

Hoo St Werburgh Parish Council

The Minutes of the Meeting of Hoo Saint Werburgh Parish Council  
Held in Hoo Village Hall on Thursday 2<sup>nd</sup> March 2023 at 7.00pm.

Councillors present: Cutting  
Dunkley  
Fray  
Gissing  
Hopson  
Pearce  
Sands  
Savage  
Tildesley  
Williams

Also: Sherrie Babington - Parish Clerk, Ward Councillor George Crozier, 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, Winstanley, Styles, and Perfect.

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 Cutting 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.

Awaiting feedback from MC.

b. Water Leak Elm Ave.

This has once again been reported to both Medway Council and Southern Water.

MC Reference number is 101002369392.

The Chairman stated that this was still an issue and the resident had been in contact with Medway Council regarding this. He stated that the email chain would be forwarded to the PC for information and action if necessary.

He reported that Bells Lane was also closed due to a water leak, and he suggested that the PC contacted Southern Water Contractors to see why there were so many leaks in Bells Lane.

**Action: Clerk to contact Contractor.**

c. Additional Allotment Land Letter.

Letter has been sent to The Brice Charity as agreed.

Response received inviting the PC to engage with them on parish matters.

d. Request for meeting by Clare Lanes re Public Rights of Way improvements and SEMS PROW project.

Further details regarding the email from Clare Lanes has been received and they do have funding for this work. A meeting will be arranged for a representative from the Environment Committee to attend, we are awaiting date options.

Cllr Fray stated that she would attend the meeting with the Clerk.

**Action: Clerk to arrange a convenient date for the meeting and liaise with Cllr Fray.**

e. Parish Beacon.

A letter seeking permission to have a Beacon at Chattenden has been sent to MC.

The Beacon design needs to be approved – Members need to agree if they wish to have CR included in the Beacon design before specification for the Black Smith is finalised. The CR would be in black metal the same as the beacon material.



Members agreed the design of the beacon should include the CR to commemorate the King's coronation.

**Action: Clerk to progress with beacon fabrication and design.**

5. Public Comments.

A resident attended the meeting to inform the PC that the water leak at Toad Hall had now been repaired and he thanked the PC for their assistance.

A resident asked about the upkeep of the footpath from Hoo Common to Upnor. Cllr Fray confirmed that this was going to be discussed at the forthcoming site meeting with Medway Council Officers.

6. Police Matters.

Cllr Cutting reported on police matters and the PACT.

She stated that approximately 25 people attended the PACT meeting on 15<sup>th</sup> February, no police were in attendance, but a report was submitted.

She reported on the areas that were discussed at the meeting and the issues that were raised.

She informed members that Steve Holpin had now retired from the police and Tim Smith was the new Police contact.

**7. Urgent Matters.**

Cllr Cutting informed members of the Better Health online survey.

**8. Financial Matters.**

*a. Financial Statement.*

The Financial Statement was circulated to all members.

This was proposed by Cllr Fray, seconded by Cllr Pearce, and agreed by all present.

*b. To consider any grant applications received.*

**To consider the following grant application received:**

The Clerk advised members that the balance for the 22/23 Grant fund is £1397. An allocation of £4000 had been agreed for the 23/24 budget. The Grants Policy usually limits small grants to a maximum of £500 per application. (This is purely guidance for members when considering these requests)

Cllr Dunkley declared an interest in the grant applications from the Church PCC and Men's Shed Project and withdrew from discussions.

Cllr Savage declared an interest in the Church PCC grant application and withdrew from discussions.

