

Hoo St Werburgh Parish Council

The Minutes of the Meeting of Hoo Saint Werburgh Parish Council
Held in Hoo Village Hall on Thursday 6th April 2023 at 7.00pm.

Councillors present: Cutting
Dunkley
Fray
Gissing
Hopson
Pearce
Perfect
Sands
Savage
Styles
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, and Winstanley.

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.

No feed back received from Medway Council regarding this matter. Clerk to chase MC again to establish the situation re the S106 allocation for a safe crossing.

b. Water Leak Elm Ave.

This has been reported to both Medway Council and Southern Water, but the leak still not repaired.

A resident living in Elm Ave updated members on the action taken by Southern Water and Medway Council to investigate the leak, neither admitting responsibility.

This was discussed by members, and it was suggested that it may be something to do with the drainage at the new development at Elm Ave. It was therefore agreed that this should be queried further. It was agreed that the resident would pass the details to the Clerk for reference.

Action: Clerk to progress.

c. Additional Allotment Land Letter.

A meeting with The Brice Charity will be arranged following the elections.

d. Meeting with Clare Lanes re Public Rights of Way improvements and SEMS PROW project.

A meeting has taken place with Clare Lanes from MC to discuss the footpath running from Hoo Common to Upnor and possible improvement that will be funded by the SEMS funding. They are going to progress with the improvements and keep the PC updated.

5. Public Comments.

A resident attended the meeting to raise concerns about the play area at the new Esquires Development at Elm Ave being locked to members of the public and being used for the residents of the developments use only. The Clerk was asked to raise this with MC Planning.

Action: Clerk to action.

6. Police Matters.

Cllr Cutting reported on police matters and the PACT.

She stated that the third camera was due to be installed at the Knights Road and she would seek an update on this from the Immunity Safety Officer, Mark McCree.

She reported on the police action in the village in the past month.

7. Urgent Matters.

No matters were raised.

8. Financial Matters.

a. Financial Statement.

The Financial Statement was circulated to all members.

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

b. To consider any grant applications received.

To consider the following grant application:

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.

Budget for Free Hoo Hearing Aid Support Clinic at the Walter Brice Centre
for local residents of all ages living with hearing loss

April 2023/March 2024

Cost of Volunteer hearing aid maintenance kit/supplies	£150
Cost of protective equipment, including antiseptic spray, surface and hearing aid wipes, kitchen roll, aprons, visors and hazard disposal bags	£ 85
Volunteer training costs	£ 70
Volunteer travel expenses for home visits	£ 35
Advertising	£ 25
Cost for Posters/Flyers	£ 15
Volunteer Co-Ordinator – contribution to salary/travel expenses/ administration costs including postage, printing, DBS checks, Risk Assessment provision, insurance etc	£100
Total	£480

This application was considered, and it was proposed by Cllr Savage to approve a grant of £480, this was seconded by Cllr Dunkley and agreed by all present.

Action: Grant of £480 approved.

9. Clerks Report.

The Clerk's Report was and noted.

Community Governance Review

Summary of changes to Hoo St Werburgh Parish Council:

Hoo St Werburgh

- Reduce the current three wards, West, Central and East, to two wards and to be named Hoo and Chattenden to provide more effective governance

- Parbrook House is moved from Hoo St Werburgh Parish to High Halstow Parish to better reflect local roads and communities
- Include the properties between 200 and 252 Main Road, Hoo St Werburgh, including Broad Street Cottages, in the proposed Hoo Parish Ward to better reflect local roads and communities
- Increase the number of parish councillors from 14 to 17 (14 councillors for Hoo ward and 3 councillors for Chattenden ward) to provide more effective governance
- The Parish name is changed to Hoo St Werburgh and Chattenden Parish Council to better reflect the community identity

Action Required: PC Logo to be changed to reflect name change.

This was agreed by members.

Members discussed the other actions needed to reflect the change in the Parish Councils name and the need for the following to be considered at some point in the future by the Environment Committee:

- Van sign writing
- Village sign
- Parish boundary sign
- General audit of signage.

Stop the Drop campaign.

Every day, we see the impact of plastic pollution in our environment, from the disgusting amount of litter on our roads, lanes, ditches, and verges to the appalling plastic waste on our lovely beaches. It can be overwhelming, but I deeply believe that every little action we take can make a difference.

We have recently launched Operation Stop the Drop. This campaign is aimed to unite the parishes in the Hoo Peninsula to fight against littering on the roads.

We are inviting you to take part in this important campaign, as we don't want the roads in our precious Peninsula to be in the same state as the A2 or M2 roads. I am sure you can all see the importance of looking after our roads where our stunning wildlife is being completely affected by plastic pollution.

