

**The Minutes of the Meeting of Hoo Saint Werburgh Parish Council**  
**Held in the Village Hall, Pottery Road, Hoo on Thursday 3<sup>rd</sup> January 2019 at 7.30pm.**

***Councillors present: Andrews  
Chambers  
Counsell  
Fray  
Hipsey  
Pearce  
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 Cllrs Gatfield, Pratt and Perfect and Medway 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 Andrews and agreed by all present.

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

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

Cllr Sands spoke regarding a response from Medway Council to the PC request to hold a referendum. He stated that the response was unsatisfactory. The Clerk read out the letter from Medway Council to all present.

Cllr Sands stated that he felt that the Parish should have the opportunity to decide whether it wished to be a town or a village. He stated that the rights of the people had not been listened to.

Cllr Williams said that the referendum was a protest and stated that this should be pursued with Medway Council.

Cllr Sands suggested that a petition was started to push for a referendum. This was agreed by all present and Cllr Sands stated that he would progress this.

Cllr Shepperd thanked all members for their kind wishes and support whilst she was unwell.

The Chairman stated that trees had been planted at Kingshill Recreation Ground without the permission of the Parish Council.

He introduced the Principal Contracts Officer from Norse, Ian Brooster, who had attended the meeting to speak regarding this.

Mr Brooster stated that the work had been undertaken at Kingshill and there had been no intention not to inform the Parish Council and he apologised for this.

He stated that it was a Medway Council initiative from the idea of Medway Councillor Andy Stamp. Two areas in Medway had been looked at, one being Kingshill, the trees had been supplied by the Woodland Trust and they had been planted by volunteers.

He stated that they had planned to plant 230 trees but had been stopped and therefore only 140 trees had been planted, he explained the location of the these.

Cllr Tildesley asked members for their views and whether they wanted to leave the trees or have them removed.

Cllr Fray stated that her concern was the cavalier attitude of the people planting the trees and the loss of recreational space. When fully grown the trees would be large and take up a lot of space. She suggested that the trees could be replanted in a different location at the Recreation Ground.

Cllr Tildesley spoke regarding the Parish Councils Recreation Grounds and suggested that Norse were asked to draw up a Maintenance Plan for these in the future as this was something that they were able to do.

Cllr Pearce stated that there was a need for more trees to be planted at the burial ground and suggested that some could be removed and planted there.

Cllr Rees spoke regarding the Maintenance Plan for the trees at the Burial Ground.

It was agreed that should there be future tree projects that they would be welcome to consider the Burial Ground.

A proposal was made to thin the trees and replant some elsewhere, leave some in place and thicken the border.

Mr Brooster suggested that the width of the planted trees be reduced in width and chestnut fencing placed in front of them and other trees planted along the other boundary of the Recreation Ground. He confirmed that Norse would action this.

This suggestion was discussed and agreed by all present.

The Chairman thanked Mr Brooster for attending the meeting.

##### **5. Public Question Time.**

A resident attended the meeting to inform members of incidents of theft, break-ins and vandalism around the Parish.

The Chairman stated that the Clerk had written to the police, but the response had not been satisfactory.

Cllr Savage spoke regarding the PACT meetings in the village and suggested that all councillors should attend these and raise concerns regarding the policing of the parish.

A discussion took place regarding the PACT meetings that were attended by the police, and whether these were open to all Councillors or public meetings. It was agreed that the Clerk would establish the status of the meetings and report back to the next PC meeting.

**Action: Clerk to action.**

A resident raised concerns regarding rats at the Recreation Ground, she asked if the old play area could be strimmed as this would stop the issues with rats.

The Chairman stated that he would ask the Warden to action this.

He stated that there was a need for a Maintenance Plan to be drawn up for all the Recreation Grounds, and he asked the Clerk to place this as an item for the next Environment Committee Meeting.

**Action: Clerk to progress.**

#### 6. **Urgent Matters.**

Cllr Fray spoke regarding the burglaries in the parish and informed the meeting that a resident was trying to set up a Neighbourhood Watch Group. She stated that he was currently in contact with the police to register this and he would then be arranging a Public Meeting.

She asked if the Parish Council would be willing to finance the cost of the hall hire for the Public Meeting.

The Clerk advised that a grant form should be submitted to the Parish Council and it would then be determined by members at a meeting.

#### 7. **Chairman's Report.**

The Chairman gave his report to the meeting.

He reported that there was a large tree with a broken branch at Pottery Road Recreation Ground. He stated that he had met with the Tree Surgeon who had removed the branch and it was currently in the carpark waiting to be chipped. He stated that a quotation was being sought for the work on the trees.

