

Sha Tin District Council**Minutes of the 2nd Meeting of
the District Facilities Management Committee in 2016**

Date : 23 February 2016 (Tuesday)
Time : 2:30 pm
Venue : Sha Tin District Council Conference Room
 4/F, Sha Tin Government Offices

<u>Present</u>	<u>Title</u>	<u>Time of joining the meeting</u>	<u>Time of leaving the meeting</u>
Ms TUNG Kin-lei (Chairman)	DC Member	2:30 pm	5:17 pm
Mr WONG Ka-wing (Vice-Chairman)	"	2:38 pm	5:06 pm
Mr HO Hau-cheung, BBS, MH	DC Chairman	2:30 pm	4:54 pm
Mr PANG Cheung-wai, Thomas, SBS, JP	DC Vice-Chairman	2:30 pm	5:04 pm
Mr CHAN Billy Shiu-yeung	DC Member	2:30 pm	4:24 pm
Ms CHAN Man-kuen	"	2:30 pm	4:55 pm
Mr CHAN Nok-hang	"	2:35 pm	4:24 pm
Mr CHENG Tsuk-man	"	2:30 pm	4:51 pm
Mr CHING Cheung-ying, MH	"	2:30 pm	5:17 pm
Mr CHIU Chu-pong, Sunny	"	2:30 pm	4:24 pm
Mr CHIU Man-leong	"	2:30 pm	5:17 pm
Mr HUI Yui-yu, Rick	"	2:30 pm	4:59 pm
Mr LAI Tsz-yan	"	2:34 pm	4:24 pm
Ms LAM Chung-yan	"	2:30 pm	4:22 pm
Mr LEUNG Ka-fai, Victor	"	2:30 pm	4:10 pm
Mr LI Sai-hung	"	2:30 pm	5:00 pm
Mr LI Sai-wing	"	2:34 pm	5:17 pm
Mr LI Wing-shing, Wilson	"	2:30 pm	5:01 pm
Mr MOK Kam-kwai, BBS	"	2:30 pm	5:17 pm
Mr NG Kam-hung	"	2:30 pm	4:32 pm
Ms PONG Scarlett Oi-lan, JP	"	2:30 pm	5:11 pm
Mr PUN Kwok-shan, MH	"	2:35 pm	4:27 pm
Mr SIU Hin-hong	"	2:30 pm	5:17 pm
Mr TING Tsz-yuen	"	2:30 pm	4:32 pm
Mr TONG Hok-leung	"	2:30 pm	5:17 pm
Ms TSANG So-lai	"	2:50 pm	4:33 pm
Mr WAI Hing-cheung	"	2:30 pm	5:17 pm
Mr WONG Fu-sang, Tiger	"	2:30 pm	5:17 pm
Mr WONG Hok-lai	"	2:35 pm	4:58 pm
Ms WONG Ping-fan, Iris	"	2:30 pm	5:17 pm
Mr WONG Yue-hon	"	2:30 pm	5:17 pm
Mr YAU Man-chun	"	2:30 pm	4:22 pm
Mr YIU Ka-chun	"	2:30 pm	4:24 pm
Ms YUE Shin-man	"	2:30 pm	5:17 pm

Present

Mr YUNG Ming-chau, Michael
Mr YUEN Chun-kit, Derek (Secretary)

Title

DC Member
Senior Executive Officer (District Council) / Sha Tin District Office

Time of joining the meeting

2:30 pm

Time of leaving the meeting

5:17 pm

In Attendance

Mr WONG Tin-pui, Simon
Ms CHENG Yuen-yi, Janny

Mr HUI Wai-lun, Ken
Mr CHOW Yik-lam, Martin

Miss LUI Wui-sze, Olivia

Mr CHU Ho-fai, Kelvin

Ms LOK Kit-ha

Mr CHEUNG Wan-ching

Mr CHOW Kin

Mr LEUNG Ting-pong, Roger

Ms LEE Yuk-kit, Glendy

Miss Cathy SHAM

Title

Assistant District Officer / Sha Tin District Office
Senior Executive Officer (District Management) / Sha Tin District Office
District Secretary / Sha Tin District Office
Executive Officer I (District Council)2 (Atg) / Sha Tin District Office
Executive Officer I (District Council) 2 (Atg) / Sha Tin District Office
Executive Officer (District Council) 1 / Sha Tin District Office
Chief Leisure Manager (New Territories East) / Leisure and Cultural Services Department
District Leisure Manager (Sha Tin) / Leisure and Cultural Services Department
Deputy District Leisure Manager (District Support) Sha Tin / Leisure and Cultural Services Department
Senior Executive Officer (Planning) 1 / Leisure and Cultural Services Department
Senior Librarian (Sha Tin) / Leisure and Cultural Services Department
Executive Assistant (Planning) 1 / Leisure and Cultural Services Department

