

**The Minutes of the Meeting of Hoo Saint Werburgh Parish Council**  
**Held in the Village Hall, Pottery Road, Hoo on Thursday 6<sup>th</sup> April 2017 at 7.30pm.**

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

***Also: Parish Clerk and members of the public.***

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

**1. Apologies.**

Apologies were received From Cllrs Hipsey and Perfect and 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 Counsell 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.**

There were no matters arising.

**5. Urgent Matters.**

No urgent matters were raised.

**6. Chairman's Report.**

The Chairman reported on the recent Rural Liaison meeting that he had attended and he spoke regarding the changes to the policing of the Peninsula. He stated that there would be an increase of PCSOs in Medway, but this would not be reflected in Hoo.

He gave an update on the Medway Local Plan and informed members that the Appeal for development at Capstone Valley had been approved.

**7. Clerks Report.**

The Clerks Report was noted and accepted by members.

**1. Invoice from Medway Council for 2015 Elections.**

The Parish Council has received an invoice from Medway Council for the contested PC Election in 2015. This is for £6951.40.

The election for one Ward was contested. I am currently seeking a breakdown of costs associated with this invoice and will report back to next month's meeting, however we were aware that Parishes would have to meet the costs of contested elections and have made provision for this over the years.

Our reserves for elections stands at £15500

***Action: Clerk to place item on next Financial Statement for payment.***

**8. Ward Councillors Report.**

Apologies were received from Ward Councillor Roy Freshwater.

**9. Police Report.**

Cllr Gatfield reported on police matters.

She reported that off road bikes were a problem in the area and stated that any incidents should be reported to 101.

She stated that the police were aware of a drugs problem around the Peninsula and any sightings should also be reported to the police.

Cllr Gatfield informed members that the Medway Community Warden was now covering extended areas in Medway and the next Police Liaison meeting would take place on 16<sup>th</sup> May 2017.

**10. Public Question Time.**

A resident attended the meeting regarding her request the reinstatement of the no parking signs at the entrance of the Pottery Road Recreation Ground access road.

The Chairman stated that following the previous meeting, he had now inspected the site and stated that the Land Registry Search had confirmed that the Parish Council owned the land.

He informed members that this had also been discussed with the resident and he had explained that the Parish Council needed to ensure that Parish Funds were used for the benefit of the community. He stated that the resident had offered to finance the installation of bollards along the access road.

This was discussed and the Chairman suggested that the Parish Council look into the cost of having bollards installed to prevent parking in this area.

Cllr Rees stated that she had reservations regarding this and suggested that the access road could be used as a drop off point for the primary school. She stated that there were no rights for the use of the land.

This was discussed by members and the resident raised concerns regarding this suggested use. Cllr Rees stated that all possible options did need to be considered.

Cllr Pearce stated that he supported the suggestion of having bollards along the access road. Cllr Sands stated that preventing parking in this area would increase parking in other areas.

The Chairman suggested that this item was referred to the Finance and General Purposes Committee for further consideration and suggested a site meeting of Committee Members was convened to discuss and consider the options. This was agreed by members.

**Action: Item referred to Finance and General Purposes Committee for consideration.**

A resident from Pankhurst Road attended the meeting to raise concerns about motorbikes at Kingshill Recreation Ground.

The Chairman stated that he was aware of this problem and he had sought quotations for fencing to secure the area and prevent bike access to the recreation ground.

He informed members that three quotations for the work had been sought for the installation of the fencing and these had been received for £180, £180 and £224.

These were so used by members and it was agreed to accept the quotation from Unique Landscapes for the sum of £180 as this included the removal of rubbish from the site. This was proposed by Cllr Rees, seconded by Cllr Williams and agreed by all present.

**Action: Clerk to formally accept the quotation on behalf of the PC.**

A resident raised concerns about the parking problems in the parish.

The Chairman stated that the Parish Council was aware of the problems and had met with Ward Councillor Roy Freshwater and officers of Medway Council to discuss this, he stated that the PC had written a letter to Medway Council regarding the enforcement of illegal parking within the parish.

The resident reported that a bench in Pottery Road Recreation Ground had been moved to a different location. The Chairman stated that this had not been done by the PC and he would inspect the site to establish the current situation.

A resident living adjacent to Kingshill Recreation Ground attended the meeting to report that youths were breaking down the fence between his property and the recreation ground to gain access to his land. He raised concerns as this was repeatedly happening and stated that he was worried for the safety of the youths as he used farming machinery on the site.

The Chairman stated that the Parish Council would look into this to ascertain what action could be taken. He asked for members approval to seek quotations for palisade fencing to secure to recreation ground. This was approved.

