

Hoo St Werburgh and Chattenden Parish Council

**The Minutes of the Annual Statutory Meeting of Hoo St Werburgh and Chattenden Parish Council
Held at Chattenden Community Centre on Thursday 1st May 2025 at 7.00pm.**

Councillors present: Chester

Cutting

Francis

Fray

Gissing

Hopson

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. To elect a chairman.

Cllr Styles proposed Cllr Sands as Chairman.

This was seconded by Cllr Williams and agreed by all present.

Resolved: Cllr Sands was duly elected as Chairman.

2. To receive the Chairman's Declaration of Acceptance of Office.

The Chairman signed the Declaration of Acceptance of Office and formally took the chair.

3. 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 Dunkley – Holiday
- Cllr Barton – Work
- Cllr Koroma – Personal reasons

4. To elect a Vice-Chairman.

Cllr Styles proposed Cllr Williams as Vice Chairman.

This was seconded by Cllr Sands and agreed by all present.

Resolved: Cllr Williams was duly elected as Vice Chairman.

5. To approve the appointment of Committees, Representatives, Memberships and External Bodies.

Members considered the current committee structure, representatives, memberships and appointments of outside bodies.

It was agreed that no changes would be made.

Resolved: Proposed by Cllr Chester, seconded by Cllr Cutting, and agreed by all present.

Planning Committee (8)

Cllr Fray
Cllr Styles
Cllr Sparks
Cllr Koroma
Cllr Barton
Cllr Chester
Cllr Cutting
Cllr Francis

Environment Committee (8)

Cllr Fray
Cllr Mitchell
Cllr Wood
Cllr Hopson
Cllr Chester
Cllr Styles
Cllr Francis
Cllr Barton

Finance, Audit & General Purposes Committee (8)

Cllr Sands
Cllr Williams
Cllr Gissing
Cllr Tildesley
Cllr Koroma
Cllr Dunkley
Cllr Wood
Cllr Mitchell

New Community Centre Project Committee (8)

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

Events Committee (8)

Cllr Sands
 Cllr Styles
 Cllr Cutting
 Cllr Gissing
 Cllr Hopson
 Cllr Koroma
 Cllr Francis
 Cllr Dunkley

Personnel Committee (Standing Committee) (3)

Cllr Williams
 Cllr Styles
 Cllr Fray

Representatives for Outside Bodies

Rural Liaison	Cllr Fray (reserve Cutting)
Footpaths	Cllr Tildesley & Wood
Police Liaison	Cllr Cutting
Tree Warden	Cllr Pearce
Public Transport	Cllr Koroma
KALC	Cllr Sands
Allotments	Parish Clerk

Appointment of:

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

Memberships

Kent Association of Local Councils (KALC)
 Society of Local Council Clerks (SLCC)
 Information Commissioners Office (ICO)

6. 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.

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

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

8. Matters arising from the Minutes.

There were no matters arising.

9. Public Participation.

To discuss any questions received by members of the public.

No matters were raised by members of the public.

10. Police and PACT Report.

To receive a report regarding police matters and the PACT.

Cllr Cutting reported that the next PACT meeting was scheduled for September 2025. She confirmed that PC Dave Brett was leaving his post and recruitment for a replacement is underway, with the intention of having three officers cover the Peninsula.

She also referred to a recent incident involving local youths that had been reported in the press, urging residents to report any issues directly to the police.

Cllr Fray raised concerns regarding the article published by Kent Online and comments made on Facebook regarding this.

A general discussion took place.

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

To consider any urgent matters raised by members.

No matters were raised.

12. Financial Matters.

a. To consider the monthly financial statement.

Financial Statement will be circulated in paperwork at PC meeting.

Cllr Pearce declared an interest in this item and withdrew from the discussion.

The bank balances and payments were considered by members, these were approved, proposed by Cllr Williams, seconded by Cllr Francis, and agreed by all present.

b. 2024/2025 Accounts and AGAR.

2024/2025 Accounts and AGAR currently with Internal Auditor, to be presented to the June meeting for formal approval prior to the External Audit.

13. Clerks Report.

To receive the Clerks Report.

Fun Fair - Revised Dates for 2025

Members previously agreed to permit the Fun Fair to attend for their event in early May 2025. However, the Fun Fair organisers have now requested a change to their dates.

They now propose to arrive on 19th May 2025 and depart by midday on 3rd June 2025.