**Grant application for consideration:**

**1. Men's Shed Project:**

*Upgrade of workshop electrical services.*

*The current premises that provides the workshop space urgently requires an upgrade of the electrical services to enable the safe operation of electrical power tools and equipment owned by the group. This will require the installation of a new 32-amp ring main circuits in conduit feeding a number of suitably placed electrical outlets with RCDs and Safety Stop switches.*

*The lighting also needs to be replaced with energy efficient LED tubular fittings to provide safe lighting for conjunction with the use of rotating machinery which will also be more energy efficient than the current old fluorescent units.*

*We are seeking a contribution of £271.24 to cover the cost of the lighting quotation. We have obtained a National Lottery Community Grant which will cover the main electrical installation quote and also cover our Rent and Insurance costs for the premises to the Methodist Church NK Circuit.*

Members considered this application, and it was proposed by Cllr Williams to award the requested grant of £271.24, this was seconded by Cllr Savage and agreed by all present.

**Action: Grant of £271.24 awarded.**

## 2. Hoo Church:

*This project is to update our toilet facilities (including disabled access which we do not have at present) and the kitchen. This includes moving the current kitchen area to the area known as the Church Room, install new flooring, commercial kitchen facilities and fully accessible toilets.*

*At the moment our toilet and kitchen arrangements are shocking, dangerous, and not fit for purpose. The church welcomes all members of the community from our Toddler Groups on Thursdays, through to Companion cafes for older members and carers. We offer Pilates classes, school visits, and of course all the normal Baptism, Wedding & Funeral services as well as regular Sunday worship.*

*In this application we are seeking the maximum available please.*

*Hopefully no less than £10,000*

*We are so desperately in need of funds, as you can see, this is a gargantuan but desperately necessary project.*

Members considered this grant application and spoke regarding the church and how they were going to seek the funding for this project.

The Clerk advised members that usually the PC did not have a power to give a grant to the fabric of the church, however it had S137 and the Power of Competence and therefore this could be considered.

This was discussed further by members, and it was proposed by Cllr Williams to give a £2000 grant to the church, falling across two financial years, £1000 from the 22/23 allocation and £1000 from the 23/24 allocation. This was seconded by Cllr Pearce and a vote cast in favour of this by 6 voted for, 1 against and 1 abstention.

***Action: Grant of £2000 awarded. Payment of £1000 in March and second payment of £1000 in April.***

## 3. Hi Kent, Deaf Charity – details as follows:

*This Hearing Aid Support Clinic is provided free of charge to Hoo residents of all ages living with hearing loss, and will be held monthly on Tuesdays in 2023:*

*10th January 14th February 14th March, 11th April, 9th May, 13th June, 11th July, 8th August, 12th September, 10th October, 14th November, 12th December.*

*And run by our fully trained volunteer, to provide batteries for NHS aids and a full cleaning and re-tubing service to ensure that aids are fully functioning. The Clinic runs from 10am to 11am each month but our volunteer is always happy to extend this time to ensure that each client receives the time and attention they deserve.*

*Signposting is given to other free services provide by Hi Kent such as Assistive Equipment, Lipreading Classes, Tinnitus Support Groups, Digital/Technical Support and Social Groups.*

*Our Support Clinics benefit those people living in Hoo who are living with hearing loss and require expert help to look after their NHS hearing aids in order to ensure they work effectively for them. Hearing aids that are regularly maintained and work well give the wearer more confidence in their ability to cope better with everyday life and enjoy social situations secure in the knowledge that their aids help them pick up the sounds/pitches they have lost.*

*We are seeking a grant of £480.*

This application was considered, and it was agreed that further information was needed to enable the PC to make an informed decision at the April meeting.

***Action: Clerk to liaise with Hi Kent regarding further information.***

c. Ratification of donation to DEC Turkey Earthquake Appeal.

To ratify the decision made by the PC under Delegated Authority, to make a donation of £200 to the DEC Turkey Earthquake Appeal.

***This was ratified by members (Cutting/Sands)***

9. Clerks Report.

The Clerk's Report was and noted.

10. Chairman's Report.

The Chairman gave his report to the meeting.

He stated that there were two large planning applications due to be heard by the Medway Council Planning Committee, and he suggested that the PC may wish to bring its reasons for objections to the attention of the Planning Committee members. The applications being considered were the Wetlands and Medway One.

These were discussed and it was agreed that additional comments should be made to Medway Council and circulated to the Planning Committee members ahead of the Planning meeting.

