

Hoo St Werburgh Parish Council

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

Councillor's present: Cutting  
Fray  
Gissing  
Pearce  
Pratt  
Rees  
Sands  
Savage  
Styles  
Williams  
Winstanley

Also: 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 Cllr Counsell, Tildesley 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 Fray to accept these as a true record. This was seconded by Cllr Cutting and agreed by all present.

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

4. Matters arising from the Minutes.

Parking outside of the Hundred of Hoo School – The Chairman informed members that he was due to attend a meeting with the school to discuss the ongoing problems with parking outside of the school.

Rat problem at Pottery Road Recreation Ground – Cllr Cutting reported that this had been reported to Medway Council. She stated that she would follow this up.

5. Public Comments.

Residents from the Peninsula Crescent Residents Association attended the meeting to speak regarding issues relating to Island Park Medway, the former Port Werburgh Park.

They thanked the Parish Council for their letter of support on the issues raised at the previous meeting.

They stated that they did make a Freedom of Information request regarding the Fit and Proper Person requirements for the park owners and briefed the Parish Council on the regulations.

They stated that they believed that Island Park did not have a site license as it was now called Island Park Medway and run as a separate entity to Port Werburgh.

The spokesperson for the Residents Association reported that they were constantly being bombarded with memos from the park's owners regarding access arrangements and other issues. They spoke regarding the Emergency Plan in operation for the site and stated that this made residents feel extremely vulnerable and worried due to the steps that needed to be followed in the event of an emergency.

Cllr Sands stated that he had spoken to Kelly Tolhurst MP regarding this matter, and he was due to meet with her in the coming weeks and would raise the issues again.

He stated that he had also been in contact with the Legal Officer at Medway Council, and the Parish Council had written to the Chief Executive of Medway Council regarding the issues of concern, to date no response had been received.

He suggested that the Parish Council again writes to the Medway Council Legal Officer Mr Gill, to follow up the issues regarding the site license, and the regulations regarding a Fit and Proper Person.

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

This matter was further discussed by members, and it was agreed that the Parish Council should also write to Kent Fire and Rescue who were the body that approved the Emergency Plan, to see whether this could be reviewed.

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

The Chairman reassured the residents that the Parish Council were supportive of the issues and would take any action it was able to, but this was limited.

He asked the Residents Association to keep the Parish Council updated on any new matters of concern.

A resident spoke regarding the Future Hoo Consultation Meeting he had attended in the village and raised concerns that Medway Council had stated that 20,000 leaflets had been distributed to residents, however many residents had not received the information.

He raised concerns regarding the lack of information regarding proposed development in the parish.

Cllr Williams stated that the Parish Council had already raised this concern with Medway Council.

The Chairman confirmed that a meeting was due to take place to further discuss the Hoo Development Plan, and the Parish Council would again raise concerns to Medway Council at this meeting.

## **6. Urgent Matters.**

Cllr Fray spoke regarding the Section 106 funds for Green Spaces and Kingshill Recreation Ground, and she asked for this matter to be discussed at the forthcoming Environment Committee meeting.

This was agreed.

She informed members that the access gate at Kingshill from the development at Hillcrest had not yet been installed, however there would be some difficulty with access with the current location as this was directly behind the children's play area.

Cllr Cutting informed members that she had arranged a PACT meeting for the 29th of March 2022 in Hoo Church. She stated that this would be advertised in the Village Voices to encourage residents to attend.

She raised concerns regarding the Amazon lorries parking down Four Elms Hill, and in lay-bys. She stated that a lorry park had been constructed that to date this was not being used.

Cllr Sands reported that he had met with Amazon and Medway Council to discuss these issues, but no solution had been found. He said that he would look back at the planning consent for the lorry park to establish the usage.

He stated that the layby still attracts litter and fly tipping but questioned where the vehicles would park if double yellow lines were installed along that route.

He confirmed that the suggestion was that Kingsnorth could be used for parking in the short term, unfortunately this had not been accepted by the landowner. He said that if lorries were prevented from parking in layby, it would move the problem onto other places in the village.

This was by members, and it was agreed that action did need to be taken, but there was a need to prevent the issue from coming into the village.

It was agreed that parking issues need to be incorporated into the neighbourhood plan.