He stated that he would liaise with the resident regarding this matter, seek quotations for the fencing and report back to the next meeting.

**Action: Chairman to Action.**

**11. Financial Statement.**

The Financial Statement was circulated to all members.

The Chairman stated that the financial statement included a cheque for the reimbursement of new chains and locks for the allotments as these needed to be replaced to secure the allotments.

The financial statement was then proposed by Cllr Williams, seconded by Cllr Tildesley, and agreed by all present.

The approved cheques were then signed by two authorised signatories.

**12. Street Cleaning Contract.**

Cllr Pearce circulated a proposal suggesting that the Parish Council should consider taking over the street cleaning for Hoo, he stated that other parish councils had done this successfully.

Cllr Rees raise queries regarding this suggestion, she spoke regarding the implications to consider in taking over such a service and how the Parish Council could manage this.

A general discussion took place regarding the Local Plan and the proposed development that would make Hoo a larger parish.

It was agreed that in order for this to be considered in more details that Cllr Pearce should investigate this matter further and report back to a future meeting.

This was agreed by all present.

**Action: Cllr Pearce to undertake study and report back to a future meeting.**

**13. Horse Trough.**

Cllr Pearce circulated a report outlining his proposal to refurbish and plant the Horse Trough in the village centre.

This was discussed by members and it was agreed that the existing plaque should be refurbished and the Horse Trough planted with wild flower seeds.

Cllr Pearce offered to undertake the planting of the seeds if the Horse Trough could be filled with soil. This was agreed by members and the Chairman thanked Cllr Pearce for his offer to do this.

It was further agreed that the Warden would be asked to clean the plaque on the Horse Trough on an annual basis.

The agreed actions were proposed by Cllr Savage, seconded by Cllr Rees and agreed by all present.

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

**14. Village Planting.**

Cllr Pearce circulated his proposal to have more hanging baskets in the village to enhance the local environment.

Cllr Rees stated that permission would be needed from the owners of the shops in order to hang baskets on their property and she raised the issue of watering these.

Cllr Pearce stated that the existing contractor, Premier Plants would tend to the baskets as they did with the existing ones and the Parish Warden could water them.

Cllr Chambers stated that she felt that this would add further work to the Wardens workload. The Clerk reported that additional hanging baskets would increase the cost of maintaining them to £100 per month.

Cllr Pearce suggested that the Warden could be given a water container to carry on his van in order to water these.

Cllr Sands raised concerns about the weight of the water container on the PC van and stated that this may be an issue.

The Chairman stated that the Warden already had a full workload and the additional duties would impact on this.

This was discussed further and it was felt that the Warden already had a full workload and therefore it was agreed that this proposal would not be pursued and no action would be taken. (Andrews/Pearce).

#### **15. Village Sign.**

Cllr Pearce circulated a proposal to have the Village Sign refurbished to all members for consideration.

This was noted and it was agreed that the Clerk should seek quotations to have the sign cleaned. (Rees/ Sands). This was agreed by all present.

**Action: Clerk to progress.**

#### **16. Safe Crossing of Main Road.**

Cllr Savage reported that she had held a site meeting with representatives of the Hundred of Hoo Academy and Medway Council regarding a safe crossing for the school children and they had agreed that there was a need for this.

She reported that Medway Council had identified funding for the project and anticipated that a zebra crossing would be installed within the next 6 to 12 months.

The Chairman stated that this was a positive outcome and thanked Cllr Savage for her work on the project.

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

Cllr Rees reported that the land had now been dug over free of charge by Mr Brice, however there were still bramble roots in the ground that needed to be tended to, she stated that the next stage would be to have the land treated.

She spoke regarding the diseased tree on the site and stated that an application needed to be submitted to Medway Council in order to have this treated as it was a protected tree.

She asked for members permission to appoint a contractor to put together the specialist application to submit to Medway Council at a cost of £1320 plus vat.

She confirmed that the work fell within regulation 11.1.13 and therefore only one quotation was needed.

This was approved by members. (Rees/Chambers).

The Chairman reported that the Parish Warden had undertaken work on the burial ground on Saturdays as overtime clearing the boundary for the hedgerow.

Cllr Rees confirmed that a contractor would be appointed to undertake the major landscaping work.

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

## **18. Planning Matters.**

### **APPLICATIONS RECEIVED**

**MC/17/0351 TUDOR FARM (PART OF COURT LODGE FARM), STOKE ROAD, STOKE, ROCHESTER**  
Change of use of agricultural land for the storage of caravans for seasonal workers from the end of the season until the beginning of the next season, provision of a porta cabin to provide a recreational facility for seasonal workers, a porta cabin for an office, a portable laundry unit, parking and turning space, a new farm road, a drainage connection to the main sewer and landscaping.

