

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 7<sup>th</sup> September 2023 at 7.00pm.

Councillors present: Barton  
Cutting  
Dunkley  
Fray  
Gissing  
Koroma  
Mitchell  
Pearce  
Sands  
Sparkes  
Styles  
Williams  
Winters  
Wood

Also: Sherrie Babington - Parish Clerk, and 7 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 Tildesley (holiday), Hopson (work) and Chester (holiday).

*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 Cutting 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. Additional Allotment Land Letter.

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

### 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 to report 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 Dunnock Drive.  
*Action: Clerk to raise this with Medway Council.*
- The new Management Committee for Hoo Village Hall attended the meeting to introduce themselves to members. They stated that they wished to work with the Parish Council going forward and would like to arrange a meeting with representatives of the PC.  
The Chairman thanked the Committee for attending the meeting and stated that the Clerk would contact the Chairman of the Committee to arrange a convenient date for the meeting.  
*Action: Clerk to action.*

### 6. Police and PACT Report.

The Chairman welcomed PC's Dave Brett and Richard Jenkins to the meeting.

They spoke regarding their role in the local community and the issues they had in the parish.

They spoke about ways to report crimes and the benefits of using My Community Voice to contact them.

## 7. Urgent Matters.

Cllr Cutting reported that she was working on a full list of defibrillators in the parish and when completed this would be displayed on the parish noticeboards.

Cllr Cutting spoke regarding the 80th D-day celebrations in June 24 and she asked for authority for the Events Committee to reform to look at an event for the parish.

This was agreed, proposed by Cllr Pearce, seconded by Cllr Dunkley and agreed by all present.

## 8. Parish Council Administration.

### a. Parish Council Policy Review.

The Clerk reported that the policies to be reviewed were available on the Parish website.

It was agreed that this item should be considered at the October PC meeting.

#### Existing Policies for readoption – no changes

- Standing Orders
- Financial Regulations
- 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.

### b. Civility and Respect Pledge.

Parish Council to consider signing up to the national Civility and Respect Pledge.

It was proposed by Cllr Pearce to sign up and adopt the Civility and Respect Pledge, this was seconded by Cllr Dunkley and agreed by all present.

**Action: Clerk to action.**

## 9. Financial Matters.

### a. Financial Statement.

Members considered the circulated Financial Statement.

Cllr Pearce declared an interest in the payment to Village Voices.

The bank balances and payments were considered by members, these were proposed by Cllr Cutting, seconded by Cllr Gissing, and agreed by all present.

c. Grant Application wHoo Cares.

wHoo Cares are seeking a grant of £250 towards their Christmas activities in December as follows:

Christmas can be a very lonely time for some people, especially those who either cannot be with family or do not have family. The aim of wHoo Cares is to reduce those feelings of loneliness and isolation and to engage people in their community whenever possible. By having Christmas themed activities at our groups as well as a Christmas Day Dinner, we hope to be able reach a larger audience and engage with more people who might otherwise be on their own at this time of year. All activities are open to anyone living on the peninsula, not just those registered with wHoo Cares.

Our activities will include, once again, a full sit down, cooked dinner on Christmas Day with entertainment and gift giving. The activities at our groups will include (but not limited to) snacks or light lunches, gift exchanges (Secret Santa), raffles, carol singing or other activities which are of interest to those who attend the groups.

The majority of guests who attend Christmas Day dinner and our other activities are elderly and/or are socially isolated so it is of great benefit (mentally and physically) for them to be able to get out, have fun, share in laughter and enjoy a meal.

We normally have anywhere from 10 – 40 people attending each of our different groups and Christmas Day Dinner.

It was proposed by Cllr Williams to award a grant of £250 to wHoo Cares, this was seconded by Cllr Koroma and agreed by all present.

***Action: Grant of £250 approved.***

c. PC Website - Charges.

Announcement from Hugo Fox - We have made some improvements, including the introduction of a member's area, providing you with additional functionality to engage with your audience.

As part of this update, we have restructured our pricing plans to align with the features and services we offer. Our website service has been available free of charge until now, but due to increasing costs we have transitioned to a paid subscription model.

Existing HugoFox users who are on our free service, will continue to benefit from this until the 4th of October 2023. Users will need to select a paid package before this date to continue using our service.

