

**Hoo St Werburgh Parish Council**

**The Minutes of the Meeting of Hoo Saint Werburgh Parish Council  
Held in Hoo Village Hall on Tuesday 5<sup>th</sup> October 2021 at 7.30pm.**

***Councillor's present: Cutting  
Freshwater  
Pearce  
Rees  
Sands  
Savage  
Styles  
Tildesley  
Winstanley***

***Also: Parish Clerk.***

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

**1. Apologies.**

Apologies were received from Cllrs Counsell, Williams, and Fray.

**2. Declaration of Interests.**

No interests were declared.

**3. Minutes of the previous meeting.**

The Minutes of the previous meeting were circulated to all present.

It was proposed by Cllr Cutting to accept these as a true record, subject to an agreed amendment. This was seconded by Cllr Styles and agreed by all present.

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

**4. Matters arising from the Minutes.**

Cllr Pearce spoke regarding the July minutes and asked members to note that his attendance at PC meetings were not as a employee of the Village Voices and therefore the PC should contact the Village Voices directly regarding any matters for the publication.

His comments were noted.

**5. Public Comments.**

Residents attended the meeting to ask for the Parish Councils support in trying to resolve an ongoing flooding issue at their property along Abbots Court Road.

The Chairman informed members that he had been involved in this matter as a Ward Councillor and Medway Council were due to assist the residents, but had since withdrawn the offer. He stated that the Brook and culvert were the responsibility of Medway Council.

The residents spoke regarding the ongoing issues with the flooding of their property due to the Brook, and the action they had taken with Medway Council to try to find a resolution.

Cllr Sands stated that there was some confusion regarding the drainage, and he had requested information to try to ascertain the drainage layout.

This matter was discussed by members, and it was agreed that the Parish Council would formally write to Medway Councils Flood Officer to clarify the situation regarding the property and the action take to date by Medway Council.

**Action: Clerk to action.**

The Chairman thanked the residents for attending the meeting and stated that the PC would keep them informed of any action.

A resident informed the Parish Council that a property near Elm Ave had now become vacant and there were rumours that this would be developed.

The Chairman stated that the Parish Council was aware of the situation.

#### **6. Urgent Items.**

Cllr Cutting tendered her apologies and left the meeting at 8.05pm

#### **7. Financial Matters.**

##### Financial Statement.

The Financial Statement was circulated to all members.

This was proposed by Cllr Savage, seconded by Cllr Rees, and agreed by all present.

##### Grant Application.

The Clerk circulated a grant application submitted by Whoo Cares seeking a grant of £200 towards their 2021 Christmas Dinner event.

This was considered by members, and it was proposed by Cllr Savage to award the requested grant of £200, this was seconded by Cllr Rees and agreed by all present.

##### Audit Clearance Certificate.

Members noted the Audit Clearance Notice and the comments by PKF Littlejohn.

#### **8. Chairman's Report.**

Cllr Sands stated that the Rural Liaison meeting was due to be held by Zoom, he stated that it would be good to have a representative from Hoo PC attend this meeting.

Cllr Freshwater stated that he would attend to represent the Parish.

He gave his chairman's report to the meeting and reported on the following

He and Cllr Williams attended a Joint Parish Meeting with High Halstow PC. He stated that High Halstow PC does not believe that the Local Plan is sound and unsustainable. They were concerned about the Grant Determination Agreement for the HIF.

He stated that the Hoo PC had not supported that last legal letter sent by them, as the PC feared being drawn into a Judicial Review. He explained that there was a legal process that needed to be followed before this would be progressed, and the cost of such action was capped at £10,000 under the limited costs cap.

He stated that since this meeting the Parish Council had moved towards appointing its own Planning Consultant.

He reported that he had been approached by a developer asking to meet with the PC to discuss their proposals.

This was discussed and it was agreed that the PC should have a policy to cover such requests as it was not possible for the PC to meet with all developers to discuss their plans and proposals.

**Action: Clerk to draft policy for consideration by members.**

## 9. Clerks Report.

The Clerk's report was noted by members.

## 10. Committee Reports.

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

No matters were raised.

### b. Environment Committee.

The report from the Environment Meeting was circulated to all members and the recommendations were considered as follows:

#### Burial Ground

Recommendation that the Parish Council considers, in principle, the feasibility of having a Community Burial Ground.

The report and recommendation was noted, and it was proposed by Cllr Pearce to accept this, this was seconded by Cllr Tildesley and agreed by all present, with the exception of Cllr Savage who abstained from voting on this matter.

#### Allotments

Recommendation to reduce the allotment fees by 50% for the allotment year 21/22.

The report and recommendation was noted by members, and a vote was cast as follows:

3 in favour of a 50% discount for 2021/22

2 against the proposal

2 abstained from voting

It was therefore agreed that the 2021/22 fees for the allotment rent would be reduce by 50% for one year only.

Wardens Compound

The Environment Committee to seek the approval of the Parish Council to change the originally approved project, to incorporate a utility room with the Wardens Compound, and to submit the application to Medway Council on this basis.

The report and recommendation were noted by members.

It was proposed by Cllr Styles to accept this, seconded by Cllr Peace, and agreed by all present.

Cllr Sands stated that he felt that the Youth Club should be allowed to use the Village Hall for their meetings, this was a community hall, and they should not be excluded.

It was agreed that the PC would request a meeting with the Village Hall Management Committee.

Cllr Sands stated that the Parish Council would also like to have a set of keys for the hall for meetings, as at present they had to be collected the afternoon before each meeting.

Members raised concerns that the hall for the evenings meeting could not be accessed at 7pm due to another hirer, and therefore the meeting had to be arranged for 7.30pm, and yet this was free when some members turned up a 7pm.