Cllr Sands stated that a further planning application had been submitted for sewage treatment works at the site and he felt that the Parish Council should seek details of this application to enable it to be considered along side this application.

This was agreed by members and Cllr Sands stated that he would liaise with the Planning Officer regarding this.

**MC/17/0798 8 NEWITT ROAD, HOO ST WERBURGH, ROCHESTER, ME3 9ES**  
Construction of single storey side and rear extensions with canopy to front.  
**No Objections**

**MC/17/0686 1A MAIN ROAD, CHATTENDEN, ROCHESTER, ME3 8LW**  
Retrospective application for construction of a detached garage with pitched roof to rear.  
**No Objections**

**MC/17/0872 56 FOURWENTS ROAD, HOO ST WERBURGH, ROCHESTER, ME3 9JZ**  
Construction of a single storey rear extension - demolition of conservatory.  
**No Objections**

**MC/17/0915 CALDEN, MAIN ROAD, CHATTENDEN, ROCHESTER, ME3 8LN**  
Construction of garage to side - demolition of existing detached garage and store.  
**No Objections**

**MC/17/0974 53 MAIN ROAD, HOO ST WERBURGH, ROCHESTER, ME3 9AA**

Construction of a single storey extension to rear.

**No Objections**

**MC/17/0934 JUNCTION OF RATCLIFFE HIGHWAY AND BELLS LANE, HOO, ROCHESTER, KENT**

Prior approval under Part 16 Schedule 2 of the Town and Country Planning (General Permitted Development) Order 2015 and regulation 5 of the Electronic communications code (conditions and regulations 2003) for installation of a 15m elara pole with 3 shrouded antennas, 2 lancaster equipment cabinets and concrete slabs.

**No Objections**

**MC/17/0998 191 BELLS LANE, HOO ST WERBURGH, ROCHESTER, ME3 9JA**

Construction of a two-storey rear extension; dormer window to rear and addition of a mansard roof to provide additional living accommodation within roof space (demolition of existing rear projection).

**No Objections**

**19. Stoke Road Public Conveniences.**

The Clerk confirmed that she had made representations to Medway Council raising concerns at the proposed closure of the Public Conveniences and asking for these to be retained for residents use in the village.

**20. Lionel and Elsie Pearce Memorial.**

The Chairman stated that he was due to meet with Robin Pearce and the Vicar to progress this.

**21. Allotments.**

Cllr Williams gave a report on the allotments on behalf of Cllr Perfect.

He reported that the tap at the allotments was leaking and authority was given to Cllr Perfect to progress with the repairs to this.

**22. Recreation Grounds.****Kingshill Recreation Ground.**

Cllr Williams reported that the replacement climbing net was due to be replaced on the week commencing 17<sup>th</sup> April 2017.

He reported that he was currently seeking quotations for the repairs to the tarmac as agreed by members.

***Apologies were given by Cllrs Andrews and Counsell who left the meeting at 9.20pm.***

**Pottery Road Recreation Ground**

Cllr Sands stated that with members permission he would seek quotations to support a grant application for a project to have a new infants play area alongside the existing junior play area. He

stated that this was likely to cost in the region of £32000 and he hoped that this would be grant funded.

This was discussed and Cllr Sands was given Parish Council support to seek grants to fund this. (Sands/Williams).

**Action: Cllr Sands to action.**

Hoo Common

The Chairman reported on Hoo Common.

Cllr Pearce informed members that the newly planted trees at Kingshill Recreation Ground had been attacked and the tubes and canes had been pulled out.

He stated that he had now removed the remaining tubes and canes and was waiting to see if they were now left alone.

He suggested that the Parish Council purchased wooden stakes to mark the planted area where the grass should not be cut, he stated that by doing this he was hopeful that the remaining trees would survive.

This was discussed and it was agreed that 50 stakes should be purchased, (Sands/Williams), Cllr Pearce stated that he would install these.

He also asked members permission to plant the concrete planters at Hoo Common with wild flower seeds. This was approved by members.

**23. Urgent Items.**

No matters were raised.

**24. Parish Council Annual Assembly.**

The Chairman reminded members that the Parish Councils Annual Assembly would take place prior to the next PC meeting.

**25. Date of next meeting.**

4<sup>th</sup> May 2017.

***There being no further business to discuss, the Chairman closed the meeting to the press and public at 9.32pm.***

Signed.....

Chairman

Dated.....