The basic subscription is £9.99 per month but this will exclude the Planning tracker, £19.99 with the planning tracker.

*Members are asked to consider how they wish to proceed.*

It was proposed by Cllr Wood to sign up for the silver subscription for the website, this was seconded by Cllr Koroma and agreed by all present.

**Action: Silver subscription approved, Clerk to progress.**

## 10. Clerks Report.

The Clerk's Report was noted.

### Rural Liaison Committee – Open Meeting.

The next Rural Liaison Committee will be held on Wednesday 20 September 2023 at Gun Wharf. We have been asked to arrange an “open meeting” where we can invite all Parish Councillors and Clerks which will start at 7pm on 20 September.

Although things are in draft at the moment, we are looking at the following items being included in the agenda.

Open Meeting at 7pm

- Presentation / update re Deangate Community Parkland Consultation
- Update on Whose Hoo Bid
- Update on the Local Plan

Please note that the normal meeting of the Rural Liaison Committee will start at 6pm and we aim to finish by 6.50pm in preparation for the open meeting but if I can ask all Parish Councillors and Clerk that are not members of the committee to wait in Reception, I can come and collect you when we are ready. When we normally have an open meeting, we have two rooms which makes things easier but due to additional meetings taking place we only have one room for both meetings so the room will need to be slightly amended so please bear with us if we are not ready exactly at 7pm.

As we have a slightly smaller room, can you please let me know which Parish Councillor / Clerks will be attending so that we can make sure we have enough chairs in the public gallery.

Julie Francis-Beard | Democratic Services Officer | Medway Council  
01634 332012 | Gun Wharf, Dock Road, Chatham Kent, ME4 4TR

### The Local Access Forum

We would like to invite existing members and open to potentially new members to the next Local Access Forum meeting, which is to be held Thursday 21st September, 7pm, location tbc.

The Local Access Forum (LAF) is an independent advisory body but operates on a statutory basis. The forums are in a unique position to formulate fresh, creative, and even challenging ideas, on ways to improve public access and open-air recreation for the benefit of all. As Medway look to reinstate the quarterly forums to bring a diverse group of individuals who share a passion in creating and improving public access.

We have the chance to appoint new members, in particular individuals who can represent the neurological, disability and dog walking communities. If anyone would like to recommend individuals, then please contact me. If becoming a member is something you would be interested in, then please join us at the re-launch meeting. An application form is attached and would need returning if you would like to pursue. Application forms need to be returned by 31st September 2023.

We are also looking for a new Chair for the meetings, if this is something you would be interested then please let me know.

The agenda for the meeting will be:

- Welcome and Introductions
- What is LAF?
- How does it fit in with Medway's /Labours pledges (Simon Curry)
- Why Medway need you.
- Roles and responsibilities of a LAF member
- The format of a general LAF meeting.
- Q&A session

An invite will be sent out shortly, we look forward to seeing you then.

#### 11. Chairmans Report.

Cllr Sands spoke regarding Chattenden and the current issues with the area that had not been addressed over the years.

He suggested that the Parish Council appoint a Working Group to consider this further. He proposed a consultation paper/survey to send to all residents in Chattenden to seek their views on the services and facilities they wish to see in the area to improve and enhance local life. This was agreed by members.

Following further discussions, it was agreed that Cllrs Koroma, Sparkes and Mitchell would form the Working Group to take this forward on behalf of the PC.

It was noted that there would be a cost to this project, but at present no budget was set.

***Action: Working Group to progress project.***

Cllr Sands spoke regarding a playing field in Chattenden that was no longer accessible. He stated that this was owned by Homes England, and Ward Councillors were taking this forward.

Members discussed the bus service in the parish and Cllr Cutting updated the meeting on this.

The Chairman reported on a Section 106 meeting that he, the Vice Chairman and Clerk attended with Medway Council Officers, Dave Harris, Bob Diamond, and Jill King.

He reported on the discussion regarding the Section 106 monies held for the new Community Centre, Deangate and Greenspaces.

He reported that they had agreed that the PC could proceed to the planning stage of the community centre project, and this could be financed from S106 funds already held by Medway. A Committee meeting would therefore be arranged by the Vice Chairman to discuss this further.

