

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 5th March 2026 at 7.00pm.**

Parish Councillors present: Cllr Fray
 Cllr Chester
 Cllr Pearce
 Cllr Styles
 Cllr Dunkley
 Cllr Sparks
 Cllr G Francis
 Cllr Tildesley
 Cllr Cutting
 Cllr Wood
 Cllr Barton
 Cllr Koroma
 Cllr Marshall
 Cllr J Francis

Also: Sherrie Babington - Parish Clerk, Ward Councillor Sands and 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 Cutting - Holiday
- Cllr Williams – Personal
- Cllr Koroma – Arrived late to the meeting

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. Parish Councillor Vacancies.

Members welcomed the two new councillors who had been successfully co-opted at the February meeting.

Both councillors signed their Declaration of Acceptance of Office at the commencement of the meeting in accordance with the Local Government Act 1972.

Members noted that one vacancy remains, and that the by-election will take place on Thursday 12th March 2026.

4. Minutes of the Previous Meeting.

It was proposed by Cllr Styles, seconded by Cllr G Francis, and agreed by all present that the minutes of the meeting held on 5th February 2026 be approved and signed.

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

5. Matters Arising.

The following were reported to members:

Abbey Farm Development – Highways Meeting

Members received the following verbal report from the Chairman regarding the site meeting held on 18 February 2026 attended by parish councillors, ward councillors and Medway Council officers.

During the meeting members raised serious concerns regarding restricted sight lines caused by vegetation when exiting Four Elms Place.

Medway Council officers advised that there was currently no recorded collision data, however councillors emphasised the potential safety risks to residents.

Officers indicated that removal of the bushes may be considered rather than repeated trimming. Members were advised that a report would be prepared by Medway Council following the site visit and circulated to those in attendance.

The Clerk confirmed that a follow-up email had been sent requesting the report and including the relevant portfolio holder.

Defibrillator Funding

The Parish Council was unable to submit the grant application for a defibrillator at the requested location, as confirmation and full approval of the proposed location was required prior to submission and this had not been secured. The opportunity has therefore been passed to the Village Hall Manager to progress an application on behalf of the Village Hall as the alternative location.

Planning Matters

The agreed planning objections have been submitted to Medway Council in accordance with the resolutions made at the February meeting.

Webb Close / Kingshill Recreation Ground Access

The vegetation has now been cleared on the access route from Webb Close to Kingshill Recreation Ground. Quotations are currently being sought to review and improve the surfacing of the access.

Allotment

Following approval at the February meeting, arrangements have been made for the removal of the unauthorised laurel hedge at the allotments. This work is scheduled to be undertaken by the end of March.

Members noted the report.

6. Urgent Matters.

To consider any urgent matters raised by members.

No matters were raised.

7. Public Session.

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

A member of the public raised concerns regarding visibility issues at the Four Elms Place junction and thanked the Parish Council for their assistance in this matter.

Residents also raised concerns regarding activity taking place on adjacent farmland, where contractors had been observed undertaking works. Members advised that landowners may undertake certain activities prior to a planning application being submitted but confirmed that any future application would be closely monitored.

A further question was raised regarding the progress of Speedwatch. Members advised that the lead Councillor was currently away but would provide an update at the next meeting.

Members thanked residents for attending and raising their concerns.

8. **Financial Matters.**

a. **Financial Statement.**

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 and approved.

Resolved: That the financial statement be approved.

Proposed: Cllr Mitchell

Seconded: Cllr Wood

9. **Clerk's Report.**

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

Proposed New Road Name

Land at the Former Sturdee Club and Land at Stoke Road

Members considered the proposed road naming scheme submitted by the developer.

The names reflect themes associated with Saint Werburgh and local orchard varieties.

Members raised no objections to the proposed names.

Resolved: That the Parish Council raises no objection to the proposed road names.

10. **Chairman's Report.**

To receive the Chairman's Report.

The Chairman reminded members of the importance of following Parish Council protocols and ensuring that matters for discussion are submitted through the Clerk in the first instance so that they may be considered appropriately by the relevant committee.

The Chairman also reported on the following matters:

GDPR Training

Members recently attended a GDPR training session which provided useful guidance on information sharing and data protection responsibilities.

Incident at Hoo Common

Members were informed of an incident where a vehicle had driven onto Hoo Common causing significant damage to the ground surface.

The police were contacted and attended the following day. The driver was issued with a £100 fixed penalty notice for breaching the Public Spaces Protection Order and warned that further incidents could result in the vehicle being seized.

