

**Minutes of Meeting held Thursday 10<sup>th</sup> March 2022**

**The Emmanuel Centre, Cliffe Woods**

**PRESENT:** Cllrs Barry Dibble (BD), Fred Harper (FH), Sue McDermid (SM), Annette Cooper (AC), Ken Kentell (KK), Ray Letheren (RL), Andy Keates (AK) Sandra Fenney (SF), Robert Wyatt (RW) and Joan Darwell (JD)  
Ward Cllr Gary Etheridge



Parish Clerks- Chris Fribbins (PO) and Michelle Dolley (RFO)  
The meeting opened at 7:30

- | NO  | ITEM  |
|-----|---|
| 119 | <b>APOLOGIES FOR ABSENCE</b> – Cllrs Peter Clements (Covid related), Jim Wenban (Unwell), Cllr Vivienne Walton (Family) and Malcolm McLeod<br>Cllr RL proposed to accept the apologies, seconded by Cllr AC- <b>ALL AGREED</b>  |
| 120 | <b>DECLARATIONS OF INTEREST</b> – Cllrs SM (Cliffe Woods Community Association) and Cllr SF (Cliffe Memorial Hall and Cliffe Woods Community Association)   |
| 121 | <b>Co-Option-</b> There was one member present for co-option, Mr Peter Moore. A brief description was circulated to all Cllrs before the meeting. Mr Moore left the room, whilst discussions took place. Cllr AK proposed to co-opt, this was seconded by Cllr SM- <b>ALL AGREED</b> . All forms will be signed for acceptance of position.<br><br><b>ADJOURNMENT-</b> 3 Members of the public were present.<br>One member wished to address the parish council regarding litter picking. A litter picking group has been arranged in Cliffe Woods, with the next meeting on the 17.03.2022 and the 31.03.2022 will be the 'Spring Watch- Clean-Up for Britain' meet. The member was requesting additional litter pickers that are now required with the associated PPE. Cllr Gary Etheridge also mentioned here Medway are taking part in the 'Great British Spring Clean-up' and offered help with this at the end of the month. Cllr SM wished to express her thanks on behalf of the parish council for all the hard work that this group has been doing over the last few months. Cllr FH proposed buying the equipment needs (20 pickers + PPE- region of £200) and donating to the group, this Was amended by Cllr RW to a sum of £250, seconded by Cllr SM- <b>ALL AGREED</b> . |
| 122 | <b>APPROVAL OF MINUTES OF MEETING ON 10/02/2022</b><br>Cllr SM requested a minor amendment to the apologies, subject to this these were proposed as correct by Cllr RL, seconded by Cllr AC- <b>6 AGREE, 4 ABSTENSIONS- MAJORITY DECISION</b>   |
| 123 | <b>MATTERS ARISING FROM MINUTES OF MEETING held on 10/02/2021</b><br>Elsewhere on agenda  |
| 124 | <b>REPORT: CLERKS</b><br>Clerk PO reported that a letter had been received from the Kent and Sussex Air ambulance requesting a donation. Cllr BD proposed a donation of £250, seconded by Cllr RW- <b>ALL AGREED</b> .<br>Clerk PO also reported on the boundary review, which was conducted by Medway Council.   |
| 125 | <b>REPORT: CHAIR</b> <ul style="list-style-type: none"><li>• Reported on the large volume of correspondence relating to Trenport and the upcoming seismic survey.</li><li>• Youth council and committee- Progress is needed on this item.</li><li>• Village Assets- Review, dispose and update the software, which Clerk RFO and Cllr AK are organizing.</li><li>• Personnel Committee- Discuss the structure of current vacancies</li><li>• Jubilee Celebrations- Thanks to Cllr Darwell and Di Harper for their efforts in organizing the celebrations</li></ul>  |
| 126 | <b>Report: Finance &amp; General Purposes (Cllr Keates/Clerks)</b><br>1) <b>To receive a report and recommendations of the F&amp;GP meeting held Tuesday 1<sup>st</sup> March 2022 in St Helens House Cliffe</b>  |

