

Hoo St Werburgh and Chattenden Parish Council

The Minutes of the Meeting of Hoo St Werburgh and Chattenden Parish Council
Held at Hoo Village Hall on Thursday 2nd April 2026 at 7.00pm.

Parish Councillors present: Cllr Fray
 Cllr Chester
 Cllr Pearce
 Cllr Styles
 Cllr Dunkley
 Cllr G Francis
 Cllr Tildesley
 Cllr Cutting
 Cllr Wood
 Cllr Koroma
 Cllr Marshall
 Cllr J Francis
 Cllr Williams
 Cllr Grice
 Cllr Mitchell

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

The meeting was chaired by Councillor Fray.

1. Apologies for Absence.

Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meeting. 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 accepted for:

- Cllr Barton - Work
- Cllr Sparkes – Personal

Apologies were also received from Medway Ward Councillor Ron Sands.

2. Declarations of Interest and Dispensations.

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.

There were no requests for dispensations.

3. Parish Councillor Vacancies.

Members welcomed Cllr Grice to the meeting, who had been successfully elected to the Parish Council on 12th March 2026.

It was confirmed that Cllr Grice had signed his Declaration of Acceptance of Office at the commencement of the meeting in accordance with the Local Government Act 1972.

4. Minutes of the Previous Meeting.

It was proposed by Cllr Williams, seconded by Cllr Koroma, and agreed by all present that the minutes of the meeting held on 5th March 2026 be approved and signed.

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

5. Matters Arising.

The following were reported to members:

Hoo Common – Damage to Recreation Ground

Members were advised that contact had been made with the insurer of the individual responsible for the damage caused at Hoo Common and the claim is now being progressed.

The Parish Council is awaiting a response from the insurance company.

Abbey Farm Development – Highways Update

Members were advised that, following the previous site meeting with Medway Council Highways, vegetation at the relevant junction had been cut back. However, this did not amount to full removal as previously requested.

The Chairman reported that Medway Council had confirmed that full removal falls outside routine maintenance works, but that additional work was now being arranged using the road safety budget and are expected to be completed within the next few weeks.

Members noted the report.

6. To Ratify Decisions made under Delegated Authority.

Appointment of Planning Consultant – Dave Chetwyn

Members were advised that, following the confidential discussions at the March meeting, the Parish Council agreed not to pursue Rule 6 status in relation to the planning appeals concerning:

MC/23/1934 – Land at Ratcliffe Highway, Hoo St Werburgh (Appeal Ref: 6002996)

MC/24/2022 – Land West of Hoo St Werburgh (Appeal Ref: 6004418)

Instead, members had resolved that strengthened written representations be submitted on behalf of the Parish Council and that Dave Chetwyn be appointed to prepare these.

Members were advised that the letters had been prepared and submitted to the Planning Inspectorate in accordance with the agreed approach.

The total cost for both letters was £1,752.00 plus VAT.

Resolved:

- That the delegated authority decision to appoint Dave Chetwyn be ratified.
- That the expenditure of £1,752.00 plus VAT be approved.
- That the submission of the letters to the Planning Inspectorate be confirmed.

Proposed: Cllr Mitchell

Seconded: Cllr Koroma

Agreed by all present

7. **Urgent Matters.**

To consider any urgent matters raised by members.

No matters were raised.

8. **Public Session.**

To allow members of the public to raise any issues with the Parish Council.

A resident addressed the Parish Council regarding highway and pedestrian safety concerns in the village; concerns were raised regarding:

- parking on pavements causing difficulty for wheelchair and pushchair users
- poor visibility at the Upnor turn due to overgrown trees and vegetation
- vehicles parking on dropped kerbs and obstructing safe access
- general highway safety concerns for pedestrians in the parish

The Chairman confirmed that the concerns would be formally recorded and that the Clerk would write to the relevant departments at Medway Council to request action, particularly in relation to tree cutting and pavement obstruction.

The resident was also encouraged to attend the forthcoming PACT meeting.

Further questions were raised by residents in relation to the Gladman planning, including concerns regarding infrastructure capacity, traffic, schools, GP provision and the process for the forthcoming public inquiry.

