

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 13th June 2024 at 7.00pm.

Councillors present: Chester
Cutting
Dunkley
Francis
Gissing
Hopson
Mitchell
Pearce
Sands
Styles
Tildesley
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 Williams (holiday), Fray (holiday), Barton (work), Koroma (holiday).

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 declarations of interest were received.

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.

040/2024

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

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

4. Matters arising from the Minutes.

a. Chattenden Consultation.

Consultation forms distributed by the appointed company after 6th June 2024. These will be returned either by email, to the Clerk or by dropping off at the Community Centre in Chattenden. Return date is 19th July.

5. Public Participation.

To discuss any questions received by members of the public.

A resident attended the meeting to speak about the planning application for Broadwood Road, she raised concerns about the size, height and use of the structure.

The Chairman stated that the Parish Council had already raised concerns about this to Planning Enforcement and little action had been taken. Cllr Chester also spoke regarding this.

The Chairman thanked the resident for attending the meeting and stated that her concerns would be taken into consideration when the PC considered the application.

6. Police and PACT Report.

To receive a report regarding police matters and the PACT.

Cllr Cutting reported on the recent PACT meeting and the issues that were discussed concerning the nuisance vehicles and the Public Spaces Order.

She reported on an incident of drug dealing at Kingshill Recreation Ground and the action taken by the police.

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

To consider any urgent matters raised by members.

No matters were 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 Gissing, seconded by Cllr Chester, and agreed by all present.

b. To consider a grant request

Grant application received from PTA Hundred of Hoo School

Members considered a grant application from the PTA of the Hundred of Hoo Secondary School Academy requesting £765 to purchase two inflatable assault courses. They were reminded that there was a limit of £500 per grant for grant applications from the general grant budget. This was discussed and it was agreed that this application would be deferred until the July meeting, in the meantime the PC would ask further questions regarding the event to be held if the equipment was purchased.

Action: Clerk to action.

Grant application received from Hoo Youth Club

Members considered a grant application for the Youth Club seeking £1350 for summer activities and projects within the parish. Cllr Pearce proposed awarding £1350, to be allocated from the youth budget, this was seconded by Cllr Cutting and agreed by all present.

c. To consider the 2023/2024 Accounts, Internal Controls, Auditors Report and AGAR.

To consider the recommendations of the Finance, Audit and General Purposes Committee and approve the 2023/24 Accounts and AGAR as follows:

Members considered the circulated Accounts, AGAR, Internal Controls and recommendations from the Finance, Audit and General Purposes Committee to accept and approve the accounts for 2023/2024.

- i. To approve the Annual Governance Statement for 2023/24, Section 1 of the Annual Return for the year ending 31 March 2024. The Chair of the meeting and the Clerk to sign.

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

- ii. To approve the Statement of Internal Control in support of the Annual Governance Statement and Accounting Statements for 2023/24, Section 2 of the Annual Return for the year ending 31 March 2024 and the supporting Bank Reconciliation as of 31 March 2024 and if necessary, the explanation of the significant variations from last year (2022/23) to this year (2023/24) and the explanation of any difference between Box 7 and Box 8 on Section 2 to be sent to the External Auditor. The Chair of the meeting to sign.

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

9. 2024 Policy Review.

The PC Policies need to be reviewed in 2024 and these are available on the PC website for member's reference. Please consider these during the next month as they will need to be formally considered at the next PC meeting.

Existing Policies for readoption – no changes

- Standing Orders
- Financial Regulations
- Social Media Policy
- Bullying and Harassment Policy
- Complaints Policy
- Email Policy
- Data Protection and Information Security Policy
- Equal Opportunities Policy
- Equality and Diversity Policy
- Grants Policy
- Health and Safety Policy
- High Consequence Infectious Disease Policy
- Metal Detecting Policy
- Public Participation Policy
- Publication Scheme
- Reserves Policy
- Meeting Attendance Policy
- Illegal Encampment Policy
- Protocol and guidance on meetings with developers Policy
- Councillor and Staff Protocol Policy
- Financial Control Policy
- Flag Flying Policy
- Dignity at Work
- Section 101 Scheme of Delegation Policy
- Tree Management Policy

There are no proposed changes to the current policies with the exception of the Financial Regulations which have recently been updated by NALC, these will be on the September agenda for members' review.

Members are also asked to consider the following new policies as circulated:

The existing policies were proposed for adoption by Cllr Styles, seconded by Cllr Dunkley and agreed to by all present.

- Freedom of the Parish Policy
- Community Award Policy.
- Vexatious Complaints Policy.

The existing unchanged policies and the new policies were proposed for adoption by Cllr Styles, seconded by Cllr Wood and agreed by all present.

10. Clerks Report.

To receive the Clerks Report.

Request to hire Pottery Road Recreation Ground.