- a. To note financial reports (to 28<sup>th</sup> February)- NOTED- These were also checked against the bank statements by Cllr BD
- b. To agree Payments and note Receipts as necessary (since F&GP the pay settlement from, April 1<sup>st</sup>, 2021, has been agreed. This is normally accepted for the Clerks. The backpay will be calculated and included on the Payments sheet. These were proposed by Cllr RL, seconded by Cllr SF- **ALL AGREED**
- c. To agree recommendations from F&GP
  - i. Annual Risk Assessment – Recommended approval. This was proposed by Cllr BD to accept, seconded by Cllr KK- **ALL AGREED**
  - ii. Annual Parish Meeting – 14<sup>th</sup> April 2022, Emmanuel Centre, Cliffe Woods – to be confirmed suggested (meeting is strictly for residents but organised by the Parish Council). Any guest speakers/topics are welcome. Noted
  - iii. Small Hall and Cliffe Woods Car Park – quotes to be obtained for filling in the worst potholes and moveable barrier issues. Noted
  - iv. A small working party is required to help review the archive at our storage unit and see if there is any use for the old records, a local historian is also interested. There is limited storage available in the Medway Archives. Cllr SF had already volunteered with Cllr RW also joining.
- d. Grant application form received from Guides/Brownies/Rainbows. F&GP recommend a grant of £250. This grant was proposed by Cllr RW, seconded by Cllr SM- **ALL AGREED**.

Staterra Energy Ltd. The Clerk (PO) has been seeking updates on any potential activity on their plans discussed with the Parish Council in July 2021. An update has been received about plans to carry out seismology investigations in July/August 2022 using a bobcat (delivered by basic trailer) to map out the geology of the marshes 10,000' down (the Cliffe Anticline). He has supplied a video of the equipment in action. Depending on results there will either be no further action or further discussions. Cllr BD proposed to prepare a statement for the alerts page and website, which would include the received videos and pictures for residents, all Cllrs were happy with this decision.

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**Payments made February 2022**

Receipts	Feb	March
Bank Interest	0.27	
VAT Repayment	£1458.77	
Payments	Description	Amount
220301 Chris Fribbins	Feb Salary, Home Allow	
220302 Michelle Dolley	Feb Salary, Home Allow	
220303 John Davies	Feb Salary, Mileage	
220305 HMRC	PAYE ¼	£771.49
220311 Rialtus	MTD Software Renewal	£70.80*
PAYMENTS MADE UNDER DELEGATED/ PRE-APPROVED POWERS		
220309 ZOOM	Monthly Subscription	£14.30*
220304 Vonage	Parish Phone for Dec	£10.25*
220308 British Gas	Changing Rooms Elec Bill	£229.57*
220309 Cliffe Woods Primary School PTA	Donation	£500
220310 Vistaprint	Jubilee celebration printing	£42.79*

- Represents VAT, Reclaimable

Cllr RL proposed to accept the payments, seconded by Cllr SF - **ALL AGREED**

**127 REPORT: ALLOTMENTS- Cllr Clements, Letheren**

Clerk RFO reported that a Whatsapp group is being discussed for communications with the allotment holders. The GDPR consent for this group will be added into the invoices that will be sent out shortly.

