

The Minutes of the Meeting of Hoo Saint Werburgh Parish Council
Held in the Village Hall, Pottery Road, Hoo on Thursday 6th February 2020 at 7.30pm.

Councillors present: Chambers

Fray

Gissing

Pearce

Perfect

Pratt

Rees

Sands

Savage

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 Freshwater.

2. Declaration of Interests.

Cllr Pearce – Agenda Item 13, New Community Centre Project.

3. Minutes of the previous meeting.

The Minutes of the previous meeting were circulated to all present.

It was proposed by Cllr Chambers to accept these as a true record.

This was seconded by Cllr Savage 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 – The Clerk reported that she had contacted Medway Council Officer Jill King as requested to seek an update on the Section 106 funding. This email has been acknowledged and the Parish Council would receive an update in the near future.

Youth Club – The Clerk reported that she had extended an invitation to the Chairman of the Village Hall Management Committee to attend a future meeting of the Parish Council, however this had been declined. The VHMCM Chairman stated that she would hold a meeting with the PC Chairman regarding this matter at some point in the future.

Port Werburgh Issues – Cllr Sands stated that the PC had now received a full response from the Mayor regarding the issues raised at the December Parish Council meeting concerning Port Werburgh. He reported on this to all present.

Cllr Fray asked for it to be recorded that the Parish Council was ashamed that Medway Council did not support the residents of Port Werburgh who all paid their council tax, and that there was nothing more that the Parish Council could do to assist the residents.

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

Natural England correspondence regarding Coastal Access Walks

Cllr Rees stated that she had walked the Peninsula section of the Coastal Access Walks and she had made representations as a individual regarding the pathway near to the Amazon building, she stated this was not suitable.

This was discussed and it was agreed that the Parish Council would also make representations regarding this.

Action: Clerk to progress.

Cllr Winstanley spoke regarding the bridal paths in the Parish and stated that the British Horse Society was now involved regarding the bridleway to the rear of the Bells Lane development.

5. Public Question Time.

An allotment plot holder asked if the water supply at the allotments was going to be extended down to the bottom of the allotments as was originally proposed.

The Chairman said that it would not as the Contractor had priced for the standpipes to be put every 25 metres and this will not extend to the original plan.

He confirmed that there are no plans to extend it further.

6. Urgent Matters.

Cllr Rees asked if the PC could look into the mess on the grass verges outside of the Hundred of Hoo School and whether the low-level fencing could be extended to prevent cars from parking on it.

Cllr Fray said that there was the same problem on the grass verges on the edge of the Bellway Estate at the top of Fourwents.

The Clerk was asked to write to both Hundred of Hoo School and to Bellway Homes requesting an extension of the low-level fencing.

Action: Clerk to progress.

7. Chairman's Report.

Cllr Tildesley gave his report to members.

8. Clerks Report.

The Clerks Report was noted and accepted by members.

9. Ward Councillors Report.

Medway Councillor Ron Sands gave his report to the meeting.

10. Neighbourhood Plan Report.

In the absence of the Neighbourhood Plan Chairman, Cllr Fray gave a report on the progress of the Neighbourhood Plan. She stated that this was now progressing and the group was working hard to meet deadlines.

Cllr Sands informed members that he was arranging a meeting between High Halstow Neighbourhood Plan Group and Hoo Neighbourhood Plan Group to seek a unified approach.

11. Police Matters.

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

12. Monthly Financial Statement.

The Financial Statement was circulated to all members.

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

13. New Community Centre Project Committee.**a. To consider the minutes from the recent Committee Meeting.**

The attached minutes from the New Community Centre Project Committee Meeting were approved by members. (Fray/Williams).

b. To consider the recommendations from the Committee Meeting.

Members discussed the minutes and the recommendations from the recent Community Centre Project Committee, with a recommendation to accept an offer from an external party to undertake the design and planning stage of the new community centre.

The Clerk reported on advice she had sought from KALC regarding the two options that the Parish Council had to fund the design and planning stage for the new community centre. This being to accept the offer from the external party or to fund this part of the project from its reserves.

