

Sha Tin District Council
Minutes of the 3rd Meeting of
the District Facilities Management Committee in 2017

Date : 27 June 2017 (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	5:58 pm
Mr WONG Ka-wing, MH (Vice-Chairman)	"	2:37 pm	5:58 pm
Mr HO Hau-cheung, BBS, MH	DC Chairman	2:30 pm	5:15 pm
Mr CHAN Billy Shiu-yeung	DC Member	2:30 pm	3:43 pm
Ms CHAN Man-kuen	"	2:30 pm	5:58 pm
Mr CHAN Nok-hang	"	2:30 pm	5:00 pm
Mr CHENG Tsuk-man	"	2:30 pm	4:45 pm
Mr CHING Cheung-ying, MH	"	2:30 pm	5:10 pm
Mr CHIU Chu-pong, Sunny	"	2:30 pm	3:43 pm
Mr CHIU Man-leong	"	2:30 pm	5:58 pm
Mr HUI Yui-yu, Rick	"	3:10 pm	5:05 pm
Ms LAM Chung-yan	"	2:30 pm	5:58 pm
Mr LEE Chi-wing, Alvin	"	4:21 pm	5:58 pm
Mr LEUNG Ka-fai, Victor	"	2:38 pm	5:06 pm
Mr LI Sai-hung	"	2:30 pm	5:58 pm
Mr LI Sai-wing	"	2:38 pm	4:34 pm
Mr LI Wing-shing, Wilson	"	2:38 pm	5:58 pm
Mr MAK Yun-pui	"	2:30 pm	3:27 pm
Mr MOK Kam-kwai, BBS	"	2:30 pm	5:10 pm
Ms PONG Scarlett Oi-lan, BBS, JP	"	2:30 pm	5:15 pm
Mr PUN Kwok-shan, MH	"	2:30 pm	5:58 pm
Mr SIU Hin-hong	"	2:30 pm	3:23 pm
Mr TING Tsz-yuen	"	2:30 pm	4:10 pm
Mr TONG Hok-leung	"	2:30 pm	4:18 pm
Ms TSANG So-lai	"	2:40 pm	4:45 pm
Mr WAI Hing-cheung	"	2:30 pm	4:57 pm
Mr WONG Fu-sang, Tiger	"	2:30 pm	5:58 pm
Ms WONG Ping-fan, Iris	"	2:30 pm	5:58 pm
Mr WONG Yue-hon	"	2:30 pm	4:15 pm
Mr YAU Man-chun	"	2:30 pm	3:45 pm
Mr YIP Wing	"	2:30 pm	5:39 pm
Mr YIU Ka-chun	"	2:30 pm	5:58 pm
Ms YUE Shin-man	"	2:30 pm	2:42 pm
Mr YUNG Ming-chau, Michael	"	2:30 pm	5:58 pm
Ms LAM Hang-ching, Dorothy (Secretary)	Executive Officer I (District Council) 2 / Sha Tin District Office		

In Attendance

Mr WONG Tin-pui, Simon

Mr YUEN Chun-kit, Derek

Ms CHENG Yuen-yi, Janny

Mr HO Sing-yan, Simon

Mr MOK Man-lok, Mannix

Mr CHAN Chung-wai, Chris

Mr NG Fuk-sing

Ms LO Lai-fong, Jackie

Ms HO Yi-lan, Ann

Ms LAW See-ngar, Briget

Ms LEUNG So-ping, Selina

Ms LEE Yuk-kit, Glendy

In Attendance by Invitation

Ms MA Wan-kie, Kate

Ms Cammy CHENG

Ms FUNG Ka-yiu

Mr CHU Po-hei

Mr LEUNG Chi-hung, Simon

Mr YAN Kay-chi, Joseph

Mr KOO Wai-kit

Mr FU Ka-chun

Mr Yutaka Yano

Ms LEE Kwok-yan

Ms POON Sze-wing

Title

Assistant District Officer (Sha Tin)

