

Hoo St Werburgh and Chattenden Parish Council

The Minutes of the Meeting of Hoo St Werburgh and Chattenden Parish Council

Held at Hoo Village Hall on Thursday 3rd July 2025 at 7.00pm.

Parish Councillors present: Cllr Fray
Cllr Barton
Cllr Sparks
Cllr Francis
Cllr Tildesley
Cllr Cutting
Cllr Hopson
Cllr Dunkley
Cllr Chester
Cllr Styles
Cllr Pearce
Cllr Williams
Cllr Sands
Cllr Wood

Also: Sherrie Babington - Parish Clerk, Ward Cllr George Crozer and members of the public.

The meeting was chaired by Councillor Sands.

1. Apologies for Absence.

Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meeting. 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 accepted for:

- Cllr Wood - Personal
- Cllr Mitchell - Work

2. Declarations of Interest and Dispensations.

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.

There were no declarations of interest.

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

There were no requests for dispensations.

3. Minutes of the Previous Meeting.

To receive and approve the minutes of the Parish Council meeting held on 5th June 2025.

It was proposed by Cllr Barton, seconded by Cllr Williams, and agreed by all present that the minutes of the meeting held on 5th June 2025 be approved and signed.

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

4. **Matters Arising.**

In the absence of Cllr Wood, the Chairman gave an update on the response from Medway Council regarding the road safety measure outside of Hundred of Hoo Academy stating that they were not able to install a footpath.

Members expressed their disappointment at the response and stated that the Parish Council would continue to lobby for road safety improvements in this area.

5. **Public Session.**

To allow members of the public to raise any issues with the Parish Council.

A resident attended the meeting to raise issues regarding parking outside the shops in the village centre. He stated that enforcement was required.

It was agreed that a letter would be written to Medway Council regarding parking in the village centre.

Action: Clerk to write to Medway Council regarding parking issues in the village centre.

The resident also raised concerns regarding traffic and parking outside the school in the mornings on Main Road.

Councillors stated that the school had parking controls in place during this period, but it was suggested that the Headteacher be invited to attend a future Parish Council meeting.

This was agreed.

Action: Clerk to write to the school inviting the Headteacher to attend a future Parish Council meeting.

6. **Police and PACT Report.**

To receive a report regarding police matters and PACT meetings.

Cllr Cutting stated she would endeavour to arrange a PACT meeting in September. She reported that youth behaviour was becoming a concern and stressed that all incidents should be reported to the police. She also spoke regarding a recent issue at Kings Hill Recreation Ground.

7. **Urgent Matters.**

To consider any urgent matters arising.

No urgent matters were raised.

8. **Financial Matters.**

To receive the financial statement and to authorise any payments.

The monthly financial statement was circulated and considered by members. The bank balances and payments were reviewed.

It was proposed by Cllr Williams, seconded by Cllr Francis, and agreed by all present that the financial statement be approved.

9. **Clerk's Report.**

To consider any matters arising from the Clerk's Report.

The Clerk reported that Medway Youth Services had requested to hire the Recreation Ground from 6:00pm to 9:00pm on the 5th, 13th, 20th and 27th of August for youth activities.

Members agreed to this request with no charge.

Action: Clerk to respond to Youth Services confirming approval of the booking with no charge.

A discussion took place regarding youth services, and it was agreed that the Parish Council should engage more with the primary schools in the parish to strengthen relationships with local schools. This was agreed by all present.

10. Chairman's Report.

To receive the Chairman's Report.

Cllr Sands reported that he and Cllr Crozier had met with Medway Council regarding the Four Elms Estate. He stated it had been a positive meeting and that further meetings would follow.

He spoke regarding the play area at Four Elms and the possibility of the Parish Council being asked to take on responsibility for it. He noted there were legal implications and that options would need to be carefully explored to protect both the Parish Council and the Management Company who currently managed the play area.

A general discussion followed.

Cllr Sands also reported on the Local Access Forum and asked members if they wished to join. He stated that meetings were held every six weeks during the day.

11. Alliance of Hoo Peninsula Parish Councils.

Members are asked to consider the circulated report from the Chairman regarding the creation of the Alliance of Hoo Peninsula Parishes.

The Chairman spoke regarding the Alliance of Hoo Peninsula Parishes, and a report was circulated for members' consideration.

Cllr Fray asked for clarity regarding the finances of the Parish Council and the joint group. The Chairman explained that no financial commitment would be made to the joint group without prior consideration by the full Parish Council.

The Chairman explained the reasoning behind the formation of the group and noted that whilst other areas of Medway had similar forums, there was no such forum on the Hoo Peninsula.

Cllr Williams spoke in favour of the Alliance of Parish Councils and proposed that the Parish Council go forward as a member of this group. This was seconded by Cllr Dunkley and agreed by all present.

