

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 5th October 2023 at 7.00pm.

Councillors present: Barton
Chester
Cutting
Fray
Koroma
Mitchell
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 Hopson (work), Winter (personal reasons), Dunkley (personal commitment) and Gissing (sickness).

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

There were no dispensations is to consider.

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

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

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

a. Safe Crossing of Bells Lane.

MC emailed with request for a safe crossing on Bells Lane at the junction to Fourwents Road – currently awaiting a response. No update received to date.

b. Request for a new litter bin at Dunnock Drive.

New litter bin requested with Medway Council.

c. Overgrown vegetation at the junction next to the Jet Garage on Fourwents Hill

Reported to Medway Council.

d. Youth Club.

Emailed Youth Club to put them in contact with Village Hall re hall hire.

e. Parish Defibrillator.

Parish Defibrillator now covered by maintenance contract.

A number of issues were found that have now been rectified as follows:

1. Expired electrodes fitted
2. Broken earth wire to door – this cabinet is a Class 1 electrical product
3. Broken light fitting
4. Open mains terminals
5. Incorrect resuscitation protocol installed

The cabinet is an old design, and you should add it to the PAT testing regime of the village institute. You may wish to consider replacing the cabinet.

The maintenance report was noted, and it was agreed by members that a new cabinet should be purchased as advised and the Clerk should raise the PAT testing with the Village Institute to see whether they would be willing to add this to their testing regime. (Pearce/Cutting)

Action: Clerk to progress.

Cllr Williams spoke regarding the defibrillator and stated that when this was passed over to the PC by the Woman's Institute, they were also due to transfer some funds over to the PC for its future maintenance, this had not been received yet and therefore he stated that he would follow this up.

f. Additional Allotment Land Letter.

Awaiting a date for a meeting with The Brice Charity representatives. Referred to Environment Committee.

g. Chattenden Questionnaire.

A draft questionnaire for Chattenden was circulated to all members for their consideration. This was discussed and members agreed that the quest would be circulated to the whole of Chattenden and residents would be encouraged to respond by email, via a QR Code, post or by a collection box at the community centre.

It was agreed that Cllrs Sparkes, Koroma and Mitchell would finalise the consultation questionnaire for circulation to Chattenden residents.

It was also agreed that the Clerk would set up an email address for the consultation – chattendenconsultation@hoopc.org.

Action: Clerk to progress.

5. Public Comments.

Residents in attendance at the meeting raised the following issues:

- Overgrown vegetation at the junction next to the Jet Garage on Fourwents Hill
Action: Clerk has reported to Medway Council.
- Unadopted roads at new development near Dunnock Drive.
The Chairman and councillors advised the resident who to contact at Medway Council.
- Request for a new litter bin at footpath on Chattenden Lane.
Action: Clerk to raise this with Medway Council.
- Possible youth facilities in the parish.

6. Police and PACT Report.

Cllr Cutting reported on police matters, she stated that Cllr Barton would now take over the organisation of PACT Meetings.

Bikes on the recreation ground was still an issue and the police was aware of this.

A Public Space Protection Order was due to go before Medway Council in October, and if approved this would cover cars, motorbikes, and scooters for the whole of Medway.

7. Urgent Matters.

Cllr Koroma reported on the Local Access Forum meeting she had attended on behalf of the Parish Council.

8. Parish Council Administration.a. Parish Council Policy Review.

Members reviewed the following Parish Council Policies and adopted these with no changes, proposed by Cllr Fray, seconded by Cllr Styles and agreed by all present.

- Standing Orders
 - Financial Regulations
- Internal Control Policy
- Social Media Policy
 - Bullying and Harassment Policy
 - Complaints Policy
 - Email Policy
 - Data Protection and Information Security Policy
 - Equal Opportunities Policy
 - Equality and Diversity Policy
 - Grants Policy
 - Health and Safety Policy
 - High Consequence Infectious Disease Policy
 - Metal Detecting Policy
 - Public Participation Policy
 - Reserves Policy
 - Section 101 Scheme of Delegation Policy
 - Tree Management Policy

New Policies for Consideration

To be circulated and placed on a future Agenda.

