

FRINDSBURY EXTRA PARISH COUNCIL

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON MONDAY 28th MAY 2024 AT THE
MEMORIAL HALL, HOLLY ROAD, WAINSCOTT AT 7.30 PM**

PRESENT: Cllr Chris Sparks Chair In the chair item 1
 Cllr Tony Ashton
 Cllr Craig Liddell
 Cllr Andrew Millsom
 Cllr Mrs Sheila Noise
 Cllr Paul Martin
 Cllr Mrs Anne Roscow

Emma Johnson Clerk
 Alexie Heath-Noel Assistant Clerk

In attendance 0 members of the public

Item *Action point*
 Minute number 2025/26/

1 ELECTION OF CHAIR

46 It was proposed by Cllr Martin, seconded by Cllr Millsom and agreed Cllr Sparks be Chairman for the year.

2 CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

47 The declaration of acceptance of office will be signed at the next meeting before the Proper Officer of the Council.

3 ELECTION OF VICE-CHAIR

48 It was proposed by Cllr Sparks, seconded by Cllr Roscow and agreed Cllr Roach be Vice-chair for the year.

4 VICE-CHAIR'S DECLARATION OF ACCEPTANCE OF OFFICE

49 In Cllr Roach's absence the declaration of acceptance of office will be signed at the next meeting before the Proper Officer of the Council.

5 APOLOGIES

50 Apologies for absence were received from
 Cllr Vanessa Roach Holiday
 Cllr Gary Etheridge Training
 Cllr Elizabeth Turpin Training
 Cllr John Williams Training
 Cllr Ope Onimole Unwell

6 DECLARATIONS OF INTEREST

51 None.

7 APPOINTMENTS TO COMMITTEES

52 a Planning Committee

It was proposed by Cllr Sparks, seconded by Cllr Roscow and agreed the members of the Planning Committee be as follows:

Chair – Cllr Sparks
 Cllr Tony Ashton
 Cllr Andrew Millsom
 Cllr Anne Roscow
 Cllr John Williams
 Cllr Paul Martin

- 53 **b** **Finance Committee**
- It was proposed by Cllr Sparks, seconded by Cllr Noise and agreed the members of the Finance Committee be as follows:
- Chair – Cllr Sparks
Cllr Elizabeth Turpin
Cllr Gary Etheridge
Cllr Craig Liddell
Cllr Ope Onimole
Cllr Sheila Noise
Cllr Paul Martin
- 54 **c** **Personnel Committee**
- It was proposed by Cllr Sparks, seconded by Cllr Ashton and agreed the members of the Personnel Committee be as follows:
- Chair – Cllr Roach
Vice-chair – Cllr Sparks
Cllr Gary Etheridge
Cllr Tony Ashton
Cllr Elizabeth Turpin
- 8
55 **a** **To Appoint other Council Groups
Wainscott Fields Working Group**
- It was proposed by Cllr Sparks, seconded by Cllr Noise and agreed the members of the Wainscott Fields Working Group be as follows:
- Cllr Chris Sparks
Representative of IPM Facilities
Representative of Ecological Planning and Research
- 56 **b** **Neighbourhood Plan Steering Group**
- It was proposed by Cllr Mrs Sparks, seconded by Cllr Roscow and agreed the members of the Neighbourhood Plan Steering group be as follows:
- Chair – Cllr Sparks
Assistant Clerk – Alexie Heath-Noel
- 9 **APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES**
- It was proposed by Cllr Sparks, seconded by Cllr Ashton and agreed that the following appointments to outside bodies be made:
- 57 **a** **Rural Liaison Committee**
- Cllr Andrew Millsom
- 58 **b** **KALC Medway Area Committee**
- Cllrs Sparks and Cllr Roach
- 59 **c** **Police Liaison Committee**
- Cllrs Onimole
- 60 **d** **Frindsbury Extra Memorial Hall Management Committee**
- Cllr Chris Sparks

10 APPOINTMENTS TO OTHER POSTS

It was proposed by Cllr Sparks, seconded by Cllr Roscow and agreed that the following be appointed to other posts:

