

Hoo St Werburgh and Chattenden Parish Council

The Minutes of the Meeting of Hoo Saint Werburgh and Chattenden Parish Council  
Held in Pottery Road Village Hall on Thursday 1<sup>st</sup> February 2024 at 7.00pm.

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

Also: Sherrie Babington - Parish Clerk, Leader of Medway Council, Vince Maple, 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 Hopson (sickness), Barton (work) and Sparkes (personal reasons).

**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.*

*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 Cutting 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.

**4. Parish Councillor Vacancy.**

Medway Council has now informed the PC that it can proceed to co-option. The notice advertising this vacancy has now been published and a copy circulated to all members in their meeting papers.

**5. Matters arising from the Minutes.**

a. Chattenden Consultation.

Cllr Pearce reported that the Chattenden Consultation paper had been approved and would be printed and delivered by councillors and volunteers.

b. Kingshill Recreation Ground Tender.

The Clerk reported that 3 tenders have been received and this will now be referred to the Environment Committee for further action.

c. Planning representations submitted for the following application as agreed:

MC/23/2527 - Lingley House Elm Avenue Chattenden Rochester Medway – Objections submitted.

MC/23/2857 - Land at The Former Sturdee Club and Land at Stoke Road Hoo St Werburgh  
**Extension of time and further details requested.**

**6. Public Participation.**

To discuss any questions received by members of the public.

A resident attended the meeting to speak regarding the road closures on Frindsbury Hill. The Chairman stated that the Leader of the Council was present at the meeting and would answer any questions under the Chairman's Report agenda item.

A resident raised questions regarding the entrance to the new school, the Chairman suggested that this was covered by Cllr Vince Maple under his agenda item.

**7. Police and PACT Report.**

To receive a report regarding police matters and the PACT.

Cllr Cutting reported that the issue of drug dealing by Knights Road Shops had been raised with the school.

She stated that currently two police were assigned to the Peninsula, and these were proactive in the area.

The following was noted by members:

On the first Tuesday of every month, a surgery is held with the Community Safety Unit (CSU) Police Inspector. The next one being Tuesday 6 February. 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.

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

No urgent matters were raised by members.

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 Gissing , seconded by Cllr Tildesley, and agreed by all present.

b. **To consider and agree the 2024/25 Budget and Precept.**

To consider the recommendation from the FA&GP Committee for the 2024/25 Budget and Precept.

The draft budget, report and recommendations from the Finance, Audit and General Purposes Committee was circulated to all members for their consideration.

Members considered the recommendation to increase the precept by 2.5% drawing a precept of £120855 for 2024/2025. This being a 76p per annum increase on the Band D Tax Base, raising this from £30.01 per annum to £30.77 per annum.

This recommendation was proposed by Cllr Williams, seconded by Cllr Cutting and greed by all present.

The 2024/2025 Precept was there set at £120855.

***Action: Clerk to submit precept application to Medway Council.***

c. **To consider the following Grant Application.**

A grant application from Hi Kent was considered by members.

It was agreed that further information was needed before an informed decision could be made by the Parish Council.

Cllrs Dunkley and Gissing stated that they would visit the next clinic to speak to the organisers about the services and report back to the next LC meeting.

***Action: Grant to be considered at March PC meeting.***

10. **Clerks Report.**

*To receive the Clerks Report.*

Members considered a request from a hall hirer to use the tarmac area at the rear of the village hall for catering vans.

This was considered and it was agreed that vehicle access to the recreation ground would be difficult and therefore they would be advised to use the village carpark for the sighting of the food vans.

***Action: Clerk to respond.***

A general discussion took place regarding School vehicles parking in the hall car park and restricting this for hall users.

It was agreed that this was a matter for the Village Hall Management Committee to take forward as it was their responsibility.

## **11. Chairmans Report.**

The Chairman introduced Medway Council Leader Councillor Vince Maple to the meeting. Councillor Maple spoke regarding the role of parish Council in local government and their importance. He spoke regarding Medway Council and its change in administration since the election on the 4th of May 2023, and the highlights over the past year.