In Attendance by Invitation

Ms Kate MA
Mr Billy HUANG
Ms HUI Yee-man

Title

Architect (Works) 8 / Home Affairs Department
Project Officer / Tom Ip & Partners Architects Engineers
Associate Director / WCWP International Limited

Absent

Mr YIP Wing
Mr CHAN Kwok-keung, James
Mr LEE Chi-wing, Alvin
Mr MAK Yun-pui

Title

DC Member (Application for leave of absence received)
" (No application for leave of absence received)
" (")
" (")

Action

The Chairman informed the meeting that some members of the public, being present as observers, were taking photographs and making video and audio recordings.

Application for Leave of Absence

2. The Chairman said that the Sha Tin District Council (DC) Secretariat had received the application for leave of absence in writing from the following member:

Mr YIP Wing Health reasons

3. Members unanimously approved the application for leave of absence submitted by the above member.

Confirmation of the Minutes of the Meetings Held on 27 January and 5 February 2016 (Resumption of Meeting)

4. Members confirmed the above minutes unanimously.

Discussion Items

Proposed Estimates under Expenditure Head 9 of 2016/2017
(Paper No. DFM 3/2016)

5. Members endorsed the above paper unanimously.

District Minor Works Strategy
(Paper No. DFM 4/2016)

6. Mr Simon WONG, Assistant District Officer (Sha Tin) gave a brief introduction of the paper.

7. Mr YIU Ka-chun was concerned whether there would be a minimum amount limit on the funding applications for projects of larger scale in the future.

8. Ms Scarlett PONG said that according to the flow chart, projects of larger scale were classified as high priority items. She asked how the Government would deal with those projects with an estimated construction cost below \$3 million.

9. The views of Mr WONG Yue-hon were summarised below:

- (a) he asked whether the consultants' fees and project costs would be combined together upon integration of the resources of the two working groups; and
- (b) he enquired whether how to recover the compensation in case of works delay was stipulated in the works contract, and whether the Government had recovered any compensation from contractors and consultant firms due to works delay in the Sha Tin District.

10. The views of Ms Iris WONG were summarised below:

- (a) she wondered whether the project items that had been endorsed by the last term DC but still had not commenced yet would be re-evaluated, and whether the remaining funds of the last term DC could still be used in this term; and
- (b) she would like to know the concrete meaning of "synergy" in the paper.

11. The views of Mr PUN Kwok-shan were summarised below:

- (a) he supported the workflow in the paper, but considered that it was not applicable to the outstanding projects of the last term DC;
- (b) there were some deficiencies in the works progress report submitted by the Leisure and Cultural Services Department (LCSD). He hoped that the department would strengthen communication with the project proposers and members concerned in regard to the works progress in the future; and
- (c) he hoped that every time when the term of the DC ended, the meeting would give a conclusion and description of the projects proposed during the current term.

12. Mr CHIU Man-leong considered that the amalgamation of the two working groups could achieve the effect of synergy. However, he queried what measures would be taken to solve the problem of slow works progress after amalgamation of the two working groups. Moreover, upon amalgamation, manpower or resources should not be cut down. He also asked whether the commencement of the project items and their priority would be collectively decided by the working group members upon discussion.

13. Mr CHING Cheung-ying supported the amalgamation of the two working groups. He suggested that the Liaison Officers of the Sha Tin District Office (DO) should widely gauge public opinions on the local needs for additional facilities, and requested the DO to monitor the performance of term contract consultants.

