Hoo St Werburgh and Chattenden Parish Council

The Minutes of the Meeting of Hoo St Werburgh and Chattenden Parish Council Held at Chattenden Community Centre on Thursday 1st October 2026 at 7.00pm.

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

Also present:
Sherrie Babington - Parish Clerk
2 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 Tildesley – Personal reasons**

Apologies were also received from:

- **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.

Cllr Pearce declared an interest in Item 7(b), Grant Request – Save the Hoo Peninsula, and Item 17, Confidential Item – Save the Hoo Peninsula – Medway Local Plan Examination, due to his position with the Save the Hoo Peninsula campaign and having submitted the grant application on its behalf.

Cllr Pearce advised that he would not participate in the discussion or vote on these matters.

He raised the possibility of seeking a dispensation to stay during consideration of the confidential item in order to answer any questions. The Clerk advised that any request for a dispensation was required to be submitted formally in writing and considered in accordance with the Council's dispensation procedure. No written request had been received for consideration at the meeting.

Cllr Pearce advised that he would leave the meeting when this matter was discussed.

Cllr Sands, for transparency, advised members that he was also a Medway Ward Councillor and a member of the same Independent Group as Cllr Pearce, but confirmed that he had not been involved with the Save the Hoo Peninsula campaign or the grant application.

This was noted and no interest was 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 3rd September 2026.

It was proposed by Cllr Dunkley, seconded by Cllr Koroma, and agreed that the minutes as circulated be approved and signed as a true record.

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

4. Matters Arising.

The following were reported to members:

No matters were raised.

5. Urgent Matters.

To consider any urgent matters raised by members.

No matters were raised.

6. Public Participation.

Members of the public raised concerns regarding the Community Speed Watch within Hoo and Chattenden.

Members discussed continuing concerns regarding speeding, particularly along the main routes through the parish, and the difficulties associated with undertaking Community Speed Watch on certain roads.

Concerns were also raised regarding the level of police presence on the Hoo Peninsula and whether policing resources were keeping pace with the level of development proposed for the area.

The possibility of inviting the Kent Police and Crime Commissioner and a senior local police representative to a future Parish Council meeting to discuss policing provision on the Peninsula was raised.

Average speed cameras on Four Elms Hill were also discussed, and members noted that this had previously been raised with the relevant authorities.

Action: The Parish Council to invite the Police and Crime Commissioner to attend a future PC meeting.

7. Financial Matters.

a. Financial Statement.

To receive the financial statement and to authorise any payments.

Members considered the monthly financial statement, bank balances and payments.

Resolved: That the monthly financial statement and payments be approved.

Proposed: Cllr Sparks
Seconded: Cllr Dunkley
Agreed by all present

b. Grant Request.
Save the Hoo Peninsula – To consider a grant application received from Save the Hoo Peninsula. To be considered as a confidential item at the close of the meeting due to its connection with a separate request being considered by the Parish Council.

Members noted that this matter would be considered under Item 17 – Confidential Item at the close of the meeting.

8. Clerk's Report.

Members received the Clerk's report and updates on matters progressed since the September meeting.

Christmas Lights
The Clerk advised that discussions with Medway Council regarding the necessary electrical infrastructure were continuing. A site meeting was being arranged involving Medway Council and the Council's Christmas lighting contractor so that the practical requirements could be agreed and the scheme progressed within the limited timescale available.

Planning Applications
The Clerk confirmed that all Parish Council responses and objections agreed at the September meeting had been submitted to Medway Council.

Allotments
Members were advised that Cllr Wood had met with the allotment holder who had previously undertaken the monthly inspections and had discussed the inspection arrangements and handover.

Cllr Wood would take over the monthly allotment inspections on behalf of the Parish Council from 1st October 2026.

Members noted the Clerk's Report.

9. Chairmans Report.

The Chairman provided an update on meetings and activities undertaken since the previous Parish Council meeting.

Members also received an update following the recent Rural Liaison meeting. It was noted that Local Government Reorganisation in Kent and Medway had currently been paused and that discussions had also included resilience and environmental/climate initiatives being undertaken by parish councils.

Members noted the Chairman's Report.

10. New Community Centre.

Members received an update on the new Community Centre from Cllrs Williams and Sparks.

