

The Minutes of the Meeting of Hoo Saint Werburgh Parish Council
Held in the Village Hall, Pottery Road, Hoo on Thursday 5th March 2020 at 7.30pm.

Councillors present: Chambers

Fray

Gissing

Pearce

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.

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 Tildesley to accept these as a true record.

This was seconded by Cllr Williams and agreed by all present.

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

4. Matters arising from the Minutes.

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 VHMC Chairman stated that she would hold a meeting with the PC Chairman regarding this matter at some point in the future.

Cllr Fray asked when the AGM for the Hall was held.

Cllr Pratt stated that the Hall Committee had recently held a users meeting.

This was discussed by members and Cllr Rees reminded the meeting that the Village Hall was run as an independent body, separate to the Parish Council.

The Clerk was asked to contact the Village Hall Management Committee to establish when the next AGM would be held and to seek to arrange a meeting between the Chairman of the PC and the Chairman of the VHMC.

Action: Clerk to progress.

5. **Public Question Time.**

A resident from Port Werburgh attended the meeting to see whether the Parish Council had received an update from Dave Harris, Medway Council.

Cllr Sands stated that he had sought an update regarding the CCTV installed at Port Werburgh and he confirmed that there was nothing that Medway Council could do to assist with this matter.

He stated that he would ask Mr Swan to attend a future Parish Council meeting to discuss matters.

The resident thanked the Parish Council for trying to assist with this matter.

A resident asked the Parish Council if they could assist with some flooding issues associated with the new development at Chattenden. He stated that flooding had occurred, and this had resulted in water flowing through the rear gardens at Broadwood. The developer had taken action by pumping the water from the development into the newt pond.

This was discussed and it was agreed that the Clerk should raised these issues with Esquire Developments and request that they stopped pumping the flood water into the newt pond and addressed the flooding with the installation of additional drainage at the site.

Action: Clerk to correspond with Esquire Developments regarding the matters raised.

6. **Urgent Matters.**

Cllr Sands stated that Medway Council had now published a Planning for Growth on the Hoo Peninsula document in collaboration with Gillespie Planning, this was now part of a consultation programme.

He spoke regarding this publication and suggested that this was circulated to all members for comments and a response put together to submit to Medway Council.

The Clerk was asked to circulate this to all members by email.

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.

The following email from Gridlink was discussed:

GridLink: meeting about new project at former Kingsnorth Power Station

I am responsible for the planning of a new project on a plot of land at the former E.on Kingsnorth Power Station site, known as GridLink Interconnector (more information available at www.gridlinkinterconnector.com).

Our development will comprise a new subsea cable from France to the UK laid in the Medway Estuary that connects to an electrical converter station at the Kingsnorth Power Station site and then an underground cable also within the Kingsnorth Power Station site to the existing National Grid sub-station. All our works will be within the former Kingsnorth Power Station site, and we are not a power generator (no emissions) so should be quite a benign new business in the area.

We have given a Members Briefing to Medway Council, and I would very much like to meet with the you and/or the leaders of the Parish Council to introduce myself and the project, and learn from your experience about the previous projects in the Kingsnorth area. Later on, in May, we would be happy to meet the whole Council and we will be doing some public consultation exhibitions and meetings for a wider audience.

Please can you confirm if a meeting would be acceptable and appreciated, and if so, advise some possible dates in March?

It was agreed that the Clerk would invite representatives from Gridlink to attend a future PC meeting and also arrange for Cllrs Fray, Sands, Williams, and Rees to attend a meeting on site to discuss their project.

Action: Clerk to progress.

9. **Ward Councillors Report.**

Medway Councillor Ron Sands gave his report to the meeting.

He reported that he was still seeking to progress the National Park Project for the Peninsula and was due to attend a meeting at Westminster on 12th March 2020 to discuss this.

10. **Neighbourhood Plan Report.**

Cllr Fray gave a report on the progress of the Neighbourhood Plan.

