

Hoo St Werburgh and Chattenden Parish Council

The Minutes of the Meeting of Hoo St Werburgh and Chattenden Parish Council  
Held at Hoo Village Hall on Thursday 6<sup>th</sup> March 2025 at 7.00pm.

Councillors present: Cutting  
Dunkley  
Francis  
Fray  
Gissing  
Hopson  
Pearce  
Sands  
Sparkes  
Styles  
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, and reasons for absence accepted from Cllrs Koroma (personal reasons), Chester (sickness), Mitchell (work) and Barton (work).

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.

No interests were declared.

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

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

**4. Matters arising from the Minutes.**

**Hoo Academy Road Safety Meeting.**

Cllr Woods reported on the road safety measures outside the Hundred of Hoo Academy. He advised that Medway Council had confirmed they would be replacing the knee-high barriers on the verges. He reported that the verges were not protected by a covenant as previously thought; however, any proposed use of them would require a change of use planning application.

Cllr Woods stated that he had met with Medway Council officers regarding the verge opposite the school, and it was suggested that, if spoil were removed, the verge could potentially be wide enough to accommodate a footpath. This matter is currently with Medway Council to progress.

**5. Public Participation.**

To discuss any questions received by members of the public.

A resident attended the meeting and spoke regarding the Homes England consultation event at Chattenden, expressing disappointment at the lack of knowledge demonstrated by those running the event.

Members discussed and agreed that the consultation had been poorly organised.

**6. Police and PACT Report.**

To receive a report regarding police matters and the PACT.

Cllr Cutting stated that she would arrange a PACT meeting on a Tuesday evening in the Village Hall, starting at 7:30pm. She confirmed she would take this forward and make the necessary arrangements.

**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 Fray, seconded by Cllr Wood, and agreed by all present.

## 9. Clerks Report.

To receive the Clerks Report.

The Clerk reported that the PC Newsletter had now been printed for circulation in early March.

## 10. Chairman's Report.

To receive the Chairman's Report.

### Rural Liaison Meeting.

The Chairman reported on the recent Rural Liaison Committee meeting, and a presentation on the Community Infrastructure consultation.

He advised that the Parish Council had submitted a response requesting the consultation be withdrawn and expressed disappointment that no other parish councils had commented on the document.

Cllr Fray spoke regarding a question she had raised at the meeting to Medway Council Officer Paul Cowell regarding the 650 individuals who were consulted and the locations of the groups. She stated that she would follow this up with Medway Council.

The Chairman reported that the draft Local Plan was scheduled to go before Cabinet in June 2025 and then be submitted to the Planning Inspector in November 2025.

He spoke regarding new government legislation which imposed a 30-month time limit on the preparation of Local Plans.

### Public Rights of Way

Cllr Sands reported that an additional £100,000 had been allocated for public rights of way. He reported that the footpath from Hoo Common leading to Upnor had now been repaired.

### Deangate

Cllr Sands gave an update on the ongoing work at Deangate, he reported that temporary barriers and signage had been installed to restrict access while survey work was being carried out.

### RS112 – Stoke to Ratcliffe Highway

It was reported that the PROW RS112 from Stoke to Ratcliffe Highway was littered and required a litter pick. It was agreed that this would be raised with Medway Council and Medway Norse.

***Action: Clerk to action.***

### Footpaths and Bridleways

A general discussion took place regarding the condition of footpaths in the parish. Cllr Sands stated he would liaise with Stacey McGregor, Medway Council's Footpath Officer, regarding organising a volunteer litter pick.

## 11. Ward Councillors Report.

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

Cllr Pearce reported on the following:

- Medway Council Budget:
  - A 5% increase to Council Tax has been approved.
  - All services will be maintained with the support of exceptional government funding.
- Chattenden Barracks Consultation:
  - Homes England has carried out an initial consultation.
  - A further consultation is expected in mid-summer.
  - A planning application is anticipated by the end of the year.
- Sturdee Club Application:
  - The application will be considered at a Medway Council meeting next week.
  - Cllr Pearce will attend to provide representations on behalf of the community.
- Medway Matters Event
- Local Plan
- Yellow Lines – Main Road and other locations in the parish.

A general discussion followed the report.

## 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.

Cllr Cutting provided the following updates on behalf of the Events Committee:

- VE Day Beacon Lighting Event:  
Cllr Cutting reported that arrangements for the event are underway.  
She was seeking grants and donations to support the event.
- Pantomime – January 2026:  
She reported that an expression of interest has been submitted for a panto in January 2026.  
She asked the Parish Council to confirm if they wished to proceed.  
This was proposal: Cllr Cutting, seconded: Cllr Dunkley and agreed by all members.  
**Action: Cllr Cutting to confirm the pantomime booking for 3rd January 2026.**

### b. Environment Committee.

To receive and note a report on Environmental Matters.

It was agreed that a meeting of the Environment Committee would be arranged for March.  
In the meantime, delegated authority was granted to the Environment Committee to progress the installation of noticeboards within the parish. This was proposed by Cllr Williams, seconded by Cllr Dunkley, and unanimously agreed by all present.

