

Hoo St Werburgh and Chattenden Parish Council

The Minutes of the Meeting of Hoo Saint Werburgh and Chattenden Parish Council
Held at Chattenden Community Centre on Thursday 7th November 2024 at 7.00pm.

Councillors present: Barton
Chester
Cutting
Dunkley
Francis
Fray
Hopson
Koroma
Pearce
Sands
Styles
Williams
Wood

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

The meeting was chaired by Councillor Sands.

Hoo and Chattenden Neighbourhood Plan – The Chairman spoke regarding the Neighbourhood Plan and the Referendum that was currently taking place. He stated that this was a momentous occasion for the Parish as if the outcome was a Yes Vote, then the NHP would be adopted and assist with the protection of the Parish against development as Medway Council would have to take this into consideration when determining future planning applications.

He thanked the Neighbourhood Plan Team for their dedication and hand work in producing the Plan on behalf of the Parish Council and residents of Hoo and Chattenden.

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 Gissing (unwell), Sparkes (holiday), Tildesley (unwell).

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 Pearce declared an interest in discussions regarding the planning applications MC/24/2022 and MC/24/2073 as he would be speaking as a Ward Councillor with regards to these applications.

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

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

4. Matters arising from the Minutes.

a. Hoo Academy Road Safety Meeting.

To receive a report from councillor representatives who attended the road safety meeting at the Hundred of Hoo School on 16th October 2024.

Cllr Wood provided an update on the recent road safety meeting at the Hundred of Hoo School, which was attended by the school leadership team, residents, the Police, and Cllrs Styles, Francis and Wood.

Discussions centred around the parking problems due to insufficient space at the school, congestion during peak times, pedestrian safety concerns caused by a lack of pavements or crossings.

Possible solutions considered were using a nearby grass verge as a drop-off zone, adding a zebra crossing on Broad Street, and liaising with Hoo Swimming Pool to share parking facilities.

Cllr Wood stated that the school was going to contact Hoo Swimming Pool to discuss parking arrangements, and he would liaise with Ward Councillors to seek their assistance in exploring options with Medway Council.

While acknowledging that these matters are not entirely within their control, the Parish Council agreed to support efforts to find a practical solution to the issues.

5. Public Participation.

To discuss any questions received by members of the public.

A resident attended the meeting to discuss several issues within the Parish. Firstly, he raised concerns about the unadopted roads in the Four Elms development and the lack of services due to the roads remaining unadopted.

The Chairman confirmed that the Parish Council had already addressed this with Medway Council and had invited the Highways Officer to attend the meeting; however, the Officer had declined. It was agreed that the Parish Council would follow up with Medway Council to establish details and timescales for the adoption process.

The resident also raised concerns about business-related activities in the development, particularly the selling of vehicles, and noted that the unadopted road status limited police enforcement. PC Dave Brett, in attendance at the meeting, explained that private roads were governed by the Traffic Act; however, enforcement was restricted in areas designated as private roads.

The resident then inquired about the Neighbourhood Plan and the provision for essential infrastructure, such as schools, doctors, and highways, linked to Section 106 funds.

Cllr Sands spoke regarding the Parish Council's responses to large planning applications, which raised concerns about the lack of infrastructure.

Cllr Williams informed the meeting that Vince Maple, Leader of Medway Council, would be hosting a public event at the Hundred of Hoo School in January, with an opportunity to raise these concerns directly.

The Chairman spoke regard the ongoing Referendum, for the Neighbourhood Plan and the advice from Medway Council regarding Purdah and the clarification of this advice from the Monitoring Officer. He suggested that the Parish Council await the outcome of the vote, and if necessary, the PC would consider raising a formal complaint regarding the advice received.

A resident spoke regarding flood protection and the need for a resilience plan. Cllr Sands confirmed he had invited the Resilience Officer to attend a future meeting to discuss this with the Parish Council.

6. Police and PACT Report.

To receive a report regarding police matters and the PACT.

