

Hoo St Werburgh and Chattenden Parish Council

The Minutes of the Annual Statutory Meeting of Hoo St Werburgh and Chattenden Parish Council
Held at Hoo Village Hall on Thursday 7th May 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 J Francis
Cllr Williams
Cllr Grice
Cllr Mitchell
Cllr Sparks
Cllr Barton

Also present:

Sherrie Babington - Parish Clerk
Ward Councillor Ron Sands
Ward Councillor George Crozer
Members of the Public

The meeting was chaired by Councillor Fray.

The outgoing Chairman formally opened the Annual Statutory Meeting of Hoo St Werburgh and Chattenden Parish Council.

1. To Elect a chairman.

The outgoing Chairman proposed that the election of Chairman be undertaken by balloted vote rather than by a show of hands.

Resolved:

That the election of Chairman be undertaken by balloted vote.

Proposed: Cllr Fray

Seconded: Cllr Francis

Agreed by all present

Nominations were then invited for Chairman.

Cllr Fray was proposed by Cllr Williams and seconded by Cllr Styles.

Cllr Pearce was proposed by Cllr Wood and seconded by Cllr Grice.

There being no further nominations, nominations were closed and members completed ballot papers.

The ballot was counted by the Clerk.

The result of the ballot was as follows:

Cllr Fray – 10 votes

Cllr Pearce – 6 votes

Resolved:

That Cllr Fray be elected Chairman of Hoo St Werburgh and Chattenden Parish Council for the ensuing municipal year.

Cllr Fray thanked members for their support.

2. To Receive the Chairman's Declaration of Acceptance of Office.

Cllr Fray signed the Chairman's Declaration of Acceptance of Office.

3. 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 Marshall – Personal

4. To Elect a Vice-Chairman.

Nominations were invited for Vice-Chairman.

Cllr Williams was proposed by Cllr Styles and seconded by Cllr Sparks.

There being no further nominations, it was resolved that Cllr Williams be elected Vice-Chairman of Hoo St Werburgh and Chattenden Parish Council for the ensuing municipal year.

Resolved:

That Cllr Williams be elected Vice-Chairman.

5. To Approve the Appointment of Committees, Representatives and External Bodies.

Members considered the proposed appointments to Committees, representatives and external bodies for the forthcoming municipal year.

It was noted that the Events Committee had vacancies and further members were invited to join the Committee. Cllr Mitchell advised that she would be willing to serve on the Events Committee.

Cllr Mitchell also advised that, due to her commitments and the timing of meetings, she wished to step down from the Finance, Audit and General Purposes Committee.

Cllr Sparks stated that he would be willing to serve on the Finance, Audit and General Purposes Committee. This was agreed.

Planning Advisory Committee (8)

Cllr Fray
Cllr Styles
Cllr Sparks
Cllr Koroma
Cllr Barton
Cllr Chester
Cllr Cutting
Cllr G Francis

Environment Project Committee (8)

Cllr Fray
Cllr Mitchell
Cllr Wood
Cllr Marshall

Cllr Chester
Cllr Styles
Cllr G Francis
Cllr Barton

Finance, Audit & General Purposes Advisory Committee (8)

Cllr Marshall
Cllr Williams
Cllr Fray
Cllr Tildesley
Cllr Koroma
Cllr Dunkley
Cllr Wood
Cllr Sparks

New Community Centre Project Committee (8)

Cllr Williams
Cllr Tildesley
Cllr Sparks
Cllr Cutting
Cllr Styles
Cllr J Francis
Cllr Grice
Cllr Dunkley

Events Committee (8)

Cllr Mitchell
Cllr Styles
Cllr Cutting
Cllr J Francia
Cllr Grice
Cllr G Francis

Personnel Committee (Standing Committee) (3)

Cllr Williams
Cllr Styles
Cllr Fray

Representatives for Outside Bodies

Rural Liaison	Cllr Fray (reserve Cutting)
Footpaths	Cllr Tildesley & Wood
Police Liaison	Cllr Cutting
Tree Warden	Cllr Pearce
Public Transport	Cllr Koroma
KALC	Cllr Fray
Allotments	Parish Clerk

Appointment of:

Internal Auditor – Martin Thomas & Co
Bankers – Cooperative Bank/ Unity Bank
External Auditors – Mazars
Insurers – Zurich

Memberships

Kent Association of Local Councils (KALC)
Society of Local Council Clerks (SLCC)

Information Commissioners Office (ICO)

Resolved:

That the appointments to Committees, representatives and external bodies be approved, subject to the amendments outlined above.

Proposed: Cllr Pearce

Seconded: Cllr Sparks

Agreed by all present.

6. 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.

7. Minutes of the Previous Meeting.

It was proposed by Cllr Williams, seconded by Cllr Styles, and agreed by all present that the minutes of the meeting held on 2nd April 2026 be approved and signed.

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

8. Matters Arising.

The following were reported to members:

Upnor Junction Visibility

The Chairman advised that concerns regarding visibility at Upnor Junction, raised by a resident at the previous meeting, had been referred to Medway Council and the location would be assessed.

Hoo Common Recreation Ground Damage

Members were advised that the Parish Council was still awaiting a response from the insurers in relation to the damage caused at Hoo Common Recreation Ground.

Abbey Farm Development

Members were advised that vegetation and debris affecting visibility at the Abbey Farm junction had now been cleared and visibility had significantly improved.

Members noted the report.

9. To Ratify Decisions made under Delegated Authority.

Members were asked to ratify the delegated authority decision to instruct Dave Chetwyn to prepare and submit the Parish Council's representation regarding the Homes England/Chattenden planning application.