61 a Footpaths Officers

Cllr Mrs Anne Roscow

11 APPOINTMENTS TO OTHER RESPONSIBILITIES

62 a Park Wardens

It was proposed by Cllr Sparks, seconded by Cllr Mrs Noise and agreed that the following be appointed as Park Wardens:

Cllrs John Williams (Recreation Ground), Cllr Chris Sparks (Wainscott Fields), Cllr Craig Liddell (Coomber Green) and Cllr Paul Martin (Schooner Walk Open Space)

63 b Neighbourhood Watch Liaison

It was proposed by Cllr Sparks, seconded by Cllr Mrs Roscow and agreed that Cllr Andrew Millsom be appointed as Neighbourhood Watch Liaison.

64 d Social Media Liaison

It was proposed by Cllr Noise, seconded by Cllr Mrs Roscow and agreed that Cllr Vanessa Roach be appointed as Social Media Liaison.

65 e Schools Liaison

It was proposed by Cllr Mrs Noise, seconded by Cllr Sparks and agreed that Cllrs Liddell and Cllr Roscow be appointed as Schools Liaisons.

12 ANY OTHER BUSINESS OF AN URGENT NATURE

66 None.

13 MINUTES OF THE MEETING HELD ON 22 APRIL 2025

64 It was proposed by Cllr Ashton, seconded by Cllr Noise and agreed the minutes of the meeting held on 22nd April 2025 be signed as a true record.

14 MATTERS ARISING

65 No matters were raised.

15 FOOTPATHS

66 a Representative's Report

Cllr Mrs Roscow reported This month we have worked on clearing the steps going up from Brissenden Close, on RS 136. We also cleared the steps going between Lower and Upper Upnor on RS126A, continuing along until batteries ran out.

We have also cut back nettles and brambles on RS118 from Bunters Hill road towards the B2000. The Japanese knotweed is back on that path again, near the B2000. I have let Stacey know.

I would like us to advertise for more volunteers as two of our members will be out of action for about 6 weeks, if not longer.

**16 PLANNING
a Applications**

67 i MC/25/0982 H E Services (plant hire) Ltd Whitewall Road Medway City Estate: Installation of a solar canopy with two rapid electric chargers

No Objection

68 ii **MC/25/0975** 13 Cypress Road Wainscott: Construction of a single storey extension to rear

No Objection

69 iii MC/25/0965 Land To The South Of Former Upnor Public Convenience Including Foreshore And Bed Of The River Medway Lower Upnor : Partially retrospective planning application for the retention of steps, ramp pontoon, and 10no. piles (with some reduced in height to approximately 6m to reflect the height of the control pile), removal of 8no. piles, and provision of an additional pontoon, and use of former toilet building to supply facilities for those mooring boats including provision of WC and shower, drying and storage

Frindsbury Extra Parish Council wishes to formally object to this retrospective planning application and are extremely disappointed that Medway Council has not taken legal proceedings to uphold the inspector's decision to dismiss the appellant's appeal. This matter has already been subject to the planning appeals process following the unauthorised installation of piles, a jetty, metal posts, ramps, stairs, and the mooring of a houseboat on the site in question.

These works were carried out without the necessary planning permission. As a result, an enforcement notice was issued, requiring the removal of the aforementioned structures and cessation of the unauthorised use. The applicant subsequently appealed this notice; however, the appeal was dismissed, and the enforcement notice was upheld with modifications. The appeal details are as follows:

Appeal Reference: APP/A2280/C/23/3315311

Land to the south of Upnor Road, nearby Upnor public convenience, including foreshore and bed of the River Medway, Lower Upnor, Rochester, Kent.

24th June 2024

a) the material change of use of the land for the mooring of a water borne vessel used for residential purposes.

b) the operational development consisting of piles being driven into the riverbed of the River Medway within the land to enable the mooring of water borne vessels and the construction of a jetty and steps to create an access onto the riverbank on the land.