## 12. Parish Council Committees.

To receive the reports and recommendations from PC Committees.

### a. Environment Committee.

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.
- No Parking signs have now been installed on the verges along the Pottery Road recreation Ground vehicle access road.  
It was reported that these signs had been vandalised and the Warden had been asked to look at these.

A discussion took place regarding the parking in the access road and the Clerk was asked to inspect the deeds for the recreation ground and access road.

**Action: Clerk to action.**

- Rubble to prevent traveller access – We have now asked for this to be removed from the access gate.
- The fencing and other pedestrian gates are on order and will be installed when available.
- Slide at Kingshill Recreation Ground was raised as a concern in August. This was inspected by the Playground inspectors and was deemed as being low risk, some maintenance work was identified from the July inspection, and this was carried out prior to the August inspection.

### b. Finance, Audit and General Purposes Committee.

No matters to report.

*The Chairman gave his apologies to members and left the meeting due to illness; Cllr Williams then took the chair.*

## 13. Planning Matters.

### a. Planning Applications Received.

#### APPLICATIONS RECEIVED SINCE THE LAST MEETING

MC/23/1583 9 Headstock Rise, Hoo St Werburgh, Rochester, Medway  
Neighbourhood consultation application for the construction of a single storey extension to rear.  
**No objections.**

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.  
**No objections.**

MC/23/1635 The Windmill, Ratcliffe Highway, Hoo St Werburgh, Rochester  
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.

**No objections.**

MC/23/1715 231 Knights Road, Hoo St Werburgh, Rochester, Medway, ME3 9JN  
Construction of a single storey rear extension.

**No objections.**

MC/22/3014 Plot 6, Kingsnorth Industrial Estate, Hoo, Rochester, Medway  
Construction of a building to provide 334m<sup>2</sup> of staff offices and welfare facilities to serve the existing commercial plot at Kingsnorth Industrial Estate.

**No objections.**

MC/23/1651 113 Main Road, Hoo St Werburgh, Rochester, Medway, ME3 9EX  
Change of use of amenity land to residential together with engineering works to facilitate the construction of a vehicle crossover to the front.

**No objections.**

MC/23/1934 Land at Ratcliffe Highway, Hoo St Werburgh, Rochester, Medway Outline planning application (all matters reserved except for access) for the erection of up to 240 residential dwellings, including 25% affordable housing, together with a new vehicular access point from Ratcliffe Highway, open space, landscaping and associated works

**Objections, it was agreed that the PC would consult with Planning Consultant, Dave Chetwyn regarding this matter.**

#### APPLICATIONS DETERMINED BY MEDWAY COUNCIL

MC/23/0887

The Hundred of Hoo Primary School Main Road Hoo St Werburgh Rochester Medway ME3 9HH  
Details pursuant to Conditions 09: (Landscape management plan), 11 (Refuse storage arrangements) and 19 (Parking arrangements) 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/23/0632

The Hundred of Hoo Primary School Main Road Hoo St Werburgh Rochester Medway ME3 9HH  
Details pursuant to conditions 4 ( Ecological Enhancement and Landscaping), 6 (Lighting) and 7 (Tree pit details) 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/23/0361

Hoo Library Church Street Hoo St Werburgh Rochester Medway ME3 9AL



Application for a Lawful Development Certificate (Proposed) for installation of roof mounted solar photovoltaic systems  
Approval

MC/22/2800

Land to the South of Stoke Road Adjacent Yew Tree Lodge Hoo St Werburgh Rochester Medway  
Application for approval of reserved matters being appearance, landscaping, layout and scale pursuant to outline planning permission MC/19/3129 - Outline planning application with all matters reserved (other than means of access) for up to 100 dwellings and associated works and infrastructure  
Withdrawn by Applicant

MC/23/1797

1 Fourwents Road Hoo St Werburgh Rochester Medway ME3 9JX  
Details pursuant to condition 3 (litter bins and strategy) on planning permission MC/23/0439 - Retrospective application for use of site as a hot food takeaway (sui generis).  
Discharge of Conditions

MC/23/1579

32 Trubridge Road Hoo St Werburgh Rochester Medway ME3 9EW  
Application for a Lawful Development Certificate (proposed) for formation of a gable end, construction of a dormer window to rear and installation of roof lights to front to provide additional living accommodation within roof space  
Approval