Senior Executive Officer (District Council) /

Sha Tin District Office

Senior Executive Officer (District Management) /

Sha Tin District Office

District Secretary / Sha Tin District Office

Executive Officer (District Council)1 / Sha Tin District Office

Executive Officer (General) / Sha Tin District Office

Senior Inspector of Works (Sha Tin) / Sha Tin District Office

District Leisure Manager (Sha Tin) /

Leisure and Cultural Services Department

Deputy District Leisure Manager (District Support) Sha Tin

(Acting) / Leisure and Cultural Services Department

Assistant District Leisure Manager (District Support) Sha Tin

(Acting) / Leisure and Cultural Services Department

Senior Executive Officer (Planning)1 /

Leisure and Cultural Services Department

Senior Librarian (Sha Tin) /

Leisure and Cultural Services Department

Title

Architect (Works)8 / Home Affairs Department

Assistant Project Officer / Tom Ip & Partners Architects Engineers

Architectural Assistant / WCWP International Limited

Architect / Ho & Partners Architects Engineers

Senior Engineer / 4 (New Territories East) / Civil Engineering

and Development Department

Engineer / 12 (New Territories East) / Civil Engineering

and Development Department

Resident Engineer / Black & Veatch Hong Kong Limited

Project Engineer / Black & Veatch Hong Kong Limited

Designer / SKY YUTAKA

Designer / SKY YUTAKA

Designer / SKY YUTAKA

Absent

Mr PANG Cheung-wai, Thomas, SBS, JP

Mr LAI Tsz-yan

Mr NG Kam-hung

Mr WONG Hok-lai

Mr CHAN Kwok-keung, James

Title

DC Vice-Chairman (Application for leave of absence received)

DC Member (")

" (")

" (")

" (No application for leave of absence received)

Action

The Chairman welcomed all members, representatives of government departments and organisations to the meeting.

Application for Leave of Absence

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

Mr Thomas PANG

Attendance at another meeting/activity of an organisation under the Chinese Government

Mr NG Kam-hung	Official commitment
* Mr Alvin LEE	”
Mr WONG Hok-lai	”
Mr LAI Tsz-yan	Out of town

* Note: Mr Alvin LEE attended the meeting at 4:21 pm.

3. Members unanimously endorsed the applications for leave of absence submitted by the members above.

Confirmation of the Minutes of the Meeting Held on 25 April 2017

4. Members confirmed the above minutes unanimously.

Discussion Items

Revised Member Lists of Working Groups under the Committee
(Paper No. DFM 23/2017)

5. Members endorsed the above paper unanimously.

2017-2018 District Facilities and Improvement Works Proposals
(Paper No. DFM 24/2017)

6. Mr CHU Po-hei, Architect / Ho & Partners Architects Engineers gave a brief introduction of the feasibility study report submitted for ST-DMW385 “Construction of a Sitting-out Area at Hang Ming Street, Ma On Shan (Area 90 in Ma On Shan)” (ST-DMW385).

7. Mr MAK Yun-pui said that the works sites of “Replacement and Provision of Signs at Wu Kai Sha Pier, To Tau Wan and Starfish Bay” were located at the seaside, so materials should be carefully selected to avoid rusting.

8. Mr CHIU Man-leong asked whether additional water dispensers would be installed in the park.

9. The views of Mr LI Sai-wing were summarised below:

- (a) he hoped that the department concerned could carefully design the signs built under the “Replacement and Provision of Signs at Wu Kai Sha Pier, To Tau Wan and Starfish Bay”, to ensure that the signs could effectively provide information to the public; and
- (b) he suggested that in the future, incidents involved individuals could be omitted from the description of purposes of the works in the paper. For example, when introducing the purpose of the “Repaving of the Footpath and Staircases between Rosary Villas and Ascot Heights in Fo Tan”, there was no need to mention that a school vice-principal stumbled due to uneven pavement.