14. The views of Mr Michael YUNG were summarised below:

- (a) he suggested that the streamlined workflow should be presented in the form of a chart. He also requested that the works progress should be closely monitored and the concerned procedures should be rationalised so that the works could commence as scheduled to avoid any loss caused by an increase in the construction cost;
- (b) he asked if public works commenced in the district, whether the approved district minor works could be revised so as to achieve the effect of synergy together with the public works; and
- (c) he asked under the existing mechanism of submission of project proposals to the District Facilities Management Committee (DFMC) and the Development and Housing Committee (DHC), whether it would be financially beneficial if the two working groups were amalgamated into one.

15. Mr SIU Hin-hong suggested that an evaluation team should be set up to evaluate the priority of the projects.

16. The views of Mr WONG Ka-wing were summarised below:

- (a) the efficiency of the consultant firm, environmental constraints, legal restrictions

and the existing underground utilities all affected the works progress. He suggested that the works could be shared by two to three consultant firms;

- (b) he considered that members could submit project proposals according to the local needs, and the working group would make arrangements according to the chronological order;
- (c) as far as he knew, district facilities improvement works were mainly classified into three categories, namely, open space for residents, beautification and improvement of environment, enhancement of people's quality of life (such as the provision of rain shelters for people to take shelter and wait for buses). These three categories had nothing to do with the safety issue;
- (d) in case any government facilities required urgent repair, the public could call 1823 to request for immediate repair;
- (e) according to past experience, if the improvement works proposed by the LCSD were of a smaller scale, required immediate action but not much cost, it might just take two to three months from submission of proposal to completion of works without being handled by a contract consultant; and
- (f) most of the works that required a longer completion period belonged to the category of beautification of environment. The contract consultants usually had to conduct a design and feasibility study, which took two to three years to complete. The works delayed were usually the ones that were subject to environmental constraints, or the ones whose approval procedures involved several government departments.

17. Mr Simon WONG gave a consolidated response as follows:

- (a) in deciding the lead department of district minor works, the Home Affairs Department (HAD) would act as the lead department if the works were related to community halls and improvement of living environment and hygiene condition; for those works related to leisure, culture, sports, planting of flowers and trees and recreational facilities, the LCSD would act as the lead department. The workflow in Annex I of the paper was applicable to the works under various lead departments;
- (b) the DO would enhance its efforts in preliminary study, including the estimation of the number of beneficiaries, and conduct a preliminary assessment on the feasibility of the works with reference to the information available (including the layout plan of underground public utilities). Then the assessment would be submitted to the working group and the DFMC for consideration;
- (c) the consideration and endorsement of all district minor works by the DFMC only would facilitate the DC's concentration on and full consideration of the planning and use of funds in respect of district minor works. Under the streamlined workflow proposed, members could still submit minor works proposals for individual constituencies;

- (d) having made a decision on the lead department, the concerned department would have to consider whether a term contract consultant would be commissioned to conduct a feasibility study and the design. For more complicated project items, the feasibility study and the design would be taken up by the term contract consultant;
- (e) in response to the enquiries of Mr WONG Yue-hon and Mr PUN Kwok-shan, he said that the standardised design mentioned in the paper included the use of standardised materials for works. However, the project proposers could still give their views on the materials for works;
- (f) the result of the feasibility study and the supplementary information would be submitted to the working group and the DFMC for consideration. Upon endorsement by the DFMC, the funding application would be made according to the established procedures, and then the detailed design and the tender exercise would be conducted. Those projects ranked with high priority would be implemented immediately;
- (g) in response to Mr YIU Ka-chun's enquiry, the amalgamation of the working groups would not affect the implementation of the existing projects. For those projects under the stage of preliminary design or feasibility study, their implementation would be referred to the working group or the DFMC for further discussion;
- (h) in response to Mr Michael YUNG's enquiry about Annex I, the workflow in Annex I included the recommendations on monitoring the works progress put forward by the HAD with reference to the reasons for works delay in the past. He welcomed members to give their opinions on how to expedite the works progress;
- (i) in response to Ms Iris WONG's concern, the DO had not undermined the role it played in implementing the district minor works. On the contrary, the DO would enhance its efforts in preliminary study;
- (j) in response to Mr CHING Cheung-ying's enquiry, resources were spared for rural public works. It was hoped that the Rural Public Works Programme could achieve a complementary effect with the District Minor Works Programme so as to address the local needs;
- (k) upon endorsement of the paper, a lot of details still had to be discussed, such as how to rationalise the works schedule. The DO would continue to keep in close contact with members so as to capitalise on the benefit of district minor works;
- (l) in response to the views of Mr NG Kam-hung and Mr SIU Hin-hong on safety and pedestrian flow, he said that safety and the number of beneficiaries were closely related to each other. Taking the prioritisation of project items by the Working Group on Rural Public Works as an example, those project items with an urgent need in respect of safety and with a large number of users would be accorded high priority. Regarding how to prioritise the district minor works

with reference to safety and the number of beneficiaries in the future, he suggested that the issue should be referred to the DFMC and the working group that would be set up later for further discussion;