She stated that the advice regarding funding the project from the Parish Council reserves was that the Parish Council would need to hold a Public Consultation prior to agreeing to this as this was public money.

With regards to the offer from an external party to undertake the design and planning stage, this was acceptable provided that the Parish Council made it clear they would not offer anything in return for this and that this was in writing.

Cllrs Fray and Gissing spoke regarding the work that the Village Hall Management Committee had previously undertaken to ascertain the public views on the new Village Hall.

Cllr Williams spoke regarding the feasibility study that had been commissioned by the Parish Council that supported the view that a new Village Hall/ Community Centre was needed.

He stated that he did not feel that the Parish Council could finance the work from parish reserves as it had to keep one and a half times the precept in its bank for unforeseen circumstances, this was the recommendation of NALC, therefore he did not believe that the PC had the funds to do this.

Cllr Chambers spoke regarding the report circulated to all members and stated that she felt that there were benefits of accepting the offer from the external party and stated that she supported this.

A general discussion took place regarding the proposed location of the new Community Centre and the additional space that this would create for use by the local community. The Chairman stated that Section 106 funding would cover the cost of building the new Community Centre.

Cllr Sands spoke regarding the offer from the external party and stated that this was for their agents to undertake work on their behalf, he questioned the reason for this. He stated that they currently had four applications submitted to Medway Council.

Cllr Williams confirmed that they had offered to undertake this part of the project with no strings attached and correspondence circulated to members confirms this. He stated that similar projects had been undertaken by other parish councils and he would arrange for a site visit for members to see community centre projects undertaken in other parishes.

Cllr Sands spoke regarding his views regarding this offer, he stated that Cllr Freshwater shared his concerns and he asked for clarification on a number of points regarding the Section 106 funding, he asked what contingency plans were in place should the 106 funds not be available.

The Chairman confirmed that the Parish Council had received reassurances from Medway Council regarding the Section 106 funding and Medway Council supported this project.

The new Community Centre project was discussed by members and it was proposed by Cllr Chambers to accept the offer from the external party to undertake the design and planning stage, up to planning permission on behalf of the Parish Council.

This was seconded by Cllr Fry.

Cllr Sands asked for the vote to be recorded.

The Chairman therefore asked members to raise their hands if they were in favour of supporting the proposal put forward by Cllr Chambers.

The following members voted in favour of supporting this proposal:

Cllrs Tildesley
Williams
Fray
Perfect
Savage
Winstanley
Chambers
Pratt
Gissing

The following members voted against the proposal.

Cllrs Rees
Sands

Cllr Pearce declared an interest in this matter and withdrew from taking part in discussions and voting.

The proposal was therefore carried by 9 votes for and 2 against with one abstention.

The Chairman thanked members for their input in this matter and stated that the Clerk would seek further advice from KALC and NALC prior to progressing this matter further to ensure that the correct procedures were followed at all times.

Action: Clerk to progress.

14. Finance Audit and General Purposes Committee:

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

The attached minutes from the FA&GP Committee Meeting were approved by members. (Savage/Gissing).

b. To consider the recommendations from the Committee Meeting.

Members agreed to progress with the purchase of the new play equipment for the Infants Play Area in order to fully comply with the Section 106 conditions as outlined by Medway Council.

15. Environmental Committee

a. Environmental Committee – next meeting Thursday 27th February 2020 @2pm.

b. To consider urgent financial matters.

No matters were raised.

16. Planning Committee:

a. To consider planning applications received.

MC/20/0031 Damhead Creek Power Station, Power Station Access Road, Hoo
Town and Country Planning Act (Environmental Impact Assessment) (England and Wales) Regulations 2017 (as amended) - request for a screening opinion for the construction of a converter station and associated underground electricity cables.
No Objections.

MC/19/3073 Shutdown Maintenance Services Ltd, Kingsnorth Industrial Estate
Construction of a steel building to house powder coating equipment and to provide additional storage facility.
No Objections.