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

- (a) he hoped that the Home Affairs Department (HAD) could properly supervise the progress of ST-DMW385 to avoid cost overruns;

- (b) he said that the working group had suggested installing additional water dispensers in the park under the works project of ST-DMW385 , so he asked if it was feasible;
- (c) he reminded the Sha Tin District Office (STDO) to carefully select the materials before carrying out the “Replacement and Provision of Signs at Wu Kai Sha Pier, To Tau Wan and Starfish Bay”, so that the signs would not easily fade because of sunlight;
- (d) regarding the “Repaving of the Footpath and Staircases between Rosary Villas and Ascot Heights in Fo Tan”, he said that the working group had suggested installing handrails in the middle of the staircases or at the location near to Rosary Villas. He asked the STDO whether it would consider the suggestion. He suggested widening the stairs and reducing the height of the stairs to facilitate the use by the elderly;
- (e) he said that some rain shelters’ design was outdated, therefore thorough renovation was needed, rather than just replacing the plastic films;
- (f) he said that there were no signs on some of the completed works so there was no way for the public to know which department was responsible for the works. He suggested installing signs onto the facilities constructed under the minor works programme for identification; and
- (g) he asked the consulting company how the construction of ST-DMW385 should be designed to avoid obstruction by underground utilities.

11. Mr YIP Wing thanked the Leisure and Cultural Services Department (LCSD) for facilitating the work of ST-DMW385. He hoped that in addition to barrier-free facilities, inclusive elements like recreational facilities for the disabled could also be incorporated.

12. The views of Mr Wilson LI were summarised below:

- (a) he agreed with the proposal of installing additional water dispensers under the project ST-DMW385 and hoped that the LCSD would opt for durable lockers;
- (b) he suggested adding works-related photos in the paper in the future for members’ reference; and
- (c) he hoped that the design of the signs could be provided to members for reference after being confirmed by the STDO.

13. Ms Scarlett PONG added that she had discussed with the owners’ corporation of Rosary Villas on installing handrails near the Villas. Given that the security of Rosary Villas might be affected after the installation of handrails, the corporation did not favour the suggestion. Besides, due to the narrow staircases, installing handrails in the middle was also not ideal. Therefore, users considered that the most desirable option would be installing handrails on the left side only. She also suggested widening the stairs at Rosary Villas.

14. Mr SIU Hin-hong suggested applying non-slippery materials on the staircases for the project of “Repaving of the Footpath and Staircases between Rosary Villas and Ascot Heights in Fo Tan”. In addition, he asked whether the railings near Rosary Villas belonged to the site.

15. Mr Tiger WONG thought that the contents of the signs should be changed to simple graphics without much text.

[Post-meeting note: Mr Simon WONG, Assistant District Officer (Sha Tin) and Mr NG Fuk-sing, Senior Inspector of Works (Sha Tin), contacted Mr Tiger WONG in the afternoon on 1 August (Tuesday), explaining to him that for graphics of the signs, approved graphics should be adopted to express the meaning simply and clearly. The contents of the signs to be installed were unique and no appropriate approved graphics could be found to replace the texts. Therefore, the contents of the signs would still be expressed in words only. Mr Tiger WONG expressed his comprehension and understanding and would no longer initiate discussion and study on this suggestion.]

16. Mr NG Fuk-sing, Senior Inspector of Works (Sha Tin) of the STDO gave a brief introduction of the contents of the paper and introduced five new works. His responses were summarised below:

- (a) the stairs at Rosary Villas, Fo Tan was uneven and there were also cracks on the footpath pavement. Therefore, resurfacing works must be carried out and non-slippery materials would be used as far as possible during the design;
- (b) he said regarding the project of “Replacement and Provision of Signs at Wu Kai Sha Pier, To Tau Wan and Starfish Bay”, the font size on the new signs would be enlarged, rust-preventive and economical materials would be used, and would take reference of the design and specifications of materials used for the road signs by the Highways Department (HyD);
- (c) he said that photos could be added into the paper in the future;
- (d) he said that during the renovation of rain shelters, the STDO would check whether there were any problems with the fittings of the rain shelters and would replace them altogether, and there were 34 in total;
- (e) the installation of signs onto facilities built under the minor works programme had been included in works projects under the “Term Contract (2017-2018) on Sha Tin District Minor Works Projects (District Minor Works Programme)”. An initial assessment suggested that 50 chairs would be constructed under the minor works programme of the STDC and it was necessary to install signs because the STDO was responsible for the repairs and maintenance of such chairs;
- (f) in response to Mr SIU Hin-hong’s advice, he said that the railings was part of the slope at Rosary Villas rather than the site;
- (g) due to environmental constraints of the place concerned, the stairs could only be widened if the two ends of the staircases were lengthened, which might affect the slope, so prior consent must be obtained from the HyD. In addition, he suggested that the landings in the middle should not be removed and should be kept for the users to rest, but the staircases would be improved as far as possible; and
- (h) in response to Mr Tiger WONG’s suggestion, he said that the contents of the signs were provided by other departments, and members would be informed of the progress after consultation with the relevant departments through the Secretariat.