- (m) regarding the implementation period, there would not be much delay in the implementation period if the projects involved standardised design only or they were not subject to any particular constraints. Some measures which could prevent works delay were proposed in the paper, including enhancement of efforts in preliminary study so as to avoid any delay caused by difficulties encountered at a later stage;
- (n) in response to the enquiries of Mr Tiger WONG and Mr NG Kam-hung about the completion time of works, Mr Simon WONG said that if the works were not complicated, it took three to six months to complete from the preparatory stage to submission of proposals to the working group. For the procedures, upon selection of works sites, other departments would be consulted for their opinions on the preliminarily selected sites, and views on the proposed works would be gauged from the local community; and
- (o) regarding priority, according to past practice, the working group and the DFMC would only classify the project items as high priority project items or project items pending study. All high priority project items would commence as soon as possible. Moreover, the DFMC would conduct a cash flow projection for the works in the coming year or the next few years. The DFMC and the working group would study the feasibility of adding the third category besides high priority project items and project items pending study.

18. Mr CHEUNG Wan-ching, District Leisure Manager (Sha Tin) of the LCSD said that the department would strengthen communication with the project proposers or members of the concerned districts in respect of the progress reports of the projects under its lead.

19. In response to Mr SIU Hin-hong's proposal to set out more restrictions in the tender documents, Ms Kate MA, Architect (Works) 8 of the HAD said that if several projects had similar nature and implementation dates, the usual practice was to call for a collective tender under the same contract so as to minimise the cost. It would be stipulated in the contract that in case of works delay due to the contractor's sole responsibility, the contractor would have to bear the responsibility. Penalty which had all along been adopted by the HAD would also be set out. In addition, the HAD had reviewed the past performance of the contract consultant and taken follow-up action. As compared with the previous contract consultant, the current contract consultant was more efficient in regard to workflow. The HAD would continue to assist members in taking forward the projects as early as possible.

20. Members unanimously endorsed Ms Scarlett PONG's proposal to amend the word "priority" in item (2) of the terms of reference of the DFMC as "first priority".

21. Mr HO Hau-cheung opined that the proposed title in paragraph 8(a) of the paper indicated the functions of the two working groups upon amalgamation. Although the two working groups were amalgamated into one, there was no big change to the job nature and functions. It was merely a consolidation of resources, streamlining of the work procedures

and enhancement of efficiency. Therefore, he suggested that members should consider endorsing the title proposed in paragraph 8(a) of the paper.

22. Upon discussion, members unanimously endorsed that the working group would be called the “Working Group on District Facilities and Improvement Works”.

23. Members endorsed the above paper unanimously.

24. Ms Scarlett PONG added that she, in the capacity of the Chairman of the DHC, agreed that the proposed amendments to the terms of reference would be passed to members of the DHC by circulation.

Information Items

Report on the Management of Recreation and Sports Facilities in Sha Tin (Paper No. DFM 5/2016)

25. Mr CHEUNG Wan-ching gave a brief introduction of the paper. He pointed out that the district minor works item No. ST-DMW 193 endorsed by the DFMC, that is, the construction of a sitting-out area at the junction of Mei Tin Road and Mei Fai Street, had commenced in December 2015, and was expected to be completed by the end of 2016. The area of the sitting-out area was around 1 167 square metres. Since it connected with the newly completed Mei Tin Road Sitting-out Area, the LCSD suggested that the two venues should be collectively named as “Mei Tin Road Sitting-out Area”.

26. The views of Mr HO Hau-cheung were summarised below:

- (a) the utilisation rates of the tennis courts were lower than those of other facilities under the LCSD, and that of the tennis court in Siu Lek Yuen Road Playground was even less than 50%; and
- (b) he hoped that the department would review the utilisation of the tennis courts and revitalise them. Also, it should enhance the promotion of tennis so as to ensure effective use of the resources.