Members explained the current position in relation to the appeals, including that dates and venues would be publicised once confirmed, and reiterated that the Parish Council continues to object to the developments.

Residents were advised that any person who had submitted representations may also be able to speak at the inquiry as an interested party.

Action: Clerk to write to Medway Council regarding sightlines.

Members thanked residents for attending and for raising their concerns.

9. **Financial Matters.**

a. **Financial Statement.**

To receive the financial statement and to authorise any payments.

Members considered the financial statements for both 31st March 2026 and 1st April 2026.

The Clerk explained that the end of year income and carry forward figures had been shown across the two statements.

Members reviewed the statements and associated payments.

Resolved: That the financial statement be approved.

Proposed: Cllr Mitchell

Seconded: Cllr Wood

Agreed by all present

10. Clerk's Report.

To consider any matters arising from the Clerk's Report.

Medway Developer Contributions and Obligations Guide Consultation

Members considered the current consultation on the draft Medway Developer Contributions and Obligations Guide.

The Clerk advised that the consultation would not affect any Section 106 funding already secured by the Parish Council and would apply to future arrangements only.

Members noted concerns that the draft guide appeared to focus heavily on town centre provision and lacked clarity on how rural communities and villages would benefit from future developer contributions.

Members noted the report.

11. Chairman's Report.

To receive the Chairman's Report.

The Chairman raised a proposal that Parish Council meetings should be held at Chattenden Community Centre every other month rather than every three months, in order to provide more regular access for residents of Chattenden and to better reflect that the authority serves both Hoo St Werburgh and Chattenden.

Members debated the proposal. It was argued that Hoo remains the larger part of the parish and that meetings at Chattenden every three months was sufficient and maintained a reasonable balance. In response, it was suggested that residents of Chattenden may feel disadvantaged by the current arrangement and that holding meetings there every other month would provide more opportunity for local residents to attend.

Following discussion, the Chairman put the proposal to the vote.

Resolved:

That Parish Council meetings be held at Chattenden Community Centre every other month instead of every three months, subject to venue availability and the necessary public notice arrangements.

Proposed: Cllr Fray

Seconded: Cllr Koroma

A vote was cast with 9 in favour, 5 against and 1 abstention, the proposal was therefore carried.

It was noted that the revised cycle would take effect later in the municipal year.

12. Parish Annual Assembly.

Members considered arrangements for the Annual Parish Assembly which is due to take place ahead of the May Parish Council meeting.

It was noted that the Assembly would include:

- the Chairman's annual report on behalf of the Parish Council
- invited reports from local groups and organisations
- the presentation of the Parish Council Community Award
- the presentation of the KALC Community Award

Members agreed that invitations should be issued to local organisations and that the Hoo Peninsula Resilience Forum should also be invited to provide a short presentation.

Members were asked to forward any additional suggested organisations to the Clerk.

Resolved:

That the Annual Parish Assembly be held ahead of the May Parish Council meeting at 7pm and that invitations be issued accordingly.

Action: Clerk to progress.

13. New Community Centre.

To receive an update for the new Community Centre.

Members received an update on the New Community Centre project.

It was reported that all queries raised in relation to the planning application, following the objection received, had now been answered to the satisfaction of the planning officer.

Members were advised that the application was expected to be determined under delegated officer powers rather than being referred to Planning Committee, with a decision anticipated shortly.

It was further reported that the architects are continuing preparatory work in relation to the next stage of the project, including consideration of suitable contractors for the design and build process.

Members noted that there remains an estimated funding shortfall of approximately £1.3 million and that work is continuing to identify grant opportunities and future funding streams.

The Clerk also advised that Medway Council had confirmed that the legal funding agreement in relation to the Section 106 contribution was now being drafted.

Members discussed the need to ensure clear communication regarding the relocation and replacement of the ball court, as wording in recent planning documents had caused confusion amongst residents.

The Clerk confirmed that this clarification would be included within the next parish newsletter.

Members noted the update.

14. Memorial Garden.

To receive a report on the Memorial Garden.

Members received an update on the Memorial Garden.