MC/19/3328 Land at Hillcrest, Ratcliffe Highway, Hoo, Rochester ME3 8PX
Construction of 21 dwellings including affordable housing, together with access, parking, landscaping and infrastructure works.

Councillor Sands stated that this application backed onto land owned by the Parish Council and this had been included in the application. He stated that the Parish Council needed to be aware of this.

Cll Fray spoke regarding the proposed development and stated that she would have an issue if the proposed gate was locked to prevent two-way access.

Cllr Savage stated that when the houses were sold the residents would all be Hoo residents and therefore they should have access onto the recreation ground, and she had no issues with this.

Cllr Fray stated that she had attended two meetings regarding this application, she had no issues with new residents having access to Parish Council land, however the first stage of this development has proposed a green area for residents to use, however this was later changed by an additional application and rather than have the green area the developers built six houses on this allocated land, therefore in her opinion she felt the Bellway Homes actions were unacceptable.

Cllr Rees stated that the developer should have to finance access onto the Parish Councils land. She stated that the sum of £50,000 for Section 106 was included in the application and the Parish Council should consider how they wish to this to be spent.

Following discussions, it was agreed that the Parish Council would raise objections to this application and submit an objection to Medway Council. Cllr Sands stated that he would draft this and circulate to the Planning Committee for approval prior to it being submitted.

He informed members that a meeting was also being arranged with Medway Council to discuss this application and their inclusion of PC land.

Action: PC to submit objections to this application.

MC/20/0132 London Medway Commercial Park, James Swallow Way
Application for variation of condition 2 on planning permission MC/18/1878 to allow a minor material amendment for (unit 8A) increase in unit area of 0.09ha to 1.15ha, relocation of bin store and increase in service yard depth by 15m (Unit 8B) reduction in floorspace from 2,652sqm to 1,899sqm (by 753sqm), reduction from 4 to 3 level access doors, limited reconfiguration of landscaping and bin store, reduction from 30 to 27 car parking spaces and relocation of cycle store.

Cllr Sands spoke regarding this application and stated that provided no additional vehicle movements were generated from this application, he felt that there were

no objections to make. He suggested that he liaise with Medway Council regarding this.

This was agreed.

b. To consider other Planning Matters.

No matters were discussed.

17. Ward Boundary Consultation.

Cllr Pearce suggested that he draft a response to this consultation and circulate to all members for their comments. This was agreed.

Action: Cllr Pearce to progress.

18. Urgent Items.

Cllr Savage spoke regarding concerns received from residents regarding the public conveniences in the Village Centre. She stated that these were in a poor condition, they were unhygienic with no paper and soap. She asked if the Parish Council could write to Medway Council to request that these were bought up to a hygienic standard. This was discussed and agreed.

Action: Clerk to progress.

19. Date of next meeting.

5th March 2020.

There being no further business to discuss, the Chairman closed the meeting to the press and public at 9.00pm.

Signed.....

Chairman

Dated.....

Hoo St Werburgh Parish Council
Minutes from Finance, Audit and General Purposes Committee
Held in Pottery Road Meeting Room on Thursday 16th January 2020 at 2.00pm

***Councillors Present: Williams
Sands
Pratt
Tildesley
Savage***

Also, Present: Parish Clerk.

Cllr Williams chaired the meeting.

1. Apologies.

Apologies were received from Cllrs Cutting and Counsell.

2. Declaration of Interests.

No interests were declared.

3. Infants Play Area – Additional Play Equipment

The Clerk circulated quotations for additional play equipment for the infants play area that was needed to meet the Section 106 requirements.

These were discussed and three pieces of additional equipment were agreed (Williams/Tildesley) as follows:

Crazy Twister £1006.00

Turnstile £827.00

Rock n Bowl £1940.00

Total Cost £3817.00

It was agreed that the Clerk would liaise with Medway Council to ensure that the selected play equipment met their Section 106 requirements, and this would then be a recommendation to Full Council on 6th February.

