

**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> September 2017 at 7.30pm.**

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

***Also: Parish Clerk. MC Councillor Roy Freshwater and members of the public.***

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

**1. Apologies.**

Apologies were received from Cllr Counsell.

**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 Andrews to accept these as a true record, this was seconded by Cllr Rees and agreed by all present.

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

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

No matters were raised.

**5. Urgent Matters.**

Cllr Hipsey spoke regarding the NHS Consultation regarding a Drop in Centre in Gillingham and its relocation to Medway Hospital.

She stated that she had attended a consultation event and she raised concerns about the Parking problems at Medway Hospital. She stated that she had submitted her comments to the consultation and urged members to consider this and submit their own views.

She stated that details of the NHS Consultation would be placed in the Village Voices.

**6. Parish Councillor Vacancy.**

The Clerk reported that there was now a vacancy on the Parish Council due to the non- attendance of Cllr Singleton. She stated that the first notice would be placed on the notice board and if no request for an election was received within the specified time limit the vacancy would then be open to Cooption.

**7. Chairman's Report.**

The Chairman gave a report to members.

He informed members that the Parish Warden would be issued with new tools and asked members to approve the storage of these at the warden's allotment store. He suggested that in return for the use of the store that the Warden would be allocated an allotment rent free for each year. This was discussed and approved by all present.

The Chairman stated that the Parish Warden had been working in the Church Yard but had received complaints about the noise from the work during the weekend. He stated that he had now arranged for the Warden to work in the Church Yard during the week.

He spoke regarding the Pottery Road Recreation Ground and informed members that the wooden benches had been subjected to vandalism again and the signs and posts for the fitness equipment had now been removed along with the sign on the cycle ramps.

Ward Councillor Roy Freshwater suggested that the information was passed onto Medway Council to seek their advice on the problems with vandalism at the recreation grounds.

Cllr Williams stated that an article had appeared in the Kent Messenger about the problem with vandalism in Hoo and this was going to be followed up with a poster campaign to urge people to report any incidents of vandalism in the Parish.

**8. Clerks Report.**

The Clerks Report was noted and accepted by members.

**1. John Lawsons Circus**

John Lawsons Circus have asked if they can visit Hoo again on Monday 16th to 18th April 2018.

Members approved the request from John Lawsons Circus to hire the Pottery Road Recreation Ground on their requested dates.

**2. Planning for rural community facilities - Invite to meeting 25 September 2017 Monday 25th September 2017, at 6.30pm**

Medway Council offices, Gun Wharf, Dock Road Chatham, ME4 4TR

The Planning Service is working on a new Local Plan for Medway, on how the area should develop up to 2035. This includes considering the type and range of services and facilities that are needed for Medway's communities. We note that facilities such as village halls and parks are particularly important for a good quality of life in rural areas.

As part of our work on the new Medway Local Plan, we are arranging a meeting to discuss the particular issues around community facilities in rural Medway. This will help us to:

- Assess the level of provision of community facilities and need in rural areas.
- Update the Medway Guide to Developer Contributions, in relation to Section 106 funding.
- Draft Local Plan policies to help maintain a good range of facilities in Medway's villages.
- Update the Medway Village Infrastructure Audit, carried out in 2015.

We would like to invite parish councillors and clerks, together with appropriate representatives of community groups, i.e. your village hall management committee, or playing fields committee. Please feel free to help us widen the attendance by forwarding to appropriate colleagues/contacts. However, please note that the meeting is not open to the general public – it is specifically for parish councils and representatives of key local facilities. We will be arranging separate events open to the public as part of the consultation on the Local Plan.

A copy of your completed Village Infrastructure Audit form from 2015 is attached. Could you please check to see if this is still accurate and let me know of any changes/updates.

Could you please respond and provide names of people attending by Monday 18th September. If you have any queries, please contact me.

I hope that this meeting is of interest to your parish council and that you can send a representative to the meeting.