27. Mr TING Tsz-yuen pointed out that the attendance rates of Ma On Shan Swimming Pool were quite high in July and August. He asked whether the LCSD had any plan to extend the swimming pool. He hoped that the department would give an account of the annual maintenance progress of Ma On Shan Swimming Pool in winter.

28. The views of Ms CHAN Man-kuen were summarised below:

- (a) some members of the public had reflected to her that the floor of Hin Keng Sports Centre became wet during humid weather. She requested the LCSD to consider replacing the floor with vinyl tiles; and
- (b) she suggested that the LCSD should consider users’ views and enhance the quality of the hardware of the venue.

29. Mr SIU Hin-hong suggested that the LCSD should consider introducing new and exciting sports such as trampoline so as to attract youngsters.

30. Ms Scarlett PONG supported Mr SIU Hin-hong's proposal, saying that more sport facilities of various kinds should be introduced. However, trampoline was relatively dangerous, and some experts had pointed out that there might be potential risks. Therefore, she suggested that the LCSD should consider the safety aspects when introducing new sport facilities.

31. Mr Wilson LI pointed out that between July and December 2015, the LCSD had planted 12 trees in the district, but had removed 234 trees at the same time. He hoped that the department would enhance greening in the district.

32. The views of Mr Michael YUNG were summarised below:

- (a) he wished to know the maximum number of swimmers which might be admitted per session of each swimming pool in the district, so that he could have a better understanding of the utilisation of the swimming pools;
- (b) the utilisation rates of the sports centres in the district were quite high. Apart from the complex projects in Areas 14B and 24D which were in progress, he requested the LCSD to report to members the planning progress of Ma On Shan Sports Centre;
- (c) regarding the improvement works of the public toilets in Hang Fai Street Park, he wished to know whether the progress could meet the requirements. As the works progress had lagged behind schedule, resulting in overspending, he requested the LCSD to follow up the matter. He would also like to know whether there was any delay in the road and drainage works in Hang Fai Street Park; and
- (d) according to the figures shown in the paper, the utilisation rates of the football pitches in the district were quite high. He suggested that the LCSD should review the arrangements of pitch closure for maintenance. Also, the department should consider carrying out maintenance works of smaller scale and adjusting the number of sessions for hiring of venues so as to minimise the impact on venue users.

33. The views of Mr NG Kam-hung were summarised below:

- (a) many trees in the district withered because they were covered by cement on the ground. He asked the LCSD whether it would replant trees at the original sites and how to prevent recurrence of the same case; and
- (b) as Banyan trees had great extension force and destructive power, he hoped that the LCSD would study the proposal to replant native species.

34. Mr CHEUNG Wan-ching gave a consolidated response as follows:

- (a) the LCSD had all along paid attention to the utilisation rates of tennis courts. The utilisation rates shown in the paper were the overall figures. There was a difference between the utilisation rates of peak hours and those of non-peak hours. The ones of peak hours were higher. The LCSD would continue to enhance promotion and publicity of use of tennis court facilities. The department also held Tai Chi activities in the tennis courts of Hin Tin Playground so as to fully utilise the venue;
- (b) the maintenance progress of Ma On Shan Swimming Pool in winter was satisfactory. The LCSD anticipated that the works conducted by the Architectural Services Department (ArchSD) would be completed by March this year and open for public use in April. The LCSD had no plan for extension of the swimming pool for the time being;
- (c) the LCSD noted members' views on the hardware of the venue. As Hin Keng Sports Centre was not air-conditioned, the department would pay more attention to the ventilation system of the venue;
- (d) the LCSD would review the trend in sports when appropriate. If resources permitted, the department would study the feasibility of organising diversified activities provided that safety was guaranteed;
- (e) the LCSD would only remove those trees which could no longer be saved due to environmental impact or pests, and would replant trees as far as possible, or plant vegetation in the green belts. The LCSD staff would pay attention to the spacing when planting trees so as to ensure the healthy growth of trees;
- (f) there was a maximum limit on the number of swimmers which might be admitted to each swimming pool managed by the LCSD, and the limit was subject to the facilities available in each swimming pool; and
- (g) since the LCSD had to carry out turf maintenance works for grass football pitches, the pitches were temporarily closed in summer and winter every year to upkeep the grass quality.