Cllr Pearce advised that the representation had been submitted but currently appeared on the Medway planning portal under Dave Chetwyn's name rather than clearly under the Parish Council name.

It was agreed that this should be clarified with Medway Council.

Resolved:

That the delegated authority decision be ratified and confirmed as the Parish Council's agreed representation.

That the Clerk circulate the submitted representation to all members.

Action: Clerk to circulate the representation and contact Medway Council regarding the naming of the submission.

10. Urgent Matters.

To consider any urgent matters raised by members.

No matters were raised.

11. Public Session.

There were no matters raised under public participation.

12. Financial Matters.**a. Financial Statement.**

To receive the financial statement and to authorise any payments.

Members reviewed the statement and associated payments.

Resolved: That the financial statement be approved.

Proposed: Cllr Styles

Seconded: Cllr Wood

Agreed by all present

b. Grant Application – wHoo Cares

Members considered the grant application from wHoo Cares.

Members acknowledged the significant support provided by the organisation across the Peninsula and recognised the importance of the services delivered to residents.

Members also discussed concerns regarding the organisation's longer-term financial sustainability and noted that the reduction in Medway Council funding had been known for some time.

It was acknowledged that the Parish Council's normal grant allocation for organisations was usually capped at £500 and therefore any award above this amount would need to be treated as exceptional support.

Following discussion, members agreed that the current circumstances justified exceptional financial assistance.

Resolved:

That a grant of £1,000 be awarded to wHoo Cares as exceptional financial support.

That should the organisation wish to apply for future grant funding, it be requested to provide within three months details regarding future financial sustainability arrangements and funding plans.

That the Parish Council offer support and signposting towards additional funding opportunities where appropriate.

Proposed: Cllr Koroma

Seconded: Cllr Francis

Agreed by all present.

Action: Clerk to liaise with wHoo Cares regarding the grant application.

13. Parish Council Meeting Venues.

Members considered the proposal for Parish Council meetings to be held at Chattenden Community Centre every other month.

Members discussed proportionality of population, venue costs, parking arrangements and practical considerations relating to setting up meetings.

Following discussion, members voted on retaining the current arrangements.

Resolved:

That the current meeting cycle between Hoo Village Hall and Chattenden Community Centre remain unchanged.

The vote was recorded as:

13 in favour

3 against

Action: Clerk to confirm the venue arrangements for future meetings.

14. Clerk's Report.

There was no Clerk's Report.

15. New Community Centre.

To receive an update for the new Community Centre.

Members received an update regarding the New Community Centre project.

It was reported that planning permission had now been granted subject to conditions. Members were advised that the conditions largely reflected matters already addressed through the planning process.

Members noted that the next key stages would involve:

- progressing additional funding applications
- progressing the agreed design and build procurement route

Members agreed that further meetings of the New Community Centre Committee would be required to coordinate funding applications and project management.

Concerns were also raised regarding delays in the transfer of Section 106 funding from Medway Council.

Resolved:

That the update be noted.

That further meetings of the New Community Centre Committee be arranged.

That the Clerk continue to pursue Medway Council regarding the Section 106 legal agreement and release of funds.

Action: Clerk to progress.

16. Memorial Garden.

To receive a report on the Memorial Garden.

Members received a detailed update regarding the Memorial Garden project.

It was reported that due to dry ground conditions and the lack of a water supply, grass seeding for the ashes area would now take place later in the year. Contractors would instead undertake weed management throughout the summer before reseeding in September.

Members were also updated regarding:

- installation of signage
- ongoing maintenance by volunteers and the Parish Warden
- draft policies for benches and memorial plaques
- proposals for a memorial wall
- discussions regarding consecration arrangements with the Diocese

Resolved:

That the revised landscaping and maintenance approach be approved.

That draft policies to be circulated to the committee and be brought back to a future meeting.

That further work continues regarding memorial plaques and consecration arrangements.

Action: Clerk to progress.

17. Parish Council Committees.

a. Events Committee.

Members received the Events Committee update.

Preparations for Dinosaur Day were progressing well and fundraising continued successfully.

Members also discussed arrangements for a potential pantomime event in January 2027.

Resolved:

That the Parish Council agrees in principle to progress arrangements for a pantomime event, subject to available funding and formal ratification at the June Parish Council meeting.

Members also noted that the Dinosaur Day provider had agreed to bring an additional robotic dinosaur at no additional cost.

Members noted the discussion.

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 approved the repair works identified within the play area safety inspection report for Pottery Road Recreation Ground.

Resolved:

That the report be noted.

That the required repair works be approved.

Action: Clerk to liaise with contractor.

c. Finance, Audit and General Purposes Committee.

Members were advised that year-end accounts and AGAR paperwork had been completed and submitted for internal audit.

18. Planning Matters.

a. Planning Applications Received.

The following planning applications were considered by the Parish Council:

MC/26/0632 – 11 Broadwood Road, Chattenden
Construction of a single storey rear extension and dormer window.

Resolved:

That the Parish Council raises no objection to the application.

b. Planning 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.

Members discussed the Gladman appeal addendum documents and noted that further written submissions were not proposed at this stage.

d. Other Planning Matters.

Members discussed the request from Esquire Developments to give a presentation regarding proposals at Chattenden.

Members agreed that the presentation offer should be accepted for interested members.

Members also raised concerns that the public consultation process appeared heavily reliant on online engagement methods.

Resolved:

That a presentation be arranged with Esquire Developments.

Action: Clerk to arrange suitable dates.

19. Date of the next meeting

The next Parish Council meeting will be held on Thursday 4th June 2026 at Chattenden Community Centre.

There being no further business to discuss, the Chairman closed the meeting to the press and public at 9.35pm.

Signed: _____

Chairman

Dated: _____