***Action: Clerk, Chairman, and Vice Chairman to action.***

The Chairman reported that Norse had now started to vacate the site at Deangate, they were due to replace some trees and remove the footpath. The car park extension would be topsoiled and regrassed and the buildings would remain.

He stated that the security of the site was a concern and was still to be discussed by Medway Council.

11. Parish Council Committees.

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

a. Events Committee.

Cllrs Pearce and Cutting gave an update on the work of the Events Committee in arranging the celebrations for a Coronation Event in the Parish on Monday, the 8th of May. They confirmed that a grant application had been submitted to the National Lottery.

b. Environment Committee.

Update on actions:

**Signs at Main Road Vehicle entrance:** Awaiting the quotation for these.

**Zip Wire Pottery Road Recreation Ground:** The area around the new zip wire is to be grassed and then it will be opened for use.

**Flagpole:** MC and Norse have been contacted for permission to site a permanent flagpole in the village centre.

The flagpole in the Burial Ground has been taken down and is currently being stored in the garage until needed again.

**Recreation Ground Fencing:** Awaiting the quotation for the fencing and gates.

**Recreation Ground Entrance Gates:** Awaiting quotation for the gates in the style as agreed. The funfair has raised concerns about the gates; however, the size will not change and therefore the access should not be an issue. As soon as a quotation with measurements has been received, I will forward the details to the funfair for information.

**Burial Ground Fencing:** We are still trying to get a quotation for the fencing, I am arranging to meet a fencing company onsite to discuss this further.

**Parish Council Publicity:** This is a 23/24 Project and will be pursued in the new financial year.

- a. Parish Noticeboards.
- b. PC Welcome Pack.
- c. Information Boards.
- d. Annual Report

**Tree Maintenance:** This is a 23/24 Project and will be pursued in the new financial year, a meeting will be arranged with MVCP before the new financial year.

**S106 Project Kingshill:** This is currently with the |Environment Committee. I am arranging a catch up with Fiona Leadley on my return from holiday to discuss and update her on the developments.

**New items for next Environment Agenda – Zoom Meeting to be arranged for March TBA:**

- Christmas Lighting.
- Living Christmas Tree – Village Centre.
- Allotment Rent Review.

c. Finance, Audit and General Purposes Committee.

No matters were reported.

12. Planning Matters.a. Planning Applications Received.

MC/23/0339 127 Bells Lane, Hoo St Werburgh, Rochester, Medway, ME3 9HY

Construction of a single storey extension to front.

**No objections.**

MC/23/0361 Hoo Library Church Street Hoo St Werburgh Rochester Medway ME3 9AL  
Application for a Lawful Development Certificate (Proposed) for installation of roof mounted solar photovoltaic systems.

**Objections – not in keeping with the area.**

MC/22/2533 69 Bells Lane, Hoo St Werburgh, Rochester, Medway, ME3 9HU  
Construction of a first-floor rear extension together with an additional vehicular crossover; increase of hardstanding area and alterations to wall to the front.

**No objections.**

MC/23/0104 Land North Eschol Road and East Stoke Road, Hoo St Werburgh  
Employment development to provide class B2, B8 uses, including office and research development comprising Class E uses, and associated landscaping, external storage, access and infrastructure (EIA development).

**Objections – Greenfield site, no suitable infrastructure, loss of Grade 1 arable land.**

APPLICATIONS DETERMINED BY MEDWAY COUNCIL

MC/22/3016

Land South of Stoke Road Stoke Road Hoo St Werburgh Rochester ME3 9BH.  
Details pursuant to condition 9 (contamination) on planning permission MC/21/3379 for demolition of existing outbuildings and structures and construction of 17 residential units (Use Class C3) with associated parking, access and landscaping  
Discharge of Conditions

MC/22/2894

The Hundred of Hoo Academy Main Road Hoo St Werburgh Rochester Medway ME3 9HH  
Details pursuant to conditions 18 (Electric Charging Points) and 3 (Materials) on planning permission MC/22/0974 for Construction of a two storey extension with associated external works incorporating the expansion in the capacity of the staff car park and reconfigured early years play area and playground.  
Discharge of Conditions

MC/22/2654

111 Bells Lane Hoo St Werburgh Rochester Medway ME3 9HY  
Construction of a 2-storey side extension with single-storey rear extension - Resubmission of MC/22/1591  
Refusal

Notification of Refusal of Planning Permission to Develop Land.