12. Ward Councillors' Reports.

To receive Ward Councillors' Reports.

Ward Cllr Pearce spoke regarding the draft Local Plan and the reduction in houses from 12,000 down to 6,600 for Chattenden, 850 for High Halstow and 4,400 for Hoo. He spoke regarding the scale of growth that would need half a billion pounds in the infrastructure delivery plan.

He stated that the 6-week consultation period on the Local Plan would end on the 11th of August 2025. After which Medway Council would analyse the responses received and these would be submitted to the Planning Inspector.

He stated that the 500 homes for Chattenden Barracks had been removed as the Council had not completed their Environmental Impact Plan. He raised concerns that no 400-metre buffer around protected habitats had been included. He spoke about the environmental and biodiversity implications and compliance in the Local Plan.

He reported that the Plan was due to go to the examiner by the end of the year and the outcome would be in 2 to 3 years which could mean that devolution may have taken place by then.

Ward Cllr Crozier spoke regarding the spread of houses over Medway. He stated that Deangate was safe in its entirety with additional land. He supported all comments made by Cllr Pearce and added his own concerns.

Cllr Sands reported that there was no credible funding for the infrastructure of the Local Plan in relation to highways, education and healthcare. The Plan was an infrastructure-later approach that would overwhelm the area in terms of air quality and environmental impact.

He stated that Medway Council had an increase in debt and would not be able to finance infrastructure. They would never be able to finance this from Section 106. He stated that the Plan would lead to the infrastructure collapse for the Hoo Peninsula.

He spoke regarding the need for a united front as the rural identity would be ruined. He urged all present and residents to object to the Plan. He stated that the Parish Council was submitting its objection. This was currently being worked on by planning consultant Dave Chetwyn.

Members were given the opportunity to ask further questions of Ward Councillors.

13. Parish Council Committees.

a. Events Committee.

Cllr Cutting gave a report on the arrangements for VJ Day. She stated that it would be a low-key event.

This was discussed by members and following debate it was agreed that this should be held at Kingshill Recreation Ground.

She also reported on other planned events for the year.

b. Environment Committee.

Members received the Environment Committee update as circulated:

Environment Committee Update for Members:

Pottery Road Recreation Ground

All maintenance works to the play equipment at Pottery Road Recreation Ground have now been completed, and the site is up to date. This includes all actions previously agreed by the Parish Council.

Most of the recycling bins at the site have been removed. However, one clothing bank remains. The Parish Council identified the managing company via Companies House and issued a recorded delivery letter giving notice that the clothing bank must be removed by 20th June.

Although the letter was received, no action has been taken by the company. As a result, the Parish Council is now making alternative arrangements to have the clothing bank removed.

This action is necessary due to an increase in fly tipping at the site, which is becoming a concern.

Kingshill Recreation Ground – Play Area

During the past month, the play area at Kingshill Recreation Ground was subjected to vandalism, resulting in damage to the swings. Under delegated authority, the Parish Council instructed Safeplay to carry out urgent repairs. The unsafe swings were removed and repaired within a week at a cost of £298.75 plus VAT.

Members are asked to ratify this expenditure to confirm the decision made under delegation.

Further repairs to the remaining swings, which are being handled by Kompan, are scheduled for completion in July and should be finished before the start of the school summer holidays.

In addition to the play equipment, ongoing improvement works at Kingshill include the installation of a MUGA, security gate and new footpaths. A site meeting with the contractor is due to take place in the coming week to discuss these works.

Members noted the update report and approved actions taken under delegated authority.

c. Finance, Audit and General Purposes Committee.

The AGAR and supporting papers have now been completed and circulated to members.

Members noted the update.

14. Planning Matters.

a. Planning Applications Received.

MC/25/1109 – Oak Lea House, Lodge Hill Lane, Chattenden, Rochester, Medway

Construction of an oak mansard extension to replace the existing conservatory and a single storey extension to garage to replace the existing structure.

Parish Council Action: No objection.

MC/25/1178 – 20 Gamelan Crescent, Hoo St Werburgh, Rochester

Construction of a replacement outbuilding to the side of the garden (revised roof design).

Parish Council Action: No objection.

MC/25/0966 – 22A Walters Road, Hoo St Werburgh, Rochester, ME3 9JR

Extension to outbuilding to rear for conversion to independent supported living accommodation.

Parish Council Action: No objection.

MC/24/2403 – Land to the South of Stoke Road Adjacent Yew Tree Lodge, Hoo St Werburgh, Rochester, ME3 9BH

Approval of the Reserved Matters of appearance, landscaping, layout and scale for the erection of 100 dwellings alongside associated landscape, works and infrastructure.

Parish Council Action: Objection.

MC/25/1264 – 9 Gordon Road, Hoo St Werburgh, Rochester, ME3 9ET

Construction of a two-storey side and single storey rear extension - demolition of existing garage and conservatory.