**128 REPORT: PLANNING COMMITTEE (Cllr Harper/Clerk (PO))**

- 128.1** To receive a report on Planning issues dealt with by the committee under delegated powers and where the council is asked to decide/confirm - The committee met Thursday Feb 24th 2022, Meeting attended by FH (Chair), SM, AC, CF (Clerk PO)

- a) **MC/22/0190 Graceland Symonds Road Cliffe Rochester Medway ME3 7SY**  
Construction of a single storey front/side/rear extension incorporating rooms in roof space together with an extension to the existing front and rear dormers - demolition of garage and chimney stack. No Objection.
- b) **MC/22/0201 63 Brewer Road Cliffe Woods Rochester Medway ME3 8HY**  
Construction of replacement porch to front. No Objection
- c) **MC/22/0364 Kosy-nook 50 Town Road Cliffe Woods Rochester Medway ME3 8JJ**  
Construction of a single-storey extension to rear No Objection
- d) **MC/22/0453 Oast Cottage Station Road Cliffe Rochester Medway ME3 7RU**  
Construction of single-storey extension to rear No Objection to the reduced scheme.

There was no objections raised to the first four applications.

- e) **MC/22/0254 Land To The East And West Of Church Street Cliffe Rochester (Trenport)**  
Outline application with all matters reserved except for (access) for a residential development of up to 250 dwellings and a mixed-use community hub together with associated infrastructure including public open space and community facilities comprising a replacement sports ground and pavilion, with accesses from Church Street, Cooling Road and Buttway Lane  
Details discussed and a report will be produced and circulated to councillors for discussion/approval at the Parish Council meeting.

A letter was presented at the meeting, outlining the parish council's objections to the above application. There was one further comment proposed, to add to the letter, which was regarding the lack of a transport assessment plan. Cllr FH proposed to accept and send to Medway Council, seconded by Cllr BD- **ALL AGREED.**

The residents action group was also spoke about at the meeting- it was recommended that the parish council join them for the discussions.

- 128.2** Further Planning Applications Received since date of Planning Committee for decision or referral to Planning Committee

- a) **MC/22/0513 Land At Town Road Cliffe Woods Rochester Medway ME3 8JL**  
**Details pursuant to conditions 21 (air quality) and 24 (CEMP)** on planning application MC/19/0287 for Outline planning permission with some matters reserved (appearance landscaping layout and scale) for up to 225 residential dwellings including up to 25% affordable housing, introduction of structural planting and landscaping, informal public open space and children's play area, surface water flood mitigation and attenuation, vehicular access point from Town Road and associated ancillary works. – Site approval granted; this is details pursuant..
- b) **MC/22/0201 63 Brewer Road Cliffe Woods Rochester Medway ME3 8HY**, Construction of replacement porch to front.
- c) **MC/22/0254 Land To The East And West Of Church Street, Cliffe, Rochester**  
Outline application with all matters reserved except for (access) for a residential development of up to 250 dwellings and a mixed-use community hub together with associated infrastructure including public open space and community facilities comprising a replacement sports ground and pavilion, with accesses from Church Street, Cooling Road and Buttway Lane.

This was discussed at the meeting and the following points were raised:- Completion by 2025, the completion of the pavement and whether this is to be done before construction starts or before the first house is lived in, working hours for the construction noise and the site entrance.

**128.3 Other Planning Issues :**

- a) **Trenport Land Cliffe – Initial Outline Planning application for ACCESS** (all other matters reserved for future submission when details will be available).
- b) **Simpkins- MC/19/2836 (MC/16/3742)** Remaining reserved matters (appearance, landscaping, layout, and scale for the 50 Retirement homes (approved on appeal at outline stage) After refusal of the detail, the appeal has been **rejected by the planning inspector**. A further application received on the site MC/21/3380 Outline application with some matters reserved (appearance, landscaping, layout, and scale) for construction of nine detached houses but has **now been withdrawn by the applicant**.
- c) **MC/21/1287 Redrow(Gladmans) site West of Town Road** – Changes have been made following representations – **application approved by Medway Council**.
- d) **Esquire- MC/21/1694 (Orchard) South of View Road** – No further information or date for a decision. Concerns raised by statutory consultees regarding the Chattenden Woods SSSI which directly borders the site,
- e) **Draft Medway Local Plan** – awaiting an update as the publication of Draft, and Public Consultation will be further delayed to at least April 2022 with a possibility of regressing to the previous consultation stage if Medway Councillors want a significant change to the proposals.