10. Chairman's Report.

The Chairman gave his report to the meeting.

He reported that Norse had now vacated Deangate, and this had been left in a poor condition. It was now under the management of Medway Council, and they were still considering the security and future use of the site.

He stated that Medway Council no longer considered this to be a sports facility, it was now a capital project.

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 to the National Lottery has been successful, and the PC had been awarded £8800 towards the Coronation Event.

They reported that the flagpole was due to be erected in the village centre in the coming week, the cost would be £1935 plus installation costs.

The Events Committee stated that the cost of the flagpole would put pressure on the Coronation Budget, and they asked if this could be funded by the Parish Council. This was discussed and approved. (Pearce/Savage and agreed by all present)

The Chairman thanked the Events Committee for their work on arranging the Coronation celebrations for the parish.

b. Environment Committee.

Recommendations from Environment Committee Meeting to be considered by Full Council:

Allotments.

The Clerk updated members on the allotments.

She stated that there had been a request by a councillor for members to review the allotment rent which was currently £35 per plot and hadn't been increased for a number of years.

This was discussed and it was agreed that there should be no increase to the current allotment plot charges for this year, this was proposed by Cllr Fray, seconded by Cllr Perfect and agreed by all present.

Recommendation to Full Council for allotment rents to remain unchanged with no increase in 23/24.

This was discussed by members and was agreed, proposed by Cllr Perfect, seconded by Cllr Fray and a vote cast in favour 9 votes in favour and 1 abstention.

Memorial Stones.

Cllr Sands stated that there has been some discussion about remembering our fallen in conflict since WW2, along with those in police fire ambulance and coastguard services.

One option is to place a simple stone in the remembrance garden/burial ground, Welsh Pennant standing stone is recommended if it is to be inscribed.

The cost will be in the region of £3000/£5000 depending on the size and of the stone and whether they will do any inscriptions.

The above report was considered by the Environment Committee, and it was agreed that the PC should consider having a stone placed within the Burial Ground. Proposed Cllr Fray, Seconded Cllr Styles and agreed by all present.

Recommendation to Full Council: Progress the Memorial Stone Project and seek full costs.

This was agreed, proposed by Cllr Dunkley, seconded by Cllr Williams and agreed by all present.



Update on actions – for information:

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: Permission has been given to have the flagpole in Village Centre – Events Committee now progressing as part of the Coronation Celebrations.

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

Recreation Ground Entrance Gates: Awaiting amended quotation for the gates in the style as agreed.

Burial Ground Fencing: Awaiting quotation for fencing.

Parish Council Publicity:

- **Parish Noticeboards**
To be ordered, site meeting to be arranged to agree locations and replacement.
- **PC Welcome Pack.**
To be progressed.
- **Information Boards.**
Future Project.
- **Annual Report**
To be progressed.

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

Concerns were raised regarding the condition of the trees in the grounds of the library. The Clerk was asked to raise this with MC and ask them to inspect the trees.

Action: Clerk to action.

Hoo Common

The ranch style fencing at Hoo Common has been damaged and the Warden had made a temporary repair. It was agreed that a quotation for metal fencing should be sought.

Action: Clerk to seek quotation.

The Hennis fencing at Hoo Common, and the Clerk had contacted Clancy Docwa to have this removed.

Footpath on the Upper Saxon-Shore Way - Site meeting attended with Medway Council to discuss improvements to the footpath on the Upper Saxon-Shore Way, MC were due to undertake repairs to the footpath from the SEMS Budget.

Section 106 improvements to Recreation Grounds.

The Clerk is in contact with a consultant who was willing to come along to a committee meeting to speak with members regarding the process of having a new play area installed, she was also willing to assist and guide the Clerk with the project, although she couldn't project manage the work as she had retired from this type of work. It was agreed that a meeting should be arranged with the Environment Committee to take this forward.

New items for next Environment Agenda

- Christmas Lighting.
- Living Christmas Tree – Village Centre.

Cllr Savage stated that she had a living Christmas tree that she was willing to donate to the parish to be planted in the Village Centre. The Chairman thanked her for for this donation and stated that the PC would arrange for this to be collected and planted in the agreed position.

c. Finance, Audit and General Purposes Committee.

No matters were reported.

12. Planning Matters.

a. Planning Applications Received.

MC/23/0439 - 1 Fourwents Road, Hoo St Werburgh, Rochester, Medway, ME3 9JX
Retrospective application for use of site as a hot food takeaway (sui generis).

It was agreed that the PC would make comments to request that if approved, the conditions of approval stated that there were regular litter patrols, and a large litter bin should be supplied to try to limit the litter.