17. Members unanimously endorsed the submission of the feasibility study report of ST-DMW385 to the STDC for consideration and endorsed the proposal on five new works set out in the paper.

Review of the Demerit Points System for Community Halls and Community Centres
(Paper No. DFM 25/2017)

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

19. The views of Mr CHING Cheung-ying were summarised below:

- (a) he said that at the end of each year, voluntary bodies in the district would hold fund-raising activities in different forms for organisations such as Tung Wah Group of Hospitals, Pok Oi Hospital or Yan Chai Hospital. They would use the community halls sometimes. Therefore, he advised the STDO to publicise relevant amendments to the user groups;
- (b) he asked how the STDO would disseminate and publicise to the public the amended Guidelines on the Use of Facilities in Sha Tin Community Centres/Community Halls and Guidelines on the Use of Facilities in Sha Tin District Council Neighbourhood Activity Centre (Guidelines);
- (c) he said that in Appendix 8 of Annex I of the paper, there were a number of amendments relating to the adding/changing of joint organisers/co-organisers, e.g. items 5 and 11, which might easily cause confusion;
- (d) he said that offences relating to hanging banners without prior consent from the STDO might be handled differently by officers from different District Offices. Therefore, he advised the STDO to provide guidelines to the frontline staff, in order to avoid implementing measures too hastily and causing staffs unable to adapt; and
- (e) he asked if the amendments were proposed by the HAD, then why the HAD could not endorse the proposed amendments first, before requesting the District Offices to implement the same. If the issue was rather district-based, he asked whether there would be any territory-wide amendments to the adding/changing of joint organisers/co-organisers and changing of the nature of activities. He had observed that the eligible organisations did not need to pay any fees for using the halls. Therefore, some organisations might make profits by holding group activities or apply for many time slots and reallocate to other organisations. In his opinion, the proposed amendments in the paper might not solve the above problems.

20. The views of Mr CHENG Tsuk-man were summarised below:

- (a) he said that there were many rules for the use of community halls, and these rules were implemented by the STDO staff. However, due to insufficient manpower, the STDO often failed to notify the operators in a timely manner when the halls were closed for cleaning or maintenance;
- (b) he said that sometimes the venue leasing information on the website was not updated in a timely manner, so organisations needed to call the STDO for information about venues available for renting; applying organisations did not receive relevant notices after obtaining the time slots sometimes, for which they might be absent and receive demerit points, reflecting insufficient manpower of the STDO. As far as he knew, two staff members of the STDO had recently resigned and the newly recruited staff sometimes could not answer inquiries from the organisations. Hence, he suggested first solving the manpower problem before amending the Guidelines;

- (c) in his opinion, since there were many halls in Sha Tin District, it was difficult to submit applications in a unfocused, wide-ranging manner without relevant information; and
- (d) he said that sometimes organisations submitted their applications for the third round five working days before the date of event. The organisations did not have sufficient time to do publicity work after the STDO had finished processing. He hoped the STDO could make improvement.

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

- (a) he suggested that regarding amendments to the Guidelines, the STDO should communicate more with the organisations and frontline staff of community halls, so as to avoid any misunderstandings caused by different interpretation between organisations; and
- (b) he said that some documents printed on thermal paper might fade after a few months and would be hard to be kept for two years. He advised the STDO to explain the requirements on receipts of expenditure and income items to the organisations, in order to avoid a situation that the organisations found after a period of time that the receipts did not conform to the requirements and could not be modified, and therefore could not meet the requirements.

