

Hoo St Werburgh Parish Council

The Minutes of the Meeting of Hoo Saint Werburgh Parish Council  
Held in Hoo Village Hall on Thursday 3<sup>rd</sup> November 2022 at 7.00pm.

Councillors present: Cutting  
Fray  
Gissing  
Pearce  
Sands  
Styles  
Tildesley  
Winstanley

Also: Sherrie Babington - Parish Clerk, and members of the public.

The meeting was chaired by Councillor Sands.

1. Apologies.

Apologies and reasons for absence were received and accepted from Cllrs Counsell, Rees, Williams, Savage and Perfect

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 Fray to accept these as a true record, seconded by Cllr Styles and agreed by all present.

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

4. Matters arising from the Minutes.

a. Safe Crossing of Bells Lane.

The Chairman reported that a site meeting had taken place to discuss a safe crossing of Bells Lane, he attended with Cllr Savage and met with an officer from Medway Council.

A safe crossing at Bells Lane and near to the chicken shop on Knights Road was discussed.

He stated that Section 106 funds were currently held by Medway Council and the officer was going to investigate this and come back to the Parish Council.

It was reported that the drains were blocked at the top of Bells Lane and the Clerk was asked to report these to Medway Council.

**Action: Clerk to action.**

5. **Parish Councillor Vacancy.**

It was reported that a vacancy has arisen due to the passing of Cllr Pratt. The second notice has now been published and the vacancy can now be filled by Co-option. Any applications for this will be considered at the next PC meeting.

The Clerk stated that a further vacancy had now arisen due to the resignation of Cllr Freshwater, the first notice had now been published on the PC website and Medway Council informed.

6. **Public Comments.**

A resident attended the meeting and raised concerns regarding the water run off at the junction of Elm Ave near to the Esquire development. He was concerned that this would be an issue in icy weather.

This was discussed and the Clerk was asked to report this to Medway Council and Southern Water.

***Action: Clerk to action.***

It was reported that water was leaking from the manhole cover at Toad Hall Crescent.

The Clerk was asked to report this to Medway Council.

***Action: Clerk to action.***

7. **Urgent Matters.**

Pact Meeting – Cllr Cutting stated that she would update members at the end of the meeting.

8. **Financial Matters.**

a. **Financial Statement.**

The Financial Statement was circulated to all members.

This was proposed by Cllr Cutting, seconded by Cllr Fray, and agreed by all present.

9. **Clerks Report.**

**The Clerk's Report was circulated to all members.**

A further letter from a resident regarding the funfair was discussed.

The letter put forward a number of requests regarding the funfair and these were voted on by the Parish Council as follows:

- 1) Proposal - that the fair sets up in top corner (i.e., the one by the top of Pottery Road) of the recreation ground (or, at least, the Killick Road corner of the recreation ground) rather than the Main Road corner (this may make a difference as the distance from the sound source will be increased).

**Members considered this proposal and your diagram and noted that the fun fair is already set up in this area of the recreation ground.**

- 2) Proposal - that the fair opens for only 3 days (equivalent to 17 hours, I believe, based on 2022), rather than the usual 6 days (equivalent to 34 hours, I believe, based on 2022) and that the opening and closing times stay the same.

Members agreed that the fun fair only operates on a Friday, Saturday and Sunday for the following times, Fridays 5pm to 9pm Saturdays 1pm to 9pm Sundays 1pm to 6pm, and most times it does only come to the parish for one week. The PC felt that the monitoring and restrictions that had been put in place last year should mitigate the noise and inconvenience caused for this short period.

It was agreed that whilst members were sympathetic to the issues raised, a detailed discussion did take place at the previous meeting, and Members unanimously agree that the fun fair was a welcomed event in the village that was enjoyed by a large number of residents.

It was felt that the procedures that are now in place would ensure that the visit by the fun fair is managed and monitored in the appropriate manner to limit any impact on the surrounding residents.

***Action: Clerk to respond to resident.***

#### 10. Chairman's Report.

The Chairman gave his report to the meeting.

#### 11. Parish Council Committees.

To receive the reports and recommendations from PC Committees.

##### a. Events Committee.

Members to consider and agree a Parish event to celebrate the Kings Coronation in 2023.