35. Mr Roger LEUNG, Senior Executive Officer (Planning) 1 of the LCSD gave a consolidated response as follows:

- (a) the LCSD had been conducting the improvement works of the public toilets in Hang Fai Street Park. The works were anticipated to be completed in the second quarter of this year, and the improvement works of the park were anticipated to commence in the third quarter of this year. The department was studying the project proposal put forward by the consultant firm; and
- (b) regarding the basic public works in Area 103, Ma On Shan, the LCSD was conducting the advance planning. Members hoped that a community hall and an indoor heated swimming pool would be provided in the venue. However,

under the Hong Kong Planning Standards and Guidelines (HKPSG), the number of swimming pools in the Sha Tin District had reached the number proposed in the HKPSG. Therefore, the department would carefully consider members' suggestions and consult other departments for their opinions. It would also keep the DC informed of the project details.

36. Members noted the above report.

Report on the Utilisation of Public Library Facilities in Sha Tin
(Paper No. DFM 6/2016)

37. Mr Rick HUI pointed out that the population in the Tai Wai District had met the requirement on the provision of a small library. He hoped that the LCSD would give an account of the progress.

38. The views of Mr HO Hau-cheung were summarised below:

- (a) according to the figures shown in the paper, the utilisation rates of the mobile library stops at Hin Keng Estate, Sun Chui Estate and Kwong Yuen Estate were quite high. It meant that there was a great demand for the library service in the Tai Wai District; and
- (b) residents in the Tai Wai District hoped that a library would be provided in the district instead of a mobile library stop. The LCSD had undertaken to prepare for the provision of a library in Tai Wai during the last DC term. He hoped that the LCSD representatives present at this meeting would reflect the local needs to the department, and wished that new progress of the project would be made during this DC term. Also, he hoped that the LCSD would actively discuss with the MTR Corporation Limited (MTRC) and the New World Development Company Limited the provision of a library above the MTR Tai Wai Station. He requested the LCSD to submit to the DFMC a progress report on the construction of the library in Tai Wai half a year later.

39. Mr Thomas PANG enquired of the LCSD about the reasons for the continuous drop of the utilisation rates of its libraries in the district between July and December last year.

40. The views of Mr Michael YUNG were summarised below:

- (a) as the utilisation rate of the mobile library stop at Yan On Estate was quite high, he requested the LCSD to increase the number of opening sessions of the mobile library stop to meet the demand;
- (b) since excessive lead content had been found in the drinking water sample of Yan On Estate recently, a container office was set up in front of the parking space of the mobile library stop. He hoped that the LCSD would enhance communication with the Housing Department (HD) to avoid the overlapping of opening hours of the office and the mobile library stop; and

- (c) as the population in the Tai Wai District had been increasing, the supply of leisure and cultural services facilities could not meet the demand. In view of a large number of public housing estates in the Tai Wai District, the LCSD should look for a site for the provision of a library in the district to address the local needs.

41. The views of Ms Iris WONG were summarised below:

- (a) she enquired about the effectiveness of Community Libraries Partnership Scheme under the LCSD, and asked whether there were examples of failure, and how the department would improve the scheme; and
- (b) the LCSD always aimed at promoting the reading atmosphere. She suggested that the department could consider organising diversified reading activities such as book floating with a view to promoting reading among the public. She asked the LCSD whether it would assist other organisations in the publicity of book floating activities.

42. Mr WONG Hok-lai requested the LCSD to submit a progress report on the provision of a library in Tai Wai, so that members could be well informed of the progress of site selection. He enquired of the department whether it would consider the provision of a library above the MTR Tai Wai Station, and asked about the criteria for the provision of a mobile library stop.

43. Mr WONG Yue-hon hoped that the LCSD would provide statistics on the utilisation of public libraries in Tai Po and the North District. As far as he was aware, residents in both districts also used public library service in Sha Tin. He suggested that the department should change the opening hours of public libraries during public holidays.

44. Mr LI Sai-hung asked the LCSD whether it was feasible to provide a library in the a public housing estate in the Tai Wai District.

45. The Chairman said that the DC had all along strived for the provision of a library in the Tai Wai District over the years, but no progress had been made so far. She opined that the LCSD should take the initiative to study with various government departments the selection of a suitable site.