• The requirements of the notice are:

- (i) Cease the use of the Land for residential purposes
- (ii) Cease the use of the Land for the mooring of water borne vessel(s)
- (iii) Remove the large water borne vessel from the Land
- (iv) Remove all piles from the riverbed within the Land and all protruding metal posts
- (v) Remove the jetty from the Land and all materials used in its construction
- (vi) Remove all ramps, stairs, and handrails associated with the constructed access to the riverbank and/or mooring within the Land
- (vii) Remove all resultant debris and materials from compliance with the above steps from the Land.

It is directed that the enforcement notice is varied by:

- The deletion of requirements (i) and (ii) from section 5 of the notice (What you are required to do) and their replacement with the following new requirement (i): 'Cease the use of the land for the mooring of a water borne vessel used for residential purposes'.
- The deletion of 'six calendar months' from section 6 (Time for compliance) and its replacement with 'nine calendar months'.

To date, more than a year after the appeal decision, the houseboat has reportedly been removed. However, the piles, posts, jetty, ramps, stairs, and associated infrastructure remain in place, in direct contravention of the enforcement notice.

Councillors are of the opinion that this retrospective application demonstrates a disregard for the planning process. It appears to be an attempt to legitimise development that has already been deemed

unacceptable through due process. Furthermore, there are concerns that retaining these structures lays the groundwork for future applications to moor additional residential vessels at this site, effectively establishing a residential marina by incremental development.

Councillors also raise the following additional objections:

- **Inappropriate Location:** There are existing, suitable residential mooring facilities nearby, such as in Hoo and Cuxton. The character and setting of Upnor make it unsuitable for such development.
- **Access Issues:** Based on the submitted plans, there appears to be no direct access to the site from land in the applicant's ownership. The indicated access route crosses third-party land, and it is believed the applicant does not have legal rights of access.
- **Land Ownership Concerns:** The Parish Council does not believe the applicant owns any part of Upnor Road, despite what is shown in the submitted drawings.
- **Public Objection:** The Parish Council want to raise the high levels of local opposition which was expressed in a public meeting held on the 6th November 2024 and attended by 40-50 people from Upnor as well as written objections during the appeals process.

For the reasons outlined above, Frindsbury Extra Parish Council strongly objects to this retrospective application and urges the Local Planning Authority to refuse permission and take appropriate legal action to ensure full compliance with the enforcement notice.

70	iv	MC/25/0913 32 Gill Avenue, Wainscott: Partial demolition and reconstruction of the conservatory on the same footprint of existing one.
		No Objection
71	v	MC/25/0866 26 Holly Road Wainscott : Construction of single storey rear extension
		No Objection
72	b	Decisions
		The decisions as listed on Appendix A were received.
73	c	Appeals and Other Matters
		None
74		Neighbourhood Plan
		The Assistant Clerk reported herself and Cllr Sparks tried to door knock on businesses on Medway City Estate to discuss the Neighbourhood Plan due to lack of response via email but only Veetee were willing to engage. Venues for engagement were also considered such as Upnor Sailing Club, The Ship pub and the Memorial Hall. Raymonda Lawson from Medway Council has also been in contact wishes to conduct a further meeting to discuss progress. Also Maritime Secondary School had been in contact and wishes for the School Council to be involved in the neighbourhood plan.
17		FINANCE
75	a	Bank Balances
		The bank balances as listed on Appendix B were noted.
76	b	Accounts for Payments
		It was proposed by Cllr Noise, seconded by Cllr Sparks and agreed the accounts for payment as listed on Appendix B be paid.

