

Hoo St Werburgh and Chattenden Parish Council

**The Minutes of the Meeting of Hoo St Werburgh and Chattenden Parish Council
Held at Chattenden Community Centre on Thursday 5th June 2025 at 7.00pm.**

Councillors present: Barton
Chester
Dunkley
Francis
Fray
Gissing
Hopson
Koroma
Mitchell
Pearce
Sands
Tildesley
Williams
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 from:

- Cllr Styles – Holiday
- Cllr Sparkes – Work
- Cllr Cutting – Holiday

2. Declaration of Interest.

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.

Cllr Barton declared an interest in a planning application due to be discussed during the course of the meeting.

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

No dispensations were considered.

3. Approval of the minutes of the previous meeting.

To consider the minutes of the previous meeting and if in order sign as a true record.

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

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

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

4. Matters arising from the Minutes.

There were no matters arising.

Cllr Wood gave an update on a recent meeting regarding the potential for a pathway across from the school. It was reported that parking had worsened outside the school and the PC was awaiting the outcome of the meeting by Medway Council.

5. Public Participation.

To discuss any questions received by members of the public.

No matters were raised by members of the public.

6. Police and PACT Report.

To receive a report regarding police matters and the PACT.

Cllr Fray reported on a recent meeting with the police concerning antisocial behaviour at Kingshill Recreation Ground. She reported that the police were due to undertake a site audit and provide recommendations on potential security improvements at the site.

It was noted that residents should be encouraged to report incidents directly to the police, rather than using social media. It was agreed that posters would be displayed on noticeboards encouraging correct reporting.

Action: Clerk to progress.

A general discussion took place.

7. Urgent Matters (if any with the Chairman's consent).

To consider any urgent matters raised by members.

No matters were raised.

8. Financial Matters.

a. To consider the monthly financial statement.

Financial Statement will be circulated in paperwork at PC meeting.

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

b. 2024/2025 Accounts and AGAR.

To consider the report and recommendation from the Finance Committee in relation to the 2024/2025 Accounts and AGAR.

- *To review and note the Internal Audit Report for the 24/25 Accounts.*
- *To review Section 1 Annual Governance Statement 2024/25 of the Annual Governance & Accountability Return and signing by the Clerk & Chair.*
- *To review Section 2 Accounting Statements 2024/25 of the Annual Governance & Accountability Return as certified by the Responsible Financial Officer and signing by the Chair.*

Members received and noted the internal audit report for 2024/25.

The Annual Governance and Accountability Return (AGAR) was considered and approved as follows:

- ***Section 1 (Annual Governance Statement) was approved (proposed by Cllr Dunkley, seconded by Cllr Williams and agreed unanimously).***
- ***Section 2 (Accounting Statements) was approved (proposed by Cllr Gissing, seconded by Cllr Williams and agreed unanimously).***

9. Clerks Report.

The Clerks Report was noted.

Police Meeting – Kingshill Area (2nd June 2025)

A meeting with the police took place to discuss ongoing issues with bikes at Kingshill Recreation Ground.

Concerns were raised about anti-social behaviour, particularly involving motorbikes, vandalism, and thefts. The Police stressed the importance of residents reporting incidents directly to them rather than just posting on social media, as this is what determines how police resources are allocated. Although their team is stretched, they are trying to increase their visibility in the village.

Potential options for improving security around the field, especially at Wall Close and Web Close were discussed. Police to conduct a survey/audit of the site to look at what they feel can be done.

Youth behaviour was also discussed. The police noted a spike in incidents during weekends and school holidays, often driven by peer influence and social media trends. There are plans for the police to work more closely with schools to try and improve engagement and prevention.

Police have agreed to carry out a field survey/audit with a written report and recommendations, which will be brought back to the Environment Committee for discussion.

Cllr Fray spoke regarding this under Police Matters.

10. Chairman's Report.

To receive the Chairman's Report.

The Chairman provided the following updates:

- He reported that he was arranging a meeting with neighbouring parish council chairmen and vice-chairmen to discuss a joint approach to the Medway Local Plan.

He emphasised the strength in working collaboratively as a Peninsula rather than individually.

- He reported that he had contacted the Youth Club to enquire about any planned activities for children during the summer holidays.
If no activities are being arranged, he suggested that the Parish Council may wish to consider putting on an event for children.
The Clerk reminded members that "Child-Friendly Medway" will be holding a summer fete on 21st August at Pottery Road Recreation Ground.

11. Ward Councillors Report.

To receive a report from the Ward Councillors Sands, Pearce and Crozer.

Cllr Pearce reported the following:

- The recent Bus Watch event was attended by over 100 people and received positive feedback.
- The Medway Council Local Plan meeting is scheduled for 26th June 2025, where the Draft Regulation 19 Local Plan will be debated. If approved, the public consultation is expected to begin on 18th June 2025.
- Nightingale Walks has now completed for the year, with a positive outcome.
- Several planning applications remain live and were discussed in relation to the local timetable and policy considerations.