46. Ms Glendy LEE, Senior Librarian (Sha Tin) of the LCSD gave a consolidated response as follows:

- (a) with reference to the guidelines on facilities in the HKPSG, the department provided a district library for every population of 200 000. At present, the Sha Tin District was provided with a major library (Sha Tin Public Library) serving a population of 400 000, a district library (Ma On Shan Public Library), a small library (Lek Yuen Public Library) and 14 mobile library stops. To address the need for library service in the Tai Wai District, the department was determined to set up a small library in the town centre of Tai Wai, and had been actively identifying an appropriate site in the district, especially the town centre of Tai Wai;

(supplementary information provided by the LCSD after the meeting: identifying a suitable site for provision of a small library in Tai Wai: to address the needs of the local community in the Tai Wai District, the Government had planned to further enhance the public library facilities in the Sha Tin District. It had been identifying appropriate sites for the provision of a small library in the town centre of Tai Wai. Since 2010, the LCSD had proceeded with the preparatory work. The department had liaised with various government departments/institutions such as the Government Property Agency, the HD, the Planning Department, the Education Bureau and Link REIT to play an active role in identifying a suitable site for the provision of a small library. The sites that had been taken into consideration included the public housing estates and Home Ownership Scheme estates under the HD and shops in private housing estates. However, these sites were not suitable due to various reasons. For example, some were remote from the town centre of Tai Wai, and therefore could not address the overall local needs in Tai Wai; some could not meet the operational requirements of a library because of the restrictions on floor area/loading; or some could not be further considered due to other land uses/tenancy plans. The department had also liaised with the MTRC to request for its consideration to reserve space for the provision of a small library in its property development above the MTR Tai Wai Station. For easy access of residents from various areas in the district to the proposed library, the department kept working on the identification of a suitable site in the town centre of Tai Wai. Moreover, the MTRC had applied to the Town Planning Board (TPB) for the revision of the master layout plan in respect of the property development above the MTR Tai Wai Station in June 2015. The LCSD had taken this opportunity to express the appeal for the provision of a small library in the said property development. The Rural New Town Planning Committee under the TPB had approved the MTRC's application at the meeting on 4 September of the year, and advised the applicant to take note of the LCSD's views.)

- (b) the department would consider the provision of mobile library stops with reference to the local circumstances so as to provide auxiliary library service in addition to the district and major libraries. For those remote areas or densely populated areas without nearby regular library service, the LCSD would consider the provision of mobile library stops so that the public could enjoy more flexible library service. In 2014, two additional mobile library vans had been put into service. At present, 12 mobile library vans were serving all the 18 districts in Hong Kong. For addition or adjustment of service hours of the mobile library stops, the department had to consider certain factors such as the overall resource allocation, actual needs of the local communities and cost effectiveness. The department would review the mobile library stop service from time to time, and would continue to gauge the views of the local communities and members;
- (c) the department would continue to closely monitor the parking situation of the mobile library stop at Yan On Estate, and keep in contact with the HD so as to avoid the use of library service being affected;

- (d) the summer holiday in July and August every year was the peak season for library service, and the overall number of loans of all libraries in the Sha Tin District remained at a certain level. At present, the construction works of the new library (Yuen Chau Kok Public Library) in Area 14B were at the preparation stage. The department would conduct a general review on the utilisation of all libraries in the Sha Tin District when necessary so as to address the needs of the local residents; and

(supplementary information provided by the LCSD after the meeting: the figures concerning the utilisation of the libraries in the Sha Tin District, the Tai Po District and the North District were listed below: number of loans of library materials: a total of 2 770 418 items for the public libraries in the Sha Tin District; a total of 834 394 items for the public libraries in the Tai Po District; a total of 1 289 520 items for the North District. Number of attendance: a total of 2 607 599 for the public libraries in the Sha Tin District; a total of 1 195 042 for the public libraries in the Tai Po District; a total of 1 644 833 for the North District.)

- (e) the libraries held a variety of promotional activities every year, and co-organise the promotion of community reading with local organisations (including schools and non-profit-making organisations). The department had been actively promoting the Libraries@neighbourhood — Community Libraries Partnership Scheme to assist local organisations in setting up community libraries. Participating organisations were offered block loan of library materials that met the needs of their target clients with a view to promoting community reading. Currently, 25 community libraries had already been set up in the district, and those libraries had organised DC funded reading promotion activities. The libraries would continue to strengthen co-operation with local organisations to promote community reading. The department did not have any plan to participate in or organise any book floating activities for the time being.

