

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 9th January 2025 at 7.00pm.

Councillors present: Cutting
Dunkley
Francis
Gissing
Hopson
Mitchell
Pearce
Sands
Sparkes
Styles
Tildesley
Williams
Wood

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 Koroma (personal reasons), Chester (sickness), Fray (sickness) and Barton (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.

No interests were declared.

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 Williams to accept these as a true record, seconded by Cllr Wood 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.

Cllr Wood updated members and reported that a further meeting had been arranged with Ward Members and Medway Council Officers on 22nd January 2025.

5. Public Participation.

To discuss any questions received by members of the public.

The Chairman read out an email from a member of the public regarding the Four Elms Estate, asking if new dog bins and salt bins could be installed now that the road had been adopted. It was agreed that the Clerk would liaise with Medway Council on this matter, and it was further agreed to request dog bins for the site near the Memorial Garden.

Action: Clerk to action.

Cllr Pearce spoke about his recent request for 12 bins across the parish, which had been refused as they did not meet the required criteria.

A resident attended the meeting to report issues with the footpath from Lower Upnor to Hoo, highlighting that part of the bank and some trees had been washed away near the mobile home site. He stated that a sign indicated the route was a public footpath.

Cllr Sands stated that he would raise this with Footpaths Officer Stacey McGregor. He asked the Clerk to invite her to a future meeting.

Action: Clerk to action.

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.

There were no matters raised.

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

b. 2025/2026 Budget and Precept.

To consider the draft budget and the recommendations from the FA&GP in regard to the Parish Precept.

Members reviewed the draft budget and report from the Parish Clerk, noting the need for a 15% precept increase to £145,000 due to financial pressures from taking on the management of the Village Hall and increased costs. The proposed precept would cost Band D properties £36.04 annually, a £4.76 rise from last year. The recommendation, proposed by Cllr Williams and seconded by Cllr Dunkley, was approved unanimously by members.

It was agreed that a newsletter to residents explaining the increase would be sent out to all residents.

9. Clerk's Report.

The Clerk's Report was noted.

Hoo Infrastructure Framework update.

As a stakeholder we are getting in touch to update you on the Hoo Peninsula Community Infrastructure Framework.

In August PRD, Augarde Consulting and Urban Silence submitted a draft framework which built on the recommendations of the community panel alongside wider community and stakeholder engagement, relevant local, regional, and national strategy, demographic data, and an analysis of existing community infrastructure.

We had hoped to share the draft for consultation in the autumn, but due to a number of factors including the referendum on the Hoo St Werburgh and Chattenden Neighbourhood Plan we have had to delay that process.

We are now planning to launch a four-week consultation on the draft in January 2025. We will contact you when that consultation process starts with details about how you can share your comments and feedback.

10. Chairman's Report.

To receive the Chairman's Report.

The Chairman reported on a recent meeting he had attended on Devolution hosted by Medway Council. He stated that the slide presentation had been circulated to all members for information.

11. Parish Council Committees.

To receive reports and recommendations from PC Committees.

a. Events Committee.

To receive and note a report from the Events Committee.

Cllr Cutting reported that the pantomime was scheduled to take place over the weekend, with tickets still available for purchase. She stated that the event would also include a raffle, as well as the sale of tea, coffee, and sweets.

She spoke about future events in 2025, including the VE Day event, which would now extend into the evening.

b. Environment Committee.

To receive and note a report on Environmental Matters.

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.

In the process of seeking quotations for this work.

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 on Tender document.

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.

c. Finance, Audit and General Purposes Committee.

To consider the report and recommendations from the FA&GP Committee:

Parish Van

Issues with the DPF filter on the current parish van were discussed.

The Parish Clerk confirmed that Ford had been contacted about resolving this under warranty, and a response was awaited.

It was agreed that the PC should proceed with purchasing a new petrol van, with a budget of up to £5,000.

Recommendation to Full Council: It was recommended that delegated authority be granted to the working group to take forward the replacement of the parish van, up to a value of £5,000.

This recommendation was agreed.

12. Planning Matters.

a. Planning Applications Received.

MC/24/2500 55 Chattenden Lane, Chattenden, Rochester, Medway, ME3 8LE
Single storey side and front extensions and Internal alterations.

No objections.

MC/24/2614 16 Rochester Crescent, Hoo St Werburgh, Rochester

Construction of a single storey infill extension to rear of existing garage together with conversion of garage into habitable room.

No Objections, however, concerns were raised regarding on street parking, but it was agreed that there were no planning reasons to object.

b. Planning Applications Decisions by Medway Council.

MC/24/2229

Kingsnorth Power Station Power Station Access Road Hoo St Werburgh Rochester Medway
Non-Material Amendment to Outline planning permission ref. MC/21/0979 to increase the amount of B8 (data centre) floorspace within the approved development parameters whilst retaining the overall maximum built floorspace amount and changes to the Parameter plan in relation to the green corridor.

Approval with Conditions

MC/24/2194

3 Knights Close Hoo St Werburgh Rochester Medway ME3 9DR

Construction of a new driveway and cross over from the highway to allow off road parking.

Approval with Conditions

c. Appeals.

No appeals to consider.

d. Other Planning Matters.

To consider other planning matters.

13. Memorial Garden.

To receive and note an update on the Memorial Ground.

The fencing for the Memorial Garden is now nearing completion.

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 in the near future.

14. New Community Centre.

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

CLLr Sparkes reported on the Pre- Planning meeting he had attended for the new Community Centre. It was agreed that a committee meeting should be arranged in the coming month.

Action: Date to be arranged for meeting.

15. Village Hall.

An update on the Village Hall was received as a Confidential Item.

16. Ward Councillors Report.

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

Ward Councillor Pearce gave a report on devolution in local government and how it could affect Medway Council, Kent County Council, and parish councils.

17. Date of the next meeting – Thursday 6th February 2025 at Chattenden Community Centre.

There being no further business to discuss, the Chairman closed the meeting to the press and public at 8.06pm.

Signed: _____

Dated: _____