

The Minutes of the Meeting of Hoo Saint Werburgh Parish Council
Held in the Village Hall, Pottery Road, Hoo on Thursday 9th January 2020 at 7.30pm.

Councillors present: Chambers
Fray
Freshwater
Gissing
Pearce
Perfect
Pratt
Rees
Sands
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, Cutting and Savage.

2. Declaration of Interests.

Cllr Pearce – Planning application MC19/3128.

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 Chambers and agreed by all present.

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

4. Matters arising from the Minutes.

Section 106 Funds – Cllr Sands stated that he had contacted Medway Council to seek clarification regarding the Section 106 allocation for Deangate and stated that the PC should keep the pressure on this to ensure that it was spent within the parish.

The Clerk was asked to email Jill King to seek an update on the S106 allocation for Deangate.

Action: Clerk to action.

Youth Club – Cllr Sands reported that the PC had been offered two ports cabins before Christmas to use as a youth club. He stated that this opportunity had now expired.

It was agreed that the Clerk should invite the Chairman of the Village Hall Management Committee to attend the next meeting to speak regarding the hall.

Action: Clerk to invite Chairman of VHMC to a future PC meeting.

Port Werburgh Issues – Cllr Sands stated that the PC had not received a response from the Mayor regarding the Port Werburgh issues as stated at the last meeting. The Clerk was asked to seek an update from the Mayor.

Cllr Sands stated that Medway Council Officer Dave Harris was also looking into this. He stated that he would seek an update from him.

5. Public Question Time.

Residents from Port Werburgh attended the meeting to speak regarding the issues at the site. They spoke regarding the issues and how these had escalated in recent weeks.

Cllr Sands stated that the PC had written to Peal Ports in the past and he suggested that the PC send a letter to Peal Ports regarding the recent incidents with an invitation for them to attend a future meeting with the PC.

Action: Clerk to progress.

6. Urgent Matters.

Cllr Fray spoke regarding St Werburgh Doctors Surgery and the issues recently raised on social media. She stated that she had an update on this matter to report to members.

Cllr Perfect raised concerns regarding the nails that were regularly being spread on the Ratcliffe Highway causing damage to cars.

Cllr Winstanley stated that this had been reported to Medway Council on a number of occasions. Cllr Sands suggested that this matter was raised with Medway Councillor Phil Filmer as this was occurring on a regular basis.

Action: Clerk to action.

Cllr Williams reported that the anti skid surfacing at the top of Bells Lane was falling apart.

Action: Clerk to report to Medway Council.

7. Chairman's Report.

Cllr Tildesley gave his report to members.

He reported that work had been undertaken on the Allotments to install the new standpipes and this had resulted in the main pathway becoming very muddy. He stated that for health and safety reasons the contract had been instructed to lay turf along the pathway to ease the situation. He confirmed that remedial works would also be carried out at this time.

He reported that on 19th December the Allotments were flooded due to a blockage in the Brook. This was reported to Medway Council and they took immediate action to clear this. He stated that the flood has caused damage to the Brook embankment and work would be needed to reinstate this area. It was agreed that this matter would be referred to the next Environment Committee.

The Chairman confirmed that laminated notices regarding gritting had been erected at the Recreation Ground entrances.

8. Clerks Report.

The Clerks Report was noted and accepted by members.

9. Ward Councillors Report.

Cllr Sands gave his report to the meeting.

He reported that the Rural Liaison Meeting would take place at Wainscott on 14th January 2020 at 6pm. He spoke regarding the agenda items for the meeting which included community led housing, the HIF Bid, and the Local Plan.

He reported on the SLAA Report and stated that Medway Council were going to send full size maps to the PC.

He stated that he was going to arrange a regular meeting of Chairman from the Peninsula Parishes and he was in the process of progressing this.

He reported that a Focus Day regarding a National Park for the Peninsula had been arranged in May and would be attended by representatives from Kent Wildlife Trust, RSPB and local Parish Councils.

10. Neighbourhood Plan Report.

In the absence of the Neighbourhood Plan Chairman, Cllr Fray gave a report on the progress of the Neighbourhood Plan.

Cllr Sands informed members that the High Halstow parish Council was in the process of undertaking a Neighbourhood Plan.

A general discussion took place regarding the land allocations in the Local Plan.

11. Police Matters.

Cllr Gissing reported that the first PACT Meeting would be arranged in the near future.

She stated that she was due to attend a Working Together to reduce Violence Conference on behalf of the PC.

Monthly Financial Statement.

The Financial Statement was circulated to all members.

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

12. Finance Audit and General Purposes Committee:

a. Finance, Audit and General Purposes Committee – next meeting Thursday 16th January 2020 @2pm.

b. To consider urgent financial matters.

No matters were raised.

13. Environmental Committee

a. To consider the minutes from the recent Environmental Committee Meeting.

The attached minutes from the Environmental Committee Meeting held on 21st November 2019 were approved by members. (Fray/Williams).

b. To consider the recommendations from the Committee Meeting.