The event will operate over two weekends: 23rd–25th May and 30th May–1st June, meaning the Fun Fair will be on site for a total of 16 days but operating on only six days.

The fees due for this period will be £1,470, with a £600 deposit, as previously agreed and revised by the Parish Council.

Resolved: Members reviewed and approved the revised dates.

14. Chairman's Report.

To receive the Chairman's Report.

The Chairman gave his report to the meeting.

He spoke about the recent KALC Area Committee meeting and informed members that he would be representing the Parish at the King's Garden Party on 7th May 2025.

15. Ward Councillors Report.

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

Cllr Pearce reported on the following:

- Devolution update
- The Local Plan
- Chattenden Barracks proposed development
- Save Hoo Oak tree update
- Planned Nightingale Walks
- Deangate Ridge
- Road safety audit of Dux Court Road
- Road safety audit of Bells Lane
- Hoo Peninsula Bus Watch meeting – 19th May 2025
- Bells Lane roundabout resurfacing

16. Parish Council Committees.

To receive reports and recommendations from PC Committees.

a. Events Committee.

To receive and note a report from the Events Committee.

A written report was circulated and presented by Cllr Cutting on the planned VE Day event.

It was agreed that bunting would be erected in the village over the weekend by Cllr Gissing.

Resolved: The Events Report was noted and the bunting arrangements approved.

b. Environment Committee.

Environment Committee Update for Members:

Pottery Road Recreation Ground

The recent inspection report has highlighted a number of maintenance issues requiring attention. Clerk seeking quotations for the necessary work, including:

- Removal of a redundant spotlight in the caged area (moderate risk identified).
- General servicing and repairs.

Benches

Clerk met with Councillor Fray to agree the new location for the two problematic benches and has been in contact with the contractor to undertake the bench relocation, currently awaiting an updated quotation to reflect the inclusion of both benches.

Kingshill Recreation Ground – Play Area

Two issues have been identified in the new play area:

- A missing bracket on the climbing frame's rope ladder.
- A broken bolt on the infant swing, which is currently out of use and taped off by the Warden. Kompan contacted regarding repairs under warranty. They have confirmed the missing bracket is not covered under warranty, now seeking quotations for this repair. Clerk is now awaiting a response from Kompan regarding the infant swing.

Kingshill Recreation Ground – Other Works

- MUGA and Gate - Clerk currently in the process of seeking further details and a quotation for a new gate and the multi-use games area (MUGA).
- Footpaths – Clerk currently drafting a tender document for footpath improvements at both Kingshill and Pottery Road Recreation Grounds.

c. Finance, Audit and General Purposes Committee.

No matters to report.

17. Planning Matters.a. Planning Applications Received.

MC/25/0743 - Land adjacent to City Way Health Clinic, Ratcliffe Highway, Hoo

Construction of a single-story modular nursery block with associated artillery buildings and play surfacing.

Cllr Pearce declared an interest in this matter as he is due to speak on it at the forthcoming Medway Council Planning Committee meeting.

Resolved: No objections were raised by the Parish Council.

MC/25/0813 - Kingsnorth Power Station, Power Station Access Road, Hoo St Werburgh

Variation of condition one on MC/24/0489, the application seeks to vary condition one to reflect minor changes to detail shown in the listed approved plans. The change is to increase the approved stack height from 85 m to 100 m.

Resolved: No objections were raised by the Parish Council.

MC/25/0701 - Land to the North of Stoke Road and East of Walnut Tree Grove, Hoo

Outline application with all matters reserved for construction of up to 75 dwellings with associated works and infrastructure - demolition of existing buildings and structures.

It was agreed that the Parish Council would submit an objection and a Section 106 request.

Resolved: Objections to be submitted by the Parish Council.

b. Planning Applications Decisions by Medway Council.

MC/25/0584

Chattenden Barracks Chattenden Lane Chattenden Rochester Medway ME3 8NQ

Town and Country Planning Act (Environmental Impact Assessment) (England and Wales) Regulations 2017 (as amended) - Request for a scoping opinion for up to 500 dwellings (C3); small scale retail floor space (E) (size to be confirmed); one vehicular access point from Kitchener Road; one vehicular access point from Chattenden Lane; pedestrian and cycle access; public open space (including sustainable drainage and landscaping); and associated infrastructure.