He reported on the following:

- Local Plan Regulation 18 Consultation,
- 2024/25 budget and the financial challenges regarding the decisions to be made. He confirmed that the budget would go before full council on the 29th of February 2024,
- Withdrawal of the 170 million HIF Funding,
- School transport
- Rural Liaison Grant,
- Hoo's identity and the Parish Councils wish for Hoo to remain a village and not be called a town.
- Community wardens.
- Deangate
- Bus services

The meeting was then opened for questions from members and members of the public.

During the questions, the issue of the closure of Frindsbury Hill was raised and Cllr Maple read out of statement from Medway Council regarding this.

## **12. Parish Council Committees.**

To receive the reports and recommendations from PC Committees.

### **a. Events Committee.**

To consider the formal set up and Terms of reference for the Events Committee.

It was agreed that the Events Committee would be set up with the following members: Cllrs Gissing, Styles, Dunkley, Cutting, and Pearce, and they would set up a meeting to ratify the Terms of Reference and set up the Committee.

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

b. Environment Committee.

To arrange a date for the next meeting of the Environment Committee.

It was agreed that the next Environment Committee meeting would be held on the 7th of February 2024 at 6 pm in the small meeting room of the Village Hall.

c. Finance, Audit and General Purposes Committee.

To consider the recommendation from the FA&GP Committee for the following:

- 2024/25 Budget and Precept – considered under Financial Matters.
- Community Award and Freedom of the Parish Award – see circulated report from Finance & GP Committee.

Members discussed and agreed to having an Annual Community Award and an ad-hoc Freedom of the Parish Award.

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

**Action: Clerk to draft policy covering these awards for consideration at the next meeting.**

13. Planning Matters.a. Planning Applications Received.

MC/23/2857 Land at The Former Sturdee Club and Land at Stoke Road Hoo St Werburgh Construction of 134no. residential dwellings (including affordable and over 55's homes), children's nursery (Class E(f)), cafe/community hub (Class E(b)/F2(b)) and commercial/retail floorspace (E(g)/E(a), new public open spaces, sustainable urban drainage systems, landscaping and biodiversity areas and play areas. Access to be from 4no. new locations from Stoke Road. Provision of roads, parking spaces and earthworks - Demolition of the Sturdee Club and associated structures.

The Hundred of Hoo Academy, Main Road, Hoo St Werburgh

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 co-ordinated with the arboricultural and ecology reports.

63 Wylie Road, Hoo St Werburgh, Rochester, Medway, ME3 9EG

Construction of a single storey front and a single storey side/rear extension - removal of existing bay window and porch.

137 Bells Lane, Hoo St Werburgh, Rochester, Medway, ME3 9HY

Removal of flat roof and construction of new pitched roof over to front, render to existing dwelling elevations, reconfiguration of windows and doors and installation of solar panels to rear roof slope. Construction of a detached single storey building to rear for therapy and hydrotherapy use incorporating solar panels to roof slope.

152 Main Road, Hoo St Werburgh, Rochester, Medway, ME3 9HB

Construction of a vehicular crossover to front.

APPLICATIONS DETERMINED BY MEDWAY COUNCIL

MC/23/2587

59 Main Road Hoo St Werburgh Rochester Medway ME3 9AA

Construction of a part two-part first floor side extension and a two-storey rear extension together with extension to existing front porch pitch roof across the front to form a canopy - resubmission of MC/23/1592

Approval with Conditions

MC/23/2440

111 Bells Lane Hoo St Werburgh Rochester Medway ME3 9HY

Construction of a single storey extension to side/ rear - demolition of existing garage

Approval with Conditions

MC/23/2402

42 Main Road Hoo St Werburgh Rochester Medway ME3 9AD

Construction of 2 bedroom detached bungalow with attached garage accessed off Coombe Road

Approval with Conditions

MC/23/2372

85 Bells Lane Hoo St Werburgh Rochester Medway ME3 9HX

Engineering works to front to facilitate the construction of a vehicle parking area and crossover onto a classified road.