Tim Stephens, Planning Policy, Planning Service

Medway Council, Civic Headquarters, Gun Wharf, Dock Road, Chatham, Kent ME4 4TR

**Action: Clerk to book places for Councillors to attend event.**

### **3. FREE EVENT - INVITATION TO LOW CARBON BRITAIN 2017**

Members of KALC have been invited to a (free) Low Carbon Britain 2017 Event, being held on Wednesday 8th November in the centre of Westminster at the prestigious One Great George Street venue.

Low Carbon Britain 2017 Developing a Smart, Resilient, Digital Society is a unique conference that will address Great Britain's current carbon reduction position and allow us to hear from those leading and driving the policies and proposals. One of the main focuses of the conference is to discuss how public sector along with cities, towns, villages and schools can reduce their carbon emissions, save money and improve air quality.

Register for funded (free) places by following this link [REGISTER](#) or visit the event site and register there - [Low Carbon Britain Event 2017](#)

### **4. The request from the Arethusa Club to use Hoo Common for their activities were considered by members.**

This was discussed and it was agreed that the Recreation Ground was a public open space and therefore it would not be appropriate for such regular activities to take place on the Common.

**Action: Clerk to respond to request.**

### 9. Ward Councillors Report.

Ward Councillor Roy Freshwater gave his report to the meeting.

He handed out a paper to all members regarding proposed development in Hoo.

He spoke regarding the public meeting held in the parish to discuss development in Hoo. He stated that to date over 600 objections had been submitted to Medway Council regarding the BAE Site. He confirmed that the next public meeting would take place on 27<sup>th</sup> September 2017.

He reported that there were concerns regarding the redevelopment of Chattenden and spoke regarding the Four Elms Hill Air Quality Management Area.

### 10. Police Report.

Cllr Gatfield reported that PCSO Chris Price had informed her that he was no longer the PCSO for the Peninsula, and the new PCSO was Sean Alderton.

She stated that the police had failed to attend the PACT meeting and this had been reported to the police.

The Chairman stated that he had reported the missing signs at Pottery Road Recreation Ground to the police and he understood the reluctance of residents to report crimes to the police due to the length of time it had taken to get through to them.

Cllr Williams stated that he had spoken with MP Kelly Tolhurst and she had written to the Police Constable and the Police and Crime Commissioner regarding the lack of policing on the Peninsula. This was discussed and it was agreed that the Clerk would also write to the police regarding the lack of policing of the area.

**Action: Clerk to action.**

Cllr Chambers reported that she had reported a missing inspection cover on a lamp post to Medway Council but they had not taken action to rectify this.

Cllr Williams stated that he had received a letter from a resident raising concerns about the speed of the traffic using Vicarage Lane and asking for the Parish Councils support in writing a letter to Medway Council to request that the speed limit was reduced to 30mph.

This was agreed by members.

**Action: Clerk to action.**

### 11. Public Question Time.

A resident attended the meeting to ask about the reinstatement of the footpath adjacent to the allotments.

Cllr Tildesley stated that the Parish Council was in the process of seeking quotations for the work and this would be considered at the next meeting of the Parish Council.

The resident stated that there was a problem with footballs coming over the allotment fence from the neighbouring field.

Cllr Perfect stated that at present there was no football teams using the pitches until next year and therefore this should no longer be a problem.

She spoke regarding the water supply from the allotments and stated that this would be connected in the near future.

## **12. Finance and General Purposes Meeting.**

The minutes from the Finance and General Purposes Meeting held in August 2017 were circulated to all present with recommendations regarding the Stoke Road Public Convenience and the Village Hall.

