

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> March 2022 at 7.00pm.

Councillor's present: Cutting  
Fray  
Gissing  
Pearce  
Rees  
Sands  
Savage  
Tildesley  
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, Perfect, Styles, Pratt, 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.

Cllr Cutting clarified that the NHP was almost at Regulation 14 stage.

Subject to this clarification, it was proposed by Cllr Williams to accept these as a true record. This was seconded by Cllr Fray and agreed by all present.

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

4. Matters arising from the Minutes.

a. Parish Christmas tree.

Cllrs Cutting and Savage reported on the cost of a living Christmas tree.

It was agreed that the PC would wish to go ahead with this project subject to Medway Councils permission to plant it in the village centre.

*Action: Clerk to liaise with Medway Council to seek permission to plant the tree in the Village Centre.*

b. Parish Tour.

The Clerk reported that the Parish Tour would be arranged for one evening in April when the evenings were lighter.

A draft itinerary will be circulated near the time.

c. Village Hall.

The Clerk reported that she had emailed the VHMC following the last meeting and informed them of the Councillor Representative and asked them to liaise directly with Cllr Styles regarding the dates of their meetings.

To date no response or acknowledgement had been received and she had chased them for a response.

d. Parish Council Email Addresses.

The Clerk informed members that they would all be issued with a Parish Council email address before the next PC meeting. These would need to be used from April 2022 onwards for all PC business.

An Email Policy was circulated and included as an agenda item. This outlined the way the email addresses must be used and the conditions that need to be followed by members when conducting PC business. This was noted.

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 response received from Medway Council.

The Chairman spoke regarding this matter and stated that the PC had taken this up, but there was little more that it could do to assist, he asked the residents to keep the PC updated.

Members of the Scout Group in Hoo attended the meeting to address the Parish Council.

The Chairman spoke regarding the Scout Group and stated that they were oversubscribed and were in need of a larger premises. He invited the representatives to speak.

The Scout Representatives stated that they currently had 100 members and the same number on the waiting list, the group was in need of a larger premises within the parish.

They stated that they had approached developers, but none had come back to them. They stated that they owned their land and had the space for a larger premises, however the cost of a new building would cost in the region of £350000.

Members suggested fundraising or grant funding for the project costs and approaching landowners in the parish.

Cllr Gissing stated that she would be willing to assist with fundraising for the project, she also suggested considering a grant application to the National Lottery.

The Chairman thanked them for attending the meeting and stated that although the PC could not help with the issue, it was supportive of the Scouting Group in Hoo.

## 6. Urgent Matters.

Cllr Cutting spoke regarding the Minutes and suggested changes to the layout of these. This was discussed and it was agreed that this was not a matter for discussion at a public meeting.

## 7. Financial Matters.

### a. Financial Statement.

The Financial Statement was circulated to all members.

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

### b. Parish Councillor IT.

The Clerk reported that as a result of discussions at the last meeting, it had been established that there was one councillor who does not have the means to receive PC information electronically. The cost of purchasing a reconditioned iPad and sim card to facilitate this would be approximately £250 - £300, this would include a data sim card that would last a year.

Members were asked to consider the purchase of the iPad and sim card.

This was discussed and it was proposed by Cllr Fray to purchase the iPad and SIM card as detailed above, this was seconded by Cllr Cutting and a vote cast in favour of this, with one abstention.

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

## 8. Clerks Report.

### 1. Request to use Kingshill Recreation Ground from Football '4' all.

Easter holidays for Monday 11,12,13th April

Time: 9-12am

*Previously charge £20 per day.*

***This was discussed and agreed by members, with a charge of £20 per day. (Fray/savage)***

### 2. Request to Medway Council to have a site meeting in Bells Lane to discuss a Safe Crossing.

Response received:

I have asked my colleague, David Warner [Transport Engineering Manager] whether a member of his wider engineering team would be able to meet with you and/or the relevant PC representatives on site, particularly as this relates to a formal crossing request. I would emphasise however that our previous comments on this still apply.

Hopefully, David or a member of his team will be able to come back on this.  
Kind Regards,

James Sutton | Sustainable Transport Manager | Transport & Parking |  
Medway Council | Gun Wharf, Dock Road, Chatham, ME4 4TR | 01634 331399

This was discussed by members and it was agreed that a site meeting should be arranged.  
It was also noted that there was a Section 106 allocation for a crossing of Bells Lane which currently seemed to be unspent. The Clerk was asked to raise this with Medway Council.

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

### 3. Grant request from Hoo Parish Church.

A grant application has been received from Hoo Church for a grant to purchase a sit on mower at a cost of £1899.

A copy of the grant application was circulated to all members.

Cllr Savage declared an interest in this Matter and withdrew from discussions and voting.

Members discussed the grant request.

It was noted that the Parish Council had a balance of £1520 left in the Grants Budget for 21/22, and therefore could not meet the request in full.

