

Hoo St Werburgh and Chattenden Parish Council

The Minutes of the Meeting of Hoo Saint Werburgh and Chattenden Parish Council  
Held at Pottery Road Village Hall on Thursday 7<sup>th</sup> December 2023 at 7.00pm.

Councillors present: Barton  
Chester  
Cutting  
Dunkley  
Fray  
Hopson  
Koroma  
Mitchell  
Pearce  
Sands  
Sparkes  
Styles  
Tildesley  
Wood

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

The meeting was chaired by Councillor Sands.

**1. Apologies.**

*Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meetings, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted.*

Apologies were received, and reasons for absence accepted from Cllrs Williams (personal reasons), Gissing (sickness).

**2. Declaration of Interests.**

*To receive Declarations of Interest in respect of matters contained in this agenda, in accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers.*

No interests were declared.

*To consider any Dispensation requests received by the Parish Clerk and not previously considered.*

There were no dispensations to consider.

### 3. Minutes of the previous meeting.

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

It was proposed by Cllr Styles to accept these as a true record, seconded by Cllr Dunkley and agreed by all present.

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

### 4. Parish Councillor Vacancy.

Due to the resignation of Councillor Winter, the PC now has a vacancy, and this will be advertised in accordance with the LGA Regulations. The first notice declaring the vacancy will be published and Medway Council informed.

*Action: Clerk to progress.*

### 5. Matters arising from the Minutes.

#### a. Chattenden Consultation.

Draft questionnaire approved at September PC meeting, Cllrs Sparkes, Koroma, Chester and Mitchell to progress with assistance of Cllr Pearce.

Clerk has set up email [chattendenconsultation@hoopc.org](mailto:chattendenconsultation@hoopc.org).

#### b. Kingshill Recreation Ground Tender.

The Tender document agreed at the last meeting was submitted the Medway Council, Fiona Leadley who approved this, it was then send out to 9 play companies. Tenders are expected to be returned by early January 2024

#### c. Planning Objections submitted for the following application as agreed:

MC/23/2402 42 Main Road, Hoo St Werburgh

### 6. Public Comments.

A member of Hoo St Werburgh PCC attended the meeting to give the PC an update and the work being undertaken at the church. He stated that this was currently preventing events, but this would be back to normal from February 2024.

He confirmed that church services would not be affected.

### 7. Police and PACT Report.

A report regarding police matters and the PACT was given by Cllr Cutting.

The following was noted by members:

On the first Tuesday of every month, a surgery is held with the Community Safety Unit (CSU) Police Inspector. Due to staff leave, next month's surgery will be 12 December instead, the second Tuesday of the month. The surgery provides Elected Members with a platform to raise any concerns which they may have, or to seek advice on Community Safety issues affecting their Ward, directly with a senior police officer. The surgery is held on Microsoft Teams between 3.30pm and 4.30pm, during which a fifteen-minute appointment slot can be pre-booked by emailing [ian.gilmore@medway.gov.uk](mailto:ian.gilmore@medway.gov.uk).

The police have requested that a summary be provided at the time of booking an appointment, which provides an overview on the issue(s) which the Elected Member would like to raise. By providing a summary in advance, this enables the Police Inspector to carry out any research which may be required so that informed guidance or response can be provided during the appointment.

Parish Councillors – this is open to you as well, but could it please be 1 representative per PC, and you would need access to Microsoft Teams.

**8. Urgent Matters (if any with the Chairman’s consent).**

No urgent matters were raised by members.

**9. Parish Council Administration.**

a. Flag Flying Policy.

To consider the adoption of the circulated Flag Flying policy.

This was proposed by Cllr Koroma, seconded by Cllr Wood, and agreed and adopted by all present.

**10. Financial Matters.**

a. Financial Statement.

Members considered the circulated Financial Statement.

The bank balances and payments were considered by members, these were approved, proposed by Cllr Koroma, seconded by Cllr Wood, and agreed by all present.

**11. Clerks Report.**

The Clerk’s Report was noted.