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

- (a) in his view, the Assistant District Officer (Sha Tin) could not explain on behalf of the HAD the original intention behind the amendments to the Guidelines;
- (b) he said that in regard to application for a Public Subscription Permit (PSP) from the Social Welfare Department (SWD) for holding general charitable fund-raising activities, failing to stipulate whether the community halls/community centres were public or private places might make it difficult to implement item 17 of the amended demerit points system. Moreover, there was insufficient manpower in the Secretariat and staffs of non-civil service positions working in the Secretariat might bring uncertainty and instability;
- (c) he said that he had expressed his opinions in the working group but did not get any proper response. However, he was currently required to consider adopting the amendments at the District Facilities Management Committee (DFMC), for which he expressed his dissatisfaction; and
- (d) he thought that the HAD should send representatives to attend the DFMC meeting to answer questions of members and explain the original intention of the amendments. In addition, he thought that the STDO should first provide relevant data on the issue of same contact person for multiple organisations, in order to let members consider whether or not to endorse the paper.

23. Ms LAM Chung-yan suggested that in addition to online publication, the STDO could also hold briefings to help organisations better understand relevant amendments and make two-way communications.

24. Mr Tiger WONG said that he knew that the SWD would tighten up fund-raising restrictions from 1 July. For example, a fund-raising license must be posted for raising funds in public places. He said that if the nature of a fund-raising activity might turn a private place into a public place, he

hoped that the Department of Justice (D of J) could further communicate with the SWD to ensure that the definition was clear.

25. The responses of Mr Simon WONG were summarised below:

- (a) he said that the amendments to items 5 and 11 were all related to the adding or changing of joint organisers or co-organisers. If an organisation applied for adding or changing joint organisers or co-organisers in less than 14 working days before the date of the event, it would constitute a breach of item 5; if an organisation added or changed qualified joint organisers or co-organisers without prior consent from the STDO, it would constitute a breach of item 11. There was no overlap between the two;
- (b) he said that the part of “hanging banners, putting up posters or slogans, eating at the venue without prior approval of the STDO” in item 3 was an existing rule rather than one of the proposed amendments. Moreover, since the relevant provisions came into effect, the STDO had seldom received any opinions or questions on this rule. If members considered that this rule should be subject to review or had any comments on the demerit points system, the STDO could report the views to the HAD when it reviewed the demerit points system in the future;
- (c) as far as he knew, the HAD had discussed with individual Members on the issue of whether community halls/community centres were public places when organisations applied for a PSP from the SWD for general charitable fund-raising activities. The HAD had also provided additional information in this regard. He relayed the supplementary information of the HAD as follows: regarding auction, fund-raising and sales activities without prior consent from the District Office”, according to the Summary Offences Ordinance, Cap. 228 of the Laws of Hong Kong, public places included all piers, thoroughfares, streets, roads, lanes, alleys, courts, squares, archways, waterways, passages, paths, ways and places to which the public have access either continuously or periodically, whether the same were the property of the Government or of private persons. In respect of the views of members on holding fund-raising activities in the community halls, the HAD had consulted the D of J in this regard. The D of J replied that according to the Summary Offences Ordinance, when applying for a PSP from the SWD for holding general charitable fund-raising activities, there was no general provision defining whether community halls/community centres was a public place, and this would depend on the circumstances of each case. According to the Director of Audit’s Report issued by the Audit Commission in April 2017, the Summary Offences Ordinance did not define what fund-raising activities were, but the D of J advised in this regard that only on-the-spot payments, including cash or electronic payments, fell under the category of fund-raising activities referred to in PSP. If members wanted to read the relevant reports in detail, the STDO could also provide the links after the meeting. The proposed amendment to the clause was to require organisations to obtain prior approval from the STDO before carrying out auction, fund-raising and sales activities in community halls/community centres. Whether the organisations were required to obtain approvals from other government departments simultaneously had nothing to do with the Guidelines. It was learned that in the past, the STDO seldom received relevant applications. It was the normal practice that the applying organisations would also notify the STDO in advance, and the STDO also reminded those organisations to make separate applications to other relevant departments;

