

The Minutes of the Meeting of Hoo Saint Werburgh Parish Council
Held in the Village Hall, Pottery Road, Hoo on Thursday 3rd October 2019 at 7.30pm.

Councillors present: Cutting
Gissing
Pearce
Perfect
Pratt
Sands
Savage
Tildesley
Williams
Winstanley

Also: Parish Clerk and members of the public.

The meeting was chaired by Councillor Tildesley.

1. Apologies.

Apologies were received from Cllrs Counsell, Rees, Chambers and Fray.

2. Declaration of Interests.

Cllr Perfect – Allotments.

3. Minutes of the previous meeting.

The Minutes of the previous meeting were circulated to all present.

It was proposed by Cllr Williams to accept these as a true record.

This was seconded by Cllr Pearce and agreed by all present.

The approved Minutes were then signed and dated by the Chairman.

4. Matters arising from the Minutes.

CCTV – Cllr Savage stated that she was due to visit the CCTV Centre at Medway Council and she would update members on the coverage of the Parish at the next meeting.

Port Werburgh Issues – Cllr Sands reported that Medway Council Environmental Health had inspected the site on 9th September and the Parish Council was awaiting their report.

5. Public Question Time.

Residents from Port Werburgh attended the meeting to speak regarding the issues at the site. They stated that they felt on their own dealing with the issues and that they had no rights.

These were discussed with members.

Cllr Sands stated that he had been in contact with Kelly Tolhurst MP regarding this matter.

He stated that he had tried to contact the landowner, however he had not returned the calls.

He suggested that the Parish Council writes to Medway Councils Legal Officer Perry Holmes to invite him to attend the next PC meeting to report on the legal position for the site. This was agreed.

Action: Clerk to action.

It was also agreed that the Clerk would raise the issues with Peel Ports.

Action: Clerk to action.

6. Urgent Matters.

Cllr Pearce reported that he had ordered the Poppy Wreath for Remembrance Sunday.

It was agreed that the PC would give a donation of £60 for this.

Action: Clerk to raise cheque for £60 made payable to the RBL.

7. Chairman's Report.

Cllr Tildesley gave his report to members.

He stated that he had attended a NHP meeting with the appointed Consultant Dave Chetwin, and this had been a positive meeting.

He spoke regarding the Poppy Wreath, and it was agreed that Cllr Williams would lay this on behalf of the Parish Council.

He reported that a meeting of the New Village Hall Committee would be arranged in early November to brief members on the progress to date.

Action: Clerk to arrange a date for the meeting.

8. Clerks Report.

The Clerks Report was noted and accepted by members.

The Clerk informed members that the Mayor was due to attend the December Parish Council Meeting.

9. Ward Councillors Report.

Cllr Sands gave his report to the meeting.

He reported that Medway Council had submitted a bid to be Medway City of Culture.

The HIF Bid was expected to be announced in November 2019 and the Local Plan would be published following this.

10. Neighbourhood Plan Report.

Neighbourhood Plan Chairman, Elaine Cutting gave a report on the progress of the NHP.

She reported that the NHP Group continued to meet on a regular basis. The Consultant had sent a framework for the Plan and they were starting to work on this.

She stated that the delay to the Local Plan may be to the advantage of the NHP.

The Focus On event was well attended and was a successful day for the NHP Group.

She reported that the grant application to Locality had been successful and would be ratified by their Board in the next week. This would need to be spent by March 2020.

A technical grant may also be able to be applied for, to complete the design element of the NHP.

The Chairman thanked Cllr Cutting for her report as Chairman of the NHP Group.

11. Police Matters.

Cllr Gissing reported that a PACT Meeting was due to take place on 10th October 2019 to try to form a PACT Committee. She explained how a PACT Committee would work in the village.

Cllr Perfect spoke regarding the antisocial behaviour in the village and reported that the Youth Club had to be closed early due to these issues.

This was discussed by members.

12. Monthly Financial Statement.

The Financial Statement was circulated to all members.

This was proposed by Cllr Savage, seconded by Cllr Perfect, and agreed by all present.

Cllr Savage asked the Clerk to look into the payment of the invoices for the grass cutting of the new burial ground as there appeared to be an outstanding payment.

Action: Clerk to action.

13. Finance Audit and General Purposes Committee:

a. Finance, Audit and General Purposes Committee – next meeting Thursday 17th Oct 19 @2pm.

b. To consider urgent financial matters.

No matters were raised.

14. Environmental Committee

a. To consider the minutes of the Committee Meeting.

