

**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 4<sup>th</sup> September 2025 at 7.00pm.**

**Parish Councillors present:** Cllr Fray  
Cllr Barton  
Cllr Sparks  
Cllr Francis  
Cllr Tildesley  
Cllr Cutting  
Cllr Gissing  
Cllr Koroma  
Cllr Hopson  
Cllr Dunkley  
Cllr Chester  
Cllr Pearce  
Cllr Williams  
Cllr Sands  
Cllr Wood

**Also: Sherrie Babington - Parish Clerk, PC Dave Brett 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 Mitchell - Work
- Cllr Styles - Holiday

**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 Sparkes, seconded by Cllr Fray, and agreed by all present that the minutes of the meeting held on 3<sup>rd</sup> July 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.*

Two members of the public addressed the meeting:

- Concerns were raised regarding disruption caused by construction works at the Army Camp. In particular, questions were raised about the lack of notice and the impact of road closures on traffic flow.
- Questions were raised regarding Medway Councils legal duty to publish financial information relating to infrastructure improvements linked to new housing developments.

It was confirmed that an annual Infrastructure Funding Statement was produced by Medway Council and this was publicly available.

## 6. Delegated Authority Report for Formal Ratification.

A full report detailing actions taken under delegated authority during the August recess was presented and considered by members. These included:

### a. Removal of Recycling Bin – Pottery Road Recreation Ground

The recycling bin was removed by a contractor based on Medway City Estate at a cost of approximately £65 + VAT. The removal has improved the area and reduced fly-tipping.

### b. Transfer of Funds – Village Hall

A transfer of £5,000 was approved to support the Village Hall's cash flow.

### c. External Maintenance – Village Hall

A quotation for £1,730 was approved for essential maintenance, including paving repairs, guttering, vegetation clearance, and painting.

### d. Tree Maintenance – Pottery Road Recreation Ground

Members received a separate written report confirming urgent tree works had been completed under delegated authority following safety concerns raised by Kent Fire & Rescue. Works included removal and maintenance of dead and dangerous trees, including a dead poplar. Replacement planting will be considered once the wider landscaping is reviewed following completion of the Community Centre.

***It was proposed by Cllr Pearce, seconded by Cllr Fray and agreed by all members present to ratify all four items under delegated authority.***

## 7. Police and PACT Report.

Cllr Cutting reported that a PACT meeting is due to be scheduled for October. Members were asked to report any incidents or concerns to the police directly.

PC Dave Brett attended the meeting and reported that he would be stepping down from his role at Christmas. He updated members on his replacement. He reported on a busy summer period, during which local officers had frequently been deployed to other areas to support with protests. He noted that the number of motorbike-related issues in the parish had decreased.

PC Brett also outlined police arrangements for the upcoming Halloween period. A discussion followed regarding ongoing issues within the parish.

Cllr Chester highlighted the rising problem of electric bikes being used on recreation grounds, particularly at Hoo Common. It was noted that there are currently no signs in place to prohibit such use.

It was therefore agreed that the Parish Council would purchase appropriate signage to prohibit electric bikes on all recreation grounds.

***Action: Clerk to progress the purchase and installation of appropriate signs.***

It was further reported that a new 360-degree CCTV camera had recently been installed at the Village Green.

The Parish Council recorded its thanks to PC Dave Brett for his dedicated service to the community over the years and extended its best wishes to him for the future.

#### **8. Urgent Matters.**

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

#### **9. 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 Williams, seconded by Cllr Sparkes, and agreed by all present that the financial statement be approved.

It was further agreed that a breakdown of salary costs would be included for members information.

#### External Audit Report 2024/25

Members received and noted the External Auditor's Report and Certificate for the year ended 31 March 2025. The Council acknowledged the finding in respect of the period for the exercise of public rights, which was one working day short of the statutory requirement.

It was noted that this was an administrative oversight by the Clerk, who has not made this error in previous years. Members accepted the explanation and agreed that the Parish Council acknowledges the error and has implemented additional checks and procedures to ensure full compliance with the Accounts and Audit Regulations in future years.

#### **10. Clerk's Report.**

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

##### a. Newsletter

The summer edition of the Parish Council newsletter was published and delivered with *The Net* in August. The next edition is scheduled for October/November.

##### b. Parking Concerns – Coombe Road/Newitt Road Junction

A resident raised concerns about vehicles parking on corners, causing obstruction. The Parish Council has requested enforcement action.

PC Brett stated that this was a police action and the biggest offenders were associated with the chemist.