#### **New Play Area**

The Chairman reported that a Post Inspection of the play area had been undertaken and a number of issues had been raised. Safeplay had been informed and they were due to undertake the remedial work. He confirmed that to date no money had been paid to the contractor.

#### **Children's Play Area**

The Chairman reported that the gate to the children's play area was damaged and a quotation had been received for the repairs at a cost of £200 plus vat.

It was agreed that the repairs should be undertaken. (Williams/Hipsey).

**Action: Clerk to accept quotation.**

**8. Clerks Report.**

The Clerks Report was noted and accepted by members.

**Fun Fair**

Members approved the request to bring the Family Fun Fair to Hoo during the summer.

***Action: Clerk to respond to correspondence.***

**9. Ward Councillors Report.**

Ward Councillor Roy Freshwater gave his apologies to the meeting.

**10. Police Matters.**

No further matters were raised.

**11. Monthly Financial Statement.**

The Financial Statement was circulated to all members.

The Clerk asked for authority to add one more cheque to the financial statement as follows:  
Cheque 021 - £30.00 payable to Hoo PCC for NHP Meeting.

This was proposed by Cllr Williams, seconded by Cllr Counsell, and agreed by all present.  
The approved cheques were then signed by two authorised signatories.

**12. Finance Audit and General Purposes Committee:**

No matters were reported.

**13. Parish Council Policies.**

The Clerk informed members that new Standing Orders had now been published by NALC and these would be circulated for consideration at the next meeting.

***The meeting was adjourned at 8.39pm for refreshments.***

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

**14. Environmental Committee:**

a. To consider the minutes from the recent meeting.

***Minutes from the Environmental Committee Meeting  
Held in Pottery Road Village Hall on 10<sup>th</sup> December 2018 at 2.30pm***

***Councillors Present: Tildesley  
Rees  
Chambers***

***Also, Present: Parish Clerk.***

**1. Apologies.**

*Apologies were received from Cllrs Perfect, Pratt, Fray, Pearce and Williams.*

## 2. Declaration of Interests.

No interests were declared.

## 3. Recreation Grounds.

### Infants Play Area.

The Chairman stated that all equipment has now been installed and grass seed has been planted, however this had not taken, the signs were also still to be installed.

It was agreed that the post installation inspection would be arranged before the work was signed off.

**Action: Clerk to Action.**

It was suggested that an official opening of the new play area should be arranged to take place in late April as this would positively promote the Parish Council. It was therefore agreed that this would be put to Full Council for discussion.

**Action: Suggestion to be put to Full Council.**

### New Village Hall.

The Chairman spoke regarding the progress of the new village hall preliminary work.

He stated that he and the Vice-Chairman had met with Goathams who had offered to project manage this until planning permission had been granted.

This was discussed by members and it was agreed that this project should be more transparent as at present some members were unaware of the progress or discussions taking place with developers outside of PC meetings.

It was therefore agreed that a further meeting should not be progressed at this current time, a Planning Committee meeting should be arranged to discuss this project in details and a programme of work should be drafted to enable all members to have a clear understanding of the project, the work involved and to consider options for a way forward. It was agreed that a small group of councillors should form a Sub-Committee to enable the project to be progressed, subject to all financial decisions being agreed by the full council.

It was agreed that this would be put forward as a recommendation to the next full Parish Council meeting.

**Action: Recommendation to be put to Full Council.**

### Parish Council compound.

It was agreed that this project could not be progressed until planning permission had been sought.

## 4. Parish Allotments.

The Chairman stated that the rent increases approved at the last PC meeting would be implemented from Sept 2019.

He spoke regarding the standpipes and it was agreed that this project would be undertaken in consultation with allotment holders. It was agreed that a site meeting would be arranged with the Allotments Committee to discuss the project and the suggested locations for the standpipes. A specification would then be drawn up and quotations would be sought for the project.

**Action: Site Meeting to be arranged at the allotments.**

The Chairman suggested that future projects for the allotments could include a plot for the disabled and further allotment provisions in the parish.