The Chairman addressed the issues that arose in the village during Halloween.

PC Dave Brett provided an update on this matter, explaining the challenges faced by the police that evening. He reported that a group of approximately 70 children had to be dispersed under a Section 34 Dispersal Order, which was issued immediately in response to the situation.

He clarified that the Order had not been issued in advance, as there was no prior intelligence to warrant such measures.

PC Brett confirmed that the situation was eventually brought under control, resulting in several arrests, which were currently being pursued.

The Chairman expressed the Council's thanks to the police for their swift response.

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 Styles, seconded by Cllr Williams, and agreed by all present.

b. Parish Council Publicity.

Newsletter Proposal:

To send out a newsletter to residents three times a year to inform them about Parish Council activities and updates.

Approximately £1,000 per issue, covering printing and delivery expenses.

Benefits:

- Improve positive public relations by showcasing the council's efforts.
- Keep residents informed about the Parish Council's work and services.
- Increase resident engagement, potentially encouraging attendance at council meetings.
- Provide a direct channel for residents to raise queries or matters for council attention.

Members considered this proposal, and it was proposed by Cllr Dunkley, seconded by Cllr Koroma and agreed by all present.

Action: Newsletter agreed.

9. Clerks Report.

To receive the Clerks Report.

1. War Memorial Cleaning

The Parish Council has arranged for the Church War Memorial to be professionally cleaned ahead of Remembrance Sunday. The total cost is £595 plus VAT.

This was ratified by members.

2. Poppy Wreath for Remembrance Sunday

A poppy wreath has been purchased and handed to the Chairman for Remembrance Sunday.

3. Four Elms Place – Invitation to Highway Officer.

Following agreement at the last meeting Mr Dodd was invited to attend the meeting to speak on Unadopted Roads but he declined to do so.

Members agreed that they were not satisfied with this response, and the Clerk was asked to follow this up with the Officer.

4. NOTICE OF THE 77th ANNUAL GENERAL MEETING - SATURDAY, 30th NOVEMBER 2024

Kent Association of Local Councils' 77th Annual General Meeting, to be held on Saturday, 30th November 2024, at Ditton Community Centre, Kilbarn Road, Ditton, Aylesford, Kent, ME20 6AH.

Action: Cllr Pearce to attend.

10. Chairman's Report.

To receive the Chairman's Report.

The Chairman gave his report to the meeting and spoke of his disappointment at the behaviour of the youths during Halloween. He reported that the recent Heritage Grant application submitted to Medway Council had not been successful.

He reported that Whose Hoo had received Lottery Funding for Heritage Projects on the Peninsula, and they were looking to collaborate with Parishes with projects in their parish.

11. Parish Council Committees.

To receive the reports and recommendations from PC Committees.

a. Parish Council Committee Vacancies.

Following recent resignations from various committees the following vacancies were considered:

- Events Committee – 1 vacancy
- Environment Committee – 1 vacancy
- Finance, Audit, and General Purposes Committee – 1 vacancy
- Planning Committee – 1 vacancy

Following discussion and a vote the following councillors were appointed to the Committees:

Events Committee – Cllrs Koroma and Francis

Environment Committee – Cllr Styles

Finance, Audit and general Purposes Committee – Cllr Wood

Planning Committee – Cllr Cutting.

b. Events Committee.

To receive a report from the Events Committee.

Pantomime – Report from Cllr Cutting

We have been offered the opportunity to have a panto, oh yes, we have, Jack in the beanstalk on Sunday 12th January at 2.30 in the village hall.

The hall is available,

Cost is £1190 plus vat. Hall is £90

Posters will be supplied by the panto

The events committee have budget to pay for this. I have also been offered some sponsorship from a local business, but I have yet to pursue this. I will ask and see what they can offer us, even if the hall cost is covered would be good.