Child Friendly Medway provides free events and activities for children and their families in Medway whilst listening to, and amplifying, the voice of young people in the area. We are planning to bring a large-scale Family Fun Day to Hoo Village Hall and Rec. We will have a variety of games, activities and some food which will all be free for guests.

Although not yet finalised, we are currently trying to book some old school style fete games (coconut shy, hook a duck, etc.) to go on the rec and possibly some sport day style games. If we were able to get an ice cream van, food truck or BBQ, would these be able to go to the rec, or would they have to go in the car park etc.

We look forward to hearing from you.

Bren Everett (He/Him)

Child Friendly Medway Engagement Officer

Medway Council

The hire of the recreation ground was approved with a hire fee in line with the PC hire agreement.

Introduction to Community Investment Package around Medway Power Station and Consultation Invitation

SSE Thermal invites you to participate in the development of a new Community Investment Fund, as part of a wider Community Investment package for delivery in the area around Medway Power Station.

As part of our focus to ensure that we deliver real value for the communities in which we operate, we would like to share our plans and gain feedback for an investment package which includes the introduction of an annual £25,000 fund to be focused locally.

The fund, which will be available to local charities and community organisations, will open for applications later this year with decisions taken on which projects to fund on a quarterly basis.

Commitments to other community focused activities, such as engaging with local schools and colleges, inspiring the next generation of engineers, enhancing the local environment and volunteering in the local community are being enhanced and we are also keen to understand local priorities linked to these areas.

Please join us and encourage communities' members to drop in to one of our engagement sessions where members of the Community Investment team will be available to provide further details and discuss local benefits.

Tuesday 4 June – 4pm – 7pm – Stoke Village Hall, Mallard Way, Lower Stoke, ME3 9ST

Wednesday 5 June – 2pm – 6pm – Grain Village Hall, Chapel Road, Isle of Grain, ME3 0BY

For those unable to attend one of the above sessions, feedback on the proposed package can also be shared via our online feedback form [here](#).

Our consultation period will be open from Monday 3 June and close on Friday 19 July 2024.

Please do forward this information to other community groups, leaders or representatives who may want to be involved in design of our investment package.

For more information, please visit our website at <https://www.ssethermal.com/communities>

If you have any questions, comments, or feedback, please do contact me.

Jayne Collings
Stakeholder Engagement Manager

Cllr Pearce raised concerns that this consultation was seeking the views of the Peninsula and yet was focussed on Stoke, Grain and Allhallows, he stated that this should be Peninsula wide. He stated that. He had taken this issue up with the organisers.

11. Chairman's Report.

To receive the Chairman's Report.

The Chairman reported on a recent Medway Council decision to allocate 1.2 million of Section 106 funding to Deangate Country Park from Hoo developments.

He spoke regarding a meeting that he, the Vice Chairman and Clerk had attended to discuss the Section 106 Greenspaces money and stated that Medway Council had confirmed they would allocate 400k for PC Greenspaces projects.

He asked the Clerk to email Fiona Leadley to seek confirmation that the 400k had been allocated to the Parish Council.

Action: Clerk to progress.

12. Parish Council Committees.

To receive the reports and recommendations from PC Committees.

a. Events Committee.

To receive a report from the Events Committee.

A written report on the recent D-Day event was circulated to all members for their information. Cllr cutting reported further on this and stated that it was a reasonably well attended event however parking was an issue.

She spoke regarding the access to Kings Hill Recreation ground and stated that a disabled parking bay was partly blocking access to the recreation ground.

This was discussed and it was agreed that the Clerk should take this matter up with Medway Council to see if the disabled parking bay could be moved by half a cars length to clear access to the recreation ground.

Action: Clerk to progress.

b. Environment Committee.

To receive a report from the Environment Committee as circulated.

045/2024

A report was circulated to all members outlining the Environment Committees recommendations for new notice boards.

The Environment Committee recommends the following to the Parish Council:

1. Current Noticeboards:

- Retain all existing noticeboards in their current locations.
- Refurbish or replace the noticeboard at the Marina.

2. New Noticeboards:

Install wall-mounted noticeboards at:

- Dominoes wall, Fourwents Road
- Hillcrest Side of fence at Kingshill Recreation Ground
- Spar Wall of the Petrol Station at Chattenden

Install freestanding noticeboards at:

- Hoo Common
- Pottery Road Hall
- Church View Estate
- The Chimes Estate

3. Purchase additional noticeboards.

Obtain quotations for three freestanding noticeboards and one set of legs for the current noticeboards.

The recommendations were discussed and agreed, proposed by Cllr Gissing, seconded by Cllr Pearce and agreed to by all present.

In addition, it was agreed that a new noticeboard was needed for the Hoo Marina, to be relocated by the bus stop. Cllr Dunkley stated that he would seek permission from the landowner to have this wall mounted on the fence near to the bus stop.

