

## Hoo St Werburgh Parish Council

### The Minutes of the Meeting of Hoo Saint Werburgh Parish Council Held in Hoo Village Hall on Thursday 6<sup>th</sup> October 2022 at 7pm.

Councillors present: Cutting  
Fray  
Freshwater  
Pearce  
Perfect  
Sands  
Savage  
Styles  
Tildesley  
Williams  
Winstanley

Also: Sherrie Babington - Parish Clerk, and members of the public.

The meeting was chaired by Councillor Sands.

1. Apologies.

Apologies and reasons for absence were received and accepted from Cllrs Counsell, Rees, and Perfect (arrived late).

2. Declaration of Interests.

No interests were declared.

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, seconded by Cllr Fray and agreed by all present.

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

4. Matters arising from the Minutes.

a. Safe Crossing of Bells Lane.

A site meeting has been arranged to discuss a safe crossing of Bells Lane with MC. An update will be reported to the next PC meeting.

b. Christmas Lamp Post Lighting

*MC have confirmed that it is too late to place an order for Christmas lights, as the contractors has already been appointed and instructed to do the lights. Additional lights will be purchased for next year.*

c. Parish Council Email Addresses.

All members will have now been issued with a Parish Council email address and instructions on how to use this are included in your meeting papers. These email addresses will be used following this meeting.

5. Parish Councillor Vacancy.

It was reported that a vacancy had arisen due to the passing of Cllr Pratt. The first notice has now been posted on the PC website. If no election is called within ten days, then the vacancy will be open for Co-option.

6. Public Comments.

A resident asked who was responsible for the Saxon Shore Way as he would like to seek permission to have a bench sited along this route.

This was discussed and members confirmed that this was the responsibility of Southern Water as landowners.

A resident spoke regarding the upkeep of the footpath running from Elm Avenue next to Hoo Common as this was in a poor condition.

This was discussed and it was noted that this was part of the Saxon Shore Way and the responsibility of Medway Council. The Clerk was asked to take this matter up with Medway Council.

**Action: Clerk to action.**

7. Urgent Matters.

Pact Meeting – Cllr Cutting reported that following the issues raised at the PACT meeting, there had been an increased police presence in the village. She reported that MHS had also been contacted regarding the antisocial behaviour in areas that were their responsibility.

She stated that Kent Police had undertaken two reports/audits of Knight Road Shops and Pottery Road Recreation Ground, with recommendations on how they felt improvements could be made to reduce the antisocial behaviour. The Chairman confirmed that this would be discussed by the Environment Committee at its forthcoming meeting.

Cllr Cutting reported that she had submitted an application for a Community Trigger, and this was due to be discussed by the Community Trigger Panel at its meeting on Tuesday, the 18th of October. She stated that this was not open to the public to attend.

She reported that the location for the CCTV cameras had also been identified.

8. Financial Matters.

a. Financial Statement.

The Financial Statement was circulated to all members.

This was proposed by Cllr Cutting, seconded by Cllr Styles, and agreed by all present.

b. Audit conclusion Notice.

The Clerk circulated the Audit Conclusion Notice to all members in their meeting paperwork.

This was noted.

## 9. Clerks Report.

*The Clerk's Report was circulated to all members.*

A letter from a resident regarding the funfair was discussed.

The letter put forward a number of concerns regarding the funfair and these were voted on by the Parish Council as follows:

- a. Banning the playing of music by the fair (remembering that music is not an essential part of the fair or for people's enjoyment of the fair);

*This was discussed and a formal vote was cast regarding the banning of music at the funfair, members voted against the banning of music at the fair.*

- b. Imposing and monitoring a volume of music which cannot be heard outside of the recreation ground.

*It was agreed that the hire procedures have changed and now prior to any hire we do have to send all details, including the application to Medway Council for their Safety Advisory Group to approve, this also requires their officers to visit the site, and therefore the activities on site are monitored. A number of Parish Councillors also live near to the recreation ground, and they also monitor the start and finish times, and noise levels.*

- c. Moving the fair to another recreation ground in Hoo (this is not a solution but at least the same people would not be affected by the music every year)

*It is not possible to move the fun fair to another recreation ground as they are not suitable for heavy vehicles and such events.*

- d. That the discussions take note of, and consider, the music's impact on mental health.