She stated that this was now progressing and the group had been working on a draft for the NHP, this had now been sent to the Consultant for his opinion and they were currently awaiting feedback.

She reported that at the end of the month a meeting had been arranged with Medway Council Planning Officers.

11. **Police Matters.**

Cllr Gissing reported that a 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 Chambers, seconded by Cllr Fray , and agreed by all present.

The Chairman reported that the Wardens van tyre had been damaged as a screw had been hammered into the side wall, this had now been replaced at a cost of £55.00. This was discussed and it was agreed that this damage should be reported to the police.

Action: Clerk to action.

13. **PC Policy Review.**

The Clerk reported that the Parish Councils Policies were due to be reviewed and a copy would be circulated to all members.

Action: Clerk to action.

14. Finance Audit and General Purposes Committee:

a. FA&GP Committee – next meeting Thursday 23rd April 2020 @2pm.

b. To consider urgent financial matters.

No matters were raised.

15. Environmental Committee

a. To consider the minutes of the Committee Meeting.

The minutes of the recent meeting were approved by members (Winstanley/Gissing).

b. To consider the recommendations from the Committee Meeting.

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.

The above recommendations were approved by members.

16. New Community Centre – Update.

The Chairman reported that following the decision to accept the offer of external assistance with the preplanning stage for the new Community Centre, a letter of accepted now been sent to Goathams. The next step would be for a meeting to take place to discuss the next stage and the way forward.

Cllr Sands spoke regarding the project and stated that the Parish Council should be aware of the consultant's other interests in land around the Peninsula.

17. Planning Committee:**a. To consider planning applications received.**

Cllr Sands reported on planning approvals for the Parish.

He reported that the planning application for the Sunbed business in the parish has been approved with a condition to limit it to 75 customers a week.

He reported that the planning application for Deangate had been considered and approved for a temporary period of 18 months as Deangate was not deemed a suitable location for Norse.

b. To consider other Planning Matters.

Cllr Fray spoke regarding the application for the Hillcrest, she stated that after attending the planning committee meeting when it was approved, she asked what action would be taken regarding the proposed access onto the Parish Councils Recreation Ground.

She stated that she felt that if the PC agreed to access onto its recreation ground then this would set a dangerous precedent for other developments.

This was discussed by members and Cllr Rees proposed that members vote on the options, whether to say no to having an access onto the recreation ground or to open negotiations regarding the opening and still have the right to say no.

This proposal was considered and seconded by Cllr Tildesley. Members then voted on the two options as follows:

Option 1 to say no to the access onto the recreation ground – 1 vote.

Option 2 to open negotiations regarding the opening and still have the right to say no – 10 votes.

It was agreed that the Parish Council would arrange a site meeting with the developer and Medway Council, on site, to discuss this matter further.

Action: Clerk to action.

18. Ward Boundary Consultation.

Cllr Pearce stated that the deadline for comments for this consultation had been extended and he would ensure that a response to this consultation was submitted on time. This was agreed.

Action: Cllr Pearce to progress.

19. Urgent Items.

Cllr Savage reported that she had attended a meeting to view the CCTV Systems at Medway Council, and she had viewed the CCTV coverage for the parish. She stated that this was clear footage and was being recorded by Medway Council.

20. Date of next meeting.

The Clerk reported that Medway Council had asked to attend the April PC meeting to discuss the Local Plan Consultation. She asked members whether they wished to change the date of the meeting or keep it for 2nd April.

It was agreed that the meeting would be held on 2nd April as already agreed and the agenda would be reduced to enable Medway Council to present to the meeting.

Date of next meeting – Thursday 2nd April 2020.

There being no further business to discuss, the Chairman closed the meeting to the press and public at 9.25pm.

Signed.....

Chairman

Dated.....

Hoo St Werburgh Parish Council
Minutes from the Environmental Committee Meeting
Held in Pottery Road Village Hall on 27th 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 VHMC as the floodlights would need to be connected to the village halls electricity supply.

It was agreed 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 stated 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.