

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 2nd November 2023 at 7.00pm.

Councillors present: Chester
Cutting
Dunkley
Fray
Gissing
Koroma
Mitchell
Pearce
Sands
Sparkes
Styles
Tildesley
Williams

Also: Sherrie Babington - Parish Clerk, 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 Barton (work), Winter (personal reasons), Wood (sickness).

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 Gissing to accept these as a true record, seconded by Cllr Dunkley 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.

This matter is now in the hands of Medway as they have now acknowledged our request. They will keep us updated should they decide to install a crossing at Bells Lane.

b. Chattenden Consultation.

Draft questionnaire approved at September PC meeting, Cllrs Sparkes, Koroma and Mitchell to progress with assistance of Cllr Pearce.

Clerk has set up email chattendenconsultation@hoopc.org.

It was agreed that Cllr Chester, as a resident of Chattenden, would join the Chattenden Consultation Working Group.

c. Request for a new litter bin at footpath on Chattenden Lane.

Clerk raised with Medway Council.

d. Planning Objections submitted for the following applications as agreed:

MC/23/1935 42 Chattenden Lane, Chattenden, Rochester.

MC/23/1920 8 Vicarage Lane Hoo St Werburgh Rochester.

e. Neighbourhood Plan.

Submission documents submitted to Medway Council as agreed at the previous meeting.

f. Parish Defibrillator.

Parish Defibrillator new case now on order.

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 has reported to Medway Council.

- Neighbourhood Plan Consultation.

- Traffic calming in Bells Lane and need for a safe crossing.

The Chairman confirmed that the PC had lobbied Medway Council for a safe crossing of Bells Lane and would continue to do so.

6. Police and PACT Report.

To receive a report regarding police matters and the PACT.

For Information - PC Brett will be running a police surgery on the 10th of November 1330 to 1530 and intends to park the police van in the Community Hall car park in Pottery Road.

Monthly Surgery

On the first Tuesday of every month, a surgery is held with the Community Safety Unit (CSU) Police Inspector, next month's surgery will be on 7 November. 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 ian.gilmore@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.'

7. Urgent Matters.

No urgent matters were received.

8. Parish Council Administration.

a. 2023 Policy Review.

New Policies for Consideration circulated as draft to all members with emailed meeting papers.

- Councillor and staff Protocol
- Meeting Attendance policy
- Illegal Encampment Policy
- Flag Flying policy
- Dignity at Work Policy
- Protocol and Guidance for meeting with Developers

Members considered the circulated policies and proposed the adoption of all, with the exception of the Flag Flying Policy which was to be updated with an amendment.

This was proposed by Cllr Gissing, seconded by Cllr Koroma and agreed by all present.

Action: Flag Flying Policy to be amended and presented to the next PC meeting.

Members approved the purchase of a Christmas Flag.

9. Financial Matters.

a. Financial Statement.

Members considered the circulated Financial Statement.

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

10. Clerks Report.

The Clerk's Report was noted.

11. Chairmans Report.

The Chairman reported was noted.

12. Parish Council Committees.

To receive the reports and recommendations from PC Committees.

a. Events Group.

To consider the following report from the Events Committee.

Christmas on the Green event 8 December.

The events team had hoped to have a light switch on. However, the logistics of having a switch on don't work.

We are arranging a lantern procession around the green with the children at 6pm followed by hand bell ringers and a young lady to sing plus Christmas music.

We have requested sponsorship for selection boxes etc to hand out to the children. We are still waiting for a response .

Free refreshments tea, coffee, soft drinks, and mulled wine. The church representatives will be serving refreshments and mince pies sourced from the Bakery.

Santa will fly in at 6pm with Rudolf (made by Councillor Barton) The elf and the grinch will be coming too.

First aid cover had been arranged and our local police officers Dave and Richard have changed their shifts and the Fire Brigade have said they will come too. We are currently trying to source a choir.

The weather has been ordered and via our snow machine it will snow during the evening, and we will raise the Christmas Flag on the flagpole.

This has been organised at very short notice and we hope to see you all there.

To also consider a Christmas Hamper for Residents Home.

The Events Group is seeking a budget of £1200 for this Event.



Members considered the report from the Events Group and approved a budget of £1200, this was proposed by Cllr Dunkley, seconded by Cllr Koroma and agreed by all present. It was further agreed that a budget of £200 would be allocated for the hamper, this was proposed by Cllr Gissing, seconded by Cllr Williams and agreed by all present.