**The next planning meeting is scheduled for Thursday 31.03.2022**

**129 Cliffe and Cliffe Woods Neighbourhood Plan**

Medway Council have agreed their timetable for progressing the plan (It was submitted on 1st September 2021) – to their cabinet on 8<sup>th</sup> March (and allowance for call-in by councillors) if agreed 18<sup>th</sup> March for public consultation – the meeting will be updated on progress.

**130 Report: Other Committees**

**130.1 Footpaths and Common Land – General Report – Cllrs Harper and Cooper-**  
Nothing to report

**130.2 Youth Liaison – General Report - Cliffe Woods – Cllrs McLeod (Chair), Wyatt. Fribbins & Dolley (Clerks) –** Nothing to report

**131 Report: Other Bodies**

**131.1 Cliffe and Cliffe Woods Community Trust – Report – Clerk (PO)/Cllrs Keates/Kentell -**  
Cllr KK reported a request for a grant has been received and reviewed and the access issues regarding Esquire is still ongoing.

**131.2 Cliffe Woods Community Centre Liaison- General Report- Cllr Walton-**  
Clerk PO reported the issues of the trees in regards to the planning application is still ongoing.

**131.3 Cliffe Memorial Hall- General Report- Cllr Fenney-** Cllr Fenney reported that the coffee mornings are still going well and are well attended, these take place on the 2<sup>nd</sup> Wednesday of the month. There is also a quiz night planned for 11.03.2022 and in April an Abba night.

**131.4 Brett's Liaison-** Nothing to report

**131.5 Rural Liaison Committee- Cllrs Keates –** Cllr AK reported that previous minutes had been circulated.

**131.6 Kent Association of Local Councils- Cllrs McDermid/Harper-** There was a meeting on the 23.02.2022.

**131.7 Police Liaison Committee/ PACT/ Police Surgeries- Cllr Wyatt-** Nothing to report

**131.8 Patient Participation Group- Cllrs McDermid/Fenney-** The next meeting will be on 23.03.2022

**131.9 Events- Platinum Jubilee- Cllr Darwell (Cliffe) and Cllr Walton (Cliffe Woods)-**  
It was reported that preparations for Cliffe were progressing well. Cliffe Woods preparations are also progressing with the second planning meeting taking place and a social media page has been started for this also. The next meeting is the 14.03.2022 for Cliffe Woods.

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**Other Reports**

Nothing to report

**Other items to be handed to the Clerk for the next meeting on**

**12<sup>th</sup> May following the Annual Parish Council Meeting at 7:30pm in the Small Hall, Church Street, Cliffe.**

Meeting Closed at 22:30

Signed by..... Chair and dated.....

**Action List**

2016	Yellow Line Restrictions – Cliffe & Cliffe Woods	Medway Council to Advertise Traffic Regulation Order/Consultation
2021/01	Dogs Bins in Remote Areas	Medway Council responsibility, have requested precise location for normal bin (Dog bins no longer supplied)
2021/01	Raw sewage on Town Road Cliffe Woods	Southern Water responsibility. Contacted 2021/1 awaiting reply. Ongoing problem exacerbated by heavy rain.
2021/03	Neighbourhood Plan	Parish Council have now approved Draft Plan and it has been formally submitted to Medway Council (1/9/21).
2021/04	Allotment Road – Type1 Aggregate	Type1 Aggregate sourced Clerk RFO is trying to get a mini digger to complete the works (initial work carried out to remedy the worst holes).
	Planning 101 One session in each village, Saturday morning/Midweek evening and recorded/session for our website.	Interest has come from several residents and an external person. Medway Planning contacted for support, waiting for a response.
	Asset Review	Cllr AK is organising this.
	Youth Committee – leaflet/meet with Strood Youth/Review Youth Equipment and disposal where required.	Cllr MM to arrange. CWCA would like to see equipment re-allocated and shed transferred to their ownership.