- 77 **c Reserves**
- The report on Appendix B was noted.
- 78 **d Adoption of Accounts 2024/25**
- It was proposed by Cllr Millsom, seconded by Cllr Noise and agreed the accounts for the year to 31 March 2025 be adopted and signed by the Chairman and Responsible Financial Officer.
- 79 **e Internal Audit Report**
- The internal audit report was read out and noted.
- 80 **f Audit Annual Return Governance Statement 2024/25**
- The governance statement was read and answered by the Council. It was then proposed by Cllr Sparks, seconded by Cllr Roscow and agreed the Annual Governance Statement for the year to 31 March 2025 be signed by the Chairman and Clerk.
- 81 **g Audit Annual Return Statement of Accounts 2024/25**
- It was proposed by Cllr Sparks, seconded by Cllr Ashton and agreed the Annual Statement of Accounts for the year to 31 March 2025 be signed by the Chairman and Clerk.
- 82 **h Chairman's Allowance**
- It was proposed by Cllr Millsom, seconded by Cllr Noise and agreed the Chairman's allowance for the year be £300.
- 18 **GRANT APPLICATIONS**
- 83 None.
- 19 **MANAGEMENT OF THE COUNCIL'S LAND AND PROPERTY**
- 84 **a Recreation Ground/Play Park/Hall Garden**
- Nothing to report.
- 85 **b Wainscott Fields Open Space/Play Park**
- The Clerk reported that IPM had notified her that Brown Tail Moths were present on the ecology side of the area and asked if the Council wished for them to be removed. Councillors discussed this via whatsapp and agreed that as its an ecology area they should be left alone and residents educated to not touch them. The Clerk placed warning signs around the park.
- 86 **c Coomber Green Open Space/Play Park**
- Nothing to report.
- 87 **d Schooner Walk Open Space/Play Park**
- Nothing to report.
- 88 **e Allotments**
- The Assistant Clerk reported some plots had been removed from holders due to lack of activity and had now been reallocated. A plot holder has reported incidents of people attending the bootfairs and urinating in the allotments. The Assistant Clerk requested a padlock be purchased for the gate and for some numbered stakes to identify plots more easily which was agreed to.
- 89 **h Woodland**
- Nothing to report.

90	i	Notice Boards
		The Clerk reported the noticeboard on Wainscott Road had been repaired, stabilised, sanded and painted and the other boards were due to follow.
91	j	Defibrillators
		Cllr Ashton reported the pads would soon be due for renewal.
20		UPNOR
92		Cllr Ashton reported campers were using the Upper Upnor car park and verge outside the car park over night and were leaving a lot of rubbish on the floor and in bins which was attracting foxes to pull rubbish out and make a mess. The Clerk reported she had already reported the issue to Medway Council. The bootfairs in Upnor were also discussed and the impact the first bootfair had on the surrounding roads. It was agreed this was due to being the only bootfair left in Medway and the first of the season, and that volume of traffic had not happened since. Mr Greenfield has been trying to rectify the issues by allocating more parking, placing cones to stop on street parking, but ultimately, he cannot enforce parking on highways or place staff outside of the site. It was agreed that Medway Council should be sending parking enforcement on bootfair days to deter on street parking.
21		FRINDSBURY EXTRA MEMORIAL HALL
93		Cllr Sparks reported that booking were consistent and the roof was to be replaced soon.
22		HIGHWAYS AND TRANSPORT
94		Cllr Martin reported a resident had requested that double yellow lines be considered on the blind bend on Galleons Way near the southern water building. Vehicles including large vans were parking near the junction which restricts the view. The Clerk will request Medway Council review the bend.
23		RURAL LIAISON COMMITTEE
95	a	Representative's Report
		Cllr Millsom reported the next meeting would be held on the 25 th June.
24		KALC
96		Nothing to report.
25		POLICE MATTERS
97	a	Police Liaison Committee Representative's Report
		In Cllr Onimoles absence no report was given.
98	b	Neighbourhood Watch
		Nothing to report.
26		COMMUNICATIONS
99	a	Website/Social Media
		The Clerk reported a new page on the website had been added explaining the grant process and grant application form.
27		CORRESPONDENCE
100		None.

29 DATES OF MEETINGS 2025/26

101 a Finance Meeting

It was agreed this would be held on the 14th November.

102 b December Meeting

It was agreed this would be held on the 16th December.

103 c Annual Parish Meeting 2026

It was agreed this would be held on the 5th May 2026.

104 d Annual Parish Council Meeting 2026

It was agreed this would be held on the 26th May 2026.

105 SUSPENSION OF MEETING FOR MEDWAY COUNCILLORS' REPORTS AND PUBLIC SESSION

In the absence of all three Medway Councillors no report was given.

The Chairman thanked everyone for attending and closed the meeting at 20:46

SignedChairman

On theday of2025