Action: Clerk to progress.

MC/22/3014 - Plot 6, Kingsnorth Industrial Estate, Hoo, Rochester, Medway
Construction of a building to provide 334m² of staff offices and welfare facilities to serve the existing commercial plot at Kingsnorth Industrial Estate.

MC/23/0716 - National Westminster Bank, 1 Main Road, Hoo St Werburgh
Retrospective application for the change of use of ground floor bank (Class E) to hot food take away (Sui Generis) and restaurant (Class E) together with installation of an extract flue to rear.

It was agreed that the PC would make comments to request that if approved, the conditions of approval stated that there were regular litter patrols, and a large litter bin should be supplied to try to limit the litter.

Action: Clerk to progress.

APPLICATIONS DETERMINED BY MEDWAY COUNCIL

MC/23/0285

Land South of Stoke Road Stoke Road Hoo St Werburgh Rochester ME3 9BH
Details pursuant to condition 14 (AQ Emissions Mitigation Statement) of planning permission MC/21/3379 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/23/0037

Bridge Lodge Four Elms Hill Chattenden Rochester Medway ME3 8NH
Construction of a two-storey rear extension together with balcony and Juliet balcony, construction of two dormer windows to front, installation of roof lights to both sides to provide additional living accommodation within roof space, construction of a porch to front and raised decking to rear with associated external works - demolition of existing conservatory and side projection
Approval with Conditions

MC/22/2976

Land South of Stoke Road Stoke Road Hoo St Werburgh Rochester ME3 9BH
Details pursuant to condition 4 (CEMP) 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/22/2679

Tamarisk Main Road Chattenden Rochester Medway ME3 8PP
Construction of a porch to front, a two-storey extension to rear, a single storey extension to rear with construction of roof terrace, removal, and replacement of thatched dormer windows.
Construction of a detached outbuilding and outdoor swimming pool. Replacement of block paving and external landscaping changes and refurbishment of existing garage block- demolition of porch and conservatory.
Approval with Conditions

MC/22/2479

Land South of Abbots Court Road Hoo St Werburgh Rochester Medway ME3 9LJ

Change of use from arable farmland to a managed wetland reserve; creation of new wetland habitats; improvements to existing site hydrology; introduction of new footpaths, bridges/boardwalks; a rangers' facility, bird hide, landscaping, tree/scrub planting, boundary treatments, site interpretation boards and associated works.

Approval with Conditions

b. Other Planning Matters.

Cllr Sands regarding that last month the PC raised objections to the solar panels on the library roof, this application was due to be heard by the Planning Committee on 6th June 23.

13. New Community Centre.

Cllr Williams reported that this project was being progressed and architect quotations had been sought and would be considered following the elections.

14. Neighbourhood Plan Report.

a. General Update.

Cllr Cutting updated members on the progress of the Neighbourhood Plan, she stated that this had now ready to go to Regulation 14.

She reported that it had now been determined that the Parish Council would need a Statutory Environmental Assessment, Dave Chetwyn was challenging this, and she had also challenged this with Medway Council and National England.

Concerns were raised that Medway Council had been notified of the Statutory Environmental Assessment of 6th March and they had delayed informing the NHP Group for almost a month.

Cllr Cutting asked the Parish Council to consider making a formal complaint to Medway Council for the delays in passing information and assisting the NHP Group in the completion of the NHP.

This was discussed and it was agreed that a formal letter of complaint should be sent to Medway Council raising concerns about the seemingly deliberate delaying tactics of MC in relation to the NHP.

Action: Clerk to action.

Cllr Sands stated that he would also raise this as a formal complaint as a Ward Councillor.

15. Community facilities.

The Chairman reported that a meeting had taken place with MC to discuss Deangate Sports facilities and the possibility of this being protected for the local community.

16. Annual Meeting of the Parish.

It was agreed that the Annual Meeting of the Parish would be held on 1st June 2023, prior to the PC meeting at 7pm.

17. Ward Councillor Report.

Ward Councillor Sands gave a report to the meeting.

He reported that the Asset of Community Value was being reviewed for Deangate and this would now cover the golf course.

Medway Council had now paused the railway station plans for the Peninsula.

18. Date of next meeting.

Date of next meeting – Thursday 11th May 2023.

Prior to closing the meeting, the Chairman thanked all councillors for their work and dedication for the Parish Council during the closing election term, he wished all councillors not standing for another term well and thanked them on behalf of the Parish Council.

There being no further business to discuss, the Chairman closed the meeting to the press and public at 8.50pm.

Signed: _____

Dated: _____