It was resolved to set up the Events Committee to plan a celebration to mark the Coronation of the King in 2023.

It was further agreed that Cllrs Pearce, Styles, Cutting, Gissing and Winstanley would represent the Parish Council on this Committee and a budget of £5000 would be approved in the 2023/24 Budget.

##### b. Environment Committee.

To consider the recommendations for the recent Environment Committee Meeting – report attached.

***Recommendation: that the quotation for the new zip wire for £8436 plus VAT be accepted and work to replace the zip wire to proceed.***

This was approved by members (Cutting/Gissing)

***Action: Clerk to instruct Contractor to proceed with the approved work***

##### c. Personnel Committee Meeting.

Review currently ongoing.

##### d. Finance, Audit and General Purposes Committee.

To agree a date for the FA&GP Committee to discuss the 2023/2024 Budget.

## 12. Planning Matters.

### a. Planning Applications Received.

MC/22/2337 42 Main Road, Hoo St Werburgh, Rochester, Medway, ME3 9AD  
Construction of a 2-bedroom detached chalet bungalow with attached garage accessed off Coombe Road - Resubmission of MC/22/0038.

**PC Objections – Overdevelopment of site, dangerous access onto Main Road.**

MC/22/2413 78 Main Road, Hoo St Werburgh, Rochester, Medway, ME3 9AB  
Construction of a single storey side extension, extension to existing porch together with associated external alterations.

**No objections.**

MC/22/2401 Land Adjacent To 1 Primrose Cottages, Ratcliffe Highway, Hoo  
Construction of an end of terrace dwelling with associated parking.

**No objections.**

MC/22/2491 58 Robson Drive, Hoo St Werburgh, Rochester, Medway, ME3 9EA  
Construction of a single storey front and side extension.

**No objections.**

### APPLICATIONS DETERMINED BY MEDWAY COUNCIL

MC/22/2090

7 Everest Drive Hoo St Werburgh Rochester Medway ME3 9AN  
Construction of a single storey extension to rear along with a new pitched roof to existing side extension

**Approval with Conditions**

MC/22/2062

16 Miskin Road Hoo St Werburgh Rochester Medway ME3 9EB  
Construction of conservatory to rear.

**Approval with Conditions**

MC/22/2041

Land Adj to Hoath Lodge Chattenden Lane Chattenden Rochester Medway ME3 8NL  
Details pursuant to condition 3 (Materials) on planning permission MC/22/0519 for Construction of 4x bedroom detached dwelling with associated parking and detached outbuilding to rear

**Discharge of Conditions**

MC/22/2044

43 Elm Avenue Chattenden Rochester Medway ME3 8LZ  
Construction of a single storey extension to the rear incorporating roof lights

**Approval with Conditions**

MC/22/1845

The Hundred of Hoo Academy Main Road Hoo St Werburgh Rochester Medway ME3 9HH  
Construction of an additional dining hall and connecting lobby and extension to Pavilion to provide changing facilities - removal of existing containers

**Approval with Conditions**

MC/22/1591

111 Bells Lane Hoo St Werburgh Rochester Medway ME3 9HY  
Construction of a 2-storey side extension with single storey rear extension; Construction of a detached garage to front

**Refusal**

Notification of Refusal of Planning Permission to Develop Land.

Take Notice that the Medway Council in pursuance of its powers under the above Act HAVE REFUSED PERMISSION for the development of land as described above in accordance with your application for planning permission received complete on 14 July 2022.

FOR THE FOLLOWING REASONS:

1 The proposed two storey side extension, by virtue of its size and scale, would lead to a dominant form of development that lacks subservience to the host dwelling, sitting forward of the established building line at first-floor level and eroding the open space to the corner of Bells Lane and Walters Road. In addition to this, the proposed detached garage, which is sited forward of the principal elevation to Bells Lane, would further erode this openness within this prominent position impacting on the streetscene. The proposal, as such, would be detrimental to the character and appearance of the streetscene and is therefore contrary to the design objectives of Policy BNE1 of the Medway Local Plan 2003 and paragraphs 126 and 130 of the NPPF 2021.

2 The proposal by virtue of its nature in respect of the parking space directly opposite a garage would have a detrimental impact on neighbouring amenity and highway safety. Accordingly, the development would be considered to conflict with Policies T1, T2.