The Community Centre Committee had met with the architect on 7th September 2026 to discuss the next stages of the project and the appointment of the consultants required to progress the scheme.

Members were advised that technical work was continuing, including the soil investigation required to inform the design and foundations, and that work towards tendering and the construction stage remained in progress.

The Section 106 funding agreement with Medway Council was also discussed. The Clerk advised that there remained outstanding queries requiring clarification before the agreement could be completed and that these had been referred to members of the Community Centre Committee.

Under its delegated authority, the Committee had agreed the appointment of Ubique Architects as Building Regulations Principal Designer (BRPD).

Resolved: That the appointment of Ubique Architects as Building Regulations Principal Designer (BRPD) be ratified and that the Parish Clerk provide the required written confirmation of appointment.

The Council also noted that work was continuing to identify external funding opportunities and appropriate professional assistance with major grant applications.

Action: Outstanding Section 106 agreement queries to be considered by the Community Centre Committee.

11. Memorial Garden.

To receive a report on the Memorial Garden.

The Clerk confirmed that the policies and supporting documents had been recirculated to members, together with the previous DAC ahead of the proposed meeting to finalise the policies.

Members were asked to submit any comments or matters they wished to have included in that discussion to the Clerk in advance so that these could be collated.

Members noted that, in accordance with the decision taken at the September meeting, contractors had already been instructed to undertake the ground preparation and seeding when conditions permitted.

Action: Clerk to arrange the site meeting and subsequent meeting and collate members' comments in advance.

12. Village Flagpole and Flags.

Members considered Cllr Pearce's review of the Parish Council's flags and the request to purchase a new Christmas flag and a St David's flag.

It was noted that the flags would cost approximately **£200** in total.

Members agreed that the flags should be purchased.

Resolved: That a new Christmas flag and St David's flag be purchased at a cost of approximately £200.

Members noted that the proposal for an annual Village Flagpole budget of £500 would be referred to the Finance, Audit and General Purposes Committee for consideration as part of the 2027/28 budget-setting process.

13. Parish Council Committees.

a. Events Committee.

Members received a report from the Events Committee.

Preparations for the forthcoming Harvest Tea were in place, including ticket sales, catering and arrangements for volunteers.

Planning for Christmas on the Green was continuing, together with arrangements for the January pantomime and the sale of tickets.

Work was also continuing on future community events, including the 2027 Dinosaur event.

Members noted the update and were encouraged to assist with the forthcoming events where possible.

b. Environment Committee.
To receive a report from the Environment Committee.

Memorial Bench – Vicarage Lane

Members considered the bench adjacent to the Memorial Garden.

Further information had arisen regarding the bench and its previous location. Members agreed that the family connected with the bench should be contacted before any final decision was taken regarding its future location or formal adoption.

Resolved: Consideration of the bench be deferred pending contact with the family.

Action: Cllr Chester to liaise with family and report back to the next meeting.

Play Area Inspections

Members noted that the works authorised following the August play area inspection had been completed.

Further maintenance and safety matters relating to Council recreational areas were discussed.

Members also discussed the importance of regular tree safety inspections following recent incidents involving falling branches.

It was agreed that appropriate inspections should continue to be undertaken and that necessary safety works identified through those inspections should be progressed.

Hoo Common – Access Gate

Members noted that the access gate had been temporarily secured following the removal of the previous lock and chain during utility works.

It was noted that utility works appeared to remain incomplete and further access might therefore still be required.

c. Finance, Audit and General Purposes Committee.
Budget 2027/28

Members were advised that a meeting of the Finance, Audit and General Purposes Committee would be arranged to consider the Council's draft budget and precept requirements for 2027/28.

Members were invited to submit any projects, proposals or expenditure requirements they wished to be considered as part of the budget-setting process to the Parish Clerk.

14. Planning Matters.

a. Planning Applications Received.

The following planning applications were considered by the Parish Council:

MC/26/1191 – Rutland, 19 Elm Avenue, Chattenden, Rochester, Medway, ME3 8LY

Loft conversion including changes to existing roof shape, south-facing roof lights, north-facing dormers, and rear facing roof terrace. Construction of a porch to front and a single storey extension to rear.

Members considered the application.