Recommendations:

1. Panto to agree we go ahead, we have budget.
This was agreed by members, proposed by Cllr Pearce, seconded by Cllr Dunkley and agreed by all present.
2. VE Day Fete to extend to add an evening event.
This was agreed by members, proposed by Cllr Fray, seconded by Cllr Dunkley and agreed by all present.
It was further agreed that an afternoon Bar should be arranged for the event, this was proposed by Cllr Fray, seconded by Cllr Styles and agreed by all present.
3. Members are also asked to consider whether they wish to present a Hamper to Yew Tree Lodge Care Home this year and if so, set a budget.
This was agreed and a budget of £200 was approved

c. Environment Committee.

To receive a report on Environmental Matters.

Environmental Matters Update

1. Noticeboards:
The new parish council noticeboard and additional sets of legs are ordered and expected by early December. Installation will proceed in phases over the next two months, pending arrival of the remaining board and legs.
2. Recreation Ground Gate:
Repairs are underway for the gate damaged at the Trubridge Road end of the recreation ground.
3. Fencing Installation:
The fencing insert near the locked gate on Pottery Road is now complete.
4. Footpaths:
A tender document is being prepared to invite quotes for the new pathways at Kingshill Recreation Ground and for the replacement/repair of the Pottery Road Recreation Ground footpath.
5. Bench Installation:
A quotation has been approved for the removal of a damaged bench on Pottery Road and installation of a new picnic bench at Kingshill, with work planned in the coming weeks.
6. Horse Trough:
The Warden has dug over the Horse Trough in preparation for the planned planting.
7. Litter Bin – Pottery Road.
A replacement bin lid and insert has been installed at Pottery Road Recreation Ground after it was vandalised at a cost of £223.77 plus vat. This was carried out under Delegated Authority.

8. Environmental Committee Meeting:

A meeting will be scheduled in the next month to provide updates and discuss additional environmental matters.

d. Finance, Audit and General Purposes Committee.

To arrange FA&GP Meeting to discuss draft budget when Band D Rates published by Medway Council, usually in December.

Items for FA&GP Agenda:

- 2025/2026 Budget
- Parish Wardens Van
- Village Hall/Community Centre
- Church Clock

12. Planning Matters.a. Planning Applications Received.

MC/24/2022 Land West of Hoo St Werburgh, Rochester, Kent

Outline planning application (with all matters reserved except access) for the construction of up to 450 dwellings, commercial floorspace (up to 500sqm), community use building (up to 500sqm), associated public open space, landscaping, outdoor sports facilities, drainage and earthworks.

Action: Dave Chetwyn was appointed to represent the PC regarding this application and submit the PC objections.

MC/24/1847 9 Invicta Drive, Hoo St Werburgh, Rochester, Medway, ME3 9UZ Construction of a detached garage to rear.

MC/24/2073 47 Chattenden Lane, Chattenden, Rochester, Medway, ME3 8LE

Change of use of amenity land to residential to facilitate the construction of a part two storey part single storey rear extension and a single storey side extension - demolition of existing side projection.

Members raised concerns regarding this planning application, and it was agreed that an objection should be submitted.

MC/24/1949 155 Bells Lane, Hoo St Werburgh, Rochester, Medway, ME3 9JA

Part retrospective change of front garden from paving slabs to block pavers, new fence panels and removal of wall to front of property to provide off street parking with associated vehicular crossover.

MC/24/2194 3 Knights Close, Hoo St Werburgh, Rochester, Medway, ME3 9DR Construction of a new driveway and cross over from the highway to allow off road parking.

b. Planning Applications Decisions by Medway Council.

MC/24/1882

Kingsnorth Power Station Eschol Road Hoo St Werburgh Rochester Medway ME3 9NQ

Details pursuant to condition 7 (Initial Land Use and Initial Trip Cap parameters) on planning permission MC/21/0979 for Outline planning application with all matters reserved except access (to

be taken from Eschol Road) for the construction of flexible EG (iii)/B2/B8 use class buildings, sui generis uses for energy uses and a lorry park, together with servicing, parking, landscaping, drainage, remediation, demolition and earthworks

Discharge of Conditions

MC/24/1811

Plot 2 London Medway Commercial Park James Swallow Way Hoo St Werburgh Rochester Medway
Application for a Lawful Development Certificate (Existing) for the development of Plot 2 for Class E(g)(iii) industrial processes/B2 general industrial/B8 storage and distribution uses, access, parking, drainage, landscaping and associated works granted on (15/11/21) ref. MC/21/1383).