9. 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 Pearce, seconded by Cllr Williams, and agreed by all present.

b. 2022/2023 Audit Completion.

Members noted the Auditors Report for the 2022/2023 Audit and the Audit Clearance Certificate.

10. Clerks Report.

The Clerk's Report was noted.

Members ratified a decision under delegated authority giving permission to use Pottery Road Recreation (outside of hall) for bouncy castle Saturday 14th October for child's Birthday party in village hall. Hire form, risk assessment and Public Liability insurance has been submitted to PC – no charge as resident use as agreed during hire review. (Approved under delegated authority with Chairman and Vice Chairman).

11. Chairmans Report.

The Chairman reported that he had attended a meeting on Polling Stations at Medway Council, he felt that one was needed at the top of the village. He stated that Medway Council were looking for suitable locations.

12. Parish Council Committees.

To receive the reports and recommendations from PC Committees.

a. Environment Committee.

Following a site meeting at Kingshill Recreation Ground for Thursday 5th October ay 6pm for Environment Committee. A Committee Meeting will now be arranged to progress the new play area at Kingshill Recreation Ground.

Update on Actions:

- Gate, Height Barrier, and Pedestrian Gate has been installed at the vehicle entrance to Pottery Road Recreation Ground. The pedestrian gate needs to be changed as the suppliers sent a one way opening one in error – this is due to be corrected and is in hand with the supplier and Safeplay.
- No Parking signs have now been installed on the verges along the Pottery Road recreation Ground vehicle access road. These have been vandalised and reinstated by the Warden.
- The fencing and other pedestrian gates are on order and will be installed when available. This is in hand with the supplier and Safeplay.

b. Finance, Audit and General Purposes Committee.

No matters to report.

13. Planning Matters.

a. Planning Applications Received.

APPLICATIONS RECEIVED SINCE THE LAST MEETING

MC/23/1935 42 Chattenden Lane, Chattenden, Rochester, Medway, ME3 8NL

Resubmission of MC/21/1935 for the construction of a new terrace comprising of four x 3-bedroom dwelling houses with associated landscaping and parking - demolition of existing property.

Action: PC Objections, overdevelopment of site, no turning within plot, tandem parking.

MC/23/2089 24 Elm Avenue, Chattenden, Rochester, Medway, ME3 8LZ

Construction of a first-floor side extension, conversion of garage into habitable room and extension to existing vehicular crossover.

No objections.

MC/23/1920 8 Vicarage Lane Hoo St Werburgh Rochester Medway ME3 9AZ
 Certificate of Lawful Development (Proposed) For the siting of a caravan.
PC Objections, over development of site, backland development, set a precedent.

APPLICATIONS DETERMINED BY MEDWAY COUNCIL

MC/23/1811

The Hundred of Hoo Primary School Main Road Hoo St Werburgh Rochester Medway ME3 9HH
 Details pursuant to condition 15 (construction surface water management plan) and 21 (climate change verification) on planning permission MC/22/0974 for 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/23/1788

Plot 2, London Medway Commercial Park James Swallow Way Hoo St Werburgh Rochester Medway
 Details pursuant to condition 8 (construction ecological management plan) on planning permission MC/21/1383 - 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 including means of access.
 Discharge of Conditions

MC/23/1715

231 Knights Road Hoo St Werburgh Rochester Medway ME3 9JN
 Construction of a single storey rear extension
 Approval with Conditions

MC/23/1635

The Windmill Ratcliffe Highway Hoo St Werburgh Rochester Medway ME3 8QB
 Variation of condition 6 (EV chargers) on planning permission MC/21/3311 for reduction in the provision of electric vehicle charging points from 4 to 2.
 Approval with Conditions

MC/23/1592

59 Main Road Hoo St Werburgh Rochester Medway ME3 9AA
 Construction of a part single-storey/part two-storey extension to the front/side and creation of a covered porch to the front
 Withdrawn by Applicant

MC/22/3014

Plot 6 Kingsnorth Industrial Estate Hoo Rochester Medway ME3 9ND
 Construction of a building to provide 334m² of staff offices and welfare facilities to serve the existing commercial plot at Kingsnorth Industrial Estate.
 Approval with Conditions

b. Other Planning Matters.