Action: Clerk to progress and seek permission to have the noticeboards sited in the agreed locations, and to seek quotations for the new noticeboards.

Cllr Wood reported that the installation of the new play area would start on the 24th of June 2024.

c. Finance, Audit and General Purposes Committee.

To receive a report from the FA&GP Committee as circulated.

Members considered the recommendation from the Finance, Audit and General Purposes Committee to purchase a new Parish Council van. This was proposed by Cllr Dunkley, seconded by Cllr Tildesley and agreed to by all present.

13. Planning Matters.

a. Planning Applications Received.

046/2024

MC/24/0967 - 93 Main Road, Hoo St Werburgh, Rochester, Medway, ME3 9EU
Construction of a single storey rear extension - demolition of existing conservatory.

No objections.

MC/24/1145 - 24 Broadwood Road, Chattenden, Rochester, Medway, ME3 8LU
Retrospective application for construction of a barn/workshop.

Action: Parish Council objections to be submitted on the grounds of retrospective application, large structure, overdevelopment of site, visual impact and out of character.

b. Planning Applications Decisions by Medway Council.

MC/24/0731

47 Chattenden Lane Chattenden Rochester Medway ME3 8LE

Construction of a two-storey side and part two storey part single storey rear extension – demolition of existing store

Withdrawn by Applicant

MC/24/0542

9 Riverbourne Way Chattenden Rochester Medway ME3 8GX

Variation of condition 2 (approved plans) to allow for a minor material amendment to planning permission MC/22/1315 for installation of additional window to front.

Approval with Conditions

MC/24/0375

77C Main Road Hoo St Werburgh Rochester Medway ME3 9AA

Creation of hard standing with vehicular crossover to facilitate off street parking.

Approval with Conditions

MC/24/0242

6 Haig Villas Main Road Hoo St Werburgh Rochester Medway ME3 8PP

Retrospective - Construction of a car port to Front/ side.

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 19 March 2024.

FOR THE FOLLOWING REASONS:

1 The development would by reason of the projection forward of the building line would result in a dominant and incongruous form of development that detracts from the appearance of the host dwelling and the surrounding street scene. As such, the proposal fails to comply with Policy BNE1 of the Medway Local Plan

(2003) and paragraphs 131, 135 of the NPPF (Dec 2023).

047/2024

MC/24/0215

16 Armytage Close Hoo St Werburgh Rochester Medway ME3 9AP

Construction of a first-floor extension to side and conversion of ground floor garage.

Approval with Conditions

MC/23/2527

Lingley House Elm Avenue Chattenden Rochester Medway ME3 8LZ

Construction of a two-storey detached 3-bedroom dwelling, including external works and new vehicular access - Resubmission of MC/23/0631

Approval with Conditions

c. Appeals.

No matters to consider.

d. Other Planning Matters.

No other planning matters were raised.

14. Burial Ground.

To receive an update from the Burial Ground Committee.

Awaiting date for next meeting from PCC

15. New Community Centre.

To consider an update and recommendation for the new Community Centre.

Contract has now been signed and a meeting is being arranged with the Committee and Architect in July (delay due to holiday commitments of members)

16. Village Hall – Confidential Item.

Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 and because of the confidential nature of the business to be transacted, the public and press will be excluded from the meeting during the consideration of the Village Hall.

17. Neighbourhood Plan Report.

To receive an update report from the NHP Group.

Cllr Cutting reported that the Examiner had issued a list of questions for the Neighbourhood Plan, and these had now been answered.

She asked Cllr Pearce to assist the Neighbourhood Plan Group by supplying a Chattenden Valley boundary map.

Action: Cllr Pearce action.

18. Parish Tour.
DRAFT Parish Tour Itinerary - 4th July 2024

048/2024

Councillors will meet at the Chattenden Community Centre at 6.00pm – Coach to leave at 6.15pm.
Return at 8.30pm for a short PC meeting.

- Hoo Common/Elm Avenue
- Upchat Road/Chattenden/Lodge Hill
- Deangate Ridge/Sports Area
- Kingsnorth
- Modular Building site
- Amazon
- Medway One
- Stoke Road Roundabout/Station Access area
- Kingshill Recreation Ground
- Village Centre/toilets
- Church
- Burial Ground
- Hoo Marina
- Allotments/The Brook
- Pottery Road

Please note: The route may change during the tour, as necessary.

19. Ward Councillors Report.

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

Cllr Pearce reported that Finsbury Hill would be opened on the 14th of June 2024 and the final stage of the works would be completed by temporary traffic lights.

20. Date of the next meeting – Thursday 4th July 2024 at Chattenden Community Centre, starting at 8.30pm due to Parish Tour.

There being no further business to discuss, the Chairman closed the meeting to the press and public at 9.00pm.

Signed: _____

Dated: _____