

**Hoo St Werburgh Parish Council**  
**Minutes from the Environmental Committee Meeting**  
**Held in Pottery Road Village Hall on 27<sup>th</sup> February 2020 at 2.00pm**

***Councillors Present: Tildesley  
Rees  
Chambers  
Fray  
Pearce  
Perfect  
Winstanley***  
***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. New play equipment.

The Clerk reported that Medway Council had agreed the items of play equipment selected by the Parish Council. She stated that she would now contact the supplier to progress this.

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

b. Bins for Recreation Grounds

It was agreed that the Clerk would place an order for the new bins and seek quotations to have them installed.

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

c. Tree Maintenance.

The Chairman stated that the tree maintenance report and quotation undertaken by Medway Norse had been received for Kingshill Recreation Ground, this was circulated to all members.

He spoke regarding the planning application for Hillcrest and stated that should the application be approved by Medway Council there would be a sum of £23000 allocated for tree management and he suggested giving the contract to Medway Norse as they were likely to be the contractor to undertake any tree maintenance at the site and the two areas could be combined.

Cllr Pearce spoke regarding the Section 106 Agreements associated with Hillcrest.

The tree maintenance was discussed by members and it was agreed that alternative quotations would be sought for the work.

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

d. Floodlights.

The Clerk confirmed that authority had been given by full council to seek quotations for the reinstatement of the flood lights at Pottery Road Recreation Ground.

This was discussed and it was agreed that there was a need for a formal agreement to be drawn up between the PC and the VHM as the floodlights would need to be connected to the village halls electricity supply.

It was a Cllr Pearce would draw up a specification to seek quotations for the reinstatement of the floodlights.

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

e. Signage for Recreation Grounds.

Cllr Pearce confirmed that the signage for the Recreation Grounds had been ordered and quotations would now be sought for the installation of these.

**Action: Cllr Pearce/Clerk to progress.**

**4. Parish Allotments.**

Review of Allotment Tenancy Agreement

The Clerk circulated that Tenancy Agreement to all members.

It was agreed that this should be amended to ensure that it covered the use of weed killer, alcohol and drugs and no roosters or cockerels.

**Action: Clerk to amend Tenancy Agreement and circulate to all members.**

A discussion took place regarding the fencing of the Allotments and the need for the chain link fencing to be removed from the inside of the perimeter fence.

It was agreed that the Clerk would arrange for quotations to be sought.

**Action: Clerk to Action.**

The Chairman spoke regarding the flooding of the allotments in December and stated that this was due to the culvert being blocked, this was cleared by Medway Council.

He stated that the flooding had caused damage to the Brook and it had been agreed at the PC would ask Unique Landscapes to give a quotation to have the damaged area reinstated, the PC was awaiting the quotation.

Members discussed the footpath in the allotments, and it was agreed that a new pathway should be installed. The type of materials for the footpath were discussed and it was agreed that this should be in-keeping with the allotment environment.

It was agreed that a specification would be drafted for the allotment footpath.

It was further agreed that an additional standpipe for the far end of the Allotments would be included in the specification.

**Action: Recommendation to Full Council for authority to seek quotations for the installation of a new footpath at the allotments.**

**5. Burial Ground.**

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

**Update Report on Burial Ground 27 February 2020**

**1. Introduction**

*An Environmental Meeting has not been held for almost three months and the Reports for September and November 2019 are attached for reference purposes. Apologies for the length of this Report and the number of attachments.*

**2. Grass Cutting in 2019**

*The Burial Ground grass is at an acceptable standard after the 2019 cuts with one cut remaining of the 2019 contract due shortly – this will maintain that standard ready for the*

2020 contract. The February cut will be funded from the S.106 fund for the Burial Ground. The 2020 Contract is a part of the Hoo PC Burial Ground budget for 2020. The Specification for 2020 has been revised as there are sufficient funds for more cuts. 7 firms were invited to quote for 2020 and 3 quotes received.

**RECOMMENDATION: Accept quote from 2. on Schedule at APPX B from Tony Palmer Garden Services.**

***This was discussed and the recommendation was supported by the Environment Committee.***

3. **Saplings**

Another batch of 420 free saplings to be ordered in March 2020 for November delivery and planting. This is the last batch required and will provide a double row on all boundaries.

4. **Gate**

Following installation of the dropped kerb a gate is required to allow access this season for maintenance equipment. Although the Church PCC is holding £600 towards the gates it is understood that without a Priest in Charge there is insufficient time to choose one. Fortunately, Cllr Perfect has offered a spare 10' wide metal gate.

**RECOMMENDATION that the Hoo PC borrow this gate until the PCC takes over the Burial Ground in 2-5 years. (Jackson can supply a gate fitting pack inc wooden posts for £165 and this cost is included in the S.106 Budget).**

***This was discussed and the recommendation was supported by the Environment Committee.***

5. **Temporary use of Burial Ground pending handover to Church PCC in 2-5 years**

(i) **School Project**

The September and November 2019 Reports provided information on the suggestion that the Marlborough School have temporary use of part of the north section of the Burial Ground for gardening purposes for the children with Special Educational Needs. The school is enthusiastic about the project. If water/fences are not provided the Primary School may use it instead.