EIA Required

MC/25/0213

Holly Lodge & Tudor Lodge Chattenden Lane Chattenden Rochester ME3 8NL

Details pursuant to conditions 9 (boundary treatments), 10 (landscaping), 11 (EV charging), 12 (parking surfacing and drainage) and 17 (lighting) on planning permission MC/20/1471 For demolition of existing outbuildings and stables and construction of a terrace of three houses including two 2-bedroom and one 3-bedroom; one 4-bedroom and one 5-bedroom detached house and two pairs of 3-bedroom semidetached houses with associated access, parking and amenity areas and demolition of the existing garage to Holly Lodge with construction of a new replacement detached garage

Discharge of Conditions

MC/24/2073

47 Chattenden Lane Chattenden Rochester Medway ME3 8LE

Change of use of amenity land to residential garden land to facilitate the construction of a part two storey part single storey rear extension and a single storey side extension - demolition of existing side projection.

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 10 October 2024.

FOR THE FOLLOWING REASONS:

1 The proposed change of use of part of Chattenden Green to private garden would result in a significant loss of existing open space, without sufficient mitigation or justification. As such, the proposal fails to comply with policy HOO8 of the Hoo St Werburgh & Chattenden Neighbourhood Plan, Policy L3 of the Medway Local Plan (2003) and paragraphs 104, 131, 135 of the National Planning Policy Framework (Dec 2024)

MC/24/1866

22 Walters Road Hoo St Werburgh Rochester Medway ME3 9JR

Construction of an extension to side together with associated external alterations to form separate dwellings and installation of roof lights to front and rear of main dwelling.

Withdrawn by Applicant

c. Appeals.

No matters to consider.

d. Other Planning Matters.

To consider other planning matters.

18. **Memorial Garden.**

To receive and note an update on the Memorial Ground.

Memorial Garden Update

It was reported that following on from the last Parish Council meeting, a site meeting had now taken place with representatives from the Memorial Garden Committee. A draft layout for the Memorial Garden has been agreed and circulated to all members.

To move the project forward, quotations will now be sought for specific elements to enable a full costing of the project, which will form the basis of the Section 106 funding request as follows.

- Site clearance in selected areas
- Additional fencing to secure the area and define the boundaries for ashes
- Signage to provide information and guidance for visitors
- Planting of wildflowers
- Extension of the existing footpath to improve access in and around the garden

Once quotations have been received and the cost are finalised, a formal Section 106 funding request will be submitted to support the delivery of the project.

The location for the Memorial Stone has been agreed and the purchase and installation of this is being progressed in line with the agreed actions from the previous meeting.

Memorial Garden Maintenance – Volunteer Appointment

Members were asked to note that, following the contractor's withdrawal from maintaining the Memorial Garden, an arrangement had now been made under delegated authority by the Memorial Garden Committee, the Chair, and the Vice-Chair to appoint a group of volunteers from the church to undertake the maintenance. The volunteers agreed to carry out the work on a voluntary basis, with payment to be made in the form of a donation to the church. The cost to remain the same as previously paid to the contractor. As volunteers, they will be covered under the Parish Council's insurance, and they have been asked to complete a Volunteer Form and review the Risk Assessment to ensure that appropriate safeguards are in place for both themselves and the Parish Council.

It was reported that the maintenance of the churchyard had been arranged under delegated authority, with the church volunteers undertaking the maintenance for the next year. The Parish Council would make a donation to the church for this work in line with the previous maintenance contract.

Resolved: Ratified by the Parish Council, proposed by Cllr Guessing, seconded by Cllr Cutting, and agreed by all present.

19. New Community Centre.

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

Cllr Williams gave an update and circulated a paper on the New Community Centre project.

Cllr Mitchell gave her apologies and left the meeting at 9:00pm.

20. Village Hall.

The Clerk updated members on the transition of the Village Hall to Parish Council as Sole Trustee.

She confirmed that, in line with the report circulated to all members by email, the Oversight Committee had now been established.

The Committee had met and completed the necessary documentation for the transfer of the charity to the Parish Council as Sole Trustee. This documentation has now been submitted to the solicitor for action.

The Chairman reported on an incident involving the Youth Club, which had been investigated with the Youth Club and Medway Council.

He stated that under the new management of the Parish Council, updated terms and conditions for use of the hall would be issued, including to the Youth Club.

21. Date of the next meeting – Thursday 5th June 2025 – Hoo Village Hall.

There being no further business to discuss, the Chairman closed the meeting to the press and public at 9.06pm.

Signed:_____

Dated:_____