It was reported that:

- the main signs were complete, and arrangements were in hand for their installation
- dog signs had also been ordered
- a request had already been submitted to Medway Council for an additional litter bin outside the garden and this was currently being assessed
- two quotations had been received for the grassing works in the final cleared area, although these vary significantly and require further consideration
- discussions would commence with the Church regarding the process required for consecration of the ashes area
- the Memorial Garden Committee would be meeting shortly to consider policies, charges, benches, memorial plaques and future layout arrangements

It was also agreed that a site meeting should be arranged to consider bench options and the layout of the memorial areas.

15. Parish Council Committees.

a. Events Committee.

Queen Elizabeth II Centenary Commemoration

Members considered a proposal to mark the centenary of the birth of Her Late Majesty Queen Elizabeth II on 21st April 2026.

The proposal included a simple local commemoration at the village flagpole, including the raising of the Union Flag and the playing or singing of the National Anthem, with possible involvement from the Vicar.

Following discussion, the proposal was put to the vote and carried.

Resolved:

That the Parish Council holds a simple commemoration on 21st April 2026 to mark the centenary of the birth of Queen Elizabeth II, with arrangements to be coordinated by the Environment Committee Members in liaison the Vicar.

Proposed: Cllr Pearce

Seconded: Cllr Grice

A vote was cast with 7 in favour, 3 against and 5 abstentions, the proposal was therefore carried.

Dinosaur Day

Members were advised that preparations for Dinosaur Day are progressing well. Transport arrangements have now been arranged to include the bus service.

It was reported that donations were still being sought.

VE Day / Lamp Light of Peace

Members also discussed information circulated in relation to VE Day commemorations and the “Lamp Light of Peace” initiative. It was agreed that further liaison should take place with the Church before any formal commitment is made, due to the timing of associated remembrance activities.

Members noted the discussion.

b. Environment Committee.

To receive a report from the Environment Committee.

Kingshill Recreation Ground – MUGA and Path Works

Members were advised that a quotation had been received in the sum of £6,998.00 exclusive of VAT for the improvement of the existing alleyway path leading from Webb Close into Kingshill Recreation Ground.

Members noted that this would complete the route linking through to the newly installed SUDS Bond path and would significantly improve accessibility for residents and children walking to school.

Resolved:

That the quotation of £6,998.00 exclusive of VAT be approved and the works progressed.

Proposed: Cllr Wood

Seconded: Cllr Styles

Agreed by all present

Play Area Safety Inspection Works

Members were advised that the first monthly inspection report had now been received from Safeplay.

A number of minor issues were identified across the Parish Council's sites, including works required at Pottery Road Recreation Ground totalling just over £2,000.

It was noted that no action was proposed in relation to certain items at areas due to be affected by the community centre works.

Resolved:

That the necessary maintenance repair identified at Pottery Road Recreation Ground be approved and progressed.

Proposed: Cllr Wood

Seconded: Cllr Williams

Agreed by all present

c. Finance, Audit and General Purposes Committee.

No matters were reported.

16. Planning Matters.

a. Planning Applications Received.

The following planning applications were considered by the Parish Council:

MC/26/0436 - Chattenden Barrack and Lodge Hill Recreational , Chattenden Lane, Chattenden, Rochester, Medway

Outline planning permission (all matters reserved except for access) for up to 450 new dwellings (Class C3) and small-scale Class E use, together with associated open space and infrastructure and ancillary works (this application is accompanied by an Environmental Statement).

PC Decision: Objection

Members agreed to appoint Planning Consultant Dave Chetwyn to draft the PC objections to this application.

Proposed: Cllr Williams

Seconded: Cllr Wood

Agreed by all present

b. Planning Decisions by Medway Council.

