



PARISH COUNCIL

Hoo Saint Werburgh and Chattenden Parish Council

**Parish Clerk: Mrs Sherrie Babington
4, Birkhall Close, Walderslade,
Chatham, Kent, ME5 7QD
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To all Members of the Parish Council.

Notice is hereby given, that the Statutory Annual Meeting of the Parish Council is to be held on Thursday 7th May 2026 at 7.00pm at Hoo Village Hall.

Members are hereby summonsed to attend.

Legislation allows for meetings to be recorded by anyone in attendance. Persons intending to record the meeting should disclose this to the Clerk at the start of the meeting.

1. To elect a chairman.
2. To receive the Chairman's Declaration of Acceptance of Office.
3. 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.
4. To elect a Vice-Chairman.
5. To approve the appointment of Committees, Representatives and External Bodies.
6. 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.

To consider any Dispensation requests received by the Parish Clerk and not previously considered.
7. 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.
8. Matters arising from the Minutes.

Upnor Road Junction (Visibility Issues)

Members are advised that a response has been received from Medway Council's Road Safety Engineer following the concerns raised at the last meeting regarding visibility at the Upnor Road junction.

Medway Council has requested clarification of the exact location to enable them to assess the matter further. They have advised that once the location is identified, they will arrange for the overgrown vegetation to be assessed and raised with their contractor for inclusion in the next maintenance visit.

Hoo Common – Damage to Recreation Ground

There is update as the matter is now awaiting a response from the insurer.

Abbey Farm Development – Highways Update

Members are advised that following the site meeting held with Medway Highways on 18 February 2026, works have now been undertaken to clear the overgrown vegetation at the access to the development.

This has improved visibility by restoring the sightlines at the junction.

9. To Ratify and Decisions made under Delegated Authority.

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

To consider any urgent matters raised by members.

11. Public Participation.

To discuss any questions received by members of the public.

12. Financial Matters.

a. Financial Statement.

To consider the monthly financial statement and bank balances.

Financial Statement will be circulated in paperwork at PC meeting.

b. Grant Applications.

To consider a grant application from wHoo Cares as follows:

13. Parish Council Meeting Venue.

14. Clerks Report.

To receive the Clerks Report.

15. New Community Centre.

To receive an update for the new Community Centre.

Members have been informed that planning permission has now been granted for the new Community Centre, subject to conditions. The approval has been circulated to all members via email.

The Clerk has contacted Medway Council to request an update on the Section 106 legal agreement and the release of the associated funding in order to progress the project.

Members are asked to note the update.

16. Memorial Garden.

To receive a report on the Memorial Garden.

Members are asked to note the following update:

Policies for the Memorial Garden have now been drafted and will be circulated to the Memorial Garden Working Group for review. These will be brought formally to the Parish Council at the next meeting for consideration and approval.

Signage at the site has now been installed, and additional smaller signs relating to dog control have been ordered.

The Church has been formally contacted regarding the consecration of the ground for the interment of ashes.

Progress continues with the development of the site, including preparation for the seeding and landscaping works required to establish the garden as a suitable space for quiet reflection.

Two quotations were received for the seeding works to the Memorial Garden. There was a significant variation in the costs submitted, with the highest quotation being in excess of £7,000 and the lowest quotation being £2,427.40 (excluding VAT).

The proposed works include site preparation, application of herbicide, cultivation of the soil, fertilisation, seeding, and initial maintenance cuts to support grass establishment.

The works are to be funded from the allocated Section 106 funds.

Members are therefore asked to:

- **Note the update on the Memorial Garden project**
- **Consider the quotations received**
- **Approve the appointment of Baylis Landscapes to undertake the works as per the attached quotation**

17. Parish Council Committees.

To receive the reports and recommendations from PC Committees.

a. Events Committee.

To receive a report from the Events Committee.

b. Environment Committee.

To receive a report from the Environment Committee.

Kingshill Recreation Ground

Members are advised that the final phase of works at Kingshill Recreation Ground, including the MUGA, main footpath, and the connecting footpath from Webb Close, is scheduled to be undertaken in the coming weeks.

These works will conclude the current programme of improvements at Kingshill Recreation Ground, with the exception of the relocation of the two problematic benches. These benches will be relocated alongside the ballpark once the current works have been completed.

