

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 July 2026 at 7.00pm.

Parish Councillors present: Cllr Cutting
Cllr Williams
Cllr Dunkley
Cllr Chester
Cllr Koroma
Cllr Grice
Cllr Styles
Cllr Pearce
Cllr Sparks
Cllr J Francis
Cllr G Francis
Cllr Wood

Also present:

Sherrie Babington - Parish Clerk
Members of the Public

The meeting was chaired by Councillor Williams.

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 Jean Fray – Holiday
- Cllr John Tildesley – Unwell
- Cllr Fatima Mitchell – Unwell
- Cllr Roy Barton – Work

Apologies were also received from:

- Ward Councillor Ron Sands
- Ward Councillor George Crozer

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. Minutes of the Previous Meeting.

Members considered the minutes of the Parish Council meeting held on Thursday 4th June 2026.

It was noted that Cllr Koroma had given apologies for the previous meeting and that these had not been recorded in the draft minutes. The correction was noted.

It was proposed by Cllr Chester, seconded by Cllr Wood, and agreed by all present that the minutes of the meeting held on 4th June 2026 be approved and signed, subject to the correction noted above.

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

4. Matters Arising.

The following were reported to members:

The Clerk advised that a response had been received from Medway Council regarding the refurbishment of the changing rooms at Hoo Sports Centre, which had been raised at the previous meeting. Members were advised that Medway Council had informed customers that the changing rooms would be closed from 20th July 2026 to 2nd August 2026 while the refurbishment works were undertaken.

Members noted the update.

5. Urgent Matters.

To consider any urgent matters raised by members.

No matters were raised.

6. Parish Councillor Vacancy.

Members were advised of the resignation of Cllr James Marshall, who had stepped down from the Parish Council due to increased work commitments.

The Clerk advised that the first Notice of Vacancy would be displayed that day and that Medway Council would confirm whether a request for an election had been received by 23rd July 2026 or whether it could be filled by co-option.

Members noted the update.

Action: Clerk to display the Notice of Vacancy and progress the statutory process with Medway Council.

7. Public Session.

A member of the public raised questions regarding the recent planning appeals and asked who would be responsible for the costs of the barristers and professional representatives involved.

Ward Cllr Pearce provided clarification regarding the recent Gladman and Taylor Wimpey appeals.

Members noted the significant costs associated with planning appeals and that costs would normally only be awarded against a party where unreasonable behaviour was found by the Inspector.

The member of the public expressed concern regarding the wider impact of large-scale development on the Hoo Peninsula, including traffic, infrastructure, water supply and the effect on existing residents. Members acknowledged the concerns and noted that these matters continued to be raised through planning processes wherever possible.

A member of the public, supported by members, recorded thanks to Ward Cllr Pearce for his work and representation at the recent planning inquiry.

Resolved: That the Parish Council record its thanks to Ward Cllr Pearce for his work in representing local concerns at the recent planning inquiries.

8. **Financial Matters.**

a. **Financial Statement.**

To receive the financial statement and to authorise any payments.

Cllr Cutting queried the income and expenditure shown for events regarding a possible outstanding sum of £74, comprising £4 from a previous event and £70 in panto ticket sales.

The Clerk advised that this would be checked.

Members reviewed the statement and associated payments.

Resolved: That the financial statement be approved.

Proposed: Cllr Cutting

Seconded: Cllr Dunkley

Agreed by all present

b. **Grant Application - Medway Youth Services.**

Members considered a grant application from Medway Youth Services requesting £1,500 towards the delivery of two summer zorbing sessions for young people within Hoo, proposed to take place during August 2026 in the parish, subject to the necessary permissions being obtained.

Members noted that the Parish Council already supported Medway Youth Services through the provision of free hall hire for the weekly Hoo Youth Club. Based on approximately 45 sessions per year at £35 per session, this represented support of approximately £1,575 during the current financial year. Members noted that the Youth Budget for the year was £2,000, leaving an estimated balance of approximately £500, subject to the final number of hall sessions.

Members discussed the cost of the proposed zorbing sessions, the need for better advance publicity, and the importance of ensuring that young people across Hoo were made aware of the opportunity. Members also requested evidence of attendance following the sessions.

Resolved:

- That the Parish Council approve a contribution from the remaining Youth Budget, up to the remaining balance of approximately £500, towards the Medway Youth Services summer sessions.
- That the contribution be subject to advance publicity being provided in good time for the Parish Council to advertise the sessions.
- That Medway Youth Services be asked to provide evidence of attendance after the sessions have taken place.
- That any funding paid be returned if the summer events do not take place.

Proposed: Cllr Cutting

Seconded: Cllr Wood

Agreed by all present.

Action: Clerk to advise Medway Youth Services of the Parish Council's decision and conditions.

