

Hoo St Werburgh and Chattenden Parish Council

The Minutes of the Annual Statutory Meeting of Hoo Saint Werburgh and Chattenden Parish Council  
Held in Hoo Village Hall on Thursday 11<sup>th</sup> May 2023 at 7.00pm.

Councillors present: Barton  
Cutting  
Dunkley  
Fray  
Hopson  
Koroma  
Mitchell  
Sparks  
Styles  
Tildesley  
Williams  
Woods

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

The meeting was chaired by Councillor Williams.

1. **To receive the Declaration of Acceptance of Office for Elected Councillors.**  
All elected members signed their Declaration of Acceptance of Office.

2. **To elect a chairman.**  
*To receive nominations for Chairman.*

Nominations for Chairman were received as follows:

Cllr Sands – proposed by Cllr Williams, seconded by Cllr Dunkley.

Cllr Sparks – proposed by Cllr Tildesley, seconded by Cllr Mitchell.

Following a vote, Cllr Sands was elected as Chairman in his absence, by 7 votes to 3.

3. **To receive the Chairman's Declaration of Acceptance of Office.**  
Clerk to send paperwork to Cllr Sands for signing.

4. **To elect a Vice-Chairman.**  
*To receive nominations for Vice-Chairman.*

Cllr Williams was nominated for the position of Vice Chairman, this was proposed by Cllr Fray, seconded by Cllr Dunkley, and agreed by all present.

Cllr Williams was therefore elected as Vice Chairman and in the absence of the chairman, took the chair for the meeting.

**5. 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 Sands (personal appointment), Cllr Gissing (holiday), and Cllr Pearce (Medway Council meeting).

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

There were no dispensations is to consider.

**6. Parish Councillor Vacancies.**

*To consider any applications for Co-option.*

The Clerk informed the meeting that one application had been received for co-option, this was from Darren Hopson, who had previously been a councillor and wished to be considered for the vacancy.

It was proposed by Cllr Fray to co-opt Darren Hopson onto the Parish Council. This was seconded by Cllr Cutting and agreed by all present.

Cllr Hopson signed his Declaration of Acceptance of Office and took his place around the table.

**7. To appoint Committees & Representatives to outside bodies.**

The Committees, Representatives and appointment of outside bodies were considered and agreed as follows:

**Planning Committee**

*Cllr Sands*

*Cllr Fray*

*Cllr Dunkley*

*Cllr Williams*

*Cllr Pearce*

*Cllr Styles*

*Cllr Koroma*

*Cllr Mitchell*

**Environment Committee**

*Cllr Pearce*

*Cllr Fray*

*Cllr Tildesley*

*Cllr Styles*

*Cllr Mitchell*

*Cllr Koroma*

*Cllr Wood*

*Cllr Barton*

*Cllr Hopson*

**Finance, Audit & General Purposes Committee**

Cllr Cutting  
 Cllr Gissing  
 Cllr Williams  
 Cllr Tildesley  
 Cllr Sands  
 Cllr Dunkley  
 Cllr Sparks  
 Cllr Mitchell

**New Community Centre Project Committee**

Cllr Williams  
 Cllr Tildesley  
 Cllr Gissing  
 Cllr Cutting  
 Cllr Styles  
 Cllr Sparks  
 Cllr Dunkley

**Personnel Committee**

Cllr Williams  
 Cllr Styles  
 Cllr Fray

**Representatives for Outside Bodies**

Rural Liaison	Cllr Fray & Cutting
Footpaths	Cllr Tildesley & Wood
Village Hall	Cllr Styles
Police Liaison	Cllr Cutting & Gissing
Tree Warden	Cllr Pearce
Public Transport	Cllr Koroma
KALC	Cllr Tildesley
Neighbourhood Plan	Cllr Sands, Cutting, Styles & Fray
Allotments	Cllr Pearce & Mitchell

**Appointment of:**

Internal Auditor – Martin Thomas & Co  
 Bankers – Cooperative Bank  
 External Auditors – Mazars  
 Insurers – Zurich

**Memberships**

Kent Association of Local Councils (KALC)  
 Information Commissioners Office (ICO)

Proposed by Cllr Williams, seconded by Cllr Tildesley and agreed by all present.

