

**The Minutes of the Meeting of Hoo Saint Werburgh Parish Council**  
**Held in the Village Hall, Pottery Road, Hoo on Thursday 7<sup>th</sup> June 2018 at 7.30pm.**

***Councillors present: Andrews  
Chambers  
Counsell  
Fray  
Gatfield  
Hipsey  
Pearce  
Perfect  
Pratt  
Rees  
Sands  
Savage  
Tildesley  
Williams***

***Also: Parish Clerk, and members of the public.***

***The meeting was chaired by Councillor Tildesley.***

**1. Apologies.**

Apologies were received from Cllr Shepperd and Ward Councillor Roy Freshwater.

**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, this was seconded by Cllr Gatfield and agreed by all present.

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

**4. Matters arising from the Minutes.**

Cllr Sands reported that a Committee had now been formed to take forward the Neighbourhood Plan. He stated that a report would be given under the relevant agenda item.

**5. Urgent Matters.**

No urgent matters were raised.

**6. Chairman's Report.**

The Chairman gave his report to the meeting.

He reported that he and Cllr Williams had met with Youth Officers from Medway Council to seek feedback to what youths may want from a Community Centre.

He said when the plans were drawn up a copy would be passed to the Youth Officer for consultation. He reported further on the discussions that took place.

He stated that he and the Vice Chairman had been invited to attend the Youth Club to talk to the youths and they would attend.

**7. Clerks Report.**

The Clerks Report was noted and accepted by members.

**8. Ward Councillors Report.**

Ward Councillor Roy Freshwater gave his apologies to the meeting.

**9. Police Matters.**

Cllr Gatfield reported that a new PCSO had now been circulated to all members by email.

She reported that there was a drugs issue at the Recreation Grounds and this had been reported to the police who were now dealing with the matter.

The Chairman stated that the Warden had reported drug paraphernalia at Hoo Common.

Cllr Perfect raised concerns that the new PCSO could only be contacted on the 101 number or by email.

**10. Public Question time.**

A resident reported that the footpath at Wall Close to Kingshill Recreation Ground needs to be cut back. The Chairman stated that he would ask the Warden to action this.

**11. Deangate Ridge Golf Course.**

Cllr Sands reported that the application to have Deangate Ridge registered as an Asset of Community Value had been approved by Medway Council.

He stated that the legal case was still ongoing, and he asked Cllr Rees to look over the documentation regarding this case.

The advice given to date by the solicitor was that the Community Partnership Group does have a case to fight and it may have a better chance if this was taken forward by Hoo Parish Council and High Halstow Parish Council. He stated that he was awaiting documents from the Barrister, if action was taken the costs would be approximately £30,000.

Cllr Sands stated that he had asked Medway Council if there was any Section 106 money from Bellway Homes that could be allocated to the legal case and was awaiting their response.

Cllr Tildesley asked what the Group hoped to achieve from the fight. Cllr Sands confirmed that this would protect the site as an open space and ensure that it remained as a community asset. This matter was discussed further, and it was agreed that Cllr Rees would look over the legal documents and give her views to the PC.

**12. Section 106 Funding.**

Cllr Tildesley stated that at the previous meeting he had spoken about £33,000 Heritage Section 106 Funding that was available to the Parish Council for Heritage Projects in the Parish.

He asked members if they wished to be involved in this and accept the allocation for the Parish. This was discussed, and it was proposed by Cllr Pearce to accept the funding for Heritage Projects, this was seconded by Cllr Savage and agreed by all present.

***Action: Cllr Tildesley to liaise with Dave Harris regarding the funding.***

Cllr Tildesley spoke regarding other Section 106 funding and stated that a further allocation of £1,000,000 may be available for the new Village Hall.

**13. Recreation Grounds.**

Cllr Tildesley reported that the two footpaths at Pottery Road Recreation Ground had now been tarmaced, he stated that the contractors had to excavate three lorry loads of concrete from the site that was found under the footpaths.

He reported that the agreed work had been undertaken at Kingshill Recreation Ground and the pot-holes had also been filled.

Cllr Fray spoke regarding the access at Kingshill and stated that parking was restricting the access and the contractor's toilets were still on site.

Cllr Tildesley stated that he would liaise with the contractor regarding the toilets.