Members discussed the extent of the damage caused and agreed to pursuing civil action to recover the costs of repairs.

Resolved: That the Parish Council pursue civil action to recover repair costs.

Rural Liaison Meeting

The Chairman attended a recent Rural Liaison meeting where updates were provided on:

- Sustainable Urban Drainage Systems (SuDS)
- Lower Thames Crossing proposals
- Climate change initiatives

Local Government Reorganisation consultation.

Members discussed the Government consultation on Local Government Reorganisation and expressed concerns that the proposals may result in higher council tax and reduced rural representation.

Resolved: That the Parish Council submit consultation responses objecting to the proposals.

11. New Community Centre.

To receive an update for the new Community Centre.

It was reported that the architect had recently met with Medway Council planners to discuss queries raised following an objection received in relation to the planning application.

The queries related to:

- the relocation of the play area
- the proposed additional entrance to the car park
- landscaping arrangements.

Further clarification has been provided, and it is anticipated that a site meeting with Medway Council officers may be arranged.

Members noted the update.

12. Memorial Garden.

To receive a report on the Memorial Garden.

It was reported that:

- the specification for the new grassed area has been prepared and issued to contractors
- signage is currently being manufactured
- dog signage will be ordered shortly
- arrangements are being discussed with church volunteers regarding future maintenance.

Members noted the update.

13. Parish Council Committees.

a. Events Committee.

Cllr G Francis reported as follows:

Preparations for Dinosaur Day scheduled for 9 May are progressing well. Sponsorship has been secured.

Approximately 20 stalls have already been booked, and strong interest has been shown across the peninsula.

Members noted the report.

b. Environment Committee.

Kingshill Recreation Ground – MUGA Project

Members were advised that the anticipated installation of the Multi-Use Games Area (MUGA) at Kingshill Recreation Ground is scheduled to take place in April 2026.

The operational signage for the MUGA has been approved, agreed and ordered and will be installed as part of the overall project.

Members were further advised that the quotation for the footpath linking directly to the MUGA has been accepted and placed on order. The footpath will be installed concurrently with the MUGA to ensure full accessibility upon completion.

Members noted the update.

Path Extension – Webb Close Entrance

Members considered a formal quotation received for the extension of the recently installed path to the new Webb Close field entrance.

The proposed works include:

- Excavation to the required depth and removal of spoil from site
- Installation of a 1.2m wide SUDS Bond path
- Surfacing laid in accordance with EN1177 standards
- Installation over a compacted stone sub-base and geotextile membrane

The total cost of the works is £13,099.00 (exclusive of VAT).

Members were advised that the contractor had been approached to undertake the works as they installed the existing footpaths, ensuring consistency in specification, materials and finish.

It was further confirmed that the works will be funded from Section 106 funding held by the Parish Council for Kingshill Recreation Ground improvements.

Resolved:

That the quotation be approved and the works progressed.

Proposed: Cllr Wood

Seconded: Cllr Pearce

Hoo Common

Members were advised that the Medway Valley Countryside Partnership undertook their first task day at Hoo Common on Tuesday 3rd March 2026, carrying out conservation and maintenance works to the site.

Members noted the update.

Monthly Play Area Safety Inspections

Members were advised that the Parish Council previously used Medway Norse to undertake operational play area inspections. Due to ongoing difficulties in obtaining inspection reports, the Parish Council is required to put in place new arrangements for the 2026/27 financial year.

Members considered a quotation received from Safeplay Playground Services Ltd to undertake:

- Monthly operational inspections
- Coverage of two play sites
- 12 inspection rounds per annum

The cost is:

- £69.00 per inspection (exclusive of VAT)
- Annual total: £1,656.00 (exclusive of VAT)

Members were reminded that this is in addition to the requirement for an annual independent inspection.

Resolved:

That the quotation be approved and the new inspection regime implemented.

Proposed: Cllr Dunkley

Seconded: Cllr Styles

c. Finance, Audit and General Purposes Committee.

No matters were reported.

14. Planning Matters.

a. Planning Applications Received.