MC/22/1311

Unit 8A London Medway Commercial Park James Swallow Way Hoo St Werburgh Rochester Medway  
Variation of condition 1 (approved drawings) on planning permission MC/20/0132 to allow an amendment to the design and layout changes to Plot 8A which includes increase in floorspace from 4,900 sqm to 5,626 sqm, increase to ridge height from 12.6m to 14.9m, update to elevational colour palette and update to elevations to align with changes to office and warehouse elements. , Re-configuration to car parking layout, increase in car by 1 parking space, the creation of 8 new van parking spaces and the loss of one HGV parking space, the addition of 2no. level access doors and 1no. dock door, inclusion of external amenity area for staff, re-location of cycle shelter, condenser compound and bin store.

**Approval with Conditions**

MC/22/0974

*The Hundred of Hoo Primary School Main Road Hoo St Werburgh Rochester Medway ME3 9HH  
Construction of a two-storey extension with associated external works incorporating the expansion  
in the capacity of the staff car park and reconfigured early years play area and playground.*

***Approval with Conditions***

b. Section 106 Green Spaces Project.

*It was agreed that this project would now be referred to the Environment Committee.*

c. Other Planning Matters.

Members discussed the PC response to the Hoo Development Plan and the letter written by Dave Chetwyn on behalf of the PC. This was circulated to all members for their approval.

Following a discussion, it was agreed that the letter should be submitted to Medway Council as the Parish Councils formal response to the Hoo Development Consultation.

***Action: Clerk to action.***

13. Neighbourhood Plan Report.

a. General Update.

Cllr Cutting updated members on the progress of the Neighbourhood Plan, she stated that this had been submitted to Medway Council for screening and they were due to come back to the PC by 31<sup>st</sup> October, however they did not respond by that date. She had chased them, and comments had now been received.

14. Christmas Tree Lights.

- To consider the purchase of new lights for the Christmas Tree in the Village Centre – details circulated on meeting papers.

This was discussed and it was agreed that new Christmas tree lights would be purchased at the approximate cost of £2000. Style to be agreed by email.

***Action: Clerk to action.***

- To consider engaging with the local schools regarding decorations for the village Christmas tree. This project would be led by a small group of Parish Councillors who would liaise directly with the schools.

This was discussed and it was agreed that Cllrs Styles and Fray would liaise with the school regarding Christmas decorations for the village Christmas tree.

***Action: Cllrs Styles and Fray to action.***

15. War Memorial – Church Yard.

To ratify the decision of the PC made under delegated authority to have the War Memorial cleaned and maintained as follows:

£995.00 plus vat (cleaning and re blacking inscriptions) – Work carried out.

£535.00 plus vat the tidying and repointing – Work still to be undertaken.

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

**16. Community facilities.**

The Chairman reported that this matter was still ongoing and a meeting with Medway Council was due to be arranged.

**17. Ward Councillor Report.**

Cllr Sands gave his report to the meeting.

He reported that the PC had received an enquiry regarding the Beacon, which was now sited at the new Esquire development, just outside of the play area.

He stated that in its new position, which was agreed by the PC, it would be difficult to light due to its position with the trees and was therefore an ornamental beacon.

He stated that this could be converted to a gas beacon, but there would be an issue with large numbers of people attending any lighting events at the site. An alternative would be to have another working beacon installed at Kingshill Recreation Ground, where the bonfire beacon is held for events. He stated that this matter would be referred to the Environment Committee for further discussion.

He reported that the new play area at the Esquire development had been locked and he had clarified that this should not be the case and was being looked into by the developer.

Cllr Cutting reported in the PACT and the police matters in the parish.

She confirmed that the CCTV cameras had now been installed in the agreed locations and were active.

A discussion was held regarding the issues with youths in the parish on Halloween and Bonfire night. The police had been called to deal with the issue of youths gathering on Halloween night.

It was agreed that Sergeant Holpin and the Head Teacher of the Hundred of Hoo Academy should be invited to the December meeting to speak regarding these matters.

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

**18. Date of next meeting.**

Date of next meeting – Thursday 1<sup>st</sup> December 2022.

There being no further business to discuss, the Chairman closed the meeting to the press and public at 8.45pm.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_