Take Notice that the Medway Council in pursuance of its powers under the above Act HAVE REFUSED PERMISSION for the development of land as described above in accordance with your application for planning permission received complete on 9

November 2022.

FOR THE FOLLOWING REASONS:

1 The proposed two-storey side extension, by virtue of its size, scale and proximity to the side boundary, would lead to a dominant form of development that lacks subservience to the host dwelling, sitting forward of the established building line at first-floor level and eroding the open space to the corner of Bells Lane and Walters Road. As such, the proposal would be to the detriment of the visual amenity and appearance of the streetscene and conflicts with the overall design objectives of Policy BNE1 of the Medway Local Plan 2003 and paragraphs 126 and 130 of the NPPF 2021

MC/22/2337

42 Main Road Hoo St Werburgh Rochester Medway ME3 9AD

Construction of a 2-bedroom detached chalet bungalow with attached garage accessed off Coombe Road - Resubmission of MC/22/0038

Refusal

Notification of Refusal of Planning Permission to Develop Land.

Take Notice that the Medway Council in pursuance of its powers under the above Act HAVE REFUSED PERMISSION for the development of land as described above in accordance with your application for planning permission received complete on 29 September 2022.

FOR THE FOLLOWING REASONS:

1 The proposed development by reason of its design, scale, mass and height would result in an unacceptable form of development which fails to respect the immediate character of the area while negatively competing with the adjoining dwelling on 42 Main Road. The development as such fails to provide a positive improvement to the character and appearance of the streetscene, contrary to Policies H4 and BNE1 of the Medway Local Plan 2003 and paragraphs 126 and 130 of the NPPF.

b. Other Planning Matters.

*No matters were raised.*

**13. New Community Centre.**

Cllr Williams reported that this project was being progressed and architect quotations were currently being sought.

**14. Neighbourhood Plan Report.**

a. General Update.

Cllr Cutting updated members on the progress of the Neighbourhood Plan, she stated that this had now been delayed until after the local elections due to purdah rules. The consultation would run for six weeks following the elections.

**15. Community facilities.**

The Chairman reported that a meeting was held with MC Officer Bob Diamond to discuss Deangate Sports facilities and the possibility of this being protected for the local community.

He reported that the site had been vandalised over the weekend.

**16. Parish Elections.****Key Dates:**

- Publication of the Notices of Election that start the formal election period Monday 27 March 2023
- Start of period for delivery of nomination papers between 9am and 6pm daily (except weekends and bank holidays) From Tuesday 28 March
- Last date for the delivery of nomination papers 4pm on Tuesday 4 April
- List of candidates standing in any contested parish elections will be published on Tuesday 4 April
- List of candidates standing in the local election will be published on Wednesday 5 April
- Last date for receipt of applications to register in time to vote in the elections Monday 17 April
- Last date for receipt of new applications for a postal vote (or to amend an existing postal vote) for the elections 5pm on Tuesday 18 April
- Last date for receipt of applications to appoint a proxy to vote on your behalf 5pm on Tuesday 25 April.

**17. Ward Councillor Report.**

Ward Councillors Sands and Crozier gave a report on MC matters covering the following:

- Parish Grants.
- Planning training.
- PACT.
- MB Budget meeting.
- Meeting with Mr Swan re Marina Park.
- Deangate Asset of Community Value.
- Litter on roads.

**18. Date of next meeting.**

Date of next meeting – Thursday 6<sup>th</sup> April 2023.

There being no further business to discuss, the Chairman closed the meeting to the press and public at 9.16pm.

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

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