The following planning applications were considered by the Parish Council:

MC/26/0156 - 29 Vidgeon Avenue, Hoo St Werburgh, Rochester, Medway, ME3 9DD

Construction of a first-floor rear extension

PC Decision: No objection

MC/26/0137 - Darnet Yard Kingsnorth Works, Kingsnorth Industrial Estate, Hoo St Werburgh

Part retrospective application for change of use from industrial waste land to sui generis use (storage of raw materials, processing of aggregates including mixing of cement, and distribution mainly by cement lorries) together with installation of a concrete silo plant, associated concrete base and control room and retention of existing office building and associated works

PC Decision: No objection

MC/26/0203 - Hoo ST Werburgh MF, Stoke Road, Hoo St Werburgh, Rochester

Prior Notification under Schedule 2 Part 11 Class B of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) for the demolition and Removal of 1 no. mast

PC Decision: No objection

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

PC Decision: No objection

MC/26/0330 - 50 Trubridge Road, Hoo St Werburgh, Rochester, Medway, ME3 9EW

Construction of a single storey extension to rear

PC Decision: No objection

MC/26/0321 - 6 Berberis Gardens, Hoo St Werburgh, Rochester, Medway

Conversion of loft with rear dormer and two roof windows to the front elevation.

PC Decision: No objection

b. Planning Decisions by Medway Council.

MC/26/0010

9 Riverbourne Way Chattenden Rochester Medway ME3 8GX

Construction of a rear outbuilding.

Approval with Conditions

MC/26/0012

8 Trubridge Road Hoo St Werburgh Rochester Medway ME3 9EW

Neighbourhood consultation application for the construction of a single storey extension to rear.

The details submitted are as follows:

The extension will extend beyond the rear wall of the original dwelling by 4.5 m

The maximum height of the proposed extension from the natural ground level is 3 m

The height at eaves level of the proposed extension measured from the natural ground level is 3 m

Decision PD - App with Conditions Larger Homes Ex

MC/25/2527

Hundred Of Hoo Swimming Pool Main Road Hoo St Werburgh Rochester Medway ME3 9EY

Installation of new external air handling unit at Hoo Sports Centre

Approval with Conditions

MC/25/2348

Land At the Former Sturdee Club and Land at Stoke Road Hoo St Werburgh ME3 9BJ

Details pursuant to condition 11 (Air quality emissions mitigation statement) on planning permission MC/23/2857 for construction of 134no. residential dwellings (including affordable and over 55's homes), children's nursery (Class E(f)), cafe/community hub (Class E(b)/F2(b)) and commercial/retail floorspace (E(g)/E(a)), new public open spaces, sustainable urban drainage systems, landscaping and biodiversity areas and play areas. Access to be from 4no. new locations from Stoke Road. Provision of roads, parking spaces and earthworks - Demolition of the Sturdee Club and associated structures

Discharge of Conditions

MC/25/2303

Land At Former Deangate Ridge Golf Club Dux Court Road Hoo Rochester ME3 8RZ

Details pursuant to condition 10 (CEMP) on planning permission MC/23/2597 for Change of use from former golf course to community park comprising works to existing access and car park, cycle parking, formation of footpaths, landscaping, tree/scrub planting, boundary treatments, site interpretation and benches with associated works

Discharge of Conditions

c. Appeals.

TOWN & COUNTRY PLANNING ACT 1990

ENFORCEMENT NUMBER/PLANNING NUMBER: MC/23/1934

APPEALS REF: 6002996

LOCATION: Land At Ratcliffe Highway Hoo St Werburgh Rochester Medway

TOWN & COUNTRY PLANNING ACT 1990
 ENFORCEMENT NUMBER/PLANNING NUMBER: MC/24/2022
 APPEALS REF: 6004418

LOCATION: Land West of Hoo St Werburgh Rochester Kent

Appeals to be discussed as a Confidential Item.

c. Other Planning Matters.

Members received an update regarding the submission of the outline planning application for the redevelopment of Chattenden Barracks which proposes up to 450 homes.

Members expressed concerns regarding environmental impacts, infrastructure capacity and traffic implications.

Members agreed that this application should be closely monitored once validated and then referred to Dave Chetwyn for assistance with the PC representations.

15. External Reports.

a. Hoo Village Hall (Oversight Committee).

Members received a written update on the Village Hall from the Hall Manager.

b. Alliance of Hoo Peninsula Parish Councils.

Members received an update regarding the work of the Alliance and its continued involvement in planning and infrastructure discussions affecting the Peninsula.

c. Police and Pact Report.

Members noted that the next PACT meeting will take place on 7 April 2026.

d. Ward Councillors' Reports.

Ward Councillors provided updates on:

- highway maintenance and pothole repairs
- school crossing patrol provision
- ongoing planning matters affecting the peninsula.

Members noted the reports.

16. 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 – Planning Matters

17. Date of the next meeting – Thursday 2nd April 2026 – Hoo Village Hall.

There being no further business to discuss, the Chairman closed the meeting to the press and public at 8.20pm.