

**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 2<sup>nd</sup> October 2025 at 7.00pm.**

**Parish Councillors present:** Cllr Fray  
Cllr Barton  
Cllr Sparks  
Cllr Cutting  
Cllr Gissing  
Cllr Hopson  
Cllr Chester  
Cllr Pearce  
Cllr Sands  
Cllr Wood  
Cllr Styles  
Cllr Mitchell

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

**The meeting was chaired by Councillor Sands.**

**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 Williams – Personal reasons
- Cllr Tildesley - Holiday
- Cllr Koroma - Work
- Cllr Francis – Sickness
- Cllr Dunkley – Personal reasons

**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.

***There were no declarations of interest.***

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.**

It was proposed by Cllr Cutting, seconded by Cllr Chester, and agreed by all present that the minutes of the meeting held on 4<sup>th</sup> September 2025 be approved and signed.

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

**4. Matters Arising.**

There were no matters arising.

**5. Public Session.**

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

A resident attended the meeting and raised concerns regarding the overgrown vegetation at the access junction from the Chimes development that was obscuring the sightlines.

It was agreed that this should be reported to Medway Council.

**Action: Clerk to action.**

**6. Police and PACT Report.**

Cllr Cutting reported that a PACT meeting is due to be held in the Village Hall on 21st October 2025 at 7pm.

**7. Urgent Matters.**

There were no urgent matters raised with the Chairman's consent.

**8. Financial Matters.**

*To receive the financial statement and to authorise any payments.*

The monthly financial statement was circulated and considered by members. The bank balances and payments were reviewed.

It was proposed by Cllr Sparkes, seconded by Cllr Barton, and agreed by all present that the financial statement be approved.

**9. Clerk's Report.**

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

**a. Christmas Lighting**

- Christmas tree has been ordered and will be erected week commencing 10th November at a cost of £830 plus VAT.
- Christmas tree lights will be erected as soon as the tree has been put up.
- The lights for the Village Square have been ordered through Medway Council.

**KALC COMMUNITY AWARDS SCHEME 2026**

We are delighted to announce that we have now launched the 2026 KALC Community Awards Scheme, with support from Kent County Council, the High Sheriff of Kent, and the Mayor of Medway. This follows a very successful 2025 Awards Scheme, which was adopted by 90 member Councils.

The Award Winners receive a framed certificate. The Council can decide whether to present something extra to their winner.

Celebration Evening: For 2026, the High Sheriff of Kent has agreed to host an evening of celebration on Wednesday 8th April 2026. This will be held at the Shepherd Neame Brewery, in Faversham.

This will be a unique opportunity for nominees to be recognised among fellow nominees and to receive their award directly from the High Sheriff of Kent, KCC Chairman/Mayor of Medway.

***It was agreed that Members would consider a recipient from the 2025 Award.***

**10. Chairman's Report.**

*To receive the Chairman's Report.*

The Chairman presented a detailed report covering three main areas of work.

### Rural Exception Housing

The Chairman highlighted the increasing difficulties faced by younger residents in accessing affordable housing within the parish, and the challenges for older residents wishing to downsize but remain within the community.

It was therefore unanimously agreed that the Parish Council would consider a Rural Exception Site strategy. This approach allows homes to be built outside normal development boundaries where they will remain permanently affordable for local people. It was agreed that a small Working Group would be formed, chaired by the Chairman to map land within parish ownership that might be suitable for this purpose.

In addition, it was agreed that the Parish Council would write formally to Medway Council to request:

- That a Housing Needs Survey is commissioned to identify the scale and nature of local demand.
- Advice on potential rural exception sites.
- Guidance on funding opportunities and delivery mechanisms.

### Judicial Review – Sturdy Club Site

The Chairman updated members on the recent request from Cllr Pearce to pursue a judicial review of Medway Council's decision on the Sturdy Club site. He confirmed that following consultation with the Parish Council's planning advisor, Dave Chetwyn, it was confirmed that the strict timescales involved, and the high costs (likely in excess of £30,000) meant the parish would have very little chance of success.

## **11. Alliance of Hoo Peninsula Parish Councils.**

The Chairman reported that a meeting of the Alliance of Hoo Peninsula Parishes was being scheduled for October, with invitations extended to ward councillors.

## **12. Ward Councillors' Reports.**

Ward Councillors reported on the following matters:

- Large-scale development applications – Updates on Gladman's proposals and Chatham Barracks; concerns raised about local infrastructure capacity.
- Ecological evidence – Developers' surveys often limited; need for the PC to commission professional bird and ecology surveys.
- Recent planning refusal for 22 Walters Road that he was assisting to appeal.

## **13. Parish Council Committees.**

### **a. Events Committee.**

Cllr Cutting presented the Events Committee report and gave a full update on planned and forthcoming activities.

#### Harvest Tea – Saturday 4th October 2025

Members were informed that all 100 places for the Harvest Tea in the Village Hall had been pre-booked and that the waiting list had now been closed. The event, scheduled for 2.30pm, will include a full programme of activities, with tea, biscuits, cakes, sandwiches, a raffle, quiz, and bingo.

The Committee confirmed that final preparations are in place and expressed thanks to volunteers for their support in delivering the event.

#### Christmas on the Green – Saturday 29th November 2025 at 5.00pm

The Committee confirmed that the annual Christmas on the Green has been arranged and will once again provide a festive evening for residents. Santa will arrive on his sleigh and distribute gifts to

children. Entertainment to be provided by The Two Nightingales, who will perform alongside the Salvation Army Band leading carols between sets.

First aid cover will be arranged prior to the event. A top-up of the PPL/PRS music licence is also being progressed.