Cllr Williams suggested that the Church could approach other parish councils on the Peninsula for a grant or the balance if necessary.

It was proposed by Cllr Gissing that a grant of £1520 be awarded to the Church for the purchase of their mower, this was seconded by Cllr Fray and agreed by all present with one abstention.

It was therefore agreed to award the Church a grant of £1520 for the purchase of a ride on lawnmower.

***Action: Clerk to inform Church and pay grant.***

### 9. Chairman's Report.

The Chairman reported on the following:

- The meeting with Hoo School had been cancelled and he was awaiting another date.
- He reported he had met with the Scouting Group.
- Progressing Section 106 training for Councillors and further information would be circulated when received.
- The Personnel Committee had met to review the Part time Wardens position.
- Two trees had come down in the storm, and prompt action have been taken by the Warden and the tree surgeon.

### 10. Parish Council Committee Reports.

#### a. Jubilee Celebrations Committee.

The Jubilee Committee circulated a report outlining their plans for the Jubilee celebrations in the Parish.

Four days of celebrations were discussed from Thursday, 2nd June to Sunday, 5th June, including the following:

Friday, 3rd June 2022 – Front Garden parties

Saturday, 4th June 2022 – Parish Council event

Sunday, 5th June 2022 – Big Lunch at the Church.

The report was discussed, and the following comments were made by members:

- Competitions - Judging of competition should be done by an independent person rather than the Parish Council.
- Cash prizes were not able to be given and plaques or certificates should be considered instead.
- Flagpole - Health and safety issues regarding the flagpole was discussed and resolved.
- Beacon - Medway Council to arrange the bonfire/beacon at Kingshill Recreation Ground
- Water bottles to be given to school children to commemorate the Jubilee.

The Chairman thanked the Jubilee Committee for their work to date.

b. Environment committee.

The Clerk circulated the report from the recent environment meeting and the following were agreed:

Review of Hire Charges

The Parish Council currently hires its recreation grounds out primarily to the circus and funfair at £110 a day, plus £400 refundable deposit on inspection following the hire.

It has been suggested by the PC that we review the hire charges for smaller hires, as in recent years we have been approached by smaller organisations to hire the recreation grounds.

Looking at other hire charges for similar recreation grounds, the fees vary but the hire seems to be done on the hourly rate.

Members were asked to consider whether they wish to look at the fees on an hourly rate as follows – the rates below are a suggestion based on my research of other hire fees; it is down to members to agree the actual rates they wish to charge.

Monday to Thursday – £15 per hour

Friday 9am to 6pm – £15 per hour & 6pm to 10pm – £20 per hour

Saturday 9am to 6pm – £20 per hour & 6pm to 10pm – £25 per hour

Sunday – £20 per hour

Members could consider having a discount for residents (25%/30%/40%) and a discretionary rate for local village organisations. Also, should a returnable deposit be charged for smaller hires?

Larger hires such as the funfair and circus should still be a daily rate, this is currently £110 a day plus £400 deposit – This is a reasonable charge, especially as the same charge applies for the total amount of days they are at the site, including the set-up days.

Review of current hire form

There is a need to review the conditions of hire, as since the last hire from the funfair we did have complaints regarding noise, music levels and the sale of goldfish .

Members of the Environment Committee considered the circulated report and agreed with the suggested hire charges for smaller hirers.

The Conditions of Hire were discussed, and changes were suggested and agreed. The Clerk was asked to draft the new hire agreement and circulate to all members.

Recommendation – Full Council to consider the recommended hire charges for smaller hirers.

***Members considered and agreed with the recommendations regarding the Hire charges and conditions for the Recreation Grounds.***

Wardens Work System.

Recommendation: To approve the implementation of the new system for the PC Wardens and Parish Council to use.

***This was unanimously agreed by Full Council.***

Other Matters.

Cllr Fray spoke referred to a Section 106 meeting held with Medway Council Officer, Fiona Leadley, regarding improvements to Kingshill Recreation Ground, and a report that was circulated to all members as a result of this. She suggested that this matter should now be progressed and taken forward by members.

This was discussed and it was agreed that a recommendation should be put to Full Council for a small group of councillors to form a Working Group to take this forward.

Recommendation: Working Party to be formed to take project forward on behalf of the PC.

***This was unanimously agreed by Full Council.***

**11. Community Governance Review.**

The Clerk circulated a draft letter to all members outlining the Parish Councils views regarding the Community Governance Review.

It was agreed that this should be sent and changed (Fray/Cutting).

***Action: Clerk to sent letter to Medway Council.***

Name of Parish Council

*The Chairman stated that as part of the Community Governance Review there was an opportunity to consider the future name of Hoo St Werburgh Parish Council. The following report was circulated to members for consideration.*

*The Community Governance Review by Medway Council has highlighted the option for the Parish Council to review the name of the parish.*

*It has been suggested that the name of the parish council and civil parish could be changed to one of the following:*

- *Hoo and Chattenden Parish Council*
- *Hoo St. Werburgh and Chattenden Parish Council*
- *Or simply left as Hoo St Werburgh Parish Council*

This was considered by members, and it was agreed unanimously that the Parish Council should be changed to Hoo Saint Werburgh and Chattenden Parish Council. This was proposed by Cllr Cutting, seconded by Cllr Tildesley, and agreed by a present.

