



Hoo Saint Werburgh and Chattenden Parish Council

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To all Members of the Parish Council.

Notice is hereby given, that the next Meeting of the Parish Council is to be held on Thursday 7th December 2023 at 7.00pm at Pottery Road Hall, Members are hereby summonsed to attend.

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.

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.

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

4. Parish Councillor Vacancy.

Due to the resignation of Councillor Winter, the PC now has a vacancy, and this will be advertised in accordance with the LGA Regulations. The first notice declaring the vacancy has now been published.

5. Matters arising from the Minutes.

6. Public Participation.

To discuss any questions received by members of the public.

7. Police and PACT Report.

To receive a report regarding police matters and the PACT.

On the first Tuesday of every month, a surgery is held with the Community Safety Unit (CSU) Police Inspector. Due to staff leave, next month's surgery will be 12 December instead, the second Tuesday of the month. 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.

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

To consider any urgent matters raised by members.

9. Parish Council Administration.

a. Flag Flying Policy.

To consider the adoption of the circulated Flag Flying policy.

10. Financial Matters.

a. To consider the monthly financial statement.

Financial Statement will be circulated in paperwork at PC meeting.

11. Clerks Report.

To receive the Clerks Report.

12. Chairman's Report.

To receive the Chairman's Report.

13. Parish Council Committees.

To receive the reports and recommendations from PC Committees.

a. Events Committee.

To receive an update from the Events Committee.

b. Environment Committee.

To consider a report from the Environment Committee as circulated.

c. Finance, Audit and General Purposes Committee.

Budget Meeting to be arranged for December, once Band D figures are released by Medway Council.

14. Planning Matters.

a. Planning Applications Received.

APPLICATIONS RECEIVED SINCE THE LAST MEETING

*MC/23/2402 42 Main Road, Hoo St Werburgh, Rochester, Medway, ME3 9AD
Construction of a 2-bedroom detached bungalow with attached garage and associated landscaping and vehicular entrance off Coombe Road.*

*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.*

MC/23/2597 Land at Former Deangate Ridge Golf Club , Dux Court Road, Hoo

Change of use from former golf course to community park comprising works to existing access and car park, cycle parking, formation of footpaths, landscaping, tree/scrub planting, boundary treatments, site interpretation and benches with associated works.

*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.*

*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*

APPLICATIONS DETERMINED BY MEDWAY COUNCIL

MC/23/1685

*1 Fourwents Road Hoo St Werburgh Rochester Medway ME3 9JX
Advertisement Consent for installation of an internally illuminated fascia sign, internally illuminated double sided projecting sign and one internal LCD digital display screen.
Approval with Conditions*

MC/23/1920

*8 Vicarage Lane Hoo St Werburgh Rochester Medway ME3 9AZ
Certificate of Lawful Development (Proposed) For the siting of a caravan
Approval*

MC/23/1935

*42 Chattenden Lane Chattenden Rochester Medway ME3 8NL
Construction of a terrace of four x 3-bedroom dwelling houses with associated landscaping and parking - demolition of existing property (Resubmission of MC/21/1935)
Approval with Conditions*

MC/23/2089

*Construction of a first-floor side extension, conversion of garage into habitable room and the alteration and creation of new vehicular crossover
Approval with Conditions*

MC/23/2306

*The Hundred of Hoo Primary School Main Road Hoo St Werburgh Rochester Medway ME3 9HH
Details pursuant to condition 20 (Travel plan) on planning permission MC/22/0974 for the construction of a two-storey extension with associated external works incorporating the expansion in the capacity of the staff car park and reconfigured early years play area and playground.
Discharge of Conditions*

MC/23/2336

*The Hundred of Hoo Primary School Main Road Hoo St Werburgh Rochester Medway ME3 9HH
Details pursuant to condition 14 (SuDS Verification) on planning permission MC/22/0974 -
Construction of a two-storey extension with associated external works incorporating the*

expansion in the capacity of the staff car park and reconfigured early years play area and playground.

Discharge of Conditions

b. Other Planning Matters.

To consider other planning matters.

TOWN & COUNTRY PLANNING ACT 1990

ENFORCEMENT NUMBER/PLANNING NUMBER: MC/22/2401

APPEALS REF: 3326810

LOCATION: Land Adjacent To 1 Primrose Cottages Ratcliffe Highway Hoo St Werburgh Rochester

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.

c. Medway Council - Local Plan.

15. Burial Ground.

16. New Community Centre.

17. Neighbourhood Plan Report.

To receive an update report from the NHP Group.

Process and timetable for Neighbourhood Plan

Key stage	Date
Cabinet report seeking approval to publish draft NP for representations at Regulation 16	19 December 2023
Regulation 16 consultation (following Call-in period for Cabinet decisions)	8 January to 19 February 2024
Neighbourhood Planning Group presentation to Medway Council members	TBC during consultation period
Submit draft plan for Examination	March 2024
Examination	TBC
Receipt of Examiner's report	At end of examination
Cabinet report on outcome of examination – may include request to send plan to Referendum	Within 5 weeks of receipt of Examiner's report
Publication of Information statement in support of Referendum	At least 28 days in advance of the Referendum
Referendum	Generally, within 56 working days of publication of decision to send plan to referendum
Full Council meeting to formally make/adopt Neighbourhood Plan as part of the Council's Development Plan	First meeting of Full Council following successful outcome at Referendum.
Implementation and Monitoring of NP	ongoing

18. Ward Councillors Report.

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

19. Date of the next meeting – Thursday 4th January 2024 at Chattenden Community Centre.

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Mrs Sherrie Babington
Parish Clerk