A Ward Report from Cllr Crozer was read by the Chairman, providing an overview of current devolution discussions.

Cllr Mitchell joined the meeting at 7:50pm.

12. Parish Council Committees.

To receive reports and recommendations from PC Committees.

a. Events Committee.

To receive and note a report from the Events Committee.

In the absence of Cllr Cutting, a written report was circulated updating members on recent and upcoming events.

It was agreed that VJ Day would be marked as a low-key event with a beacon lighting. The Chairman noted that Medway Council's plans for VJ Day had not yet been released.

b. Environment Committee.

Environment Committee Update for Members:

The following update was noted by members.

Pottery Road Recreation Ground

- Maintenance has been carried out at the play areas in Pottery Road in line with the recent safety inspection – this has now been completed.

- The Benches at the Recreation Ground have now been relocated to a more central area.

Pottery Road Recreation Ground – Replacement of Redundant Swing Units

The contractor has confirmed that two swing units at Pottery Road Recreation Ground are now deemed beyond repair due to extensive wear and tear.

These are:

- The flatbed swing unit (comprising two standard swing seats)
- The basket swing unit

Unfortunately, the manufacturer of these swings is no longer in business, and as such, replacement parts are no longer available. After assessing the equipment, it has been confirmed that safe repairs are not possible and full replacement is required.

A quotation has been obtained from Safeplay, who are able to carry out the following:

- Removal of both the redundant flatbed swing and basket swing units
- Supply and installation of new replacement swing units (like-for-like)
- Post-installation inspection to ensure compliance and safety

The total cost of this work is £7,778.

The replacement swings at Pottery Road were agreed under delegated authority and this was ratified (proposed by Cllr Chester, seconded by Cllr Fray).

Kingshill Recreation Ground – Play Area

Orders have been placed to have the two issues identified at the new play area repaired by Kompan.

Kingshill Recreation Ground – Other Works

- MUGA and Gate – Work in progress.
- Footpaths – Work in progress.

Cllr Fray also provided an update on the parish noticeboard.

c. Finance, Audit and General Purposes Committee.

No matters to report.

13. Planning Matters.

a. Planning Applications Received.

MC/25/0966 - 22 Walters Road, Hoo St Werburgh, Rochester, Medway, ME3 9JR

Construction of an extension and conversion of garage into a separate dwelling together with associated external alterations.

Cllr Fray to seek update from MC.

MC/25/1043 - Tregenna , 248 Main Road, Hoo St Werburgh, Rochester, Medway

Construction of first floor to original footprint of bungalow.

No Objections

MC/25/0986 - 6 Paddock Drive Hoo St Werburgh Rochester Medway ME3 9GQ

Application for a Lawful Development Certificate (Proposed) for the conversion of the loft into habitable living space, construction of a dormer to rear and roof lights to the front.

No Objections

MC/25/1092 - Dux Court Dux Court Road Hoo St Werburgh Rochester Medway ME3 8RZ
Construction of a detached outbuilding.

No Objectionsb. Planning Applications Decisions by Medway Council.

MC/25/0743

Land Adjacent to City Way Health Clinic Ratcliffe Highway Hoo St Werburgh Rochester Medway
Construction of a single storey modular nursery block with associated ancillary outbuildings and play surfacing

RefusalNotification 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 9 April
2025.

FOR THE FOLLOWING REASONS:

1 The proposal is for new development on an isolated site in the countryside, within a landscape buffer between settlements and unrelated to existing development on the wider former public house site. This development, which includes a mix of designs and additions including a container, would harm the character, amenity and functioning of the countryside and would be contrary to Policies BNE1 and BNE25 of the Medway Local Plan 2003, Policies HOO1, HOO2 and HOO8 of the Hoo St Werburgh and Chattenden Neighbourhood Plan 2023-2040, paragraph 135 of the National Planning Policy Framework (2024) and the advice in the Medway Landscape Character Assessment 2011.

2 The development is not considered to be sensitive to its rural surroundings and is in a location and for a use which would be likely to result in it being almost wholly dependent on car use. In addition, a mechanism to ensure that the off-street parking indicated for use in connection with the nursery would be permanently available for this purpose has not been provided and development without adequate off-street parking would be likely to result in safety hazards. Such development would be contrary to Policies T1 and T13 of the Medway Local Plan 2003, to the vision, planning aims and Policy H002 of the Hoo St Werburgh and Chattenden Neighbourhood Plan 2023-2040 and to paragraphs 8 and 116 of the National Planning Policy Framework (2024).