Parish Council Action: No objection.

MC/25/1255 – 10 Linton Dann Close, Hoo St Werburgh, Rochester, Medway

Construction of a single storey rear extension and new fishponds - demolition of existing timber patio area and fishpond.

Parish Council Action: No objection.

MC/25/1190 – 58 Kingshill Drive, Hoo St Werburgh, Rochester, ME3 9JW

Conversion of garage to habitable room.

Parish Council Action: No objection.

b. Planning Decisions by Medway Council.

MC/25/1172 – Net Tex Industries, Hoo Marina Industrial Estate, Vicarage Lane, Hoo St Werburgh, Rochester, Medway, ME3 9LB

Details pursuant to conditions 5 (SUDs) and 6 (Construction surface water management plan) on planning permission MC/22/0475 for construction of two replacement industrial units B2/E with associated landscaping and using existing access.

Decision: Discharge of Conditions.

MC/25/0986 – 6 Paddock Drive, Hoo St Werburgh, Rochester, Medway, ME3 9GQ

Application for a Lawful Development Certificate (Proposed) for the conversion of the loft into

habitable living space, construction of a dormer to rear and roof lights to the front.

Decision: Approval.

MC/25/0923 – Hoo Marina Industrial Estate, Net Tex Industries, Vicarage Lane, Hoo St Werburgh, Rochester, Medway, ME3 9LB

Variation of condition 9 on planning permission MC/22/0475 to allow industrial operations outside the hours of 08:00 to 18:00.

Decision: Approval with Conditions.

MC/25/0922 – Tex Industries, Hoo Marina Industrial Estate, Vicarage Lane, Hoo St Werburgh, Rochester, Medway, ME3 9LB

Details pursuant to condition 4 (noise) on planning permission MC/22/0475 for Construction of two replacement industrial units B2/E with associated landscaping and using existing access.

Decision: Discharge of Conditions.

MC/25/0444 – Plot 1C And 1D London Medway Commercial Park, James Swallow Way, Hoo St Werburgh, Rochester, Medway, ME3 9GX

Variation of conditions 1 (Ecology measures), 2 (Landscaping), 4 (Drainage), 5 (Cycles stands), 6 (Showers/changing) and 7 (Drawings) to allow for a minor material amendment to planning permission MC/18/1979 to reconfigure plot 1C into two separate plots comprising of plot 1C and plot 1D with associated design and layout changes.

Decision: Approval with Conditions.

c. Appeals.

No matters to consider.

d. Medway Council Local Plan.

Medway Council Draft Local Plan – Parish Council Response:

As members are aware, the draft Local Plan was approved at the Full Council meeting of Medway Council on Thursday, 26th June 2025. In preparation for this:

- Under delegated authority, the Parish Council appointed planning consultant Dave Chetwyn to prepare our formal response.
- A virtual meeting of the Planning Committee has been arranged for Monday, 7th July at 10:00am to discuss and outline the Council's main concerns.
- Members unable to attend are asked to send their comments by email in advance so they can be passed to Mr Chetwyn for inclusion.
- Members are now asked to ratify both the appointment of Mr Chetwyn and the associated cost of £1,752 plus VAT.

Members approved the appointment of the planning consultant. This was proposed by Cllr Chester, seconded by Cllr Fray and agreed by all present.

Action: Clerk to circulate Zoom details for meeting on the 7th of July.

15. Memorial Garden Project.

Memorial Garden Project – Update

Funding of £24,990 has now been secured through Section 106 contributions to support the delivery of the Memorial Garden project. This funding will enable a range of works, including the installation of new fencing, clearance of vegetation, construction of pathways, erection of a flagpole and flags, provision of commemorative benches, installation of signage, waste management, planning compliance, and Tree Preservation Order (TPO) inspection.

With this funding now in place, the Parish Council is now able to progress with the project. The memorial stone has been ordered and is currently with the engravers. It will be delivered to the site once the necessary groundworks and preparation have been completed.

All works will continue to be planned and carried out in accordance with the Parish Council's Standing Orders and Financial Regulations. A meeting of the Memorial Garden Committee will be convened as necessary as the project moves forward.

16. Community Centre.

Cllr Williams gave an update and reported that all surveys had been returned, and the architect was now proceeding with the planning application.

A presentation to councillors would be arranged prior to submission to Medway Council.

17. Village Hall Committee.

A report was circulated to all members by the Oversight Committee. Cllr Dunkley reported on this.

It was further reported that the recycling bin in the Village Hall car park was still on site, and the Clerk was working on having this removed.

18. Date of the next meeting.

Thursday 4th September 2025 at Chattenden Community Centre.

There being no further business to discuss, the Chairman closed the meeting to the press and public at 9.55pm.

Signed:_____

Dated:_____