47. Members noted the above report.

Report on the Management of Community Halls in Sha Tin
(Paper No. DFM 7/2016)

48. Mr WONG Yue-hon pointed out that large-scale maintenance works were carried out in the community halls from time to time. He advised that works could be carried out overnight to expedite the progress, in the hope that all maintenance works could be completed within a quarter.

49. The views of Mr Michael YUNG were summarised below:

- (a) he asked whether the DO would consider using the Application Processing System for the Booking of Community Halls to remind venue bookers in advance of the closure of venues for maintenance; and
- (b) the utilisation rate of the DC Neighbourhood Activity Centre (NAC) was quite high, and the charges of the NAC included rental and air-conditioning fee. He

considered that the air-conditioning fee was relatively high. He asked whether the DO would discuss the arrangement of air-conditioning fee with the Vocational Training Council (VTC) or study the feasibility of co-operation with other institutions.

50. Mr Tiger WONG asked the DO whether it would arrange technical staff to station at the venues to assist venue users in using the facilities in the community halls.

51. Mr Ken HUI, District Secretary of the DO gave a consolidated response as follows:

- (a) the usual practice of the DO was to arrange for community halls in the neighbouring areas as far as possible so as to avoid temporary closure of venues at the same time due to major improvement and maintenance works carried out by works departments. The aim was to minimise the impact on venue users in the district;
- (b) the DO had requested the works departments, such as the ArchSD or the Electrical and Mechanical Services Department to communicate and co-ordinate with each other. Different maintenance works should be carried out at the same time if situation warranted so as to shorten the closure period of venues. Regarding the implementation of maintenance works in the small hours, the works departments should take into consideration the nuisance caused to the nearby residents; and
- (c) upon receipt of works departments' proposals to implement major improvement and maintenance works in community halls, the DO would notify the DC Secretariat immediately.

52. Mr Simon WONG gave a consolidated response as follows:

- (a) the rentals of NAC accounted for quite a large proportion of the DC funds. Such circumstances were unsatisfactory. The DO had been gathering information to facilitate discussion between the DC and the VTC on future arrangements. He opined that feasible ways included providing air-conditioning flexibly, or discussing with the neighbouring stakeholders the feasibility of hiring their venues; and
- (b) the DO would study the feasibility of streamlining the existing workflow so as to avoid cancellation of the sessions allocated to the organisations without their knowledge.

53. Ms Janny CHENG, Senior Executive Officer (District Management) of the STDO gave a consolidated response as follows:

- (a) upon receipt of works departments' request for temporary closure of venues for implementation of major improvement and maintenance works, the DO would notify the Secretariat immediately for further action, so that those organisations intended to hire the venues could have a clear picture of the schedules of temporary closure of the community halls in the coming quarter ahead of the

quarterly ballot. In case of urgent maintenance, the Secretariat would notify the affected organisation hirers according to the existing procedures; and

- (b) regarding the on-site facilities in the community halls available for use by organisation hirers, the resident assistant community organisers would explain to the venue users how to operate the facilities. If the facilities were found damaged, the assistant community organisers would take follow-up action subject to the circumstances or arrange maintenance by the works departments.

54. Members noted the above report.

Information Papers

Progress Report on 2015/2016 District Facilities Works (Paper No. DFM 8/2016)

55. Regarding the merged projects of the DFMC and DHC, Mr Michael YUNG asked the Secretariat whether it could list the projects which had commenced during the last term of the DC for members' perusal at the next meeting. Mr Tiger WONG suggested that the projects in the annex should be listed according to their progress.

56. Mr Simon WONG said that the revised terms of reference of the DFMC and DHC were pending DC's endorsement. The Secretariat would later merge the progress tables of the project items of the two committees and refine the format, so as to make it easier for members to monitor the works progress.

57. Members noted the above paper.

Date of Next Meeting

58. The next meeting was scheduled to be held at 2:30 pm on 26 April 2016 (Tuesday).

59. The meeting was adjourned at 5:17 pm.

Secretariat of the Sha Tin District Council
STDC 13/15/50

April 2016