- (d) he said that the statement in the paper that the Guidelines would be effective from 1 October 2017 meant that the first round of applications would be accepted starting from 1 October; that was, activities held from the first quarter of 2018 onwards must comply with the amended Guidelines, so as to allow sufficient time for the organisations to adapt to the amended Guidelines;
- (e) STDO would publish the arrangement of amendments to the Guidelines on the websites of STDC and HAD and hoped that the members would explain relevant amendments to the groups or organisations;
- (f) he knew that if an application was submitted by any organisation on a date very close to the date of the event, on-site staff might not be able to obtain the latest application information in time. Therefore, the STDO was studying whether improvement measures were available;
- (g) in response to Mr CHENG Tsuk-man's views that STDO staff sometimes failed to instantly answer telephone inquiries made by organisations, he said that since the third round of applications was handled on a first-come-first-served basis and the organisations might submit applications through different ways, STDO staff might not necessarily be able to instantly answer whether relevant session was allocated or not; nevertheless, the STDO would publish the updated venue allocation status on the website of HAD on a regular basis for the convenience of organisations submitting applications for the third round. The organisations might also submit applications as soon as they had selected suitable time slots so as to increase the chance of acquiring relevant time slots on a first-come-first-served basis;
- (h) he pointed out that it was the Ombudsman's suggestion in Direct Investigation Report that "renting organisations who wished to apply for fee waiver for renting facilities should keep receipts of all expenditure and income items relating to the statement of accounts for two years for the convenience of spot check by District Offices, and the suggestion would be implemented in 18 districts in Hong Kong. The receipts must set out details about relevant activities and expenditures; however, to ensure flexibility, District Offices would not impose too many mandatory requirements on the content items as required by each type of receipt;
- (i) he said the STDO had kept the HAD informed of the lack of manpower in the STDO and the Secretariat. Besides, he would also try to review and optimise the workflow to improve work efficiency;
- (j) as it was found in the past that contact persons of some organisations were acted by the same individual, he said there were grounds to believe that some organisations used this way to add joint organisers or co-organisers for the event; he held that the addition of items 5 and 11 would help improve the situation. Members were also welcomed to propose suggestions on improving the said situation;
- (k) in response to the views of Mr Tiger WONG, he said the concern of Mr Tiger WONG was not applicable to this amendment as community halls were properties of the Government;
- (l) in response to the views of Mr Michael YUNG, he said it was inappropriate to disclose information about the organisations. In the second round of applications, for example, applications were received from 30 new organisations, and the situation that different organisations shared the same contact person existed;

- (m) in response to the views of Mr CHING Cheung-ying, he said after item 5 was amended, adding/changing joint organisers/co-organisers by any organisation would be subject to time restrictions, thus reducing the chance of adding/changing joint organisers/co-organisers by some organisations. He also said that from past observations, organisations seldom submitted applications on a date close to the date of event; and
- (n) in response to the views of Mr CHENG Tsuk-man, he said later he would review the process of handling applications for the third round with the staff of STDO, despite the fact that it was outside the scope of the review. And there would not be many sessions available for applications submitted only five days in advance.

26. Members endorsed the Review of the Demerit Points System for Community Halls and Community Centres by 15 affirmative votes, 10 abstention votes and 1 negative vote.

27. The Chairman expressed her understanding that members were concerned that the organisations might not understand relevant amendments. She agreed with Ms LAM Chung-yan's proposal on explaining the amendments to various organisations through briefing sessions, and suggested that the STDO should carry out internal communication in regard to the amendments.

2017-2018 Work Plans and Funding Applications Submitted by Working Group under the Committee
(Paper No. DFM 26/2017)

28. Members endorsed the above paper unanimously.

Signature Project Scheme
(Paper No. DFM 32/2017)

29. Mr Simon LEUNG, Senior Engineer / 4 (New Territories East) of Civil Engineering and Development Department thanked the working group for its opinions provided on improving promenade display facilities, which optimised relevant suggestions; specific contents of relevant improvement suggestions were endorsed at the working group meeting held on 9 June.