### **1. Stoke Road Public Conveniences.**

*The Clerk reported that Medway Council had now agreed to fund the Public Conveniences in Stoke Road for a further period of two, after which they would review these to decide whether to close them. Members of the F&GP Committee were reminded that Medway Council had offered to lease the toilets to the PC and the Clerk circulated the estimated annual running and maintenance costs.*

*Cllr Sands stated that he did not wish to see the toilets closed as they were well used within the parish. Cllrs Savage and Perfect agreed with this view.*

*Cllr Sands suggested that the Parish Council considered increasing its precept in order to raise the funds to take over the maintenance of the Public Conveniences when Medway Council withdrew their funding of these.*

*This was discussed by members of the F&GP Committee and it was agreed that they would put a recommendation to the next meeting to incorporate an allocation of £20,000 in the budget to finance the cost of running the Public Conveniences*

***Action: Recommendation of F&GP Committee to increase Precept to enable the future funding of the Public Conveniences within the parish.***

Cllr Rees asked about the recommendations regarding the Public Conveniences and asked if the Parish Council was satisfied that the toilets were needed by members of the public.

She stated that she wished to establish if there were a need for the Public Conveniences. She also raised concerns that the toilets were in a poor condition and she suggested that before the PC considered this further, there would need to be an undertaking from Medway Council to pass them over to the Parish Council in a good state of repair. She also stated that the PC should consider other options before making any firm decisions.

This was discussed and Cllr Tildesley suggested undertaking a survey to establish the use of the Conveniences.

Cllr Pearce stated that he was in support of increasing the parish precept to finance these as it would be for the benefit of residents. He spoke regarding the current precept and the charge for each household for a year and the implications of raising this by £20000 a year.

Following further discussions, it was agreed that members would liaise with local residents to establish the use of the Public Conveniences via the Village Voices and Facebook.

## **2. Village Hall Feasibility Study.**

*Cllr Tildesley spoke regarding the Village Hall Committee and the small Working Party that had been set up to look at the funding options for the new Village Hall.*

*He stated that before funding applications could be submitted, a Feasibility Study needs to be undertaken to prove that there was a need for a new Village Hall. He informed members that the cost of the Feasibility Study was £3294 plus vat.*

*A discussion took place regarding the new village hall and the possible funding of this from Section 106 allocations.*

*Cllr Tildesley stated that in the first instance a Feasibility Study needed to be undertaken in order to progress potential funding for the new Hall. This was discussed further and it was agreed that there was a need to progress this to ascertain whether funding options were available.*

*Cllr Perfect suggested that the Parish Council may consider funding the Feasibility Study. This was discussed and members of the F&GP Committee agreed with this suggestion as they felt that it would assist in progressing a way forward for the village hall.*

*It was therefore agreed that the recommendation of the F&GP Committee would be for the Parish Council to consider funding the Feasibility Study at a cost of £3294 inc Vat.*

***Action: Recommendation of F&GP Committee – PC to consider funding new Village Hall Feasibility Study.***

The Chairman referred to the report circulated to members regarding the recommendation of the Parish Council financing the Feasibility Study for the Hall in order to progress this further.

This was discussed and it was agreed that the Parish Council would finance the feasibility Study at a cost of £3294 including vat.

***Action: Clerk and Chairman to progress.***

The Chairman stated that the Item regarding the Parish Wardens duties would be discussed as a Confidential Item.

***The meeting was adjourned at 8.35pm for refreshments.***

***The meeting was reconvened at 8.50pm.***

## **13. Community Payback Scheme.**

It was agreed that this item would be discussed as a Confidential Item.

## **14. CCTV Camera System for Recreation Grounds**

Cllr Pearce circulated a report to all members proposing that the PC considered having CCTV installed at the Recreation Grounds.

Cllr Tildesley stated that the old CCTV camera was still at Pottery Road Recreation Ground from when it had been vandalised.

Cllr Sands raised concerns about the vandalism taking place at the Recreation Grounds, he stated that he had looked into this and CCTV Camera systems were not successful in open spaces.

Cllr Perfect stated that she thought that it was a good idea for when the new village hall was built, but not at the present hall.