MC/25/0718

Holly Lodge & Tudor Lodge Chattenden Lane Chattenden Rochester ME3 8NL

Details pursuant to condition 14 (drainage verification report) on planning permission MC/20/1471 for Demolition of existing outbuildings and stables and construction of a terrace of three houses including two 2-bedroom and one 3-bedroom; one 4-bedroom and one 5-bedroom detached house and two pairs of 3-bedroom semidetached houses with associated access, parking and amenity areas and demolition of the existing garage to Holly Lodge with construction of a new replacement detached garage

Discharge of Conditions

MC/25/0650

7 Guelder Rose Drive Hoo St Werburgh Rochester Medway ME3 9FX

Loft conversion with rear dormer and 3x rooflight windows to the front elevation

Approval with Conditions

MC/25/0603

64 Rochester Crescent Hoo St Werburgh Rochester Medway ME3 9JJ

Change of use of existing dwellinghouse (Class C3) to a children's home (Class C2)

RefusalNotification 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 21 March 2025.

FOR THE FOLLOWING REASONS:

1 The lack of details relating to the management of the children's care home including details relating to where staff would sleep whilst on sleeping shift and the level of care required for the children have been submitted, as such it cannot be demonstrated that there would be adequate levels of amenity secured for occupants or neighbour's contrary to Policies BNE2 and H8 the Local Plan 2003, Policy HOO8 of Chattenden Neighbourhood Plan 2024, and Paragraph 135(f) of the National Planning Policy Framework (2024).

MC/25/0595

53 Chattenden Lane Chattenden Rochester Medway ME3 8LE

Retrospective change of use of amenity land to residential garden land.

RefusalNotification 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 28 March 2025.

FOR THE FOLLOWING REASONS:

1 The proposed change of use of part of Chattenden Green to private garden would result in a significant loss of existing open space, without sufficient mitigation or justification. As such, the proposal fails to comply with policy HOO8 of the Hoo St Werburgh & Chattenden Neighbourhood Plan, Policy L3 of the Medway Local Plan (2003) and paragraphs 104, 131, 135 of the National Planning Policy Framework (Dec 2024).

MC/25/0468

Stonebridge 212 Main Road Hoo St Werburgh Rochester Medway ME3 9HG

Raising of roof height to create a first floor: construction of a 2-storey front extension and porch to front
-Demolition of existing garage.

Approval with Conditions

MC/25/0461

Berrill 247 Bells Lane Hoo St Werburgh Rochester Medway ME3 9JD

Construction of a part single/part two storey side extension, and part single/part two storey rear extension, (and internal alterations.)

Approval with Conditions

c. Appeals.

No matters to consider.

d. Other Planning Matters.

To consider other planning matters.

[Homes England] Chattenden Barracks - next steps of engagement

We last wrote to Hoo St Werburgh and Chattenden Parish Council in April 2025 as part of our first stage of public engagement around Homes England's proposals to bring the vacated Chattenden Barracks site back into use. This first stage engagement included a number of direct meetings, and two public exhibition events, where we sought to communicate our understanding of the site as well as introducing conceptual ideas for residential development and greenspace improvements to best contribute to the local area.

Homes England have taken the feedback provided at the first stage of engagement on board and are now seeking to invite comments and views from the public and key stakeholders on the emerging masterplan for Chattenden Barracks. We will be holding two further public exhibition events where we will present our emerging masterplan and how feedback provided last time around has informed it, whilst seeking feedback to help further develop the masterplan. The events will also provide an opportunity for those stakeholders who may not have had a chance to provide comments during the stage one engagement events to do so.

The details of the events as part of the next stage of engagement are as follows:

- Thursday 12 June 2025: 2pm to 8pm,
- Saturday 14 June 2025: 11am to 5pm

Both events will be held at Chattenden Community Centre, Swinton Avenue, ME3 8PH.

As a key stakeholder, we would like to invite parish councillors to a preview session, in advance of each event opening to the public.

These will be:

- **Thursday 12 June 2025: 1pm to 2pm,**
- **Saturday 14 June 2025: 10am to 11am.**

We would welcome an opportunity to speak with you about the further development of our masterplan proposals and hope you can join us at one of these preview sessions.

14. Memorial Garden.

To receive and note an update on the Memorial Ground.

Cllr Williams provided an update to members on the progress of the Memorial Garden project.

Memorial Garden Update

Following on from the last Parish Council meeting, and to move the project forward, quotations were sought for key elements of this project, and a financial breakdown has now been prepared. The full quotation and budget plan have been submitted to Medway Council to support the request for the release of Section 106 funding for the project.

These costings include:

- Site clearance in selected areas
- Additional fencing to secure the area and define the boundary for ashes
- Signage to provide information and guidance for visitors
- Planting of wildflowers
- Extension of the existing footpath to improve access in and around the garden

In addition, the location for the Memorial Stone has been agreed and the stone has now been ordered.

This is being progressed in line with the agreed actions from the previous meeting.

15. New Community Centre.

To receive and note an update for the new Community Centre.

Cllr Williams gave an update and circulated a paper on the New Community Centre project.

16. Village Hall.

Cllr Dunkley gave a report on the progress of the Village Hall.

17. Date of the next meeting – Thursday 3rd July 2025 – Hoo Village Hall.

There being no further business to discuss, the Chairman closed the meeting to the press and public at 8.37pm.

Signed:_____

Dated:_____