9. **Clerk's Report.**

Civic Wreath

Members considered the purchase of a Civic Wreath for the Parish Council to lay during the Remembrance Service at St Werburgh Church. Members also considered whether an additional wreath should be purchased for the Memorial Garden.

Members agreed that a Civic Wreath should be purchased for St Werburgh Church and that a small wreath should also be purchased for the Memorial Garden.

Resolved: That a Civic Wreath be purchased for St Werburgh Church and that a small wreath be purchased for the Memorial Garden.

Agreed by all present.

Action: Clerk to arrange the purchase of the wreaths.

10. Chairmans Report.

The Clerk advised that the Chairman had not provided a formal written report. However, it was reported that Cllr Fray and Cllr Tildesley had represented the Parish Council at the funeral of Phil Filmer.

Members noted the Chairman's report.

11. New Community Centre.

To receive an update for the new Community Centre.

Community Centre Committee - Revised Terms of Reference

Members considered the revised Community Centre Committee Terms of Reference, which had been circulated with the agenda. Members noted that delegated authority for the Committee had been agreed at the previous meeting and that the Terms of Reference brought the Committee's arrangements in line with the Parish Council's Standing Orders and Financial Regulations.

Resolved: That the revised Community Centre Committee Terms of Reference be approved.

Proposed: Cllr Dunkley

Seconded: Cllr G Francis

Agreed by all present.

Project Update

Members received an update regarding the New Community Centre project.

Members noted that the Community Centre Committee had met with the architectural team and that useful work had taken place regarding the next stages of the project.

Members were advised that instructions had been given to the architects to prepare the applications required to discharge pre-commencement planning conditions. Members noted that it was important to have the pre-commencement conditions agreed and signed off by Medway Council before works could begin.

Members were also advised that work was being progressed to prepare a r Stage 4 technical package for tender. The aim was to ensure that the tender information was as detailed as possible in order to reduce contractor uncertainty, and improve cost certainty.

Members received an update on the meeting held with Medway Council's Legal Department regarding the draft Section 106 funding agreement. Members noted that the Parish Council had submitted formal comments on the agreement and was awaiting Medway Council's response.

Members noted that the current funding agreement timescales remained a concern because the existing

Members also received an update on potential funding, including the National Lottery and future Section 106 contributions. Members were informed that information had been received from Medway Council regarding future potential Section 106 monies.

Resolved:

- That the Community Centre project update be noted.
- That the Parish Council continue to progress the discharge of planning conditions and preparation of the technical tender package.
- That the Parish Council continue to press Medway Council for a workable Section 106 funding agreement.
- That the Clerk and relevant members continue to investigate grant funding and future Section 106 funding opportunities.

Action: Clerk and relevant members to progress the agreed project arrangements and report back to members.

12. Memorial Garden.

To receive a report on the Memorial Garden.

Members noted that the Memorial Garden Committee needed to meet during the summer to review and finalise the draft policies, including policies relating to memorial benches, plaques, fees and charges, and applications for ashes interment or scattering.

Members noted that the Parish Council had contacted the Diocese regarding consecration of the ashes interment area and was awaiting a response.

Members discussed the need to agree the standard design and size of memorial plaques, the arrangements for installation of plaques, and the standard design for memorial benches.

Litter Bin

Members noted that Medway Council had declined the Parish Council's request for an additional litter bin, advising that there were other bins within walking distance. Members expressed concern that the existing bin provision did not reflect how people used the path through the Memorial Garden and churchyard.

Members noted that Ward Cllr Ron Sands had taken the matter up with Medway Council and was due to meet officers to discuss the issue further.

Resolved:

- That the Memorial Garden update be noted.
- That the Memorial Garden Committee arrange a site meeting and policy review meeting during the summer.
- That draft policies and proposals for benches, plaques, a memorial wall and the memorial stone plinth be brought back to the Parish Council for approval in September.
- That discussions continue with the Diocese regarding consecration of the ashes interment area.
- That the Parish Council await the outcome of Ward Cllr Sands' meeting with Medway Council regarding the litter bin request.

Action: Clerk to arrange the Memorial Garden Committee meeting and progress outstanding matters.

13. Parish Council Committees.

a. Events Committee.

Members received a report from the Events Committee.

Members were advised that posters and tickets had been prepared for the Harvest Tea, Christmas on the Green, the Christmas Fayre and the Aladdin pantomime. Bookings for the Harvest Tea would commence on 1st September 2026. Posters would be placed on noticeboards and promoted through the Parish Council's events page and social media.

Members noted that the deposit had been paid for the Aladdin pantomime. The Events Team would continue to promote events and seek support from local groups.

