

Hoo St Werburgh and Chattenden Parish Council

The Minutes of the Meeting of Hoo Saint Werburgh and Chattenden Parish Council  
Held at Hoo Village Hall on Thursday 4<sup>th</sup> December 2024 at 7.00pm.

Councillors present: Barton  
Chester  
Dunkley  
Francis  
Fray  
Gissing  
Hopson  
Koroma  
Mitchell  
Pearce  
Sparkes  
Styles  
Williams

Also: Sherrie Babington - Parish Clerk, and members of the public.

The meeting was chaired by Councillor Williams.

**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 Sands (unwell), Cutting (holiday), Tildesley (unwell) and Wood (work).

**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.

- Cllr Pearce declared an interest in discussions regarding the planning applications MC/24/1866 as he would be speaking as a Ward Councillor with regards to these applications.
- Cllr Barton declared n interest in planning application MC/24/1866 as he knows the applicant.

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

No dispensations were 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.

The Minutes of the previous meeting were circulated to all present.

It was proposed by Cllr Dunkley to accept these as a true record, seconded by Cllr Styles and agreed by all present.

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

4. **Matters arising from the Minutes.**

a. **Hoo Academy Road Safety Meeting.**

The Clerk updated members and stated that a further meeting was being arranged with Ward Members to take this issue forward.

5. **Public Participation.**

To discuss any questions received by members of the public.

Allotment representative Sonia Toombs attended the meeting, she currently undertakes regular inspections of the allotments on behalf of the Parish Council and highlighted the need to let the vacant allotments.

The Clerk stated that she would endeavour to let the vacant plots as soon as possible. In the meantime, the Parish Council agreed that the Parish Warden would be asked to strim the vacant plots to keep them in good order until new tenants were allocated.

***Action: Clerk to liaise with the Parish Warden.***

A resident from Four Elms Place raised concerns about the state of the roads and the ongoing issues surrounding the adoption of the estate. He highlighted the lack of infrastructure and stated that no further development in the area should be approved until the road issues were addressed.

Cllr Williams reassured the resident that the Parish Council has consistently objected to all large-scale developments in the area and recently submitted objections to the Taylor Wimpey and Gladman proposals.

He further clarified that the adoption of Four Elms Place had now been completed by Medway Council. Cllr Fray provided additional information on the adoption and passed relevant details to the resident.

6. **Police and PACT Report.**

To receive a report regarding police matters and the PACT.

No matters were raised.

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

To consider any urgent matters raised by members.

The Chairman of the meeting raised an urgent matter regarding a request from Ward Councillor Michael Pearce, who was seeking sponsorship from the Parish Council to cover the cost of venue hire for a public meeting to discuss local development issues.

Cllr Fray expressed her support for the meeting but noted that the Parish Council had already submitted comprehensive objections to the recent large planning applications.

Members discussed the requested costs and noted that the Village Hall was available on the evening in question at a more reasonable cost of £40.

It was therefore proposed that the Parish Council would finance the hire of the Village Hall if the meeting was held jointly with Ward Councillors.

This was approved, and the public meeting was scheduled for 23rd January 2024 at 7:00 pm in the Village Hall as a joint initiative between the Parish Council and Ward Councillors to address proposed local developments.

## 8. Financial Matters.

### a. To consider the monthly financial statement.

Financial Statement will be circulated in paperwork at PC meeting.

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

### b. 2025/2026 Budget and Precept.

As soon as the Band D figures are published by Medway Council the draft budget will be put to the FA&GP Committee for their consideration and to Full Council at the January PC meeting.

## 9. Clerks Report.

To receive and note the Clerks Report.

### 1. Four Elms Place – email from Medway Council

I am pleased to announce in accordance with the signed Section 38 Agreement dated 7th September 2021 I confirm that the works have now been completed satisfactory in respect to the agreement for Songbird Crescent (pt), Sparrow Drive (pt), Linnet Close, Goldfinch Grove & Dunnock Drive (pt) within the Development.

Further to receiving the As Built and the Constructed Health and Safety File from the Developer along with completion of the Traffic Regulation Order, which I am now in receipt of, the development has been adopted with effect from 5th November 2024. A notice has been placed on site stating this along with a completion letter being issued to the Developer. All relevant Medway internal teams have been informed so records can be updated accordingly.

The Highway Adoption Team carried out extensive checks in accordance with the Agreement working with the Developer to ensure all matters had been resolved prior to the conclusion and formal Adoption.