The Chairman asked members whether they would support yellow lines at Four Elms Hill lay-by, and it was unanimously agreed that this would not be supported, as it would cause issues with parking in the village.

## 7. Financial Matters.

### a. Financial Statement.

The Financial Statement was circulated to all members.

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

### b. Parish Council email addresses.

The Clerk spoke regarding the need for all parish councillors to be issued with an official Parish Council email address, and asked for approval to progress this, with the intention of going over to the new email system in the new financial year.

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

**Action: Clerk to progress with Parish Council emails.**

### c. Parish Councillor IT.

The Chairman stated that there was a need for all councillors to have access to the internet and Parish Council emails. He asked all councillors that currently were unable to do so, to inform the Clerk so that she could work out any cost implications of purchasing equipment to ensure that all members had access to Parish Council information and emails.

## 8. Clerks Report.

### 1. Metal detecting on Parish Land.

Member were informed of an issue with metal detecting on Parish Council land.

It was noted that there was a need to regulate this activity for future users and the following options were considered by members:

Options for Members consideration:

1. Adopt a Metal Detecting Policy. This would regulate the activity.
2. Hoo PC bans the activity, this may require a bye law.

This was considered by members, and it was agreed that the Parish Council would adopt policy for metal detecting on PC Land. This was proposed by Cllr Gissing, seconded by Cllr Cutting and agreed by all present.

***Action: Clerk to draft Metal Detecting Policy and circulate to members for consideration at the next Parish Council meeting.***

### 2. Request to use Pottery Road Recreation Ground from WhooCares.

WhooCares emailed a request to the PC to seek permission to use the grounds on 21<sup>st</sup> May to have a mini summer (spring) fete, to include activities for children, flower/plants stalls and possibly a 'flower show' competition, a food truck etc.

This request was discussed by members, and it was agreed that the Parish Council would permit the use, with no charge. However, it was further agreed that the Jubilee Committee would contact WhooCares to see whether they would be willing to move their date and join with the Parish Council Jubilee celebrations on the weekend of the 4th of June 2022.

***Action: Clerk and Jubilee Committee to liaise with WhooCares.***

### 3. Request for a meeting from Medway Council.

The Chairman informed members that Medway Council had asked for a follow-up meeting with the Parish Council regarding community facilities. He suggested that the Parish Council hold meeting regarding with the Hoo Development Plan initially to establish more information before making any further meetings regarding community facilities.

This was agreed by members.

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

### 4. Request from Smiths Fun Fair to use Pottery Road Recreation Ground.

Members considered a request from Smiths funfair to use Pottery Road on the following dates.

Two weekends arriving on Tuesday 3rd May, opening the fair on Friday 6th May to Sunday 8th May, close throughout the week, then open again on Friday 13th May and finishing on Sunday 15th May at 6pm.

This request was discussed, and agreed, however it was noted that the Parish Council needed to revise the conditions of hire should the funfair return to include limits on music, operating times, and

the sale of livestock (ie. Goldfish). The hire was agreed subject to approval by Medway Council and their Safety Advisory Group.

It was further agreed that the Jubilee Committee would liaise with the funfair to see whether it would rather attend over the Jubilee celebration weekend.

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

## 9. Chairman's Report.

The Chairman reported on the following:

- A complaint from a Mobility user regarding the accessed pathway at Pottery Road Recreation Ground – the Chairman confirmed that the Wardens and has been asked to make this area is safe.
- The Personnel Committee would you to hold a meeting with the part-time warden as part of the six-month review.
- Pond at Elm Avenue – it was agreed that a site meeting should be requested with Esquire Developments.
- Parish Council had asked Medway Council for further details regarding the Section 106 funds allocated to Deangate.

## 10. Parish Council Committee Reports.

### a. Jubilee Celebrations Committee.

Cllr Pearce reported that a meeting of the Jubilee Committee, and the events that the Jubilee Committee were looking into for the parish celebrations over the Jubilee weekend in June. He stated that at present these will be investigated, and a report would be submitted to the next meeting outlining the proposed celebrations and costs for formal consideration by the Parish Council.

**Action: Jubilee Committee to action.**

### b. Environment committee.

The Clerk stated that a date for the next Environment Committee meeting would be agreed, and a meeting would take place before the next PC meeting.