This was discussed further and it was agreed that Cllr Pearce should look into CCTV Systems, undertake a feasibility study and report back to a future meeting.

**Action: Cllr Pearce to action.**

#### **15. Recreation Grounds.**

Cllr Pearce reported that the sign for vehicle access at Kingshill Rec had now been prepared. The design was approved by members.

He asked for members approval to distribute a letter to residents in the area to prevent parking in the access to the Recreation Ground.

Members agreed that the signs should be displayed in the first instance and this should be followed up by a letter if they were not successful.

**Action: Cllr Pearce to progress.**

Cllr Pearce reported that the Dog Bag Dispenser at Kingshill Rec had been well used and he asked members to approve the purchase of the dispensers for Hoo Common and Pottery Road Recreation Grounds.

The Chairman expressed his reservations at supplying a dog bag dispenser at Pottery Road Recreation Ground due to the vandalism problems.

Cllr Savage stated that she supported the proposal as she felt that they would be a success.

This was discussed and members voted 8 to 2 in favour of having additional dog bag dispensers and approved a budget of up to £500 for the purchase these.

Cllr Pearce stated that he would install the dispensers on behalf of the Parish Council.

Members also agreed to purchase a new bin for Hoo Common to replace the vandalised one.

**Action: Clerk to progress.**

Cllr Williams reported that he and the Chairman had met with Tarmac to seek a quotation for the tarmacing at Kingshill and the paths at Pottery Road Recs and a quotation was awaited.

Cllr Pearce circulated a Border Plan for the Recreation Grounds to all members for their consideration. The Chairman asked Cllr Pearce to submit a report for members to consider at the next meeting.

**Action: Clerk to place item on next agenda.**

#### **16. Parish Website.**

The Clerk reported that this was being progressed.

**Action: Cllr Pearce and Clerk to action.**

**17. Land for use as a Burial-Ground.**

Cllr Rees circulated a report on the progress of the burial ground to all members. She stated that the land had been sprayed and the ground now needed to be turned over.

She stated that the preliminary work needed to be undertaken before the land could be passed over to the Church.

The Chairman thanked Cllr Rees for her work on this project.

**18. Planning Matters.****APPLICATIONS RECEIVED**

- |            |  |
|------------|--|
| MC/17/2541 | 51 BELLS LANE, HOO ST WERBURGH, ROCHESTER, ME3 9HU<br>Construction of single storey extension to side and rear - removal of rear conservatory.   |
| MC/17/2450 | 20 THE FIELDS, HOO ST WERBURGH, ROCHESTER, ME3 9FW<br>Conversion of garage into play room.   |
| MC/17/2774 | LAND EAST OF BELLS LANE HOO ST WERBURGH KENT<br>Construction of a single storey pavilion building with associated disabled parking and access.<br><b><i>Cllr Sands stated that the Planning Committee had concerns about carparking at the site and stated that there was a worry that this would lead to additional off-street parking.</i></b><br><b><i>It was agreed that Cllr Sands would make comments in this application.</i></b> |
| MC/17/2750 | 47 GRANDSIRE GARDENS, HOO ST WERBURGH, ROCHESTER, ME3 9LH<br>Construction of a single storey side/rear extension to facilitate garage.   |
| MC/17/2528 | 78 WYLIE ROAD, HOO ST WERBURGH, ROCHESTER, ME3 9EG<br>Retrospective application for construction of a single storey front extension incorporating porch, canopy, and bay window together with a two-storey rear extension with pitched roof.   |
| MC/17/2760 | 191 BELLS LANE, HOO ST WERBURGH, ROCHESTER, ME3 9JA<br>Construction of a dormer window to rear and installation of roof lights to front to provide additional living accommodation within roof space and construction of a single storey rear extension.   |
| MC/17/2684 | BRITISH RED CROSS SOCIETY, 9 STOKE ROAD, HOO ST WERBURGH, ROCHESTER<br>Demolition of the existing site buildings and construction of a pair of 3 bedroomed semi-detached houses with associated off-street car parking, rear amenity space and bin storage.  |