The minutes of the recent meeting were approved by members (Winstanley/Gissing).

b. To consider the recommendations from the Committee Meeting.

Christmas Lighting

The Clerk reported that the Parish Council needed new lights for the Christmas tree this year, she circulated cost options of these for members consideration.

Members approved the purchase of new Christmas Tree lights at a cost of £350.

Parish Council Beacon

The Clerk informed members that an email had been received from Esquire Developments offering the refurbish the Beacon and erect this within their development on the Arethusa site at no cost to the Parish Council.

This was discussed and it was agreed that the Clerk would contact the developer to establish further details regarding ownership of the Beacon, the location and whether it would be operational.

Recommendation: This matter would then be discussed at the next Parish Council meeting.

This was discussed at the Full Council meeting and Members agreed to the proposals put forward by Esquire Developments subject to a formal agreement that the PC would retain ownership and maintain the Beacon for future use in the Parish. This was proposed by Cllr Sands, seconded by Cllr Perfect and agreed by all present.

Action: Clerk to formally write to Esquire Developments.

Bridleway

Cllr Winstanley reported on the progress of the reinstatement of the bridleway. She stated that she was due to meet on site to discuss this further in the near future.

Signs for Recreation Grounds

The proposed signage for the recreation grounds were discussed and approved.

It was agreed that members would meet on site to discuss and approve the locations for these.

Action: Site meeting to be arranged to approve the site locations.

Cllr Savage asked members to consider some positive signage for the recreation grounds in addition to the agreed signs.

It was agreed that this would be considered once the new signage was in place.

c. To consider urgent environmental matters.

The Chairman reported that the Parish Council had withdrawn the planning application for the Wardens Nursey Area as there was an issue concerning the Section 106 allocation for the new infants play area that needed to be resolved in the first instance.

He stated that he, the Vice Chairman and Clerk were due to meet with Medway Council Officers on site to discuss this further prior to the next PC meeting.

15. Planning Committee:

a. To consider planning applications received.

MC/19/1683 Land West of Newlands Farm Road, St Mary Hoo

Proposed change of use of land to residential comprising the conversion and extension of existing stable building to accommodate a four-bedroom bungalow with associated parking and amenity space and access from Newlands Farm Road.

Cllr Sands reported that this site was within St Mary Hoo, and the Parish Council had submitted an objection.

MC/19/2200 11 Elm Avenue, Chattenden, Rochester, Medway, ME3 8LY

Construction of a detached annex to rear.

No objections.

MC/19/1980 Flanders Farm

Cllr Sands stated that he objected to this application as it amounted to a rural spread and overdevelopment of the site.

This was discussed and it was agreed that an objection should be submitted by the Parish Council.

Action: Clerk to submit objections to the application.

Cllr Pearce declared an interest in the item and withdrew from discussions.

b. To consider other Planning Matters.

No matters were discussed.

16. Hoo Youth Club.

Cllr Sands reported that he, the Chairman and the Vice Chairman had met with the Village Hall Management Committee who had confirmed that they were not able to accommodate the Youth Club as the hall due to existing bookings.

He reported that he had met with the Hundred of Hoo School who were willing to offer a Youth Club facility on a Thursday from 6pm to 8.30pm at a cost of £30 per week.

He stated that he had discussed this with the Youth Club, however they had declined the offer as they did not want to use the school.

Cllr Sands stated that he was still looking at other options in the Parish and he had allocated £1000 from his grant towards this.

17. Hoo Peninsula National Park.

Cllr Sands spoke regarding the work currently being undertaken to try to have the Hoo Peninsula designated as a National Park. He stated that this work was likely to take six years.

He stated that as Ward Councillor he was now attending all Parish Council meetings on the Peninsula to seek their support in this campaign and he asked members to consider this.

He stated that the campaign was being supported by CPRE, RSPB and Wildlife Trust.

This was discussed and Cllr Savage put forward a proposal that the Parish Council support the Campaign to have the Hoo Peninsula designated as a National Park, this was seconded by Cllr Cutting and agreed by all present.

Cllr Sands thanked the Parish Council for their support.

18. Urgent Items.

Cllr Cutting spoke regarding the Poppy Appeal and stated that volunteers were needed to assist with this Scheme.

Allotments – The Chairman spoke regarding the work to have the new standpipes installed at the Allotments and stated that there may be a need to close the Allotments for a period of a week for H&S reasons.

This was discussed by members and concerns were raised regarding this.