30. Mr Yutaka Yano, designer of SKY YUTAKA gave a brief introduction of the paper.

31. Ms Scarlett PONG asked whether the display boards were equipped with supporting facilities for the disabled, such as voice navigation. She also suggested indicating the location of "Sha Tin" on the display boards and asked whether the benches along the promenade had armrests. She thought that the rain shelters and benches along the promenade worked perfectly with the concept of Age-friendly Community.

32. Mr Alvin LEE attended the meeting at 4:21 pm.

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

- (a) he said the pictures provided in the paper were fewer than those showed by the designer during presentation; he held the paper should be clearer and detailed so that discussion could begin after the designer introduced the design concept;
- (b) he thought the location of the display boards of STDC might pose safety risk if a bike went out of control; he asked whether the designer had taken road safety into account;

- (c) he said that the designer was not invited to the meeting arranged by STDO earlier on, as such he could not voice his opinions; given that an ad hoc working group could only have a maximum of 15 members, he could only voice his opinions at meetings of DFMC, which was a waste of other members' time;
- (d) he suggested that models or material samples could be used for briefing at the next meeting so that members could learn about the material, colour and other details;
- (e) in his opinion, as the display boards were placed outdoors, passers-by might not stay and watch the 300-word description under the scorching sun; and
- (f) he was worried that the display boards were designed only based on the height of ordinary adults. He asked whether the designer had taken into account the height of the disabled. He thought needs of the minority should also be taken care of.

34. The views of Ms LAM Chung-yan were summarised below:

- (a) she held that the design in the paper failed to highlight the features of Sha Tin District and suggested adding interactive elements in the design of display boards, such as providing stamps or moulds for children to create a drawing of the landscapes by frottage;
- (b) she suggested adding the logo of STDC instead of words "Sha Tin" on each display board; and
- (c) she suggested using the display boards for publicity purposes after their completion. For example, the STDO could prepare models of the landscapes of where the 12 display boards were located. If citizens paid visits to the 12 display boards and checked in on social platforms, they could get a souvenir from the STDO.

35. Ms CHAN Man-kuen said there were many people running along the Shing Mun River during peak hours. She asked if there was sufficient room for passers-by to stay and appreciate the display boards. She hoped the layout of the relevant display boards to be rationalised.

36. Mr WONG Ka-wing held that there should not be too many words on the display boards; instead, he suggested providing access to online text descriptions and historical photos through QR Code for better enjoyment. Also, since some display boards such as those at Che Kung Temple and Lion Rock had been integrated into the surroundings, they could be understood without too much text descriptions; to enhance attractiveness, he suggested posting old pictures so that the public could make a comparison between the present and the past.

37. The views of Mr Wilson LI were summarised below:

- (a) he held that careful consideration should be given to the locations, materials and other details of the display boards. He asked whether display boards of the same type had been set up in other places of Hong Kong;
- (b) he agreed with the designer's design concept of connecting MTR Tai Wai Station to Fo Tan Station; he asked whether the STDC must be introduced on the first display board, and what the relationship between the STDC and the Shing Mun River was;
- (c) he asked whether the designer had made assessment on the durability and degree of wear and tear of the relevant materials in outdoor environment;

- (d) he held that some display boards were set at a relatively high position, and pointed out that height of different people should be taken into account when deciding the positions of display boards. He asked whether the designer had calculated the time needed for visiting all of the 12 display boards on foot. He asked how the designer could update the information on the display boards after they were completed;
- (e) he held that the display boards might become more susceptible to wearing out in outdoor environment if they were designed with the function of stamping;
- (f) he suggested marking the date of completion on the display boards and indicating that updated information after completion date would be uploaded to web links; he also suggested allowing the public to use QR Code to collect 12 stamps; and
- (g) he held that the display boards were costly and therefore should be well maintained by the Government.

38. Commissioned by Ms Scarlett PONG to speak, the Chairman suggested adding words “Sha Tin” on each display board, such as those set up at Sha Tin Che Kung Temple and Sha Tin Amah Rock. Besides, she hoped that the 12 display boards would be made available in Braille to facilitate the use by the disabled. She also suggested adding lamps at nights so that the public could read the words on the display boards at nights.