Action: Clerk to progress.

4. Brook Embankment.

The Chairman reported that the Allotments had been flooded in December 2019 due to a blockage in the Brook. He had been reported to Medway Council and they had taken immediate action to remedy this.

Unfortunately, the flooding had caused damage to the Brook embankment making this unstable. He stated that it was not an immediate risk, however action was needed to ensure that this was reinstated.

It was agreed that a quotation should be sought from the contractor who carried out the previous work on the Brook.

Action: Clerk to action.

5. Parish Council Bank Account.

The Clerk reported that the application for the new bank account was being progressed as agreed by the PC.

6. Other Matters

Cllr Sands spoke regarding the Section 106 allocation for Deangate and stated that Medway Council would now determine where the £50,000 allocation would be spent, he stated that the PC needed to ensure that this remained in the parish.

He spoke regarding Affordable Housing and suggested that this was an issue to be discussed at a future meeting.

The meeting was closed at 3.18pm

Hoo St Werburgh Parish Council
Minutes from the New Community Centre Committee
Held in Pottery Road Meeting Room on Thursday 30th January 2020 at 2.00pm

Councillors Present: *Williams*
Fray
Chambers
Tildesley
Freshwater
Rees
Sands
Gissing
Savage

Also, Present: *Parish Clerk.*

CLlr Tildesley chaired the meeting.

7. Apologies.

Apologies were received from Cllr Cutting.

8. Declaration of Interests.

No interests were declared.

9. Community Centre Update.

Cllr Williams circulated the following report to all members present.

Review of Funding for the Community Centre.

Key Points.

- 1. Centre to be funded from Section 106 Monies agreed with Medway Council and Developers.*
- 2. To date £ 1.7 m earmarked for the project.*
- 3. These funds will be spread over approximately 7 years as the trigger points for each development are reached.*
- 4. The first funding to be released will be from Bellway in 2020, amount £108,000.*
- 5. This will be followed by Taylor Wimpy donations. 2021 amount £300,000 and 2023 amount £600,000.*
- 6. From now until 2027 a series of smaller amounts will be triggered from other developments.*
- 7. Once funds are received, they have to be spent within 5 years of receipt.*
- 8. Funds can only be spent on the agreed project, there is no ability within the system to use them for other purposes. The detailed expenditure has to be approved by Medway Council and the project is reviewed by them.*

Problems.

- 1. A building of this size will require detailed design and negotiation with the Planning Authority, (Medway Council). In talking to contacts, it would not be unusual for this to take 12 to 18 months.*
- 2. It will be a necessity to employ Architects and their support Planning Experts to negotiate with Medway Council to achieve approval for this development. This has been emphasised by our discussions with Medway Council over the development of the Warden's storage facility.*

3. *It will not be possible to start and stop the building work as funds become available, for a large number of reasons including, security, Health and Safety, Vandalism ., theft and delays caused by the availability of contractors.*
4. *It will therefore be necessary to secure a loan to complete the building work, pay the interest, and repay the capital as section 106 funds become available. There are various organisations, some governmental, which provide such funds.*
5. *All departments/organisations providing funds require the planning permission to be obtained before they will consider any funding applications.*

Funding Issues.

1. *How do we, as the developers of this project start. It is clear that we will have to obtain the necessary planning permission. For a professional company to undertake this work and oversee the planning application this will cost approximately £60K.*
2. *Where do we obtain this funding from? Options are:-
Fund it from Parish Council Reserves.
Wait until the first section 106 funding is available. (No definite date but approximately 11 months).
Fund by outside donations, (cash or kind).*

Personal Observations.

At the February 2019, Parish Council meeting, the funding of this provision by an offer from a local employer was rejected. The arguments are it was on moral grounds, i.e. they might want something from us in the future.

Personally, this is an argument that I reject for the following reasons.