**12. Chairmans Report.**

The Chairman reported that he and the Clerk had met with the Village Hall Management Committee prior to the PC meeting. This was a positive meeting and he felt that the PC and the VHMC could work well together. A follow up meeting would take place.

PROW Access Forum – He reported that the new PROW Officer would like to attend a meeting of the PC in the New Year. It was agreed to invite her to attend the March PC meeting.

He spoke regarding the Right to Roam Consultation and stated that any unregistered land needed to be submitted as soon as possible.

Deangate – He reported that a Friends of Deangate Group was being considered by Ward Councillors.

**13. Parish Council Committees.**

To receive the reports and recommendations from PC Committees.

a. Events Committee.

To receive an update from the Events Committee.

Cllr Cutting reported on the Christmas event being held in the Village Centre on Friday, the 8th of December. She spoke regarding the timings and the program for celebrations.  
Cllr Sands thanked her and the Events Committee for taking this forward.

Cllr Cutting spoke regarding the D-Day Celebrations Event in June 2024, and the arrangements that needed to be considered for this.

b. Environment Committee.

To consider a report from the Environment Committee as circulated.

The Clerk circulated a quotation for the new gates and remaining fences to secure Pottery Road Recreation Ground, the quotation received was for £4287 plus VAT. This was approved and accepted by members, proposed by Cllr Wood, seconded by Cllr Cutting and agreed by all present.

**Action: Clerk to accept quotation and have work progressed.**

c. Finance, Audit and General Purposes Committee.

Budget Meeting to be arranged when the Band D figures were released by Medway Council.

14. Planning Matters.

a. Planning Applications Received.

APPLICATIONS RECEIVED SINCE THE LAST MEETING

MC/23/2402 42 Main Road, Hoo St Werburgh, Rochester, Medway, ME3 9AD  
Construction of a 2-bedroom detached bungalow with attached garage and associated landscaping and vehicular entrance off Coombe Road.

**Action: PC Objection submitted to MC.**

MC/23/2440 111 Bells Lane, Hoo St Werburgh, Rochester, Medway, ME3 9HY  
Construction of a single storey extension to side/ rear - demolition of existing garage.

**Action: No objections.**

MC/23/2597 Land at Former Deangate Ridge Golf Club, Dux Court Road, Hoo  
Change of use from former golf course to community park comprising works to existing access and car park, cycle parking, formation of footpaths, landscaping, tree/scrub planting, boundary treatments, site interpretation and benches with associated works.

**Action: No objections.**

MC/23/2372 85 Bells Lane, Hoo St Werburgh, Rochester, Medway, ME3 9HX  
Engineering works to front to facilitate the construction of a vehicle parking area and crossover onto a classified road.

**Action: No objections.**

MC/23/2587 59 Main Road, Hoo St Werburgh, Rochester, Medway, ME3 9AA  
Construction of a part two-part first floor side extension and a two-storey rear extension together with extension to existing front porch pitch roof across the front to form a canopy - resubmission of MC/23/1592

**Action: No objections.**

APPLICATIONS DETERMINED BY MEDWAY COUNCIL

MC/23/1685

1 Fourwents Road Hoo St Werburgh Rochester Medway ME3 9JX

Advertisement Consent for installation of an internally illuminated fascia sign, internally illuminated double sided projecting sign and one internal LCD digital display screen.

Approval with Conditions

MC/23/1920

8 Vicarage Lane Hoo St Werburgh Rochester Medway ME3 9AZ

Certificate of Lawful Development (Proposed) For the siting of a caravan

Approval

MC/23/1935

42 Chattenden Lane Chattenden Rochester Medway ME3 8NL

Construction of a terrace of four x 3-bedroom dwelling houses with associated landscaping and parking - demolition of existing property (Resubmission of MC/21/1935)

Approval with Conditions

MC/23/2089

Construction of a first-floor side extension, conversion of garage into habitable room and the alteration and creation of new vehicular crossover

Approval with Conditions

MC/23/2306

The Hundred of Hoo Primary School Main Road Hoo St Werburgh Rochester Medway ME3 9HH

Details pursuant to condition 20 (Travel plan) on planning permission MC/22/0974 for the 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.