Pottery Road Recreation Ground

Members are advised that the remedial works to the play equipment at Pottery Road Recreation Ground, as agreed at the previous meeting, have now been completed.

Safety Inspection

The most recent safety inspection has not identified any significant remedial works this month. However, one minor repair has been highlighted at Pottery Road Recreation Ground, relating to a spring rocker where two hand grips are missing.

This has been assessed as a medium risk, with an estimated cost of £224.

Members are asked to consider whether to proceed with this repair.

c. Finance, Audit and General Purposes Committee.

Members are advised that the year-end accounts have now been drawn up and the AGAR has been completed. These are currently with the internal auditor for review.

Once the internal audit has been completed, a meeting of the Finance and General Purposes Committee will be convened to consider the accounts in detail ahead of the next Full Parish Council meeting, where a recommendation will be made to Full Council for approval.

18. Planning Matters.

a. Planning Applications Received.

MC/26/0632 - 11 Broadwood Road, Chattenden, Rochester, Medway, ME3 8LX

Construction of a single storey rear extension and a dormer window to side to provide additional living accommodation within roof space

b. Planning Applications Decisions by Medway Council.

MC/26/0330

50 Trubridge Road Hoo St Werburgh Rochester Medway ME3 9EW

Construction of a single storey extension to rear

Approval with Conditions

MC/26/0321

6 Berberis Gardens Hoo St Werburgh Rochester Medway ME3 9GB

Conversion of loft with rear dormer and two roof windows to the front elevation.

Approval with Conditions

MC/26/0211

11 Chattenden Lane Chattenden Rochester Medway ME3 8LE

Partial Demolition of existing courtyard storage and wall, and replacement with a flat roofed single storey side/ rear infill extension together with ancillary changes to internal arrangements.

Replacement of one front facing window and brickwork to match below.

Approval with Conditions

MC/26/0137

Darnet Yard Kingsnorth Works Kingsnorth Industrial Estate Hoo St Werburgh Rochester Medway

Part retrospective application for change of use from industrial waste land to sui generis use - storage of raw materials (aggregates, sand, gravel and soil), processing of aggregates (sorting, cleaning and mixing of cement) and distribution, together with installation of a concrete silo plant, associated concrete base and control room and retention of existing office building and associated works

Approval with Conditions

MC/25/2312

Hoo Village Hall Pottery Road Hoo St Werburgh Rochester Medway ME3 9BS

Construction of a community centre (demolition of existing community Centre (Use Class F2) and associated external works such as access, parking and landscape.

Approval with Conditions

c. Appeals.

To consider/note any appeals.

TOWN & COUNTRY PLANNING ACT 1990

ENFORCEMENT NUMBER/PLANNING NUMBER: MC/23/1934

APPEALS REF: 6002996

LOCATION: Land At Ratcliffe Highway Hoo St Werburgh Rochester Medway

Medway Council as Local Planning Authority has received notification of an addendum in relation to the development of a planning application which was supported by an environmental statement and is currently subject to a non-determination appeal (Planning Inspectorate appeal reference number: 6002996). The addendum contains updated information on Air Quality, Transport and Ecology.

Copies of the application documents including the addendum are available to view on line at

<https://www.medway.gov.uk/searchplanning>

Please note that comments are not required on the original submissions. Any person who wishes to make representations about the ADDENDUM ITEM ONLY, should submit these directly to the Planning Inspectorate on line at <https://appealplanningdecision.service.gov.uk/comment-planning-appeal/enter-appeal-reference>

If you do not have access to the internet, you can send your comments to: The Planning Inspectorate, C/O QUADIENT, 69 Buckingham Avenue, Slough, SL1 4PN, quoting the appeal reference 6002996.

Please ensure the Planning Service are copied into any representations made by emailing planning.representations@medway.gov.uk or by providing in writing to The Planning Service, Medway Council, Civic Headquarters, Gun Wharf, Dock Road, Chatham, Kent ME4 4TR quoting reference numbers MC/23/1934 & 6002996.

If you receive this letter by email, please allow 2 working days from receipt of this letter for all documents to be published to the website.

Comments should be submitted by 21 May 2026.

d. Other Planning Matters.

To consider other planning matters.

19. Date of the next Parish Council Meeting – Thursday 4th June 2026 – Hoo Village Hall.

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Mrs Sherrie Babington
Parish Clerk