

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 3rd October 2024 at 7.00pm.

Councillors present: Barton
Chester
Cutting
Dunkley
Francis
Gissing
Koroma
Mitchell
Pearce
Sands
Styles
Wood

Also: Sherrie Babington - Parish Clerk, Police 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 Williams (holiday) Fray (holiday) Sparkes (personal), Hopson (work), Tildesley (holiday).

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 Dunkley declared an interest in discussions regarding the burial ground as he was now a member of the Church PCC.

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.

Scheduled to take place on 16th October 2024 at the school. Cllrs Wood, Styles and Francis to represent the PC at this meeting.

5. Public Participation.

To discuss any questions received by members of the public.

A resident from Hoo attended the meeting to speak regarding the Hundred of Hoo Academy, Road Safety meeting planned for the 16th of October. He suggested having a site meeting to ascertain the issues ahead of the planned meeting.

This was agreed and a date was set.

A resident from the Four Elms Estate attended the meeting to speak regarding the unadopted roads at the development, proposed housing development and lack of infrastructure. He raised his concerns to members on all issues.

Cllr Sands reported that the issue with the unadopted roads had been raised with Medway Council and the response had been included in the minutes of the previous meeting.

He referred to the Local Plan and the 28,000 homes allocated in this, he spoke regarding the views of the Parish Council with regards to development on the Peninsula and confirmed that the Parish Council was making representations to development wherever possible.

Cllr Cutting spoke regarding the Neighbourhood Plan and how this would influence future planning decisions, if the referendum on the 7th of November 2024 voted in favour of this.

The Chairman suggested inviting the Highways Officer for unadopted roads, Mr Dodd, to a future Parish Council meeting, this was agreed.

Action: Clerk to progress.

6. Police and PACT Report.

To receive a report regarding police matters and the PACT.

Members police surgery - October 2024

Usually on the first Tuesday of every month, surgery is held with the Community Safety Unit (CSU) Police Inspector. This month's surgery will be attended by A/Insp Sasha Blomfield. This month's surgery will be held one week later than usual, on Tuesday 8 October. The surgery provides Elected Members with a platform to raise any concerns which they may have, or to seek advice on Community

Safety issues affecting their Ward, directly with a senior police officer. The surgery is held on Microsoft Teams between 3.30pm and 4.30pm, during which a fifteen-minute appointment slot can be pre-booked by emailing mark.mccree@medway.gov.uk.

The police have requested that a summary be provided at the time of booking an appointment, which provides an overview on the issue(s) which the Elected Member would like to raise. By providing a summary in advance, this enables the Police Inspector to carry out any research which may be required so that informed guidance or response can be provided during the appointment.

Councillors – you will only be invited by using your @medway.gov.uk email address.

Parish Councillors – this is open to you as well, but could it please be 1 representative per PC, and you would need access to Microsoft Teams.

7. Urgent Matters (if any with the Chairman's consent).

To consider any urgent matters raised by members.

Cllr Dunkley asked to brief members on the Village Hall as a confidential item - this was agreed.

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 Barton, and agreed by all present.

b. Audit Conclusion Notice.

The audit certificate and conclusion notice circulated in meeting paperwork was noted by members.

9. Clerks Report.

To receive the Clerks Report.

Peninsula Flag Committee - Members considered correspondence received from Ward Cllr Pearce regarding the creation of a Peninsula Flag Committee, seeking a representative from the Parish Council to join the Committee to design a Peninsula Flag.

It was agreed that the Parish Council would take place in this initiative, and Cllr Gissing was appointed as the representative for the Parish Council.

Action: Clerk to inform Ward Cllr Pearce.

Joint Meeting with Parishes - The Chairman spoke regarding a joint meeting of Chair's and Vice Chair's of Peninsula Parish Councils to discuss a joint approach to Peninsula applications. He stated that he would attend this on behalf of the Parish Council.

This was approved by members.

10. Chairman's Report.

To receive the Chairman's Report.

The Chairman gave his report to the meeting covering the following:

- Rural Liaison Meeting.
- Local Plan Consultation responses.
- Climate Change Working Group.
- Medway Resilience Forum.
- Deangate Sports - vandalism to buildings.
- Friends of Deangate Ridge Community Walk.
- KALC Area Committee Meetings.

11. Parish Council Committees.

To receive the reports and recommendations from PC Committees.

a. Events Committee.

To receive a report from the Events Committee.

Cllr Cutting reported on the arrangements for the Harvest Tea event and the forthcoming meeting on 8th October to finalise the arrangements for this and the Christmas on the Green event.