39. Mr YIP Wing asked whether the design would include functions for the convenience of the blind, such as installing audible buttons used in museums or adding Braille.

40. Mr Simon WONG pointed out that the theme of the featured display boards had been endorsed at the meeting of DFMC. He said the pictures attached to the paper were mainly site plans; presentations were given at the meeting in the hope of helping the designer express his ideas more vividly. He apologised to the members for any inconvenience or misunderstanding caused by insufficient preparation of the paper.

41. Mr Simon LEUNG apologised for any inconvenience caused by the paper. In response to the views of Ms CHAN Man-kuen, he said that road safety had been taken into account in the design and location of the display boards. For example, the first display board would be placed on an existing grassland in the middle of cycle track and pedestrian walkway to make way for pedestrians and bikes.

42. The responses of Mr Yutaka Yano were summarised below:

- (a) he said he had studied on the font size of the display boards with reference to the font size of display boards in the United Kingdom; he believed that a font size of 47 for Chinese characters and 57 for English characters would be easy for reading;
- (b) regarding the views about whether the needs of the blind were taken into consideration, he said he would try adding models onto some display boards such as those at Che Kung Temple and Amah Rock so that the blind could feel them with their hands; regarding the members’ views that there were too many texts on the display boards, he said at present the upper word limit on the display boards was around 300, and he would review relevant contents again and minimise the number of words; the display boards would bear a QR Code, through which the public could get detailed introduction and relevant photos online; also, there would be a statement beside the QR Code specifying that more updated information would be available online for public viewing;

- (c) in response to members' views that his design failed to highlight the features of Sha Tin, he said the headline of each display board would be painted with powder coatings on aluminium plate in the colour of STDC's emblem; and the location of each display board was selected based on its distinctive theme to help visitors easily understand the topic; for example, the public could enjoy the panoramic view of Lion Rock at the place where Lion Rock Display Board was located;
- (d) after referring to different cases and studying the display boards at different places, he had selected painting on aluminium plates with powder coatings because it was easy to clean up; the aluminium plates selected were 5mm thick, which could withstand outdoor environments for a long period;
- (e) in response to members' concern that the display boards might easily pose danger to the public, he said he had tried to avoid creating sharp edges on the display boards during the production process, and he would reassess the locations of the display boards to make sure they did not stand in the way of passers-by;
- (f) in response to members' views about updating the information on the display boards in the future, he said since the information recorded on the display boards was historical information, he would make sure that all the information was correct during the production process. In addition, if there was any supplementary information in the future, such information could also be updated online;
- (g) as to the font size and locations selected, the display boards could be seen by a standing child and viewed by wheelchair users when looked up; some display boards would be down-faced for easy reading by the public;
- (h) he agreed that it would be more difficult to carry out maintenance for the 12 display boards if stamps were added; consideration could be given to adding tactile graphics on the display boards for frottage by the public; he would further discuss with relevant departments about making of souvenirs after the meeting; and
- (i) in response to Ms Scarlett PONG's suggestion of adding the words "Sha Tin" to each headline, he said each display board bore the emblem of "Sha Tin District Council", which facilitated an easier recognition by the public; besides, the headlines of some display boards would be too long if the words "Sha Tin" were added; he preferred keeping simpler headlines for easier reading.

43. As a quorum was still not present after 15 minutes, the Chairman declared the meeting adjourned at 5:58 pm and decided to postpone the discussion item "Signature Project Scheme" and the question "District Administration, Venue Management and Law Enforcement at Venues" to the next meeting for handling. "Reports of Working Groups", "Report on the Management of Recreation and Sports Facilities in Sha Tin", "Report on the Services and Promotional Activities of Public Libraries in Sha Tin", "Progress Report on 2017-2018 District Facilities and Improvement Works" and "2017-2018 Financial Year Revised Approved Estimates of Expenditure Heads under the Committee" would be dealt with by circulation of papers.

Date of Next Meeting

44. The next meeting was scheduled to be held at 2:30 pm on 29 August 2017 (Tuesday).

45. The meeting was adjourned at 5:58 pm.

Sha Tin District Council Secretariat
STDC 13/15/50

August 2017