The Chairman informed members that a meeting would take place on 8th March at Saint George Centre with Medway Council to discuss this, and the proposals agreed by the Parish Council would be put forward to Medway Council and discussed that meeting.

## 12. Parish Council Policies.

### a. Metal Detecting Policy

A draft policy was circulated for members consideration.

### b. Email Policy.

A draft policy was circulated for members consideration.

### c. Parish Council Policies.

The Clerk informed members that a full review of Parish Council Policies was due to take place and an item would be placed on the next agenda to start this process.

## 13. Planning Matters.

### a. Planning Applications.

#### APPLICATIONS RECEIVED SINCE THE LAST MEETING

- |            |   |
|------------|---|
| MC/22/0135 | Land South of Stoke Road, Stoke Road, Hoo St Werburgh<br>Prior Notification under Schedule 2 Part 11 Class B of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) for the demolition of farm buildings.   |
| MC/22/0265 | 3 Miskin Road, Hoo St Werburgh, Rochester, Medway, ME3 9EB<br>Construction of a single storey rear extension - demolition of the outbuilding.   |
| MC/22/0276 | 1 Wylie Road, Hoo St Werburgh, Rochester, Medway, ME3 9EE<br>Construction of a single storey extension to side with rooflight, hardstanding and extension to vehicular crossover to front to facilitate parking-demolition of garage and single storey out building (resubmission of MC/21/1987). |
| MC/21/3612 | 40 Bells Lane, Hoo St Werburgh, Rochester, Medway, ME3 9HU<br>Construction of an attached two-bedroom dwelling - demolition of existing single storey side extension.<br><b><i>Objection – over development of site.</i></b>  |
| MC/22/0360 | Hoath Lodge, Chattenden Lane, Chattenden, Rochester, Medway<br>Construction of two dormers to front as part of partial loft conversion; entrance canopy to front; formation of front garden driveway with vehicle crossover onto a classified road with turning                                   |

facilities and two car parking spaces together with associated works - demolition of lean-to to rear and single storey side elements.

***Objection – parking issues.***

- MC/22/0407 28 Marley Road, Hoo St Werburgh, Rochester, Medway, ME3 9DH  
Retrospective engineering works to facilitate block paved hardstanding together with vehicular crossover to the front and new steps.
- MC/22/0426 24 Elm Avenue, Chattenden, Rochester, Medway, ME3 8LZ  
Construction of a first-floor extension to side.
- MC/21/3415 Windwhistle, Chattenden Farm, Lodge Hill Lane, Chattenden  
Construction of a gable end to roof incorporating first floor level; insertion of balconies at first floor level and inset balconies at roof level, new roof tiles and solar panels; link extension to existing dormers over garage; replacement cladding and proposed rendering; replacement doors and windows and installation of a wind turbine in garden area.

APPLICATIONS DETERMINED BY MEDWAY COUNCIL

MC/22/0135

Land South of Stoke Road Stoke Road Hoo St Werburgh Rochester Medway ME3 9BH  
Prior Notification under Schedule 2 Part 11 Class B of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) for the demolition of farm buildings  
Prior Approval Not Required

MC/21/3572

21 Church Farm Close Hoo St Werburgh Rochester Medway ME3 9AY  
Construction of a single storey extension to side/ rear - demolition of existing conservatory  
Approval with Conditions

MC/21/3184

The Elms Medical Centre Main Road Hoo St Werburgh Rochester Medway ME3 9AE  
Construction of a single storey extension  
Approval with Conditions

b. Other Planning Matters.

No matters were raised.

**15. Neighbourhood Plan Report.**

Cllr Cutting reported on the work of the NHP Group.

She informed members that a further final grant of £5635 had been received towards the Neighbourhood Plan.

The next meeting would take place on Thursday 10th 11am to go through the draft plan.

Councillor Sands thanked the Team for their work on this project.

Cllr Cutting reminded the Parish Council that a PACT meeting would take place on 29th March 2022 in the Church.

**16. Ward Councillors Report.**

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

- Update on the work of Medway Council.
- Rural Liaison Committee Meeting.
- Meeting arranged with Kelly Tolhurst MP.

The Chairman spoke regarding the Ukraine war and members agreed to make a donation of £250 to the DEC (Disaster Emergency Committee).

This was proposed by Councillor Sands, seconded by Cllr Fray, and unanimously agreed by the Parish Council

**17. Date of next meeting.**

Date of next meeting – Tuesday 7<sup>th</sup> April 2022 @ 7pm.

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