*It was agreed that whilst members are sympathetic to the issues raised, a detailed discussion did take place at the meeting, and Members unanimously agree that the fun fair was a welcomed event in the village that is enjoyed by a large number of residents.*

*It was felt that the procedures that are now in place would ensure that the visit by the fun fair is managed and monitored in the appropriate manner to limit any impact on the surrounding residents.*

*Action: Clerk to respond to resident.*

## 10. Chairman's Report.

The Chairman gave his report to the meeting.

He reported on the recent Rural Liaison Open Meeting and discussions took place regarding the Hoo Development Framework.

He spoke regarding the Hoo Development Framework consultation and the three consultation meetings that were planned for the Peninsula.

He reported that he and the Vice Chairman had met virtually with Dave Chetwyn, the Parish Council Planning Consultant, regarding a formal response to this consultation, and this was in the process of being drafted. He briefed members on the discussions that took place with Dave Chetwyn.

The Chairman stated that he had the poppy wreath for Remembrance Sunday and asked members if a Councillor wished to lay this, or whether he should ask the Scouts to lay the wreath as last year. It was agreed that the Chairman should ask the Scouts to lay the wreath on behalf of the Parish Council again this year.

**Action: Chairman to liaise with Scout Group.**

Cllr Savage spoke regarding the unused and abandoned road signs left in the village following roadworks and asked for this to be removed. She stated one in particular was the road closure sign at Pottery Road.

The Clerk was asked to liaise with Phil Filmer regarding this matter.

**Action: Clerk to progress.**

## 11. Parish Council Committees.

*To receive the reports and recommendations from PC Committees.*

### a. Personnel Committee.

*Meeting Date to be arranged to discuss the following issues:*

- *Review of Part-time Wardens Post.*

### b. Environment Committee.

*Meeting Date to be arranged to discuss the following issues:*

- *Security of PC Recreation Grounds.*
- *Wardens Work Schedule.*
- *Burial Ground.*

*Reports from these meeting to be circulated for consideration at the next PC meeting.*

## 12. Planning Matters.

### a. Planning Applications Received.

*MC/22/2215 2 Elm Tree Cottages, Chattenden Lane, Chattenden, Rochester  
Construction of an L shaped dormer to rear and insertion of two rooflights to front together with a single storey extension to rear. lights to front together with a single storey extension to rear.*

### APPLICATIONS DETERMINED BY MEDWAY COUNCIL

*MC/22/1865*

*1 Elm Tree Cottages Chattenden Lane Chattenden Rochester Medway ME3 8LG  
Construction of a single storey extension to rear and part extension to side- demolition of conservatory*

*Approval with Conditions**MC/22/1737**151 Bells Lane Hoo St Werburgh Rochester Medway ME3 9JA**Construction of an additional vehicular crossover to front - Resubmission of MC/22/0794**Approval with Conditions**MC/22/1733**Lingley House Elm Avenue Chattenden Rochester Medway ME3 8LZ**Construction of a first-floor extension over existing garage together with dormer windows front and rear and new decked area to rear**Approval with Conditions**MC/22/1388**Chattenden Farm Lodge Hill Lane Chattenden Rochester Medway ME3 8NY**Prior notification of a proposed change of use of 2x agricultural buildings into 5x dwellinghouses (Class C3)**Withdrawn by Applicant**MC/22/1316**Windwhistle Chattenden Farm Lodge Hill Lane Chattenden Rochester Medway ME3 8NY**Construction of balconies at first floor level; enlargement of existing windows; insertion of solar panels to the roof and bi fold doors to ground floor southwest elevation; replace all doors and windows to aluminium black - resubmission of MC/21/3415**Approval with Conditions**b. Section 106 Green Spaces Project.**It was agreed that following the Section 106 meeting with Fiona Leadley that the Parish Council needed to progress with the work and therefore a Consultant was needed to oversee the project. It was agreed that this project would now be referred to the Environment Committee.**c. Other Planning Matters.**No other matters were raised.***13. Neighbourhood Plan Report.***a. General Update.**Cllr Cutting updated members on the progress of the Neighbourhood Plan, she stated that this had been submitted to Medway Council for screening.**b. Regulation 14 approval for NHP.**Cllr Cutting reported this matter would not be discussed this evening and would be deferred to a future meeting.*

**14. Community facilities.**

The Chairman reported that with members approval, community facilities would be discussed as Confidential Matter at the close of the meeting.

This was agreed.

**15. Ward Councillor Report.**

Cllr Sands gave his report to the meeting as Ward Councillor.

**16. Date of next meeting.**

Date of next meeting – Thursday 3<sup>rd</sup> November 2022.

There being no further business to discuss, the Chairman closed the meeting to the press and public at 8.36pm.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_