2. Parish Newsletter.

The Newsletter was prepared, printed and will be delivered across Hoo and Chattenden with The Net from 4<sup>th</sup> December.

3. NOTICE OF THE 77th ANNUAL GENERAL MEETING - SATURDAY, 30th NOVEMBER 2024

Cllr Pearce gave a report on this meeting.

**10. Chairman's Report.**

To receive the Chairman's Report.

**11. Parish Council Committees.**

To receive the reports and recommendations from PC Committees.

a. Events Committee.

To receive and note a report from the Events Committee.

**Christmas on the Green**

Saturday, 14th December, Church Street, Hoo

Lantern parade at 5:15 PM

Santa arrives at 5:30 PM with gifts from his elves.

Performances by hand bell ringers and our signing choir, plus Christmas music

Free tea, coffee, squash, mulled wine, and mince pies. Ice cream will also be available.

**Pantomime: Jack and the Beanstalk**

Friday, 12th January—Pottery Road Village Hall

b. Environment Committee.

To receive and note a report on Environmental Matters.

Environmental Matters Update

1. Noticeboards:

The new parish council noticeboard and additional sets of legs are ordered and expected by early December. Installation will proceed in phases over the next two months, pending arrival of the remaining board and legs.

**Currently awaiting quotations.**

2. Footpaths:

A tender document is being prepared to invite quotes for the new pathways at Kingshill Recreation Ground and for the replacement/repair of the Pottery Road Recreation Ground footpath.

**Work in progress.**

3. Bench Installation:

A quotation has been approved for the removal of a damaged bench on Pottery Road and installation of a new picnic bench at Kingshill, with work planned in the coming weeks.

**This work is now complete**

4. Horse Trough:

The Warden has dug over the Horse Trough in preparation for the planned planting.

**The Parish Warden has now planted the Horse Trough along with the planters at Kingshill Rec.**

5. Tree Management Kingshill Recreation Ground.

Medway Valley Countryside Partnership has booked Tuesday 4th and Thursday 6th February 2025 to carry out woodland work at Millennium Wood, Kingshill Recreation Ground.

Further details will follow.

6. Play Area Signage.

New signage has now been installed at Pottery Road and Kingshill Play Areas in line with regulations.

c. Finance, Audit and General Purposes Committee.

To arrange FA&GP Meeting to discuss draft budget when Band D Rates published by Medway Council, usually in December.

Items for FA&GP Agenda:

- 2025/2026 Budget
- Parish Wardens Van
- Village Hall/Community Centre
- Church Clock

**12. Planning Matters.**a. Planning Applications Received.

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 dwelling and installation of roof lights to front and rear of main dwelling.

The Parish Council resolved to raise objections on the grounds of overdevelopment of the plot and the potential impact on the privacy of neighbouring properties. It was noted that this application relates to a previously expired planning permission; however, the proposed extension is significantly larger than the original plan. Members highlighted that the proposal conflicts with the Neighbourhood Plan Policies H006 and H008, which seek to ensure developments are proportionate and in keeping with the character of the area while protecting residential amenity.

**Action: PC to submit objections to Medway Council.**

MC/24/2320 - Flanders Farm, Ratcliffe Highway, Hoo St Werburgh, Rochester  
Variation of condition 2 (approved plans) on planning permission MC/19/3128 to amend plan to alter the elevation and floor layout of building known as Phase 1

**No objections.**

MC/24/207 - 47 Chattenden Lane

Members raised concerns regarding this application, as it appeared to involve a proposal to change amenity land into garden space. This was deemed contrary to policies within the Neighbourhood Plan.

Cllr Fray reported that a holding letter had been submitted to Medway Council and enquiries had been made to confirm ownership of the land and whether it had been purchased by the property owner. She stated that the Parish Council was currently awaiting a response from Dave Harris.

Cllrs Pearce and Sparks provided additional information, noting that the land was previously a designated play area, and its change of use would result in the loss of valuable green space.

It was agreed that the Parish Council would await a response from Dave Harris and proceed with an objection based on the loss of amenity land.

**Action: Clerk to progress.**

b. Planning Applications Decisions by Medway Council.

MC/24/2025

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

Details pursuant to condition 19 (Biodiversity Enhancements) of 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/24/1949

155 Bells Lane Hoo St Werburgh Rochester Medway ME3 9JA

Part retrospective change of front garden from paving slabs to block pavers, new fence panels and removal of wall to front of property to provide off street parking with associated vehicular crossover.

Approval with Conditions

MC/24/1890

2 Marley Road Hoo St Werburgh Rochester Medway ME3 9DH

Construction of a two-storey side extension.