Members received a report on the success of the previous Dinosaur event. Members were advised that the event had been very well attended, with an estimated attendance of approximately 2,000 people. Members noted that external food and attraction providers had generated significant takings and that the Parish Council had received a percentage of those takings.

Members noted that the Events Team would seek support from cadet groups, guides, scouts and other local organisations to assist with future events. Members also noted that the Events Team would continue to seek donations and sponsorship from developers and local businesses.

Members considered the recommendation to engage Rent a Dinosaur for the community event on 8th May 2027 and to pay the deposit of £901.50 plus VAT before 8th July 2026 in order to secure the early booking discount of £200.

Resolved:

- That the Events Committee report be noted.
- That Rent a Dinosaur be engaged to attend the community event on 8th May 2027.
- That the deposit of £901.50 plus VAT be paid before 8th July 2026 to secure the early booking discount of £200.
- That the Events Committee continue to seek donations, sponsorship and support from local organisations for the 2027 event.

Proposed: Cllr Grice

Seconded: Cllr Koroma

Agreed by all present.

Action: Events Committee and Clerk to progress the booking and payment of the deposit.

b. Environment Committee.

To receive a report from the Environment Committee.

Kingshill Recreation Ground

Members were informed that the MUGA and footpath works at Kingshill Recreation Ground had been completed. Members noted that the fencing would need to remain in place for approximately two weeks while the tarmac cured and that the contractor would remove the fencing once appropriate.

Members noted that it was hoped that the MUGA and footpath would be available for use by the start of the school summer holidays.

Monthly Play Area Safety Inspections - June 2026

Members considered the June 2026 Play Area Safety Inspection Report. Members requested that, when remedial works were completed, confirmation and photographs be provided to the Clerk so that members could be satisfied that the work had been undertaken.

Members noted the defects identified at Kingshill Recreation Ground and Pottery Road Recreation Ground, including loose fixings, fencing issues, gate closing mechanism repairs, missing fixings and hand grip replacements.

Resolved:

- That the Kingshill Recreation Ground MUGA and footpath works update be noted.
- That the remedial works identified in the June 2026 Play Area Safety Inspection Report be approved at a total cost of £460 plus VAT.
- That Safeplay be instructed to undertake the works.
- That confirmation of completed works be provided to the Clerk and reported to members as appropriate.

Proposed: Cllr Wood**Seconded:** Cllr Pearce**Agreed by all present.**

Action: Clerk to instruct Safeplay to undertake the approved repairs and request completion confirmation.

c. Finance, Audit and General Purposes Committee.

There were no formal matters to report from the Committee.

The Clerk advised that she was in the process of meeting contractors regarding Christmas lights for the village centre. Members were advised that quotations were being sought for up to ten lamp columns, including motifs and wrap-around lights, and that a separate quotation was being sought for the smaller lamp columns in the village centre. Members noted that the first year was likely to be more expensive because of the need to install electrical supplies, although future years would reduce.

Members noted that a Finance, Audit and General Purposes Committee meeting would be required once the quotations had been received.

14. Planning Matters.a. Planning Applications Received.

The following planning applications were considered by the Parish Council:

MC/26/0960 - 138 Main Road, Hoo St Werburgh, Rochester, Medway, ME3 9HB

Creation of a dropped kerb to provide access to off-street parking to front.

Members considered the application and raised no objection.

Resolved: That the Parish Council raises no objection to the application.

MC/26/1066 - Tamarisk, Main Road, Chattenden, Rochester, Medway

Construction of a porch to front, a two-storey extension to rear, a part first floor extension, removal and replacement of thatched roof to existing dormers to rear and removal of front porch and rear conservatory.

Members considered the application and noted that the proposals appeared reasonable and would improve a property which had been in poor condition.

Resolved: That the Parish Council raises no objection to the application.

MC/26/1191 - Rutland, 19 Elm Avenue, Chattenden, Rochester, Medway

Loft conversion including changes to existing roof shape and rear facing roof terrace, new entrance porch and a single storey extension to rear.

Members considered the application. Members noted that, while the submitted plans were not as clear as they could have been, no formal objection was raised to the principle of the development.

Resolved: That the Parish Council raises no objection to the application.

MC/26/1108 - 25 Church Street, Hoo St Werburgh, Rochester, Medway, ME3 9AH

Construction of single storey extension to create 2 no. golf simulators (Use Class E).
Members considered the application and noted the extent of development on the plot and potential impact on the adjoining property. However, members noted that no objection had been received from the adjoining neighbour and no formal objection was raised.

Resolved: That the Parish Council raises no objection to the application.

MC/26/1188 - Net Tex Industries, Hoo Marina Industrial Estate, Vicarage Lane, Hoo

Variation of condition 2 on planning permission MC/22/0475 to add another gateway to allow vehicles to enter and exit the site safely.