Cllr Pearce stated that he was arranging for the signs to be placed at the entrance to the Recreation Ground to try to alleviate the access problem.

Cllr Pearce asked for members approval to have 5 signs manufactured at a cost of 361.25. This was agreed subject to a site meeting taking place to agree the locations for the signage. (Pearce/Perfect).

Cllr Fray raised concerns regarding the grass cutting at Pottery Road Recreation Ground. The Chairman confirmed that this matter had been raised with Norse.

Cllr Tildesley stated that the trees planted at Hoo Common were preventing the contractors from cutting the grass at the Recreation Ground.

**Tenders for Infants Play Area at Pottery Road Recreation Ground**

The Chairman stated that quotations had been sought for the new play area at Pottery Road Recreation Ground from three contractors, in line with the Parish Council Financial Regulations and Standing Orders.

Following a comparison of the quotations with the specification it was found that only two of the quotations had met the requested criteria and specification for the work. It was therefore agreed by the F&GP Committee that the quotation that did not meet the specification would be disregarded.

The F&GP Committee agreed that references would be sought for the remaining contractors for similar contracts that they had undertaken for other Parish Councils.

He reported that satisfactory references had now been received for both contractors and these were circulated to members along with the quotations.

A discussion took place regarding the quotations and the expertise, previous knowledge and work undertaken by the contractors.

A vote was then taken to appoint the favoured contractor and it was agreed by 12 votes to 2 to appoint Safeplay Contractors to undertake the contract for the new Infants Play Area at Pottery Road Recreation Ground.

**Action: Clerk to liaise with Safeplay.**

#### 14. **Burial Ground.**

Cllr Rees circulated a report on the progress of the Burial Ground and the seed planting.

She requested members approval to have the western boundary of the burial ground sprayed to kill the weeds.

This was agreed.

#### 15. **Neighbourhood Plan.**

Cllr Sand informed members that a Neighbourhood Plan Committee had been formed and the appointed Chairperson was Elaine Cutting.

Elaine Cutting addressed the meeting and gave a report of the work undertaken by the Committee to date.

She reported that a workshop had been arranged for 26<sup>th</sup> June and a meeting of the Committee would take place on 11<sup>th</sup> July 2018. She stated that she would welcome an input from the Parish Council.

The Chairman thanked Mrs Cutting for her report.

#### 16. **Planning Matters.**

No matters were raised, and no applications were considered.

#### 17. **Allotments.**

Cllr Perfect reported that an allotment inspection had been undertaken with no major issues.

The Clerk reported that the Data Protection letters had been sent to all allotment holders in line with the GDPR.

#### 18. **Asset of Community Value.**

Cllr Rees circulated a written report to all members regarding the process to follow for submitting an application for an Asset of Community Value.

She asked members for their view on what could be registered as an Asset of Community Value.

This was discussed, and it was agreed that the first applications should be for the Library and the toilets. This was agreed by members.

**Action: Cllr Rees to progress.**

#### 19. **Christmas Lighting for the Parish.**

Cllr Savage stated that she was progressing this and would report back to a future meeting.

**Action: Cllr Savage to progress.**

**20. Parish Council Policies.**

This item was deferred.

**21. Financial Statement.**

The Financial Statement was circulated to all members.

The financial statement was proposed by Cllr Chambers, seconded by Cllr Gatfield, and agreed by all present.

The approved cheques were then signed by two authorised signatories.

**2017/18 Accounts.**

The Clerk circulated the 2017/18 accounts and Annual Return to all members for their attention. These were considered, and it was proposed by Cllr Rees to accept and approve the Accounts and Annual Return, this was seconded by Cllr Perfect and agreed by all present.

**22. Urgent Items.**

It was suggested by Cllr Sands that the Mayor of Medway should be invited to attend a PC meeting. This was agreed.

***Action: Clerk to progress.***

Members raised concerns that to date Medway Council had not organised a Public Consultation event in the Parish for the Local Plan. It was agreed that the Clerk should follow this up with Medway Council.

***Action: Clerk to progress.***

**23. Date of next meeting.**

5<sup>th</sup> July 2018.

***There being no further business to discuss, the Chairman closed the meeting to the press and public at 9.10pm.***

Signed.....

**Chairman**

Dated.....