##### c. Rural Liaison Board – Open Meeting

An Open Meeting of the Rural Liaison Board will take place on Tuesday 16th September 2025 at 6pm at St George's Centre.

#### **11. Chairman's Report.**

*To receive the Chairman's Report.*

The Chairman reported on funding for the Community Centre and shared ideas he had to raise additional funds to help finance the current shortfall. He discussed the potential of launching a "Hoo Lottery" and confirmed he was still exploring this and other options.

He also spoke regarding fundraising events with local businesses, along with other external funding avenues, that were being investigated.

The Chairman emphasised that additional Section 106 funding would be required to deliver the full scope of the project.

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

The Chairman reported that the Alliance continues to meet regularly to coordinate responses to strategic issues, including the Local Plan.

## **13. Ward Councillors' Reports.**

*To receive Ward Councillors' Reports.*

Ward Councillors gave their reports to the meeting on the following:

### Ward Cllr Pearce

- Provided an update on local planning matters, including the ongoing Gladman's application.
- Informed members that a chalk stream within the parish had now been officially recognised by Natural England.
- Reported on the recent installation of a new CCTV camera covering the village centre.
- Gave an update on the resurfacing of the roundabout at the top of Bells Lane.
- Confirmed that the Local Plan consultation period had now closed and the Plan would be submitted to the Planning Inspector for examination in early 2026.

### Ward Cllr Sands

- Reported that Medway Council was now building a new care home that would remain under Council ownership. He stated that he felt this was a positive step forward for Medway.
- Spoke about the ongoing availability of the Cost of Living Grant administered by Medway Council.
- Informed members that he would be making a donation from his Ward Councillor Fund to support the Hoo pantomime and other community events planned for this year.

## **14. Parish Council Committees.**

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

Cllr Cutting gave a report on the VJ event that had been held in August and arrangements for Harvest Tea planned for 4th October 2025.

She also reported on other planned events for the year.

### **b. Environment Committee.**

Members received the Environment Committee update as circulated:

Members received and noted the written update circulated with meeting papers.

It was agreed that an Environment Committee meeting would be arranged in the coming weeks.

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

No matters to report.

## 15. Planning Matters.

### a. Planning Applications Received.

The following planning applications were considered by the Parish Council:

MC/25/1109 - Oak Lea House , Lodge Hill Lane, Chattenden, Rochester, Medway.

Construction of an oak mansard extension to replace the existing conservatory and a single storey extension to garage to replace the existing structure.

**PC action: No objection.**

MC/25/1178 - 20 Gamelan Crescent, Hoo St Werburgh, Rochester.

Construction of a replacement outbuilding to the side of the garden (revised roof design).

**PC action: No objection.**

MC/25/0966 - 22A Walters Road, Hoo St Werburgh, Rochester, Medway, ME3 9JR

Extension to outbuilding to rear for conversion to independent supported living accommodation.

**PC action: No objection.**

MC/24/2403 - Land to The South of Stoke Road Adjacent Yew Tree Lodge, Hoo St Werburgh, Rochester, Medway, ME3 9BH.

Approval of the Reserved Matters of appearance, landscaping, layout and scale for the erection of 100 dwellings alongside associated landscape, works and infrastructure.

**PC action: Objection.**

MC/25/1264 - 9 Gordon Road, Hoo St Werburgh, Rochester, Medway, ME3 9ET.

Construction of a two-storey side and single storey rear extension - demolition of existing garage and conservatory.

**PC action: No objection.**

MC/25/1255 - 10 Linton Dann Close, Hoo St Werburgh, Rochester, Medway.

Construction of a single storey rear extension and new fishponds - demolition of existing timber patio area and fishpond.

**PC action: No objection.**

MC/25/1190 - 58 Kingshill Drive, Hoo St Werburgh, Rochester, Medway, ME3 9JW.

Conversion of garage to habitable room.

**PC action: No objection.**

MC/25/1299 - Flanders Farm , Ratcliffe Highway, Hoo St Werburgh, Rochester.

Application under Schedule 2, Part 6 Class A of the Town and Country Planning (General Permitted Development) (England) Order 2015 for the construction of a workshop for the storage of machinery and equipment - remove existing storage containers.

**PC action: No objection.**

MC/25/1431 - Unit 215, Kingsnorth Industrial Estate, Hoo St Werburgh, Rochester.

Construction of a new building (Class B2), provision of tanks including the storage and processing of cooking oil, methanol and wastewater, installation of electric generators, provision of access roadway and parking and ancillary works including perimeter enclosure, overhead gantry and landscaping - retention of existing building Class B2).