**8. Declaration of Interests.**

No interests were declared.

**9. Minutes of the previous meeting.**

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

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

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

**10. Matters arising from the Minutes.****a. Safe Crossing of Bells Lane.**

Awaiting feedback from MC.

**b. Water Leak Elm Ave.**

This is in the hands of Medway Council.

The parish council was informed that the water was still leaking, this was discussed by members, and it was agreed that this should now be placed in the hands of the elected Ward Councillors to action.

**c. Additional Allotment Land Letter.**

A meeting to be arranged with The Brice Charity post elections.

**Action: Clerk to progress.**

**11. Public Comments.**

No matters were raised.

**12. Police Matters.**

Cllr Cutting reported on police matters and the PACT.

She stated that the third camera had been installed at the Knights Road and this was a live feed to the Community Safety Officer, Mark McCree. She stated that the youths had now moved onto a different location.

She reported on the police activities in the village in the past month.

**13. Urgent Matters.**

No matters were raised.

**14. Financial Matters.****a. Financial Statement.**

The Financial Statement was circulated to all members.

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

The Clerk informed members that she had received the following donations towards the coronation celebrations:

£200 from the ice cream van.

£87.50 for coronation mugs.

b. 2022/2023 Accounts and AGAR.

The Clerk informed members that the accounts were currently with the auditor, and these would be put to members at the June Parish Council meeting for formal consideration.

15. Clerks Report.

The Clerk's Report was and noted.

16. Chairman's Report.

No matters were reported.

17. Parish Council Committees.

*To receive the reports and recommendations from PC Committees.*

a. Events Committee.

Cllr Cutting gave a report on the successful Coronation Event arranged by the Events Committee, supported by the Parish Council, Lottery Fund and Spar. She stated that the event had been very well attended with over 235 people using the free bus.

Cllr Williams thanks the Events Committee on behalf of the Parish Council for arranging the event for the parish.

Cllr Cutting stated that there had been an issue with the grass cutting, however volunteers had helped to clear the grass cuttings, and a local resident had also cut the grass on the day before the event free of charge.

The Clerk was asked to send a letter of thanks to the volunteer who assisted with the grass cutting.

**Action: Clerk to action.**

Cllr Cutting stated that following the success event, the Events Committee was now considering further events and a music event had been suggested for next year.

Cllr Williams stated that the Events Committee needed to submit a fully costed proposal to the PC before it could consider a music event.

b. Environment Committee.

Meeting to be arranged.

New items for next Environment Agenda

- Recreation Grounds.
- S106 Improvements.

- Recreation Ground Security.
- Tree Management.
- Allotments.
- Land for Memorial Garden – Vicarage Lane.
- Parish Beacon.
- Parish Council Publicity.
- Parish Noticeboards.
- Christmas Lighting.
- Community Facilities.
- Living Christmas Tree – Village Centre.

c. Finance, Audit and General Purposes Committee.

Meeting to be arranged to discuss 2022/2023 Accounts and AGAR.

**18. Planning Matters.**

a. Planning Applications Received.

No applications to consider this month.

Applications determined by Medway Council.

MC/23/0716

National Westminster Bank 1 Main Road Hoo St Werburgh Rochester Medway ME3 9NA  
Retrospective application for the change of use of ground floor bank (Class E) to hot food take away (Sui Generis) and restaurant (Class E) together with installation of an extract flue to rear  
Approval with Conditions

Condition 5

The litter bins shall be implemented in accordance with plan 051 Rev P1 received 21 April 2023 prior to the first use of the unit herein approved and thereafter retained, and the management of litter shall be implemented in accordance with the 'Litter Strategy' set out on plan 051 Rev P1 for the duration of the development.