#### Pantomime – Saturday 3rd January 2026

The Committee reported that the Parish Pantomime will be Dick Whittington, performed by Chaplin Pantos. The performance will take place at 2.30pm in the Village Hall. Tickets will go on sale in early December, pricing to be agreed.

Members recorded their thanks to Ward Cllr Sands for sponsoring the event through his Ward Councillor Fund.

#### New Year's Eve Event – 31st December 2025

The Events Committee proposed to hold a New Year's Eve event in the Village Hall, aimed at families and residents of all ages. Cllr Gissing agreed to lead on the arrangements, with the support of the Events Team.

Plans include the provision of a DJ, and an informal format where attendees will bring their own food and drink. Ticketing arrangements to be agreed.

The Events Team confirmed they would be responsible for cleaning the Hall the following day, ensuring all rubbish is removed and the venue is left tidy.

Discussions to take place with the Hall Manager regarding the music licence, as the existing licence PC expires on 7th December 2025.

The Parish Council agreed that the Events Committee should proceed with New Years Eve arrangements, subject to:

- An annual music licence being purchased by the Village Hall.
- Hall Manager's approval for the use of the building on this date.
- Clear ticketing arrangements being set out in advance to cover costs.

#### b. Environment Committee.

Members received the Environment Committee minutes, and the following was agreed:

1. Noticeboard Policy – recommendation for adoption.
2. Kingshill Footpaths – recommendation to accept Safeplay SUDS Bond quotation (£12,982 + VAT).
3. Kingshill Gate – recommendation to approve Safeplay Self-Closing Gate (£2,946 + VAT).
4. Pottery Road MUGA & Half Pipe – to agree replacement; refer to joint committee for siting; seek pump track alternatives; negotiate with Medway re S106 funding.
5. Pottery Road Footpaths – to accept Crittenden Groundworks quotation (£23,465.20 + VAT).

#### c. Finance, Audit and General Purposes Committee.

Members noted the conclusion of the 2024/2025 Audit and the publication of this on the Parish Councils website in line with the Audit Regulations.

### **14. Planning Matters.**

#### a. Planning Applications Received.

The following planning applications were considered by the Parish Council:

MC/25/1285 - 26 Elm Avenue, Chattenden, Rochester, Medway, ME3 8LZ

Demolition of existing side structures and single storey side extensions: Construction of new entrance door and side garage and rear extension with dormers in roof.

**Parish Council: No objection.**

MC/25/1731 - The Five Bells, 1 Stoke Road, Hoo St Werburgh, Rochester, Medway

Retention of mobile seafood stall.

**Parish Council: No objection.**

MC/25/1828 - 46 Tenor Drive, Hoo St Werburgh, Rochester, Medway, ME3 9LP

Retrospective application for a new boundary treatment.

**Parish Council: No objection.**

MC/25/1881 - Fenn House Farm, Fenn Street, St Mary Hoo, Rochester, Medway

Construction of a detached triple garage to front.

**Parish Council: No objection.**

b. Planning Decisions by Medway Council.

MC/25/1560

Roughways Barn Chattenden Farm Lodge Hill Lane Rochester Chattenden ME3 8NY

Replacement of two detached timber framed double garages

Approval with Conditions

MC/25/1534

Vine Cottage 1 Balls Cottages Main Road Chattenden Rochester Medway ME3 8LL

Construction of a 2.9m high brick wall to front and side - removal of existing wall

Refusal

Notification of Refusal of Planning Permission to Develop Land.

Take Notice that the Medway Council in pursuance of its powers under the above Act

HAVE REFUSED PERMISSION for the development of land as described above in accordance with your application for planning permission received complete on 28 July 2025.

FOR THE FOLLOWING REASONS:

1 The proposed 2.9m brick wall would result in an extremely dominant and visually harsh development which is out of keeping with, and completely at odds to, the character to the street scene that would detrimentally harm the character and appearance of the area contrary to Policy BNE1 of the Medway Local Plan (2003) and National Planning Policy Framework 2024 paragraphs 131 and 135.

MC/25/1469

2 Miskin Road Hoo St Werburgh Rochester Medway ME3 9EB

Construction of a single storey side and rear extension

Approval with Conditions

MC/24/2403

Land To The South Of Stoke Road Adjacent Yew Tree Lodge Hoo St Werburgh Rochester Medway

Approval of the Reserved Matters of appearance, landscaping, layout and scale for the erection of 100 dwellings alongside associated landscape, works and infrastructure, and the discharge of conditions 5, 6, 7, 8, 9, 10, 12, 18, 20, 23, 24 and 27 in relation to planning permission MC/19/3129

Approval with Conditions

c. Appeals.

No matters were reported.

d. Other Planning Matters.

No matters to consider.

**15. Memorial Garden.**

*To receive a report on the Memorial Garden.*

The Clerk reported that the tree work had been undertaken, and the fencing and landscaping work was due to commence in October sometime.

**16. New Community Centre.**

*To receive an update for the new Community Centre.*

It was reported that the Open Day had been held as planned and a meeting was due to be arranged in the near future to discuss the costs for the new community centre.

**17. Village Hall**

*To receive an update on the Village Hall from the Oversight Committee.*

A written report was received on financial matters, operational issues, and ongoing maintenance. LED lighting upgrades (£1,100) was approved, and boiler servicing scheduled.

The Clerk explained the role of the Oversight Committee to all present.

It was agreed that a meeting should be arranged in the near future to address this further.

**18. Date of the next meeting – Thursday 6th November 2025 – Hoo Village Hall.**

**There being no further business to discuss, the Chairman closed the meeting to the press and public at 9.05pm.**

**Signed:**\_\_\_\_\_

**Dated:**\_\_\_\_\_