- MC/17/2661 50 BROADWOOD ROAD, CHATTENDEN, ROCHESTER, ME3 8LX  
Construction of single storey extensions to front and rear incorporating hip roof extension and alteration to existing roof to form hip end together with pitched roof dormers to front, side and rear to facilitate further living accommodation in the roof space; Juliette balcony to rear; window at roof level to side and bay window to front - demolition of conservatory to rear.
- MC/17/2895 LAND ADJ TO POST OFFICE, MAIN ROAD, HOO ST WERBURGH, ROCHESTER  
Variation of condition 2 to allow a minor material amendment to planning permission MC/14/0501 to replace hipped roof with gable end roof from front to rear of building and remove attic room.
- MC/17/3000 OLD GEORGE COURT, MAIN ROAD, CHATTENDEN, ROCHESTER, ME3 8EF  
Construction of three storey extension to facilitate 3 additional flats.
- MC/17/1508 LAND ADJACENT 163 MAIN ROAD, HOO ST WERBURGH, ROCHESTER, ME3 9EY  
Construction of a single storey detached property to facilitate 6x assisted living units.  
***Cllr Sands spoke regarding this application and stated that he had concerns about this being located opposite a school. He stated that the application also referred to an ambulance being parked in the lay by.***  
***This was discussed and it was agreed that representation should be made to Medway Councillor regarding this application.***  
***Action: Cllr Sands to progress.***

Cllr Sands informed members that to date there had been 620 objections raised to the BAE Site proposals.

He spoke regarding the application and raised concerns that there had been so many changes to the application that now there was a completely different application to the one originally submitted to Medway Council.

Cllr Sands reported that an application for 68 units for the Arethusa field had led to concerns being raised by Natural England due to the potential loss of amenity land.

## **19. Financial Statement.**

The Financial Statement was circulated to all members.

The financial statement was then proposed by Cllr Savage, seconded by Cllr Perfect, and agreed by all present.

The approved cheques were then signed by two authorised signatories.

The Clerk informed members that the current balances in the Parish Council bank account exceeded the Financial Services Compensation Scheme and therefore she advised members to consider opening an additional bank account and to transfer an amount over to this to ensure that the balances fell within the scheme.

It was agreed by members to open an HSBC Bank Account and the following Councillors were nominated to be signatories on the new bank account:

Cllrs Tildesley, Williams, Chambers, Savage, Pearce and Perfect.

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

**Action: Clerk to action.**

**20. Lionel and Elsie Memorial Fund.**

The Chairman reported that the bench had now been installed within the Church Yard and the project had been completed.

**21. Allotments.**

Cllr Perfect reported on the allotments.

Cllr Pearce asked members to consider the purchase of two Bee Hotels for the allotments at a cost of £15 each. It was agreed that Cllr Perfect would seek the views of allotment holders before this was progressed.

**22. Urgent Items.**

No matters were raised.

**23. Date of next meeting.**

5<sup>th</sup> October 2017.

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

Signed.....

Chairman

Dated.....

**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> September 2017 at 7.30pm.**

**Confidential Item**

**Wardens duties and hours.**

The Chairman spoke regarding the Parish Wardens duties and stated that his current working hours were 32 a week. He suggested increasing this to 40 hours a week.

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

Cllr Williams stated that he was in the process of obtaining a quotation for the purchase of a Pole cutter for the Warden. He stated that when this had been purchase the Warden would have to attend a training course. This was agreed by members (Savage/Gatfield).

**Community Payback Scheme.**

Cllr Pearce spoke regarding his proposal regarding the Community Payback Scheme.

The Chairman stated that he felt that the Community Payback workers would take away work from the Parish Warden.

This was discussed and it was agreed that this would be deferred to the next meeting when further information was available.

***The Chairman closed the meeting at 9.45pm***