**PC action: No objection.**

MC/25/1469 - 2 Miskin Road, Hoo St Werburgh, Rochester, Medway, ME3 9EB.

Construction of a single storey side and rear extension.

**PC action: No objection.**

MC/25/1534 - Vine Cottage, 1 Balls Cottages, Main Road, Chattenden, Rochester.  
Construction of a 2.9m high brick wall to front and side - removal of existing wall.

**PC action: No objection.**

MC/25/1560 - Roughways Barn , Chattenden Farm, Lodge Hill Lane, Rochester.  
Replacement of two detached timber framed double garages.

**PC action: No objection.**

MC/25/1612 - Buttercrook Wharf , Vicarage Lane, Hoo St Werburgh, Rochester.  
Construction of an industrial building with mezzanine to be used for purposes falling under Class E of the UCO (Light industrial and small office) - demolition of existing office building.

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

**PC action: No objection.**

b. Planning Decisions by Medway Council.

Members noted the planning decisions as circulated with the agenda.

c. Appeals.

TOWN & COUNTRY PLANNING ACT 1990

ENFORCEMENT NUMBER/PLANNING NUMBER: MC/25/0595

APPEALS REF: APP/A2280/W/25/3368758

LOCATION: 53 Chattenden Lane Chattenden Rochester Medway

I refer to the above details. An appeal has been made to the Secretary of State against Medway Council's Refusal decision for the proposed development described above.

The appeal will be determined on the basis of Written Representation. The procedure to be followed is set out in Part 2 of The Town and Country Planning (Appeals) (Written Representations Procedure)(England) Regulations 2009, as amended.

We have forwarded all the representations made to us on the application to the Planning Inspectorate and the appellant. These will be considered by the Inspector when determining the appeal.

All representations must be received by 22 August 2025. Any representations submitted after the deadline will not usually be considered and will be returned. The Planning Inspectorate does not acknowledge representations. All representations must quote the appeal reference.

TOWN & COUNTRY PLANNING ACT 1990

ENFORCEMENT NUMBER/PLANNING NUMBER: MC/24/2073

APPEALS REF: APP/A2280/W/25/3367776

LOCATION: 47 Chattenden Lane Chattenden Rochester Medway

I refer to the above details. An appeal has been made to the Secretary of State against Medway Council's Refusal decision for the proposed development described above.

The appeal will be determined on the basis of Written Representation. The procedure to be followed is set out in Part 2 of The Town and Country Planning (Appeals) (Written Representations Procedure)(England) Regulations 2009, as amended.

We have forwarded all the representations made to us on the application to the Planning Inspectorate and the appellant. These will be considered by the Inspector when determining the appeal.

All representations must be received by 28 August 2025. Any representations submitted after the deadline will not usually be considered and will be returned. The Planning Inspectorate does not acknowledge representations. All representations must quote the appeal reference.

d. Medway Council Local Plan.

Members were updated on the Medway Councils Local Plan consultation that had now closed.

e. Other Planning Matters.

No matters to consider.

**16. Memorial Garden.**

*To receive a report on the Memorial Garden.*

Memorial Garden Project – Update

In line with the previous approval from the Parish Council, the Memorial Garden project is now progressing. The contractor has been appointed to undertake the additional fencing work and landscaping at the site, and the Tree Surgeon has been appointed to carry out maintenance and cutting back of the trees along the perimeter of the site.

The tree works are scheduled to take place during September, with the anticipated start date for the remainder of the Memorial Garden works in October.

The project is now moving forward, and completion is anticipated by the end of the year.

Cllr Williams informed members that the Memorial Stone was now due to be delivered on 5<sup>th</sup> September.

**17. New Community Centre.**

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

Members noted that Architects Presentation that had taken place prior to the start of the meeting and discussed that arrangements for the Public Open Day on Saturday 6<sup>th</sup> September at 10am.

**18. Village Hall**

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

Cllr Dunkley gave an update report on the Village Hall, including health and safety matters that required attention.

He reported that there was currently no hot water in the toilet facilities, and a quotation had been received for £5,000 to reinstate the hot water system.

This work had been approved by the trustees and would now proceed.

It was also reported that a contracted, lockable bin had been placed in the hall car park for hire-related waste. Members agreed that consideration should be given to securing the bin to the wall.

**19. Date of the next meeting – Thursday 2<sup>nd</sup> October 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:** \_\_\_\_\_