Members considered the application and noted that the proposal appeared sensible and would allow vehicles to enter and exit the site more safely.

Resolved: That the Parish Council raises no objection to the application.

b. Planning Decisions by Medway Council.

MC/26/0841

137 Bells Lane Hoo St Werburgh Rochester Medway ME3 9HY

Application for a non-material amendment to planning permission MC/24/2533 for alteration to driveway finish from permeable paving to permeable resin finish.

Approval with Conditions.

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.

Approval with Conditions.

c. Appeals.

Members received an update regarding planning appeals.

It was noted that the Gladman appeal decision was expected towards the end of July or early August. Members were advised that the Inspector dealing with the Taylor Wimpey appeal had indicated that he intended to await the Gladman decision before reaching his own decision, as the two appeals shared issues relating to access, sustainability and local context.

Members noted the update.

d. Other Planning Matters.

Chattenden Barracks / Esquire Developments

Members were advised that Esquire Developments had given a presentation regarding a proposal for approximately 550 homes near Chattenden, with an application expected towards the end of August or early September. Members noted that this would be a significant application and would need to be considered carefully once submitted.

Planning Enforcement Notice - Vine Cottage, Main Road, Chattenden

Members received an update regarding the enforcement notice relating to the unauthorised boundary wall and change of use of amenity land. Members were advised that the recipients had until the end of September to remove the wall and a further period thereafter to repair the grass area, unless an appeal was lodged.

15. Parish Council Strategic Plan.

Members considered the arrangements for the proposed informal Strategic Planning Workshop.

Members agreed that the Clerk should circulate possible dates to all members to establish availability. Members also discussed the possibility of considering later dates in September, or more than one session, if this would improve attendance.

Resolved:

- That the Parish Council continues with the proposal to hold an informal Strategic Planning Workshop.
- That the Clerk circulate possible dates to members and establish which date would secure the best attendance.
- That the Clerk prepare a structure for the workshop once a date has been agreed.

Action: Clerk to circulate dates and report back with the preferred option.

16. External Reports.

a. Hoo Village Hall.

Members received the written report from the Hoo Village Hall Manager.

Parking Issues

Members discussed concerns raised by regular hall users regarding parking at the Village Hall. It was reported that some users had been unable to park due to vehicles associated with the adjacent school using the car park.

Cllr Dunkley advised that he had spoken to the Headteacher, who had stated that parents had not been told to park in the Village Hall car park and that parents had previously been advised not to use it. It was also noted that there had been staff parking in the car park and that the school had not previously been challenged about this.

Members noted that Cllr Dunkley had arranged a meeting with the Headteacher to discuss the matter further. Members also noted that some changes were due to take place on the school site which may reduce the need for staff parking in the Village Hall car park.

The installation of additional signage was discussed advising that the car park was for hall users only. Members recognised that signs may not be complied with by everyone but considered that they may help clarify the position.

Members also noted that the forthcoming new Community Centre construction would affect parking and access arrangements in due course and that the school and hall users would need to be kept informed.

Building and Grounds

Members noted that the external appearance of the Village Hall had improved and that the doors were looking better following work to remove deteriorating plastic and apply a suitable finish.

Resolved:

- That the Village Hall update be noted.
- That Cllr Dunkley continue discussions with the school regarding parking arrangements.
- That additional signage for hall-user parking be considered/progressed.

Action: Cllr Dunkley to report back following the meeting with the Headteacher.

Members noted the report.

b. The Alliance of Hoo Peninsula Parishes.

No update was received.

c. Police and PACT Report.

No Police or PACT report was received.

d. Ward Councillor Reports.

The Clerk advised that Cllr Pearce had sent a report by email which would be circulated to members.

Ward Cllr Pearce provided an update on matters affecting the Hoo Peninsula, including the proposed consultation regarding Cliff and Grain Fire Stations. Members were advised that the consultation had been delayed for six weeks while a working group reviewed the supporting data and evidence.

An update was provided on the Gladman and Taylor Wimpey planning appeals, with decisions awaited, together with the ongoing Medway Local Plan consultation and the work of the Save the Peninsula campaign.

Members were advised that Medway Council had agreed to further review the removal of the school crossing patrol at Chattenden Primary School following representations.

An update was provided on Deangate, including parking arrangements, ongoing maintenance and completion works. Members also discussed proposed development adjoining Deangate, Chattenden Barracks and the MOD road, including potential implications for local traffic.

17. Date of the next meeting

The next Parish Council meeting will be held on Thursday 3rd September 2026 at Hoo Village Hall.

There being no further business to discuss, the Chairman closed the meeting to the press and public at 8.40pm.

Signed: _____

Chairman

Dated: _____