MC/23/1579

32 Trubridge Road Hoo St Werburgh Rochester Medway ME3 9EW  
Application for a Lawful Development Certificate (proposed) for formation of a gable end, construction of a dormer window to rear and installation of roof lights to front to provide additional living accommodation within roof space  
Approval

MC/23/1382

Mobile Home at Roughways Barn Chattenden Farm Lodge Hill Lane Chattenden Rochester Medway  
Construction of a single storey detached outbuilding to be used as an annexe  
Approval with Conditions

MC/23/0952

Land South of Stoke Road Stoke Road Hoo St Werburgh Rochester ME3 9BH  
Details pursuant to conditions 6 (boundary treatment) and 8 (crime prevention) of planning permission MC/21/3379 for the demolition of existing outbuildings and structures and construction of 17 residential units (Use Class C3) with associated parking, access and landscaping  
Discharge of Conditions

MC/21/0979

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

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

Approval with Conditions

b. Other Planning Matters.

Cllr Cutting reported on the Local Plan Consultation and the land allocations for the Peninsula.

Cllr Pearce confirmed that the actual allocations would not be known until after the Call for Sites process had been completed by Medway Council.

It was agreed that the PC would seek the services on Planning Consultant, Dave Chetwyn to assist with the PC response to the Local Plan Consultation.

c. Deangate Parkland Consultation.

We are planning to create a new community parkland at Deangate Ridge (the site of the former golf course).

This will transform a site currently not in use into a new parkland that can be enjoyed by local wildlife around the area including nightingales and provide a space for families to enjoy.

Deangate Community Parkland will form an important part of the overall Strategic Environmental Management Strategy. This will provide a network of open spaces designed to protect wildlife and ecology and create new public open spaces for residents.

Despite the decision by the government to withdraw the Housing Infrastructure Funding for the Hoo Peninsula, we're committed to our vision of delivering environmental improvements that benefit local wildlife and residents around the peninsula.

The proposals for Deangate include:

- creating a substantial public open space of at least 43 hectares
- increasing public knowledge on the importance of the nightingale population
- celebrating nature through nurturing existing habitats and creating new ones
- providing visitor facilities including picnic spaces
- creating a network of safe and attractive routes for dog walkers, walkers, and cyclists.

Public events

Come along to our Deangate Community Parkland events and take a look at our latest proposals for a new community parkland.

This is a chance to meet our project team and ask any questions about the proposals.

The free events are taking place at the following places:

- High Halstow Village Hall: Tuesday 29 August 2023 from 4pm to 9pm
- Hoo Sports Centre: Monday 4 September 2023 from 3pm to 7pm
- Deangate Indoor Bowls Club: Thursday 14 September from 4pm to 9pm.

Have your say

There will also be an online consultation. This is an opportunity for you to have your say on the latest plans before the planning application is submitted.

**Action: PC response to be submitted.**

**14. Youth Club.**

The Chairman reported that the Youth Club needed to find new premises for the club. It was agreed that the Clerk would put the Youth Club in contact with the new Village Hall Committee.

**Action: Clerk to action.**

**15. Parish Council Defibrillator.**

To consider a maintenance contract from the PC Defibrillator

Cost £300 per annum includes 4 visits a year to inspect and test equipment to ensure its in good working order.

It was proposed by Cllr Cutting to sign up to the maintenance contract, this was seconded by Cllr Styles and approved by all present.

**Action: Clerk to action.**

**16. New Community Centre.**

Meeting to be arranged.

**17. Neighbourhood Plan Report.**

Cllr Cutting reported that the NHP and a meeting that had taken place with Medway Council and Dave Chetwyn. She stated that she was currently collating the responses to the NHP Consultation.

**18. Ward Councillors Report.**

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

- Traffic and roadworks at Four Elms Hill and issues with the new cycle path. He reported that the work should be completed within two weeks.
- Planning applications in the parish.
- Red routes in Medway.

**19. Date of the next meeting – Thursday 5<sup>th</sup> October 2023.**

There being no further business to discuss, the Chairman closed the meeting to the press and public at 9.05pm.

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

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