The Chairman spoke regarding the Thomas Aveling Heritage Festival held in the Parish and thanked the organisers for arranging this successful event.

b. Environment Committee.

To receive a report from the Environment Committee meeting held on 12th September 2024.

Members noted the recommendations from the Environment Committee and agreed to order an additional noticeboard and two sets of posts.

Action: Clerk to proceed with order.

Damage to Recreation Ground Gate – *The gate at the Trubridge Road entrance to the recreation ground has been damaged and removed for health and safety reasons. The quotation to remove, store, attempt a repair and reinstall this has been received at a cost of £895.*

This was agreed by members, proposed by Cllr Gissing, seconded by Cllr Wood.

Action: Clerk to place order for work.

Horse Trough Planting and Maintenance – *A small sum of money has been agreed under delegated authority for the planting of the Horse Trough, Cllr Pearce has offered to do this, however it has been agreed that this should be done with the Parish Warden so that he can take over the planting and maintenance of this in the future as part of his duties.*

Members are asked to ratify this decision.

This was agreed by members, proposed by Cllr Dunkley, seconded by Cllr Styles.

Action: Cllr Pearce to liaise with Warden and progress work.

c. Finance, Audit and General Purposes Committee.

New Parish Van to be progressed as we are now having issues with the van again.

This was discussed and it was agreed that Cllrs Tildesley, Hopson and Wood would be asked to take this forward.

12. Planning Matters.

a. Planning Applications Received.

MC/24/1852 7 Chattenden Lane, Chattenden, Rochester, Medway, ME3 8LE

Construction of a single-storey extension to side.

No Objections.

MC/24/1890 2 Marley Road, Hoo St Werburgh, Rochester, Medway, ME3 9DH

Construction of a two-storey side extension.

No Objections.

b. Planning Applications Decisions by Medway Council.

MC/24/1543

The Hundred of Hoo Academy Main Road Hoo St Werburgh Rochester Medway ME3 9HH

Details pursuant to condition 5 (Tree Protection) on planning permission MC/23/2830 for Two-storey flat roofed new-build teaching block at Hundred Hoo Academy with associated external works. The accommodation comprises 8 no. classrooms, a pupil break-out room, staff room and offices. The external works consist of extensions to the existing pedestrian path network, paved entrance area, outside breakout space and soft landscaping coordinated with the arboricultural and ecology reports.

Discharge of Conditions

MC/24/1529

28 Marley Road Hoo St Werburgh Rochester Medway ME3 9DH

Construction of a part two storey part single storey extension to rear

Approval with Conditions

MC/24/1286

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

Variation of condition 2 (approved plans) to allow a minor material amendment to planning permission MC/18/2176 for the increase in height of the cold store

Approval with Conditions

Members discussed the planning decision for 24 Broadwood Road which was approved by Medway Council, they expressed their disappointment at the decision to approve this, as due to the size of the structure they felt that this would set a precedent in the Parish.

c. Appeals and Enforcements.

It was noted that enforcement action had been taken against a property at Haig Villas.

d. Other Planning Matters.

To consider other planning matters.

13. Burial Ground.

To receive an update from the Burial Ground Committee.

The Clerk informed members that a meeting of the Burial Ground Committee had been arranged for 10th October 2024 at 6.30pm.

Members noted that following the removal of hedges from the perimeter of the burial ground, the land has now been secured by a large wooden block.

14. New Community Centre.

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

Members were informed that a presentation for the new Community Centre was due to take place on 10th October 2024 at 7pm in the village hall, this meeting was open to all members.

15. Neighbourhood Plan Report.

To receive an update report from the NHP Group.

The Purdah rules for the Neighbourhood Plan Referendum to be held on 7th November was discussed and understood by members.

It was reported that polling cards had now been delivered in the parish and the Notice of Referendum had now been published.

16. Community Resilience Planning.

Cllr Sands circulated information on Resilience Plans to members. He spoke regarding Resilience Plans and suggested that this may be something that the PC would wish to undertake.

It was agreed that this would be something to discuss at a future meeting.

17. 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:

- Resilience Plan Framework.
- Planning applications affecting the Peninsula.
- Bus services in the Parish.
- Rural England Prosperity Fund.
- Primary and Secondary School places.
- Medway Councils Heritage Grants.
- SSE Community Pot for Village Halls and Community Groups.
- Hoo Peninsula Flag Committee.
- Potholes in the Parish.

Cllr Sands spoke regarding former Parish Councillor Dorothy Counsels 100th Birthday celebrations.

18. Date of the next meeting – Thursday 7th November 2024 at Chattenden Community Centre.

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

Signed: _____

Dated: _____