Following discussions Cllr Tildesley proposed that the Allotments should be closed whilst the work was being undertaken, this was seconded by Cllr Williams.
A vote was the cast and it was resolved by a vote of four in favour and 5 against the closure of the Allotments.

The Chairman stated that he would liaise with the contractor regarding this matter and ensure that the area being worked on was cordoned off whilst the work was undertaken.

19. Date of next meeting.

7th November 2019.

There being no further business to discuss, the Chairman closed the meeting to the press and public at 9.15pm.

Signed.....

Chairman

Dated.....

Hoo St Werburgh Parish Council
Minutes from the Environmental Committee Meeting
Held in Pottery Road Village Hall on 19th September 2019 at 2.00pm

Councillors Present: Tildesley
Rees
Chambers
Winstanley
Fray
Cutting
Pearce (arrived late to the meeting)

Also, Present: Parish Clerk.

The meeting was Chaired by Cllr Tildesley.

1. Apologies.

Apologies were received from Parish Councillors Counsell, Pratt and Pearce (late to the meeting).

2. Declaration of Interests.

Cllr Cutting declared an interest in the PC Nursery Planning application.

3. Recreation Grounds.

New Bins for Recreation Grounds

The Clerk stated that the quotation for the new bins had been approved by the Parish Council and the locations needed to be confirmed to enable the order to be placed.

The Chairman said that he would email the Clerk to clarify the locations of the bins.

Action: Clerk to order bin as agreed.

Signage for Recreation Grounds.

Cllr Pearce circulated a draft for the Recreation Ground signage to all present. Changes to this was discussed and agreed. Cllr Pearce stated that he would amend this and email to the Clerk for circulation at the PC meeting.

The Chairman stated that a site meeting was needed to agree the locations for the signage.

It was agreed that Cllrs Tildesley, Winstanley, Chambers and Pearce would meet on site to agree the locations for the this.

The Chairman stated that an unofficial notice had been placed on the Recreation Ground fence and asked the Clerk to contact the organisation and arrange for this to be removed.

Action: Clerk to progress.

Tree Maintenance.

The Chairman reported that there was a requirement for the Parish Council to have the trees at the Recreation Grounds inspected for health and safety reasons.

He stated that he had approached Medway Norse for a quotation to undertake the inspection of the trees at the Recreation Grounds and the draw up a Management Plan for each Recreation Ground.

A discussion took place regarding the parish owned trees and the locations of the trees protected by a TPO.

4. Parish Allotments.

Standpipe Project

The Clerk confirmed that the appointed contractor had been instructed to progress with the installation of the new standpipes as agreed at the PC meeting.

Allotment Plots

Cllr Rees reported that an allotment inspection had taken place and a number of unkempt plots had been identified. She stated that the Clerk had written letter terminating two tenancy agreements and a number of other letters were due to be sent out to remind some plot holders to tend to their plots.

She stated that the allotment plots were very large and suggested that some of these could be halved for starter plots.

This was discussed by members and it was agreed that allotment holders would be given the option of having half a plot if they felt that this would be more manageable for them.

The Clerk stated that she would include this in the annual tenancy letter sent out to all holders in late September.

Cllr Tildesley spoke regarding the allotment fencing and said that this needed to be addressed as when the new fence was erected, the old fence was left in place and this was now a problem as brambles were encroaching on the allotment plots. He stated that there was also an issue as the new fence was erected on Hoo Institute land.

Following a discussion, it was agreed that two quotations should be sought, one for removal of the old fencing and one for the removal of the old fencing and to move the new fencing onto Parish Council land.

Action: Clerk to arrange for fencing contractor to meet with the Parish Chairman.

5. Burial Ground.

Cllr Rees reported circulated a report on the progress of the burial-ground.

Dropped Kerb

Hoo PC has paid for the dropped kerb a date for installation will be agreed shortly. It is anticipated that installation will be end of October/early November 2019.

Gates

The Churchwardens have been advised of the anticipated installation date for the dropped kerb so that the gates are selected and purchased to ensure installation of the gates follows immediately after the dropped kerb is installed.

Temporary Use of Burial Ground pending Transfer to Church

The Chairman and I had a very positive meeting with representatives of the Marlborough Centre on 22 August 2019. Some of the Centre staff have been trained already in setting up and running a gardening project with the Special Educational Needs pupils and they are really excited about this project and the possibility of having land to work on with the children.

The Brice Trustees have given provisional approval for a temporary relaxation of the covenant restricting the use to a Burial Ground. This approval to be confirmed by letter to the Parish Council Clerk. Medway Planners' advice is being sought for a temporary change of use.