**5. Burial Ground.**

*Cllr Rees reported on the progress of the Burial Ground. She confirmed that there was still a plan to hand the burial ground over to the church in the Spring of 2019.*

*She spoke regarding the outstanding work and gave a progress reported to all present.*

*She stated that the plans had now been prepared for the Vehicle Crossover at the southern boundary and this would be submitted in the new year.*

*She thanked the Parish Warden for the work he had carried out on the burial ground.*

**6. Other Projects.**

*Village Planters – The Chairman stated that the locations for the planters had to be agreed before the project was progressed.*

*Safe Crossing of Bells Lane – The Clerk stated that she had formally submitted a request to Medway Council for the Safe Crossing of Bells Lane.*

**7. Date of next meeting.**

*It was agreed that the next Environment Committee Meeting would take place on either the 14<sup>th</sup>, 21<sup>st</sup> or 28<sup>th</sup> February, the date would be agreed at the next Full Council Meeting.*

**8. Any Other Business.**

*Cllr Chambers raised concerns regarding the fly posters on lamp posts in the village.*

*The Clerk stated that she would liaise with Medway Council regarding these.*

**Action: Clerk to liaise with Medway Council.**

***The meeting was closed at 16.10pm.***

**b. To consider recommendations from the Environmental Committee.****1. New Play Area**

*To agree if an official opening of the new play area should be progress and if so when?*

The Chairman asked members to agree a date for the Official Opening of the New Children's Play Area. This was discussed and it was agreed that this would be held on Friday 24<sup>th</sup> May 2019 at 3.30pm. It was also agreed that this would be officially opened by long serving Parish Councillors, Dorothy Counsell and Richard Andrews. (Savage/Fray).

**2. New Village Hall Project**

*To consider the recommendation to set up a Subcommittee of up to six members (including the Chair and Vice) to progress with the new Village Hall Project.*

*The Subcommittee would be given delegated powers to act on behalf of the PC, excluding financial decisions which would be subject to agreement by full council.*

*If agreed, Terms of Reference would have to be drawn up outlining the responsibilities of the Sub Committee.*

The recommendation was discussed by members and it was agreed that the PC would set up a Project Committee to take this forward. This was proposed by Cllr Rees, seconded by Cllr Chambers and agreed by all present.

The Chairman asked any members who wished to be on this Committee to put their name forward to the Clerk.

### 3. Allotments

*To agree the recommendation to arrange a site meeting with the allotment reps from the PC to discuss the locations for the standpipes and agree a specification. This will then allow quotations to be sought for the work.*

Agreed Proposed by Cllr Savage, seconded by Cllr Fray and agreed by all present.

### 4. Village Planters

*Environment Committee to agree locations for the planters in order to seek approval from Full Council.*

It was agreed that this item would be progressed by the Environment Committee.

### c. To consider other Environmental matters within the Parish.

No matters were raised.

## 15. Planning Committee:

### a. To consider planning applications received.

- MC/18/3546    Chattenden Farm, Lodge Hill Lane, Chattenden, Rochester, Kent  
Construction of a single storey detached storage building on a concrete base within the garden and to the North East of the house (Amendments to previously approved scheme MC/18/1747).
- MC/18/3542    47 Pankhurst Road, Hoo St Werburgh, Rochester, Medway, ME3 9DG  
Conversion and alteration to garage to form an annexe.
- MC/18/3626    28 Miskin Road, Hoo St Werburgh, Rochester, Kent, ME3 9EB  
Construction of a part single part 2 storey front and side extension incorporating integral garage with dormer to front and roof light to rear together with a part single part 2 storey rear extension - Demolition of existing rear projections.
- MC/18/3616    6 Rivenhall Way, Hoo St Werburgh, Rochester, Medway, ME3 9FH  
Construction of a two storey extension to side, conversion of existing ground floor store into a utility room; roof light to rear and the creation of a second car parking space.
- MC/18/3542    47 Pankhurst Road, Hoo St Werburgh, Rochester, Medway, ME3 9DG  
Conversion and alteration to garage to form an annexe.

MC/18/3665 46 Tenor Drive, Hoo St Werburgh, Rochester, Medway, ME3 9LP  
Construction of a two storey side/rear extension.

**b. To consider other Planning Matters.**

CLlr Sands spoke regarding the Stoke Road development and stated that there were issues with parking as vehicles were parking outside of the site, he stated that the footpath was impassable.

He also raised concerns about flagpoles being erected at development sites and he asked the Clerk to liaise with Medway Council to ensure that these were part of the planning approval.

**Action: Clerk to action.**

Concerns were raised regarding the Bridleway at Stoke Road, RS262.

The Clerk was asked to write to Medway Council to ensure that this remained open following the completion of the development.

**Action: Clerk to action.**

**16. Urgent Items.**

No matters were raised.

**17. Date of next meeting.**

7<sup>th</sup> February 2019.

***There being no further business to discuss, the Chairman closed the meeting to the press and public at 9.15pm.***

Signed.....

Chairman

Dated.....