Flood Lights

Members agreed to seek quotations for the repairs to the flood lights at Pottery Road Recreation Ground.

Volunteer Policy

Members approved the adoption of a Volunteer Policy by the PC.

c. Other Environmental Matters.

No matters were raised.

14. Planning Committee:

a. To consider planning applications received.

MC/19/2824 77 Main Road Hoo St Werburgh Rochester Medway ME3 9AA

Conversion of a care home into 2 three bed roomed and 2 four bed roomed dwellings incorporating the construction of a first floor addition to rear; porch to front; 2 new front entrance doors in place of existing window positions, alteration to existing porch to include windows and additional parking provision - demolition of day room/conservatory to rear and chimney stack.

Action: PC to submit objections.

MC/19/3129 Land to The South of Stoke Road Adjacent Yew Tree Hoo St Werburgh Rochester Medway ME3 9BH

Outline planning application with all matters reserved for up to 100 dwellings and associated works and infrastructure.

Action: PC to submit objections.

MC/19/3147 67 Knights Road, Hoo St Werburgh, Rochester, Medway, ME3 9DX

Construction of a two-storey rear extension.

No Objections.

MC/19/3282 203 Bells Lane, Hoo St Werburgh, Rochester, Medway, ME3 9JD

Conversion of garage to habitable room and the widening of existing vehicle crossover.

No Objections.

MC/19/3283 Rosehill, Ratcliffe Highway, Hoo St Werburgh, Rochester, Medway

Construction of a detached pitched roof double garage/outbuilding to be used as a gym/garage and home office, including associated hard landscaping to provide larger porous driveway- partial demolition of existing garage.

No Objections.

MC/19/3128 Flanders Farm, Ratcliffe Highway, Hoo St Werburgh, Rochester

Construction of cold store building, pack-house to include chilled storage, office extension and smoking shelters with associated hardstanding for bin area together with provision of car parking, hardstanding and landscaping.

No Objections.

MC/19/1897 19 Chattenden Lane, Chattenden, Rochester, Medway, ME3 8LE
Construction of a three bedroomed detached house with detached garage and new boundary fence 1.8m to separate the plots together with a detached garage to facilitate the existing property and alterations to existing access/crossover to create a communal driveway for both properties.

No Objections.

MC/19/1911 Deangate Golf Club, Dux Court Road, Hoo St Werburgh, Rochester
Temporary change of use (until 31 October 2021) of first floor of clubhouse building to office use and temporary use of former golf course car park (until 31 October 2021) for parking of associated office workers cars; minibuses; grounds maintenance equipment / vehicles and storage of 17 shipping containers.

Cllr Sands spoke regarding the planning application for Deangate and stated that this was due to be heard by the Medway Council Planning Committee on 5th February. He urged as many residents to attend as possible.

He stated that the Parish Council had already submitted its objections to the planning application.

He spoke regarding the reasons for objecting and confirmed that these would be represented by the PC at the meeting.

Objections previously submitted by the PC.

MC/20/0009 42 Chattenden Lane, Chattenden, Rochester, Medway, ME3 8NL
Outline application with all matters reserved for the demolition of existing detached house with garage and construction of a block of 6 x 2-bedroom flats and 3 x 1-bedroom flats making a total of 9 flats split on 3 levels.

Action: PC to submit objections.

b. To consider other Planning Matters.

No matters were discussed.

15. Ward Boundary Consultation.

The Clerk circulated information on the Ward Boundary Consultation currently being undertaken by the Boundary Commission.

It was agreed that the Parish Council should make representations to this Consultation and a Working Party should be set up to consider this.

Cllr Pearce was appointed to oversee this Working Party and put together a response from the PC.

Action: Cllr Pearce to progress.

16. Hoo St Werburgh Museum.

Cllr Sands circulated a report regarding his idea to have a museum in Hoo to display artefacts and historical information regarding the Peninsula.

This was discussed and it was suggested that the library may be a good place for the storage of artefacts.

It was agreed that this should be referred to the Environment Committee for further discussion.

Action: Clerk to include on agenda.

17. Urgent Items.

Cllr Fray updated members on the current situation regarding St Werburgh Surgery.

She reported that this had been rated inadequate by the Care Quality Commission and was currently in special measures.

She confirmed that despite rumours on social media, the surgery was not closing.

She explained the process by which the surgery would be supported and stated that she would give regular updates at future meetings.

The Chairman thanked Cllr Fray for her report.

18. Date of next meeting.

6th February 2020.

There being no further business to discuss, the Chairman closed the meeting to the press and public at 9.30pm.

Signed.....

Chairman

Dated.....

Hoo St Werburgh Parish Council
Minutes from the Environmental Committee Meeting
Held in Pottery Road Village Hall on 21st November 2019 at 2.00pm

***Councillors Present: Tildesley
Rees
Chambers
Fray
Pearce
Pratt
Perfect
Williams***

Also, Present: Parish Clerk.

The meeting was Chaired by Cllr Tildesley.

1. Apologies.

No apologies were received.