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 17 September 2024.

FOR THE FOLLOWING REASONS:

1. The proposed two-storey extension on the principal elevation which faces Marley Road, by virtue of its siting, design, scale and appearance would result in a dominant and incongruous form of development that would detract from the appearance of the host dwelling and the surrounding street scene, especially as it would sit forward of the established building line on Marley Road. As such, the proposal fails to comply with: Policy BNE1 of the Medway Local Plan (2003), Policy HOO6 of the Hoo St Werburgh and Chattenden Neighbourhood Plan (2023 - 2040) and paragraphs 131 and 135 of the NPPF (Dec 2023)

MC/24/1852

7 Chattenden Lane Chattenden Rochester Medway ME3 8LE  
Construction of a single-storey extension to side  
Approval with Conditions

MC/24/0769

Land South of Stoke Road Stoke Road Hoo St Werburgh Rochester ME3 9BH  
Details pursuant to conditions 10 (Remediation) and 11 (Verification) on planning permission MC/21/3379 for Demolition of existing outbuildings and structures and construction of 17 residential units (Use Class C3) with associated parking, access and landscaping  
Discharge of Conditions

c. Appeals.

TOWN & COUNTRY PLANNING ACT 1990

ENFORCEMENT NUMBER/PLANNING NUMBER: MC/24/0699

APPEALS REF: APP/A2280/D/24/3353713

LOCATION: 35 Braeburn Drive Hoo St Werburgh Rochester Medway

I refer to the above details. An appeal has been made to the Secretary of State against Medway Council's Approval with Conditions 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.

All representations must be received by 4 December 2024. 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.

d. Other Planning Matters.

To consider other planning matters.

13. Memorial Garden.

To receive and note an update from the Burial Ground Committee.

The fencing for the Memorial Garden is scheduled to be erected in the coming weeks. Once completed, a meeting of the committee will be convened to progress the project.

Medway Council has confirmed that the establishment of a Memorial Garden aligns with the planning permission granted for a burial ground, meaning no amendments to the planning conditions are required.

Next step for a Memorial Garden Advisory Committee to be set up to take this project forward and a meeting be arranged for the New Year.

14. New Community Centre.

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

Cllr Williams gave an update on the progress of the New Community Centre. He reported that a presentation to Medway Council by the Architect took place on 27th November 2024, which was attended by the Chairman, Vice Chairman, and Cllrs Styles and Sparkes.

He advised that the next stage involved the Architect holding a pre-application meeting with Medway Council, this was scheduled for 17th December 2024.

Cllr Williams also informed members that representatives from the Parish Council recently met with Medway Council to discuss Section 106 funding for the remainder of the project, which included the demolition of the existing hall and landscaping works.

15. Neighbourhood Plan Report.

To receive an update report from the NHP Group.

The Chairman spoke regarding the Neighbourhood Plan, and the successful outcome of the recent referendum, which officially established the Neighbourhood Plan as planning law for the area. He expressed the gratitude of the Parish Council to all volunteers and councillors who had been involved in the project from the start and requested that the Clerk formally record the group's achievements and convey the Council's sincere thanks to everyone who contributed to securing the Neighbourhood Plan for the Parish of Hoo St Werburgh and Chattenden.

***The Clerk formally minuted the thanks and gratitude of the Parish Council.***

16. Village Hall.

To receive an update on the Village Hall – Confidential Item.



**17. Youth Provision in Hoo.**

Members of the Parish Council met with Lindsey Hartney on Thursday, 14th November, to discuss youth provision within the parish.

The discussion included the facilities at the new Community Centre and the suitability of the current meeting venue. It was agreed that, for the foreseeable future, the Youth Club would meet in the Village Hall on a Wednesday evening, with the Parish Council covering the cost of the hall hire from the Youth Provision budget it holds.

***Members ratified this action.***

**18. Ward Councillors Report.**

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

Ward Cllr Pearce gave his Ward Councillors Report to the meeting, reporting on the following:

- Joint public meeting scheduled for 23rd January 2024 to discuss key planning applications from Gladman and Taylor Wimpey.
- Ongoing issues regarding Four Elms Hill Assets of Community Value and devolution.
- Medway Council's Local Plan set to reach Regulation 19 stage by the summer of 2025.

**19. Date of the next meeting – Thursday 9<sup>th</sup> January 2025 at Hoo Village Hall.**

There being no further business to discuss, the Chairman closed the meeting to the press and public at 8.30pm.

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

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