Cllr Cutting informed the meeting that a community donation of £500 towards gifts for the children had been received.

b. Environment Committee.

To consider a report from the Environment Committee as circulated.

Kingshill Recreation Ground New Play Area.

The Environment Committee met on Tuesday 24th October to consider and discuss the new play area project for Kingshill Recreation Ground.

The proposed timetable for the project is as follows:

- October 2023 – Environment Committee meeting to agree criteria.
- November 23 – Approval of criteria and budget, and authority to seek tenders for new play area.
- November 2023 – Engage with Medway Council regarding play area criteria and budget.
- November 2023 – seek tender of play area designs to be returned by 31st December 2023.
- January 2024 – Environment Committee to consider submitted tenders, designs, and costs.
- January 2024 – Engage with Medway Council Green Spaces regarding the designs and cost.
- January/February 2024 – Public and full PC consultation on preferred play area designs.
- Jan/February 2024 – Environment Committee to meet to finalise the preferred design and tender.
- Feb/March 2023 – Seek full council support and approval for final designs and costs.
- March 2024 – Engage with MC re final design and costs. Request S106 transfer for project.
- March/April 2024 – Appoint successful contractor to undertake work.
- May 2024 onwards – new play area to be installed.

The proposed criterion for the project is:

1. Budget for Project - Recommendation to approve 150K Budget
2. Age Range for project - Recommended toddler to early-teens
3. Criteria for new play equipment.
 - Swinging
 - Climbing
 - Rocking
 - Sliding
 - Spinning

It was agreed that the new play area should include inclusive play equipment.

4. Additional requirements.

It was agreed that no specific equipment in addition to the criteria should be included and the equipment should be left for the play companies to put forward in their designs.

5. Benches etc.

It was agreed to include 3 benches, and 2 picnic tables, 1 junior and 1 adult.

6. Location.

Members agreed that the new play area should be sited within the existing play area footprint. The grassed mound could be removed to maximise the play area space.

7. Drainage

It was noted that the flooding issues at the play area will be addressed by having the appropriate surfacing in place this would be included in the tender document.

Full Council are asked to consider the following recommendations and the circulated draft Tender Document.

**This was approved, proposed by Cllr Cutting, seconded by Cllr Dunkley and agreed by all present.
Action: Clerk to consult with Medway Council and when approved send out tender.**

Pottery Road Recreation Ground Fencing and Gates.

The fencing and gates at the recreation ground are in the process of being installed. When the work has been completed, an inspection will take place by the Chairman of the Environment Committee, the Chairman and Vice Chairman and any remedial work will be discussed with the Environment Committee and taken up with the contractor.

c. Finance, Audit and General Purposes Committee.

Budget Meeting to be arranged for November/December.

13. Planning Matters.a. Planning Applications Received.APPLICATIONS RECEIVED SINCE THE LAST MEETING

MC/23/2255 131 Main Road, Hoo St Werburgh, Rochester, Medway
Construction of a single storey side extension.

No objections.

MC/23/2316 4 Everest Drive, Hoo St Werburgh, Rochester, Medway, ME3 9AN
Construction of a two-storey extension to side with integral garage re-submission of MC/14/1338 -
demolition of existing garage.

No objections.

MC/23/2402 42 Main Road, Hoo St Werburgh
Construction of 2 bedroom detached bungalow with attached garage accessed off Coombe Road.
Objections, based on previous objections for this site.

APPLICATIONS DETERMINED BY MEDWAY COUNCIL

MC/23/2046

Land At Stoke Road, Hoo St. Werburgh, Rochester

Town and Country Planning Act (Environmental Impact Assessment) (England and Wales)

Regulations 2017 (as amended) - request for a screening opinion for a proposed development of approximately 139 residential dwellings, a nursery, multi-use games area (MUGA), three Class E commercial units and a cafe with associated access, landscaping and other works.

EIA not required

MC/23/1897

131 Main Road Hoo St Werburgh Rochester Medway ME3 9EX

Application for a Lawful Development Certificate (proposed) for the construction of single storey side extension

Refusal

NOTIFICATION OF REFUSAL OF CERTIFICATE OF PROPOSED LAWFUL USE OR DEVELOPMENT

Take Notice that the Medway Council in pursuance of its powers under the above Acts hereby certifies that the operations specified in your application dated 24 August 2023 and described in the proposal herein in respect of the land specified in the location herein and edged red on the plan attached to this Certificate was not lawful within the meaning of Section 192(1)(b) of the Town and Country Planning Act 1990 (as amended).