1. *We are accepting section 106 funding from developers via Medway Council.*
2. *We accept monies from other organisations for projects, agreed that it is smaller amounts. (Tarmac being one example.)*
3. *The acceptance of this money in this fashion does not prevent us from saying NO to any proposals put to us in the future. This will be made clear to every organisation before monies are accepted.*
4. *In my opinion it is morally wrong to refuse money that is for the benefit of the community, as this money will have to be found from other sources at the possible cost to other projects/facilities.*
5. *Medway Council are keen for us to explore all possible alternative sources of funding to maximise the potential development of a Community Centre which can meet the needs of the current and planned population development.*
6. *The Chair and Vice Chair of the Parish Council, have, following direction from the previous Community Centre Committee meeting entered into preliminary discussions with Goathams following their introductory offer to fund the design and approval phase of the project.*
7. *Attached letters from Goathams and their Property Consultants, Lambert & Foster set out their understanding of the project. Both letters show that the Parish Council are in full control of the project and there will be no future expectation or conditions.*

Mike Williams

30/01/2020

Cllr Williams explained the stages of payment for the Section 106 funding and stated that the first payment would be in 2020 and this would need to be spent within a five-year period, the following payments would follow on 2021, 2023 and 2025.

He stated that there was a need for the design and planning to be in place to enable the project to be progressed and there were a number of options that could be considered in order to achieve this.

The options for this were as follows:

1. The offer from an outside organisation.
2. Finance from parish reserves.
3. Fund from S106 allocations.

A discussion took place regarding the offer from Goathams to assist with the design and planning.

Cllr Sands gave his views as to why he was opposed to this offer and stated that he felt that the PC should not make a decision until their current planning applications had been determined by Medway Council. Cllrs Rees and Freshwater agreed with this view.

Cllr Tildesley stated that the offer was first put to the Parish Council over a year ago prior to any planning applications being submitted and the letter for them confirmed that their offer was unconditional.

Cllr Rees raised concerns regarding the option to take the assistance from Goathams and stated that she would rather see the Parish Council finance the cost of the design and planning from their own reserves.

Cllrs Gissing, Chambers and Fray spoke in favour of accepting the offer of assistance from Goathams and stated that they felt that this was necessary to progress the project and secure a new community centre for the local community.

Cllr Savage referred to the offer letter from Goathams and stated that this had made it clear that the offer was unconditional.

This was discussed further by members and the Chairman asked the Community Centre to consider the options for the finance of the design and planning for the project.

Cllr Williams put forward a proposal that the Community Centre Committee recommends that the Parish Council considers accepting the offer from Goathams to assist with the design and planning stage of the new Community Centre. This was seconded by Cllr Gissing and agreed by all members of the Community Centre Committee.

Recommendation to the Parish Council to consider accepting the offer put forward by Goathams as contained in the attached letter.

Cllr Sands asked for the vote by the full Parish Council to be a recorded vote.
This was agreed, subject to approval by all members at the meeting.

4. Any Other Business.

The Chairman informed members that correspondence had been received from Medway Council regarding the planning application for Hillcrest, land to the rear of Kingshill, seeking confirmation of a Section 106 allocation associated with the application.

He explained that there were two matters to consider regarding the application, the first being that the planning application has been submitted to include a gated access onto the Parish Councils Recreation Ground. He stated that the developer had not been in contact regarding this and they had included the Parish Councils land as part of their planning application.

The second issue was the request by Medway Council to consider the allocation of £50,000 Section 106 funds.

Members discussed the application and the failure of the applicant to notify the parish council of their intention to include PC owned land in their planning application. Secondly the failure by Medway Council to consult with the Parish Council as a Statutory Consultee.

This was discussed and it was agreed that the Clerk should liaise with Medway Council regarding the failure to follow the correct process, and to seek an extension of time to enable the PC to properly consider the planning application.

Action: Clerk to progress.

It was further agreed that the PC would consider the other matters following the discussions with Medway Council.

It was agreed that the Parish Council would also decline an offer from the developers to meet to discuss the planning application.

The meeting was closed at 3.10pm