2. Declaration of Interests.

No interests were declared

3. Recreation Grounds.

a. Floodlights.

The Clerk reported that a quotation had been received for approximately £1500 for the repairs to the floodlights.

Cllr Pearce stated that he had received a report that it was neighbouring residents that had disconnected the floodlights.

It was agreed that a recommendation would be put to main council to have the floodlights repaired and to seek tenders for this. It was agreed that the tender document should ensure that there was a secure casing and caging to protect the floodlights from future damage and vandalism.

Recommendation to full council to seek quotations for the repair to the floodlights at the recreation ground.

b. New play equipment.

The Clerk reported that she was in the process of seeking advice regarding the type of equipment that needed to be installed at the infants play area to meet the criteria of the Section 106 funding. She stated that as soon as the report had been received, she would circulate this to members for further consideration.

c. Bins for Recreation Grounds

The Clerk reported that following the site meeting, members had decided on different types of bin and therefore she had emailed Medway Norse to seek a site meeting to discuss this further.

Action: Clerk to progress.

d. Signage for Recreation Grounds.

The Chairman reported that a site meeting had taken place and the location of the signage agreed. A new quotation had been sought from Medway Council and this was in the region of £650 plus VAT plus installation.

He asked members if they wished to spend approximately £1500 on signage for the recreation grounds when previously erected signage had been vandalised.

This was discussed and it was proposed to only erect the signage on existing fencing and posts to ensure that the PC met its responsibilities regarding not treating the paths in winter.

It was agreed that Cllr Pearce would seek a revised quotation and the signage should be progressed as a matter of priority.

Action: Cllr Pearce/Clerk to progress.

e. Tree Maintenance.

The Chairman stated that the reports were being undertaken by Medway Norse as agreed at a PC meeting.

The Clerk was asked to seek clarification regarding whether the lac needed to appoint and Arboriculturist to undertake the work.

4. Parish Allotments.

Standpipe Project

The Chairman reported that the contractor had started work on site and that the allotments had been locked and closed whilst digger was on site for health and safety reasons.

Cllr Perfect stated that she had received a number of complaints from allotment holders regarding the closure.

Cllr Tildesley stated that access would be restricted for a period of three days.

This was discussed and it was suggested that a sign was placed on the gates to let the allotment holders know the reason for the closure. This was agreed.

Action: Cllr Tildesley to liaise with the contractor.

Cllr Perfect asked that any further project undertaken at the allotments should provide a method statement for the work. She stated that the allotment holders should have been informed of the proposed closure.

Allotment Plots

Cllr Perfect reported that there are currently three vacant allotments, and these would be let following the completion of the work.

She confirmed that the offer of a half plot had been given to all allotment holders, however this offer had not yet been taken up.

She reported that two allotments had been vandalised and it appeared that they had gained access to the site via the gate by the Brook.

Fencing – The Chairman stated that he was due to meet with a fencing contractor on site to seek a quotation to have the old fencing removed from the allotments. He asked Clerk to follow this up.

Action: Clerk to progress.

Cllr Perfect gave her apologies and left the meeting.

5. **Burial Ground.**

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

This report was noted by members and agreed by members.

6. **Other Projects.**

Village Planters

The Clerk reported that permission was still awaited from Medway Council and as soon as this has been obtained the specification was ready to seek tenders for 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 submitted to Medway Council for the Wardens Compound / Nursery Area had now been withdrawn due to the issues over the Section 106 money spent on the new infants play area.

He reported that a site meeting had taken place with Medway Council Officers and the Parish Council to discuss this matter and the outcome was that the Parish Council needed to purchase three additional pieces of spinning play equipment to satisfy the requirements of Section 106 Agreement. The Clerk reported that she was currently taking advice regarding the type of equipment needed and would present this to a future meeting

The Chairman stated that he had arranged for Medway Council Officers, Dave Harris, Martin Hall, Fiona Leadley and Jill King to attend the December Parish Council meeting to speak on Section 106 Funds. He stated that the agenda would be reduced to enable a meaningful discussion to take place.

Members discussed alternative storage areas that may be available in the Parish and it was mentioned that Wilson's Yard may be an option at some point in the future. It was agreed that Cllr Rees would establish the ownership and look into this on behalf of the Parish Council.

7. **Any Other Business.**

Volunteer Policy.

The Clerk circulated a Volunteer Policy for members consideration. She stated that this would cover any volunteer working on behalf of the Parish Council in the parish and would satisfy the insurance requirements that allow them to work as a volunteer.

It was agreed that this would be circulated to the next meeting with a recommendation that this was adopted by the Parish Council at a future meeting.

Action: Clerk to action.

The meeting was closed at 15.15pm

Hoo St Werburgh Parish Council
Minutes from the Environmental Committee Meeting
Held in Pottery Road Village Hall on 21st November 2019 at 2.00pm
Summary of Recommendations

Flood Lights

Members are asked to agree to seek quotations for the repairs to the flood lights at Pottery Road Recreation Ground.

Volunteer Policy

Members are asked to consider the adoption of a Volunteer Policy by the PC.