Reason: To ensure that the use does not contribute to any excess litter to the detriment of the area and those that use it, in accordance with Policies BNE1 and BNE2 of the Medway Local Plan 2003.

MC/23/0631

Lingley House Elm Avenue Chattenden Rochester Medway ME3 8LZ  
Construction of two storey detached 3-bedroom dwelling with attached single storey garage including external works and new vehicular access  
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 14 March 2023.

FOR THE FOLLOWING REASONS:

1 Paragraph 11d) of the Framework is engaged given the lack of five-year housing supply being in place and Policy BNE25 carrying less than full weight. This indicates that planning permission should be granted unless one or other of the two sub-paragraphs relating to paragraph 11d) applies. Sub-paragraph (i). provides that the application of policies in the Framework that protect areas or assets of particular importance provides a clear reason for refusing the development proposed. Given the site forms part of an ALLI valued landscape paragraph 174 of the NPPF provides a clear reason for refusing the proposed development.

This, in addition to the other harms identified to the countryside, ALLI, SSSI and impact of the proposal on the Special Protection Areas of the Thames Estuary and Marshes and the Medway Estuary and Marshes, is not outweighed by the contribution to housing land supply or those other social, economic and environmental benefits.

The proposal would conflict with the development plan as a whole and for the reasons given the application is recommended for refusal.

2 The proposal fails to address local ecology and potential impacts of development on a designated SSSI due to a lack of submitted supporting information.

Therefore, the impact of the proposal on the local ecology and SSSI cannot be understood nor if such harm could be mitigated or compensated. Without such sufficient information the proposal is contrary to Policies BNE37 and BNE39 of the Local Plan and paragraphs 170 (d) and 174(b) of the NPPF.

MC/23/0873

North Street Farm Stoke Road Hoo St Werburgh Rochester Medway ME3 9NR  
Application under Schedule 2, Part 6 Class A of the Town, and Country Planning (General Permitted Development) (England) Order 2015 for the construction of a bio - fertiliser store  
Prior Approval Not Required

MC/23/0662

Land To the South of Stoke Road Adjacent Yew Tree Lodge Hoo St Werburgh Rochester Medway ME3  
Details pursuant to conditions 14 (site investigation) and 15 (remediation scheme) of 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  
Discharge of Conditions

MC/23/0404

7 Bells Lane Hoo St Werburgh Rochester Medway ME3 9HT  
Construction of a single storey extension to rear - removal of existing conservatory.  
Approval with Conditions

MC/23/0339

127 Bells Lane Hoo St Werburgh Rochester Medway ME3 9HY  
Construction of a single storey extension to front  
Approval with Conditions

b. Other Planning Matters.

No matters were raised.

19. New Community Centre.

Cllr Williams reported that this project was being progressed and architect quotations had been sought and a meeting would be arranged to update members and consider the quotations.

20. Neighbourhood Plan Report.

Cllr Cutting reported that a meeting had now taken place with Medway Council, Dave Chetwyn and the NHP Team, and Medway had been challenged regarding the Statutory Environmental Assessment, the outcome was that this was now not needed.

She confirmed that the NHP could now progress to Regulation 14 following written confirmation from MC.

The NHP Team was now planning the Regulation 14 Public Consultation, and this would take place from 11<sup>th</sup> June 23 to 31<sup>st</sup> July 23.

She confirmed that Medway Council would print 50 copies on the NHP for this.

21. Annual Meeting of the Parish.

It was agreed that the Annual Meeting of the Parish would be held on 1<sup>st</sup> June 2023, prior to the PC meeting at 7pm.

22. Ward Councillor Report.

Ward Councillor Sands gave his apologies to the meeting.

23. Date of next meeting.

Date of next meeting – Thursday 1<sup>st</sup> June 2023.

There being no further business to discuss, the Chairman closed the meeting to the press and public at 9.10pm.

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

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