus VAT
- A session up to three hours would £35 plus VAT to include the extra cleaning cost

The conclusion of the discussion was to return to the agreed amount £25 and review along with other fees and charges in summer 2021

## **5. Use of the Moor**

The Council have previously agreed the following community events on the Moor

- Custom Car show – May date – seeking to move to 20<sup>th</sup> June
- Fun Fair – early June – date to be confirmed
- Village Fete (26<sup>th</sup> June 2021) to be confirmed
- Fun run (start and finish) – (27 June 2021)
- Makers@Moor – 11<sup>th</sup> September 2021
- Bonfire – 27<sup>th</sup> November 2021 (Moor and KGV)

We have had a request for street party on the Moor on the 26<sup>th</sup> June 2021 – the same date as the Village Fete, which has priority as an established user. If the Village Fete date moves, consider the street party.

Note the Circus planned for April has been cancelled this year.

## **Recommendation**

Following the discussions, the Committee recommends to the Council

- Focus on keeping people safe by maintaining robust cleaning regime
- The fees should return to £25 per session and be reviewed along with other fees and charges in the summer
- The facilities and services should re-open as follows – subject to national guidance

Service / Facility	Activity	Date	Comment	
<b>Step One pages 27 – 32 of government document</b>				
Cemetery	Funerals – up to 30 people	8 <sup>th</sup> March 2021	Already advertised	
Parks / open space	Recreation or exercise outdoors with household or one other person	8 <sup>th</sup> March 2021	Already advertised	
MUGA / football pitches	Organised outdoor sport allowed	29 <sup>th</sup> March 2021	Contacted clubs / groups about restarting Taking new bookings	
Parks / open space	Rule of 6 or two households outdoors	29 <sup>th</sup> March 2021		
<b>Step Two no earlier than 12th May 2021 pages 33 – 35 of government document</b>				
Copt Hall / KGV sports pavilion	Community centres reopening	12 <sup>th</sup> April 2021	Contacted clubs / groups about restarting Taking new bookings	
The Moor	Community events	12 <sup>th</sup> April 2021	See below – aiming for June start	
KCC Library	Monday drop in session		Need to confirm with KCC	
<b>Step Three no earlier than 17<sup>th</sup> may 2021 pages 36 – 38 of government document</b>				
Copt Hall and KGV sports pavilion	Organised indoor sports	17 <sup>th</sup> May 2021	Contacted clubs / groups about restarting Taking new bookings	
Council / Committee meetings	Virtual – subject to legislation	17 <sup>th</sup> May 2021	1 <sup>st</sup> meeting AGM 17 <sup>th</sup> May 2021	Note Chairman's update
<b>Step Four no earlier than 21<sup>st</sup> June 2021 pages 39 – 42 of government document Legal Restrictions dropped</b>				
Parish office re-opened		21 <sup>st</sup> June 2021	Subject to review of national guidance	
Council / Committee meetings in public		21 <sup>st</sup> June 2021	Subject to numbers allowed into a public meeting?	

Use of the Moor for community events – subject to national restrictions, weather, appropriate insurance and permissions

- Custom Car show –20<sup>th</sup> June 2021
- Fun Fair – first two weeks of June - date to be confirmed
- Village Fete - 26<sup>th</sup> June 2021 to be confirmed – If not a “Street Party” would

like the date

- Hawkhurst 5k / 10k run (start and finish) – 27 June 2021
- Makers@The Moor - 11<sup>th</sup> September 2021
- Bonfire Society 27<sup>th</sup> November 2021 – (Moor and KGV)

Promote the above events locally, especially to neighbouring properties of the Moor

#### **7. Facility risk assessments** – Cllr Whittle led the discussion on the following

- a) Copt Hall
- b) KGV sports pavilion
- c) Cemetery

It was agreed to add in the COVID 19 RA and fire extinguisher checks into each one, to make minor typo's and then forward to Council.

#### **8. Scope of Copt Hall building survey**

The Clerk led the discussion and it was concluded that previous survey actions have not been acted upon. The draft scope discussed is set out below;

- To undertake a structural condition survey, focus on Health and Safety items
- Advise on the durability of the existing structure
- Clarify urgent actions and medium term (five year) actions
- Undertake a review of M & E with recommendations for appropriate heating for the Copt Hall building
- Also do the same for the KGV sports pavilion

In addition

- A separate specialised asbestos survey to set up an asbestos register for The Copt Hall, KGV sports pavilion, KGV Garages, Kino, Parish office and Cemetery shed plus allotment sheds

The FAS Committee are aware that this has not been budgeted for so request General Reserves are used and that where appropriate the two trusts (HCT and KGV) are asked to cover the net costs of the survey and any subsequent works required.

The Copt Hall to be opened after Building Survey and necessary safety actions completed, if required, temporarily move activities to KGV where practical.

#### **9. Scribe – cemeteries / bookings package**

Cllr Cory verbal update the Committee on the presentation by scribe which had many benefits for the Cemetery;

Searchable secure data base, tidy up anomalies, Digital back up detailed searchable map that can be web based and a valuable enhancement on the current service it also has the advantage of linking to the existing invoice system making work easier.

The Clerk explained that there would be a one off cost of £200 + Vat to upload current data and training of staff. Then an ongoing fee of £39 per month.

The “bookings package” is currently being piloted and maybe of interest in the future for hall or allotments bookings

Cllr Cory proposed and Cllr Hunt seconded to recommend the Scribe cemetery package to Council – agreed unanimously

**10. Approval of memorial**

The Clerk updated the Committee on two standard memorial requests that met the Cemetery Regulation requirements (Boodle and Baldock) – Cllr Hunt proposed and Cllr Cory seconded to approve them – agreed unanimously

**11. FAS action plan – main points**

- Bring forward tree survey - RG
- KGV gates located at back of garage – suggest garages are cleared out
- Playground repairs – confirmed Wednesday 24<sup>th</sup> March 2021
- Letters on Cemetery, final check, to go out – next week

**12. QUESTIONS AND COMMENTS FROM COUNCILLORS:**

**Confidential**

13. Grounds maintenance contract renewal – agreed and recommended to Council

14. CLOSURE: 9:20pm

Signed.....

Chairman.....