All pre-commencement planning conditions have been discharged. The development commenced in February 2024 and construction work has included: - completion of secondary site access from the estate; site preparation; earthworks and formation of site levels.

Confirmation is sought from Medway Council that the construction of an access road pursuant to Planning Permission ref. MC/21/1383 has been lawfully implemented.

Approval

TPA/24/1813

Alternative Reference PP-13381336

Street Farmhouse 103 Stoke Road Hoo St Werburgh Rochester Medway ME3 9BH.

T3 - Juglans Regia - Crown lift drooping limbs to provide 3m clear stem.

Approval with Conditions

c. Appeals.

No matters were raised.

d. Other Planning Matters.

To consider other planning matters.

13. Burial Ground.

To receive an update from the Burial Ground Committee.

The Clerk circulated a detailed report for members' consideration outlining alternative suggested uses for the land at Vicarage Lane, following confirmation that the PCC and church were unable to take on the land freehold. The proposed use as a memorial garden was presented for further discussion.

Cllr Dunkley declared an interest regarding his involvement with the PCC in this matter.

During discussions, Councillor Dunkley highlighted the need to review the covenant on the land and any potential planning issues. He also suggested that the Parish Council seek the views of the village regarding the future use of the site.

Members generally voiced their support for the alternative use as a Memorial Garden, but concerns were raised about future provisions for the interment of ashes. This was discussed and it was agreed that this would be discussed when the final plans for the Memorial Garden were considered.

The Chairman invited members to vote on the proposal to re-designate the land on Vicarage Lane as a Memorial Garden. The vote was cast with 11 in favour, 1 against, and 1 abstention. The vote against and the abstention were withdrawn subject to the interment of ashes being included in the plans for the Memorial Garden.

It was resolved that the land on Vicarage Lane would be renamed Memorial Garden.

The quotation for fencing the area was approved, and members agreed to proceed with the project.

Action: Clerk to formally accept fencing quotation.

Cllr Williams reported that PCC volunteers had deposited vegetation debris in the Memorial Garden. PCC representatives in attendance acknowledged the issue and agreed to remove the debris.

14. New Community Centre.

To consider an update and recommendation for the new Community Centre.

Cllr Williams gave an update on the project.

15. Neighbourhood Plan Report.

To receive an update report from the NHP Group.

The Chairman stated that the Referendum for the NHP was currently taking place and representatives from the PC would attend the count following this meeting.

16. Village Hall.

It was agreed that this matter would be deferred until the December PC meeting.

17. Youth Provision in Hoo.

The Parish Council has been approached by Youth Leader Lindsay Hartney concerning the current state of the youth club within the parish and lack of sufficient youth provision.

To discuss these concerns and ways that the PC may be able to assist, a meeting has been arranged with Lindsay Hartney on Thursday, 14th November, at 12:30.

The following councillors would attend this meeting:

- Chairman
- Vice Chairman
- Councillor Cutting

18. Ward Councillors Report.

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

Ward Cllr Pearce gave his Ward Councillors Report to the meeting, reporting on the following:

- Update on the Taylor Wimpey planning application.
- Installation of new salt bins funded by his Ward Councillor's Improvement Grant.
- Whose Hoo lottery-funded project.
- Grant opportunities available for next year's V-E Day events.
- Medway Council's financial position and review of council-owned assets.

19. Date of the next meeting – Thursday 5th December 2024 at Hoo Village Hall.

There being no further business to discuss, the Chairman closed the meeting to the press and public at 8.50pm.

Signed: _____

Dated: _____