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

MC/26/1805 – Land Rear Of 240 Main Road, Hoo St Werburgh, Rochester

Retrospective application for change of use of land from agriculture to the keeping of horses, retention of access track and existing hardstanding, provision of additional hardstanding area, retention and re-siting of 4 containers for use as tack room, hay store, feed store and mechanical maintenance equipment store and construction of stables and re-siting of an existing mobile home for use as welfare facilities.

Members discussed the application at length and raised significant concerns regarding the retrospective nature of the development, the extent of works already undertaken, access, hardstanding, containers and the proposed mobile home/welfare facilities.

Members agreed that the Parish Council should submit a formal objection and that appropriate planning/legal advice should be sought where necessary to ensure the Council's concerns were properly represented.

Resolved: That the Parish Council object to application MC/26/1805 and that the Clerk submit the Council's grounds of objection to Medway Council.

Action: Clerk to submit the Parish Council's Objections to this application.

b. Planning Decisions by Medway Council.

MC/26/1425
45 St Werburgh Crescent Hoo St Werburgh Rochester Medway ME3 9HL
Application for a Lawful development Certificate (Proposed) for extension of existing drop kerb and create hardstanding for parking with permeable paving
Approval

MC/26/1412
42 Everest Drive Hoo St Werburgh Rochester Medway ME3 9AW
Construction of a single storey rear and side wrap around extension - Demolition of existing garage
Approval with Conditions

MC/26/1245
22A Walters Road Hoo St Werburgh Rochester Medway ME3 9JR
Part retrospective application for the construction of a detached family dwelling and extension to an existing outbuilding to the rear of the site for conversion to an annexe for supported living accommodation
Approval with Conditions

MC/26/1188
Net Tex Industries Hoo Marina Industrial Estate Vicarage Lane Hoo St Werburgh ME3 9LB
Variation of condition 2 on planning permission MC/22/0475 to add another gateway to allow vehicles to enter and exit the site safely.
Approval with Conditions

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
Approval with Conditions

MC/25/0701
Land to the North of Stoke Road and East of Walnut Tree Grove Hoo St. Werburgh ME3 9YB
Outline application with all matters reserved for construction of up to 75 dwellings with associated works and infrastructure - demolition of existing buildings and structures
Approval with Conditions

c. Appeals.
No further appeals requiring a decision were reported.

d. Other Planning Matters.
Members received an update regarding the Medway Local Plan Examination.

It was reported that the examination process remained ongoing, with further hearings expected during Phase 2 in November.

Members discussed the significant housing allocations proposed for the Hoo Peninsula, associated infrastructure requirements and environmental considerations.

The detailed matter relating to the Save the Hoo Peninsula campaign and the Parish Council's potential financial contribution towards professional representation was reserved for consideration under the confidential item.

15. Parish Council Strategic Plan.

Members were reminded that the Parish Council Strategic Planning Workshop would take place on Saturday 17th October 2026 from 9.00am to 1.00pm at Hoo Village Hall.

Action: Clerk to finalise arrangements and circulate the relevant information for the workshop.

16. External Reports.

a. Hoo Village Hall.
Members received an update regarding the Village Hall.

A written report was circulated and noted from the Hall Manager.

Members discussed the ongoing issue of unauthorised use of the Village Hall car park and parking associated with the nearby school.

Improved signage was discussed, including making clearer that the car park was for Village Hall and authorised users.

Members agreed that discussions with the school regarding parking should continue.

Members noted the report.

b. The Alliance of Hoo Peninsula Parishes.
No update was received.

c. Police and PACT Report.
Members received a report from the recent PACT meeting.

Issues discussed included speeding and Community Speed Watch, anti-social behaviour, drug-related activity, vehicle nuisance and the level of police resources available across the Peninsula.

Members noted the difficulties in recruiting sufficient Speed Watch volunteers and the operational limitations applying to some roads.

Concerns were also expressed regarding nuisance vehicles and electric bikes and the difficulties residents experienced in obtaining enforcement action.

d. Ward Councillor Reports.
Ward Councillors provided updates on matters affecting the parish and wider Peninsula, including highways and road safety, policing, planning and development, and the Medway Local Plan.

17. **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 – Save the Hoo Peninsula – Medway Local Plan Examination.

18. **Date of the next meeting**

The next Parish Council meeting will be held on Thursday 5th November 2026 at Hoo Village Hall

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

Signed: _____

Chairman

Dated: _____