It was agreed that the Clerk would raise these matters when writing to the VHMC to request a meeting.

**Action: Clerk to action.**

**11. Planning Matters.**APPLICATIONS RECEIVED SINCE THE LAST MEETING

- |            |  |
|------------|--|
| MC/21/2634 | 73 Miskin Road, Hoo St Werburgh, Rochester, Medway, ME3 9ED<br>Retrospective application for construction of a single storey rear extension -<br>demolition of existing rear projections.                                |
| MC/21/2660 | 8 Gamelan Crescent, Hoo St Werburgh, Rochester, Medway<br>Conversion of existing outbuilding into carport/habitable living accommodation<br>together with the construction of a link extension to dwelling and outhouse. |
| MC/21/2375 | 2 Old George Court, Main Road, Chattenden, Rochester, Medway<br>Change of use of land to residential to facilitate the construction of a detached<br>outbuilding.  |
| MC/21/2848 | 7 Trubridge Road, Hoo St Werburgh, Rochester, Medway, ME3 9EN<br>Conversion of garage to a habitable to space.   |
| MC/21/2822 | 89 Knights Road, Hoo St Werburgh, Rochester, Medway, ME3 9DY<br>Construction of a single storey extension to front to allow for wheelchair access.   |

Cllr Sands spoke regarding planning application MC/20/2884, Port Werburgh Vicarage Road Hoo Rochester Proposal for Retrospective change of use of land from Marina to form part of adjacent mobile home park to provide 6 mobile homes.

He stated that he was receiving complaints as a Ward Councillor regarding the Management of the site. The site was mixed use incorporating storage units. Cllr Sands stated that he felt that the PC should object to this despite this being a retrospective application.

Deangate - Norse planning application for extended use of Deangate – Cllr Sands reported that this application was due to be heard by MC Planning Committee on 13<sup>th</sup> October, to date 117 objections had been submitted online.

He stated that the PC had objected to this, and he would speak on behalf of the Parish Council at the meeting.

Cllr Sands stated that he felt that the PC should consider objections to an application outside of the Parish for 35 houses on land at Sharnel Street, on traffic grounds.

He reported that he had attended a meeting with Bellways to discuss their proposed access onto Kingshill Recreation Ground. He confirmed that they were due to install a large kissing gate at the entrance and he had agreed to this.

#### Appointment of Planning Consultant

The following report was circulated to all members for their consideration:

*The Parish Councils Planning Committee met on Thursday 30th of September for a presentation and meeting with Planning Consultant Dave Chetwyn of Urban Vision. All members of the Council were invited to attend this.*

*At this meeting Dave Chetwyn outlined how Urban Vision could help to the Parish Council in making representations to Medway Council regarding the Local Plan.*

*Please see the attached for details about the company.*

*Members went through the issues that the Parish Council has regarding the Local Plan and development in the area, and their concerns regarding the process followed for the Local Plan and the Hoo Development Plan.*

*Dave Chetwyn confirmed that he is able to assist the Parish Council in formulating its response on the Local Plan, and through the Public Inquiry process, if necessary, by assisting the Parish Council and supporting Councillors in representing the PC views at the public Inquiry.*

*In formulating the Parish Council response to the Local Plan, Urban Vision would work with parish councillors who are familiar with the issues, and go through the Local Plan and supporting documentation, to challenge the areas where the PC has concerns, and present reasons arguments supporting the PC's concerns and objections.*

*Cllr Rees has prepared the attached Brief for Urban Vision or any other Planning Consultant that we may wish to engage, this has been approved by the Planning Committee.*

*Urban Vision has submitted an estimated cost for their services, the likely cost of reviewing the Local Plan and preparing a detailed report would be between around £3,000 and £5,000 + VAT. This depends on the range of documents they review. This would include interactive on-line sessions with council members.*

*The Planning Committee has recommended the appointment of Dave Chetwyn and Urban Vision to take this forward on behalf of the Parish Council and to put this as a recommendation to Full Council.*

***At this meeting members are asked to consider the recommendation from the Planning Committee, this report, and the attached information, and agree whether to progress with the appointment of Urban Vision to assist the Parish Council in formulating its response to the Medway Councils Local Plan.***

The report was discussed by members and noted. It was proposed by Cllr Styles that the report be accepted, and the PC appoint its own Planning Consultant to assist with its representations to the Local Plan. This was seconded by Cllr Rees and agreed by all present.

***Action: PC to appoint Urban Vision to work with the PC on the Local Plan.***

It was agreed that the following Parish Councillors would form a Working Group to liaise with Urban Vision on this project:

Cllrs Williams, Rees, Freshwater, Pearce and Sands.

***Action: Clerk to liaise with Urban Vision to arrange a meeting when appointed.***

## **12. Neighbourhood Plan Report.**

No matters were reported regarding the NHP.

It was reported that a PACT Meeting had been arranged by Cllr Cutting, this had been Chaired by Cllr Styles. Unfortunately, this had been poorly attended, however the police had been present, along with the MC Community Team, two PCSO's and Ward Councillors.

## **13. Ward Councillors report.**

Cllr Sands gave his report as Ward Councillor.

He reported on the Local Plan, the HIF and the Hoo Development Plan and stated that a Full Council meeting of MC was due to take place on 7<sup>th</sup> October to consider the Local Plan.

He stated that as an independent Ward Councillor he was fighting to object to this.

**14. Date of next meeting.**

Date of next meeting – Thursday 4<sup>th</sup> November 2021 @ 7pm.

*There being no further business to discuss, the Chairman closed the meeting to the press and public at 9.25pm.*