**RECOMMENDATION: That the Hoo PC grant the School (Marlborough or Primary depending on facilities provided) a temporary Licence to use part of the Burial Ground for a School Gardening Project**

***This was discussed and the recommendation was supported by the Environment Committee.***

(ii) **Temporary Use of Remainder**

More than half of the site will be unused for the next 2-5 years when the Church PCC has indicated that it will be ready to take over the site for a Burial Ground. **Suggestions are invited for a temporary use for the southern part of the site.** If funding is required for paths, benches etc then S.106 funding could be sought because although such funding is not available for Burial Grounds it can be argued that this is not a Burial Ground until it is taken over by the Church PCC and consecrated.

## 6. Water Supply

*If a water supply is not installed, then water will have to be transported to site. Quotes have been sought. Southern Water has to supply the mains to the site boundary and a suitably qualified plumber is permitted to link the site to the Southern Water mains supply working to the specification supplied by Southern Water.*

**RECOMMENDATION: That Hoo PC agree to install a water supply and accept the quote from Southern Water for £1061.**

*((To be funded from Balance of S.106 of £281 and the remainder from the Parish Council Burial Ground budget for 2020))*

***This was discussed and was agreed that the PC would establish if the water supply could be connected up to the site boundary at this stage and remain capped off.***

## 7. Planning Consent for temporary fence

*It is not clear from information on the planning website whether or not planning consent is required (a) for a temporary use by the school and (b) for the temporary mesh fence for the security of the Special Educational Needs children at the Marlborough Centre.*

*Pre-Application Advice must be sought with a face to face meeting costing £272. (Written advice will be £380). We might be able to halve this cost because we are a Parish Council. . **It was agreed that this would not be progressed at this stage.***

## 8. Variation of Restrictive Covenant.

*When the land for the Burial Ground was transferred by the Brice Trustees to Hoo PC in 2003 a covenant was imposed restricting the use of the land to a Burial Ground. If the School Gardening Project proceeds, then formal consent is required from the Brice Trustees to a temporary variation of the restrictive covenant. Informal consent has been given but this needs to be confirmed in a formal letter from the Brice Trustees.*

**RECOMMENDATION: That Hoo PC make the appropriate arrangements for obtaining a formal letter consenting to a temporary variation of the covenant restricting the land to a Burial Ground.**

This report was noted by members and agreed by members.

## 6. Other Projects.

### Village Planters

Cllr Pearce reported that the PC had now been given the authority to site the planters in the Village Centre by Medway Council.

It was agreed that tenders would now be sought for the planters and the installation of these.

**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 until the issues over the Section 106 money spent on the new infants play areas had been resolved.

## 7. Any Other Business.

Members discussed the planning application for Hillcrest and the need for the PC to submit its wishes for Section 106 Funding from this development. He stated that this had been drafted by Cllr Williams to be submitted to Medway Council.

This was discussed and it was agreed that this should be circulated to the Planning Committee for comments before being submitted to MC.

**Action: Clerk to circulate to Planning Committee.**

Deangate – it was reported that the lights at Deangate were being left on all day and night. Cllr Fray stated that she had discussed this with the site security who had confirmed this. She stated that Dave Harris had confirmed that the lights should only be on from 6am to 6pm and he was arranging for enforcement action to be taken regarding this matter.

Cllr Winstanley reported that the British Horse Society had reported that the Bridleway at the bottom of the Goathams development was too narrow and should measure two metres. She stated that a site meeting with Adam Taylor from MC was due to take place to discuss this as it needed to be widened. It was agreed that the Clerk would liaise with Adam Taylor regarding this matter.

**Action: Clerk to progress.**

***The meeting was closed at 16.05pm***

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**Summary of Recommendations**

**Allotments**

*Recommendation to Full Council for authority to seek quotations for the installation of a new footpath at the allotments.*

**Burial Ground**

*RECOMMENDATION: Accept quote from 2. on Schedule at APPX B from Tony Palmer Garden Services.*

*RECOMMENDATION that the Hoo PC borrow this gate until the PCC takes over the Burial Ground in 2-5 years. (Jackson can supply a gate fitting pack inc wooden posts for £165 and this cost is included in the S.106 Budget).*

*RECOMMENDATION: That the Hoo PC grant the School (Marlborough or Primary depending on facilities provided) a temporary Licence to use part of the Burial Ground for a School Gardening Project*

*RECOMMENDATION: That Hoo PC agree to install a water supply and accept the quote from Southern Water for £1061. (subject to this being discussed with Southern Water to ascertain whether it is possible)*

*RECOMMENDATION: That Hoo PC make the appropriate arrangements for obtaining a formal letter consenting to a temporary variation of the covenant restricting the land to a Burial Ground.*