Discharge of Conditions

MC/23/2336

The Hundred of Hoo Primary School Main Road Hoo St Werburgh Rochester Medway ME3 9HH

Details pursuant to condition 14 (SuDS Verification) on planning permission MC/22/0974 -

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.

Discharge of Conditions

b. Other Planning Matters.

To consider other planning matters.

TOWN & COUNTRY PLANNING ACT 1990ENFORCEMENT NUMBER/PLANNING NUMBER: MC/22/2401APPEALS REF: 3326810LOCATION: Land Adjacent To 1 Primrose Cottages Ratcliffe Highway Hoo St Werburgh

I refer to the above details. An appeal has been made to the Secretary of State against Medway Council's Refusal decision for the proposed development described above.

The appeal will be determined on the basis of Written Representation. The procedure to be followed is set out in Part 2 of The Town and Country Planning (Appeals) (Written Representations Procedure)(England) Regulations 2009, as amended.

We have forwarded all the representations made to us on the application to the Planning Inspectorate and the appellant. These will be considered by the Inspector when determining the appeal.

The Planning Inspectorate is trialing a new appeals service to improve the digital services they offer.

c. Medway Council - Local Plan.

No matters were raised.

**15. Burial Ground.**

The appointed Working Group has met to discuss the Burial Ground and its potential transfer to the church. A further meeting will take place in early January followed by a meeting with the PCC.

**16. New Community Centre.**

Confirmation has been received from Medway Council regarding the S106 funding available for the new community centre, this amounts to 1.8 million that they have now received.

The New Community Centre Committee has met to discuss the new community centre and the Architect quotations. The Vice Chairman has circulated briefing information to the Committee and a further meeting will be arranged where the Architects will be invited to present to the committee.

The Parish Council has now formally sent a request for the S106 funds to be transferred directly to the PC. Medway Council have confirmed that they are seeking legal advice regarding this.

**17. Neighbourhood Plan Report.**

To receive an update report from the NHP Group.

Cllr Cutting updated members on the next steps regarding the Neighbourhood Plan and circulated the timetable for the key stages.

She confirmed that the NHP was due to go to MC Cabinet on 19<sup>th</sup> December 2023.

She spoke regarding the presentation of the plan to Cabinet and proposed that the PC send an invitation to the Planning Consultant Dave Chetwyn to attend the meeting and present the Plan on behalf of the Parish Council. She stated that this would incur an additional expense in terms of travel and hotel, and asked for members support in financing this.

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

**Process and timetable for Neighbourhood Plan**

Key stage	Date
Cabinet report seeking approval to publish draft NP for representations at Regulation 16	19 December 2023
Regulation 16 consultation (following Call-in period for Cabinet decisions)	8 January to 19 February 2024
Neighbourhood Planning Group presentation to Medway Council members	TBC during consultation period
Submit draft plan for Examination	March 2024
Examination	TBC
Receipt of Examiner's report	At end of examination
Cabinet report on outcome of examination – may include request to send plan to Referendum	Within 5 weeks of receipt of Examiner's report
Publication of Information statement in support of Referendum	At least 28 days in advance of the Referendum
Referendum	Generally, within 56 working days of publication of decision to send plan to referendum
Full Council meeting to formally make/adopt Neighbourhood Plan as part of the Council's Development Plan	First meeting of Full Council following successful outcome at Referendum.
Implementation and Monitoring of NP	ongoing

**18. Ward Councillors Report.**

Cllr Pearce gave his Ward Councillors report to the meeting.

He spoke regarding the following:

- MC Planning application for Deangate Parkland.
- Four Elms Hill work.

**19. Date of the next meeting – Thursday 4<sup>th</sup> January 2024 at Chattenden Community Centre.**

There being no further business to discuss, the Chairman closed the meeting to the press and public at 8.25pm.

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

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