Two issues -there is no water supply at the site at present and the Parish Council has written to Southern Water to start the ball rolling and seek a rough estimate of the cost. Secondly the existing hedge/post wire fence will not contain children with challenging behaviour. Grant funding may be available to cover the cost of the water supply and a suitable fence. If funding proves impossible then the Primary School are also interested in having temporary use of the site instead of the Marlborough Centre. The hedge and post and wire fence will be adequate for the Primary School.

S106 Budget

A revised S106 Budget will be circulated at the meeting. The budget will include the expenditure to date including the cost of the dropped kerb, grass cutting, hours worked by the Parish Warden and the balance of the fund remaining.

Wildflower Meadow.

The seeds for the Wildflower Meadow were purchased last year and because the north part of the site may be used temporarily for school gardening, they will be sown around the border of the proposed gardening site next spring.

Saplings

There will be a delivery of a further 420 saplings in early November and the Parish Warden is clearing the weeds in the gaps in the borders so that the saplings can be planted in November.

The Parish Warden

This project would not have succeeded without the enormous effort made by the Parish Warden and we are extremely grateful to him for his assistance.

This report was noted by members.

6. Other Projects.

Village Planters

The Clerk stated that the Parish Council needed to manage this project and therefore a tendering process needed to take place for the supply and installation of the planters.

Cllr Pearce spoke regarding the work he had undertaken on the project to date and the proposed locations for the planters. This was discussed and members discussed having sponsors to maintain and water the planters.

It was proposed that initially the PC should only purchase two planters and place these in locations in the Village Centre as this would allow the project to be undertaken within the allocated budget. This was agreed.

It was further agreed that a specification would be drawn up and tenders sought for the project.

Action: Clerk to liaise with Cllr Pearce to progress.

Parish Council Nursery/ Storage Area

The Chairman confirmed that the Planning application had been submitted for this project and a planning notice had been displayed by Medway Council with the incorrect description, he stated that the Clerk had been in contact with Medway Council regarding this matter.

He stated that he and the Vice Chairman had attended a meeting with Medway Council to discuss the project. At this meeting an issue regarding the removal of the old infants play equipment was raised as this was seen as a loss of amenity at the Recreation Ground.

He stated that the Section 106 money had been spent on the new play area, however Medway Council was not satisfied that this had enhanced the facilities at Pottery Road Recreation Ground. They had therefore indicated that they would refuse planning permission for the compound until this matter had been resolved.

This was discussed by members and it was agreed that the PC should withdraw the planning application until the matters relating to the Section 106 had been resolved.

The Clerk stated that she would put together a report to try to justify that the facilities at the recreation ground had been enhanced, and the S106 money had been spent in accordance with the agreement signed by the Parish Council in relation to the maintenance and enhancement of the Recreation Ground.

Action: Clerk to progress.

Safe Crossing of Bells Lane

The Clerk stated that she had emailed Medway Council to seek an update on this matter.

Christmas Lighting

The Clerk reported that the Parish Council needed new lights for the Christmas tree this year, she stated that she would look at the options and draft a report for the next PC meeting.

Action: Clerk to progress.

Recommendation: Report to be discussed at the October Parish Council Meeting.

Parish Council Beacon

The Clerk informed members that an email had been received from Esquire Developments offering to refurbish the Beacon and erect this within their development on the Arethusa site at no cost to the Parish Council.

This was discussed and it was agreed that the Clerk would contact the developer to establish further details regarding ownership of the Beacon, the location and whether it would be operational.

This matter would then be discussed at the next Parish Council meeting.

Action: Clerk to action.

Recommendation: Report to be discussed at the October Parish Council Meeting.

Kingsnorth Memorial

Cllr Pearce informed members that the unveiling of the Kingsnorth Memorial was due to take place on Sunday 6th October at 11am.

7. Any Other Business.

Bench at Pottery Road Recreation Ground.

The bench near to the new children's play area was discussed as it currently had a large dip in front of it causing puddling. It was agreed that this should be filled with topsoil and grass seeded/turfed. The Clerk was asked to seek a quotation for the work.

Action: Clerk to action.

Bridleway

Cllr Winstanley spoke regarding the Bridleway to the rear of the Bell Lane development. She stated that she had now managed to make contact with Adam Taylor regarding this and she asked for authority to liaise with the British Horse Society regarding this. Members agreed to this.

The meeting was closed at 15.35pm