Approval with Conditions

MC/23/1628

Holly Lodge &amp; Tudor Lodge Chattenden Lane Chattenden Rochester Medway ME3 8NL

Details pursuant to condition 13 (surface water disposal) on planning permission MC/20/1471 -

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/22/2510

Residential Marine Port Werburgh Vicarage Lane Hoo St Werburgh Rochester Kent ME3 9TW

Change of use of land from marina and storage to form residential caravan park to be occupied by persons over 50 (Use Class C3) with ancillary storage and access road and extension to light industrial and storage building (composite sui generis) plus associated landscaping (part retrospective)

Withdrawn by Applicant

b. Other Planning Matters.

To consider other planning matters.

**Appeal Decision**

Hearing Held on 13 December 2023

Site visit made on 13 December 2023

by Andrew Walker MSc BSc(Hons) BA(Hons) BA PgDip MCIEH CEnvH JP  
an Inspector appointed by the Secretary of State

Decision date: 25th January 2024

Appeal Ref: APP/A2280/C/22/3306983

Land at Port Werburgh, to the south of Vicarage Lane, Hoo, Rochester, Kent shown edged red on the plan attached to the notice

- The appeal is made under section 174 of the Town and Country Planning Act 1990 as amended by the Planning and Compensation Act 1991.
- The appeal is made by Mr D Swann (Residential Marine Ltd) against an enforcement notice issued by The Medway Council.
- The enforcement notice was issued on 22 August 2022.
- The breach of planning control as alleged in the notice is:

Without the benefit of planning permission, the material changes of use of the Land from storage to residential use including the stationing of mobile homes with associated works on the Land to form an extension of the adjacent residential mobile home park.

**Conclusion**

For the reasons given above I conclude that the appeal should succeed on ground (c). Accordingly, the enforcement notice will be quashed. In these circumstances the appeal under the various grounds set out in section 174(2) to the 1990 Act as amended and the application for planning permission deemed to have been made under section 177(5) of the 1990 Act as amended do not need to be considered.

**The reasons for this appeal were circulated to all members by email.**

**Proposal form Chairman:**

I met with representatives who carry out local bird surveys for British Trust for Ornithology and Kent Ornithological Society. As we are all aware many of our indigenous species are declining. I would like your views on asking these gentlemen to do some bird counts on our lands, Hoo Common and ancient woodlands opposite and Fourwents Recreation area.

I was also like them to do a count down the Old Ratcliffe Highway in advance of any development applications coming forward.

We have engaged with a Planning Consultant and his expertise has been invaluable and I believe that to have our own survey being carried out periodically

This will assist us in our knowledge of answering planning applications at present we have to take the word of a developer paid report.

I don't think these gentlemen would be asking for a salary but if approved I proposed expenses of up to £100 per year per person for quarterly counts and reports, they will also note any other wildlife observed whilst doing the count.

**Members views are sought.**

It was proposed by Cllr Fray to go ahead with the surveys, this was seconded by Cllr Dunkley, and agreed by all present.

***Action: Chairman to take this forward on behalf of the Parish Council.***

**14. Burial Ground.**

Cllr Tildesley reported that the Burial Ground Committee had met at the Church to discuss the freehold transfer of the Burial Ground over to the PCC. He stated that the Church was unable to commit to the expense of maintaining the Burial Ground, and therefore further options were being considered.

**15. New Community Centre.**

Cllr Williams reported that He, the Chairman and Clerk had met with a third architect and was awaiting their response. When three quotations had been received, the architects would be invited to present to the Community Centre Committee, who would determine which architect they wished to appoint to oversee the project.

**16. Neighbourhood Plan Report.**

To receive an update report from the NHP Group.

Cllr Cutting reminded members that the Plan was due to be presented to Medway Councillors at a meeting on the 8th of February 2023 at Medway Park, Dave Chetywn would be present at that meeting to present the Plan. She urged as many members to attend this meeting as possible.

**17. Ward Councillors Report.**

Cllr Pearce gave his Ward Councillors report to the meeting.  
He spoke regarding the following:

- Sewage issues in the parish.
- Grit bins.
- Power cuts
- Fly tipping.
- He reported that the Nightingale petition for Lodge Hill Lane had now reached 11,000 signatures.

**18. Date of the next meeting – Thursday 7<sup>th</sup> March 2024 at Pottery Road Village Hall.**

There being no further business to discuss, the Chairman closed the meeting to the press and public at 10pm.

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

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