**Action: Clerk to arrange meeting date.**

c. Finance, Audit and General Purposes Committee.

To consider the report and recommendations from the FA&GP Committee:

Parish Van - Cllr Hopson reported on the current situation regarding the parish van, stating that a larger budget would be required if the van were to be replaced. In the interim, he suggested that the van be taken on a long run every two weeks and that DPF filter cleaner be added once a month to help maintain its condition.

It was noted that the MOT is due in April and the Clerk was asked to make arrangement for this to be undertaken.

The Chairman stated that a new van was needed, and it was agreed that the Working Group would explore both purchase and lease options and report back to the next Parish Council meeting.

13. Planning Matters.

a. Planning Applications Received.

MC/25/0016 - 23 Headstock Rise, Hoo St Werburgh, Rochester, Medway, ME3 9LZ

Construction of a single storey rear extension.

**PC action: No Objections.**

b. Planning Applications Decisions by Medway Council.

MC/24/2614

16 Rochester Crescent Hoo St Werburgh Rochester Medway ME3 9JH

Construction of a single storey infill extension to rear of existing garage together with conversion of garage into habitable room

Approval with Conditions

MC/24/2551

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

Construction of a two-storey extension to the front elevation with a flat roof slopping roof extending down both sides, (demolition of the existing garage together with the front and rear dormers and pitched roof)

Refusal

Notification 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 20 December 2024.

FOR THE FOLLOWING REASONS:

1The proposed design supports an extensive flat roof plateau, which creates an inappropriately large and bulky mass, while failing to be well scaled and in proportion with the surrounding two-storey properties that support conventional roofscapes. The resulting scale and dominance of the structure would appear contrived and result in harm to the balance of both the host dwelling and surrounding street scene. As such, the proposed is determined to be

unacceptable and found contrary to Policy BNE1 of the Medway Local Plan 2003 and paragraphs 131 and 135 of the National Planning Policy Framework 2024.

MC/24/2533

137 Bells Lane Hoo St Werburgh Rochester Medway ME3 9HY

Construction of a detached dwelling

Approval with Conditions

MC/24/2500

55 Chattenden Lane Chattenden Rochester Medway ME3 8LE

Single storey side and front extensions and Internal alterations

Approval with Conditions

MC/24/2320

Flanders Farm Ratcliffe Highway Hoo St Werburgh Rochester Medway ME3 8QE

Variation of condition 2 (approved plans) on planning permission MC/19/3128 to amend plan to alter the elevation and floor layout of building known as Phase I

Approval with Conditions

MC/24/2008

Land To the South of Stoke Road Adjacent Yew Tree Lodge Hoo St Werburgh Rochester Medway ME3 9BH

Details pursuant to condition 21 (Archaeological Scheme) on planning permission MC/19/3129 for Outline planning application with all matters reserved (other than means of access) for up to 100 dwellings and associated works and infrastructure

Discharge of Conditions

c. Community Infrastructure Framework.

A letter of representation to the Community Infrastructure Framework Consultation was circulated for members approval. This was proposed by Cllr Sparkes, seconded by Cllr Styles, and agreed by all present to submit unchanged to Medway Council.

***Action: Clerk to action and submit to Medway Council by the consultation deadline.***

d. Appeals.

No appeals to consider.

e. Other Planning Matters.

To consider other planning matters.

It was agreed that the PC would meet with developers for their presentations on the following:

- Land to the north of Stoke Road and east of Walnut Tree Grove, Hoo St Werburgh.
- Chattenden Barracks: Homes England.

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

**14. Memorial Garden.**

To receive and note an update on the Memorial Ground.

The Chairman reported that the Parish Council had been awarded a £2,000 grant for the Memorial Garden. In order to progress this project, it was agreed that a site meeting will be arranged to discuss landscaping plans and ideas for the project.

Cllr Williams highlighted the need for a sign as a priority and it was agreed this would be addressed during the site meeting.

Cllr Sands spoke about the public right of way across the land and confirmed it is a permitted pathway, so the Parish Council is not required to provide access. However, the Parish Council will install a basic ramp at the gate to ease access for users.

**15. New Community Centre.**

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

Cllr Williams provided an update on the progress of the new Community Centre and referred to a paper circulated to all members outlining the recommended consultant appointments to undertake the reports to submit with the planning application. He requested approval from members to proceed with these appointments.

It was proposed by Cllr Williams to accept the recommended consultants, seconded by Cllr Dunkley, and unanimously agreed by all present.

Cllr Williams also gave an update on the Section 106 funding for the Community Centre, stating that there had been delays due to legal matters. He stated that he, the Chairman and Clerk and would once again meet with Medway Council officers in an effort to progress this further.

**16. Village Hall.**

Cllr Williams provided an update on the progress of the Village Hall and informed members that interviews for the Village Hall Manager vacancy were scheduled to take place on Monday, 10th March.

**17. Date of the next meeting – Thursday 3<sup>rd</sup> April 2025 at Hoo Village Hall.**

There being no further business to discuss, the Chairman closed the meeting to the press and public at 9.00pm.

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

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