For the following reason:-

1 The proposed extension fails to meet Class A subsection (e) (i) of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) for the reason that the enlarged part of the dwellinghouse would extend beyond a wall that forms the principal elevation of the original dwelling house. As such, planning permission is required.

b. Other Planning Matters.

To consider other planning matters.

TOWN & COUNTRY PLANNING ACT 1990**ENFORCEMENT NUMBER/PLANNING NUMBER: MC/20/2980****APPEALS REF: APP/A2280/W/23/3325107****LOCATION: Land Off Lodge Hill Lane Chattenden Rochester Medway**

I refer to the above details. An appeal has been made to the Secretary of State against Medway Council's Refusal decision for the proposed development described above.

The appeal will be determined on the basis of Written Representation. The procedure to be followed is set out in Part 2 of The Town and Country Planning (Appeals) (Written Representations Procedure)(England) Regulations 2009, as amended.

We have forwarded all the representations made to us on the application to the Planning Inspectorate and the appellant. These will be considered by the Inspector when determining the appeal.

The Planning Inspectorate is trialing a new appeals service to improve the digital services they offer.

If you are looking for an appeal submitted after 7th August 2019, please look on their new appeals service portal <http://appeals.planninginspectorate.gov.uk>.

The unique seven-digit reference number will begin with '4' if it is on this service.

For all other case types please use their existing appeals portal

<https://www.gov.uk/appeal-planning-inspectorate>.

All representations must be received by 22 November 2023. Any representations submitted after the deadline will not usually be considered and will be returned. The Planning Inspectorate does not acknowledge representations. All representations must quote the appeal reference.

c. Local Plan Consultation.

Members are asked to ratify the circulated letter drafted by Planning Consultant Dave Chetwyn in response to the Local Plan Consultation.

This letter was approved under delegated authority by the Chairman of the Planning Committee, The Parish Chairman and the Vice Chairman.

14. Burial Ground.

Members of the PC met with former councillor Melanie Rees following the last meeting to have a briefing on the burial ground and the process that needs to be followed to take this forward with the Church PCC.

As briefly discussed at the close of the last meeting, should the PC pass this land over to the Church, this will need to be freehold.

The next stage is for members of the PC to meet with the PCC to discuss the process and the restrictions and liabilities of the site. The PCC will then need to meet to fully consider this and the proposal for the PC to transfer the land over to them freehold, they would need to pass a resolution at their meeting to formalise their decision. It is only after this stage that the legalities can be progressed. Therefore, we do need to set up a small Working Group with delegated authority to meet with the PCC to start the process and take this forward.

Members are asked to set up a small Working Group of 3 to 4 members to progress the project.

It was agreed that the Working Group would be set up, led by Cllrs Tildesley, with Cllrs Dunkley, Styles and Cutting. A meeting would then be arranged to brief the working group on the burial ground.

Action: Clerk to progress.

15. New Community Centre.

Cllr Williams reported on a meeting with Medway Council Officers seeking confirmation of S106 funding for the new community centre. He stated that the PC was now awaiting details of the allocations from Dave Harris.

A discussion took place regarding the S106 funding paid to Medway Council and the discussion with Dave Harris when he indicated that they had not yet received all the funding.

It was suggested that this was incorrect, and they should have received it in full. It was therefore agreed that the Clerk should submit a request to Taylor Wimpy to seek clarification regarding the allocations paid to Medway Council for developments in Hoo.

Action: Clerk to action.

This was discussed further, and it was agreed that the Parish Council should send a letter to Medway Council formally requesting that the S106 funding received to date for the new community centre be transferred to the Parish Council in full. This was proposed by Cllr Cutting, seconded by Cllr Dunkley and agreed by all present.

Action: Clerk to request S106 founding from Medway Council.

Cllr Williams informed members that Medway Council had received the funding to enable the Parish Council to progress with the project up to the planning stage and therefore he would arrange a meeting to discuss the appointment of an Architect for the project.

Action: Community Centre meeting to be arranged.

16. Neighbourhood Plan Report.

Cllr Cutting informed members that the NHP was now with Medway Council.

17. Ward Councillors Report.

Cllr Pearce gave his Ward Councillors report to the meeting.

He spoke regarding the following:

- Motion passed at MC for a Coastal Wetland application for a National Heritage Site.
- local Plan Consultation and Call for Sites.
- Four Elms Hill work now completed.

18. Date of the next meeting – Thursday 7th December 2023.

There being no further business to discuss, the Chairman closed the meeting to the press and public at 8.45pm.

Signed: _____

Dated: _____