**Action: Clerk to action.**

## 11. Village Centre Christmas Tree.

The Clerk circulated information regarding the cost of a living Christmas trees.

This was discussed, and it was agreed that Cllrs Savage and Cutting would look into this and bring to a future meeting.

## 12. Parish Councillor Tour.

Members considered a suggestion to have a tour of the Parish for councillors, whereby a minibus was hired, and councillors visit parish owned land and other areas of interest in the parish.

This was discussed, and it was noted that this would be beneficial to members to keep them updated on the current developments in the area.

It was therefore agreed that this should be arranged one evening towards the beginning of April.

**Action: Clerk to action.**

### 13. Hoo Village Hall.

The Chairman stated that this item was included in the agenda to enable the Parish Council to discuss the lease with for the village hall.

Cllr Rees referred to her email of 4<sup>th</sup> January 22, outlining the previous work undertaken when the lease was last discussed.

She confirmed that the current position and spoke regarding the conditions of the current lease. She stated that the current lease would continue and hold over until it was formally renewed.

The Chairman confirmed that the PC should leave the current lease until they knew the situation with regards to the new Community Centre.

The Clerk was asked to contact the Chairman of the VHMC and inform her of the PC Councillor representative for the Committee and ask her to confirm when the next meeting was due to take place.

**Action: Clerk to action.**

### 14. Planning Matters.

#### a. Planning Applications.

##### APPLICATIONS RECEIVED SINCE THE LAST MEETING

MC/22/0038 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.

**PC Objections – overdevelopment of site, out of character with area.**

##### APPLICATIONS DETERMINED BY MEDWAY COUNCIL - OCTOBER

MC/21/3561

4 Elm Tree Cottages Chattenden Lane Chattenden Rochester Medway ME3 8LG

Details pursuant to condition 3 (CEMP), condition 4 (Materials Submitted), condition 5 (Vehicle Charging), condition 6 (Air quality measures), condition 7 (Boundary Treatment) and condition 8 (Reserved Parking) on planning application MC/20/3329 for Construction of a 3-bedroom detached dwelling with associated off-street parking to front.

Discharge of Conditions

MC/21/3312

The Windmill Ratcliffe Highway Hoo St Werburgh Rochester Medway ME3 8QB

Advertisement consent for installation of an internally illuminated fascia sign, externally illuminated fascia sign and an externally illuminated hanging sign

Approval with Conditions

MC/21/3312

The Windmill Ratcliffe Highway Hoo St Werburgh Rochester Medway ME3 8QB

Advertisement consent for installation of an internally illuminated fascia sign, externally illuminated fascia sign and an externally illuminated hanging sign

Approval with Conditions

MC/21/3142

6 Elmwood Road Chattenden Rochester Medway ME3 8ND

Construction of a single storey extension to rear

Approval with Conditions

MC/21/2707

11 Linnet Close Chattenden Rochester Medway ME3 8FW

Construction of a single storey extension together with gate/wall to the side

Approval with Conditions

MC/20/2582

Hillcrest Ratcliffe Highway Hoo St Werburgh Rochester Medway ME3 8PX

Details pursuant to condition 19 (planting plan) of planning permission MC/19/3328 - Construction of 21 dwellings including affordable housing, together with access, parking, landscaping, and infrastructure works.

Discharge of Conditions

b. Update on work with Planning Consultant.

The Chairman reported on the recent meeting with the Planning Consultant.

It was agreed that all future meetings with the Consultant would be deemed as confidential, due to the nature of the discussions, and the possibility often information being used at a Public Inquiry.

15. Neighbourhood Plan Report.

Cllr Cutting reported on the work of the NHP Group.

She stated that the Plan was now at Regulation 14 stage.

16. Ward Councillors Report.

Cllr Sands gave his Ward Councillor Report, and covered the following:

- Update on the work of Medway Council.
- Local Plan Regulation 19 Report.
- Deangate Update.
- Rural Liaison Committee Meeting.
- Lower Thames Crossing Consultation.
- Delay to the opening of the new Stoke School.
- Meeting arranged with Kelly Tolhurst MP.

17. Date of next meeting.

Date of next meeting – Tuesday 3<sup>rd</sup> March 2022 @ 7pm.

There being no further business to discuss, the Chairman closed the meeting to the press and public at 9.10pm.