MC/26/0412

Land at the Former Sturdee Club and Land at Stoke Road Hoo St Werburgh ME3 9BJ

Details pursuant to condition 4 (Materials) on planning permission MC/23/2857 - Construction of 134no. residential dwellings (including affordable and over 55's homes), children's nursery (Class E(f)), cafe/community hub (Class E(b)/F2(b)) and commercial/retail floorspace (E(g)/E(a), new public open spaces, sustainable urban drainage systems, landscaping and biodiversity areas and play areas. Access to be from 4no. new locations from Stoke Road. Provision of roads, parking spaces and earthworks - Demolition of the Sturdee Club and associated structures
Discharge of Conditions

MC/26/0320

Land at the Former Sturdee Club and Land at Stoke Road Hoo St Werburgh ME3 9BJ

Details pursuant to condition 35 (Travel Plan) on planning application MC/23/2857 for the construction of 134no. residential dwellings (including affordable and over 55's homes), children's nursery (Class E(f)),

cafe/community hub (Class E(b)/F2(b)) and commercial/retail floorspace (E(g)/E(a), new public open spaces, sustainable urban drainage systems, landscaping and biodiversity areas and play areas. Access to be from 4no. new locations from Stoke Road. Provision of roads, parking spaces and earthworks - Demolition of the Sturdee Club and associated structures
Discharge of Conditions

MC/26/0203

Hoo St Werburgh MF Stoke Road Hoo St Werburgh Rochester Medway ME3 9BJ

Lawful Development Certificate (Proposed) for the removal of a telecommunications mast and associated ancillary equipment.

Approval

MC/26/0177

Deangate Ridge Leisure Complex Greenspace Dux Court Road Hoo St Werburgh Rochester Medway ME3 8RZ

Details pursuant to the biodiversity gain condition on planning permission MC/25/2154 (construction of a floodlit football foundation playzone with linked path)

Discharge of Conditions

MC/26/0156

29 Vidgeon Avenue Hoo St Werburgh Rochester Medway ME3 9DD

Construction of a first-floor rear/side extension

Approval with Conditions

MC/26/0132

Land At Chattenden Lane Chattenden Medway

Town and Country Planning Act (Environmental Impact Assessment) (England and Wales) Regulations 2017 (as amended) - Request for a scoping opinion - Hybrid application for up to 150 units (full application) and up to 400 units (outline application), primary school, local centre and children's nursery
EIA Required

MC/26/0113

19 Marley Road Hoo St Werburgh Rochester Medway ME3 9DH

Construction of a single storey side extension

Approval with Conditions

MC/26/0024

46 Tenor Drive Hoo St Werburgh Rochester Medway ME3 9LP

Retrospective application for a Change of Use of amenity land to residential together with engineering works to facilitate land level changes and the construction of a new boundary treatment

Approval with Conditions

c. Appeals.

No further public discussion took place under this item, as appeal matters were to be considered further under the Confidential Item.

d. Other Planning Matters.

Members noted that an enforcement notice had been served in relation to 47 Chattenden Lane requiring the unauthorised encroachment works to be removed by 1st May 2026.

Members also discussed continued concerns regarding unauthorised wall works elsewhere in Chattenden Lane and agreed that a letter should be sent to Medway Council to seek clarification on enforcement action and timescales.

17. External Reports.**a. Hoo Village Hall (Oversight Committee).**

The Village Hall report was taken under the Confidential Item due to the financial matters to be discussed.

b. Alliance of Hoo Peninsula Parish Councils.

Members were advised that a further Alliance meeting is likely to be arranged in light of recent developments concerning the Local Plan.

c. Police and Pact Report.

Members noted that the next PACT meeting will take place on 7 April 2026.

d. Ward Councillors' Reports.

Ward Councillor Pearce gave a detailed verbal report, including updates on:

- the Save the Hoo Peninsula campaign and legal challenge in respect of the Medway Local Plan
- the inspectors' initial response and concerns regarding the Local Plan process
- upcoming committee and inquiry dates in relation to the Gladman and Taylor Wimpey proposals
- ongoing work to address traffic and parking issues near the school
- continuing efforts to reinstate the school crossing patrol in Chattenden

Members noted the reports.

18. Exclusion of Press and Public – Confidential Item

It was proposed by the Chairman and agreed by members that, in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following item due to the confidential nature of the business to be transacted.

Confidential Item – Planning Matters and Village Hall**19. Date of the next meeting – Thursday 7th May 2026 – Hoo Village Hall.**

There being no further business to discuss, the Chairman closed the meeting to the press and public at 8.45pm.