To consider other planning matters.

c. Local Plan Consultation.Vision for Medway in 2040

The plan's vision is to establish Medway as a leading regional city, connected to its surrounding coast and countryside; with a thriving economy, where residents enjoy a good quality of life and there is a clear strategy for addressing climate change and strengthening natural assets.

Through the new Local Plan, we want to achieve:

- A sustainable and green future
- Supporting people to lead healthy lives and strengthening our communities
- Secure jobs and develop skills for a competitive economy
- Boost pride in Medway through quality development.

The new plan will guide Medway's growth – for homes, jobs and services and infrastructure. It will balance growth with protecting what is special about our area, and seeking opportunities for improvements where there are issues to be tackled.

Regulation 18 consultation – Setting the Direction for Medway 2040

We are at Regulation 18 stage. This is a formal stage in the preparation of new Local Plan for Medway. Following the council cabinet decision earlier this month, we are running a six-week public consultation from today (Monday, 18 September) until Tuesday, 31 October. Watch our video here

The consultation will help to define priorities for our environment, communities and economy. This is where you can have your say on the emerging plan's key themes, priorities and vision, including improvements to the local environment, supporting communities and strengthening the economy. Residents can also tell us their views about regenerating the urban centres and riverside sites in Medway, and potential development in suburban and rural areas.

It's important to explain that this consultation does not detail policies or identify those sites preferred by the council for new development. That detail will come in the next stage of work on the Local Plan, which the council will publish in 2024.

Medway residents now have the opportunity to play a part in helping to shape our plan and Medway's future. It's really important that they can tell us what they want to see developed, along with what they want to see protected (particularly around the local heritage and character for the area) and what would make them feel prouder to live in Medway.

Read our consultation document:

https://www.medway.gov.uk/downloads/download/751/medway_local_plan_consultation_2023

Take part in the consultation online: <https://medway.oc2.uk/document/13>

Find out more about the consultation: www.medway.gov.uk/futuremedway

We will be running a number of public events during October, giving the public the chance to speak to our Planning Team. An update on the list of events will be shared with you later this month.

We're committed to getting a new Local Plan in place for autumn 2025 which will look at where this growth should take place. This will see allocating land for development and protection, and policies to manage delivery of development.

If you have any questions during this consultation period, please drop us an email and we will be in touch: futuremedway@medway.gov.uk

Cllr Pearce reported on the Local Plan Consultation.

13. New Community Centre.

Cllr Williams reported on the Community Centre project and stated that feedback was awaited from Medway Council regarding the S106 Funding before the PC could fully consider how to progress this, whether by a new build or refurbishment of the existing hall.

14. Neighbourhood Plan Report.

Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 and because of the confidential nature of the business to be transacted, the public and press will be excluded from the meeting during the consideration of the Neighbourhood Plan.

The Chairman confirmed that the Neighbourhood Plan would be discussed as a confidential item at the close of the meeting to the press and public.

15. Ward Councillors Report.

Cllr Pearce gave his Ward Councillors report to the meeting. He spoke regarding the following:

- Local Plan Consultation and Call for Sites.
- Four Elms Hill and issues with the new cycle path.

16. Date of the next meeting – Thursday 2nd November 2023.

There being no further business to discuss, the Chairman closed the meeting to the press and public at 8.45pm.

Signed: _____

Dated: _____