

**Minutes of Meeting held in St Helens House, Buttway, Cliffe**

**PRESENT:** Cllrs Ron Naughton-Dean CHAIR(RND), Barry Dibble VICE CHAIR(BD), Annette Cooper (AC), Sue McDermid (SM), Fred Harper (FH), Peter Clements (PC), Ray Letheren (RL), Victoria Baxter (VB), Robert Wyatt (RW), Malcolm McLeod (MM), Sandra Fenney (SF), Jim Wenban (JW) and Andy Keates (AK)



Parish Clerks- Chris Fribbins (PO) and Michelle Dolley (RFO)

This meeting opened at 7:30pm

**NO ITEM**

**155 APOLOGIES FOR ABSENCE** - Cllr Joan Darwell (Unwell)

**156 DECLARATIONS OF INTEREST** - None

**157 ADJOURNMENT**- No members of the public attended.

**158 APPROVAL OF MINUTES OF MEETING ON 16/01/2020**  
Proposed by Cllr Keates, Seconded by Cllr Wyatt- **ALL AGREED**

**159 MATTERS ARISING FROM MINUTES OF MEETING held on 12/12/19**  
As discussed at the last Parish Council meeting, there was a possibility of obtaining a youth shelter from Medway Youth Services, however this has been allocated to another Parish Council, due to them having a designated and suitable site.

**160 Co-option of Parish Councillors for both Cliffe Village Ward and Cliffe Woods**  
1 vacancy remains for Cliffe Woods Ward.

**161 REPORT: CLERKS**  
Clerk PO reported that there is a current consultation on the Medway Ward Boundaries, it includes two extra seats for the unitary council. At this stage the consultation is about principles to be followed in setting the boundaries and not the actual ones, actual proposals will follow which the Parish Council may also wish to respond to.

**162 Report: Chair**

- Chair reported that the appraisals had now taken place, with the outcomes due to be brought to the council in due course.
- Also, training was highlighted. Cllr Naughton-Dean proposed to approve Clerk RFO's ILCA (Introduction to Local Council Administration), seconded by Cllr Dibble- **ALL AGREED**.
- Communication was also discussed- Specifically acknowledgement for emails sent to Cllrs so it is known that they have been received. Response to Clerks emails as appropriate should there be a need to respond and also from Clerks.

**163 Report: Finance & General Purposes (Cllr Dibble/Clerks)**  
To receive a report and recommendations of the F&GP meeting held Tuesday 4th February at St Helens House

a) To note financial information circulated.

b) To note receipts & payments and approve as necessary (including any updates since the F&GP)

**Cllr Dibble proposed approval of payments, seconded by Cllr Cooper- ALL AGREED**

c) To note recommendations agreed under delegated powers- **None**

d) To agree recommendations

a. The Buttway – That the grassed area be closed off completely over the winter months, including if necessary, to have all access keys back.

St Helens Church did raise concerns over the closure of the grassed area closure. Cllr Dibble proposed to close the grass area until Easter, where a further review will take place as per the recommendation. Cllr McDermid did raise the need to communicate this as much as possible with residents to minimize disruption and apologies for any inconveniences this may cause. Cllr Wenban proposed an amendment that it closes until further notice, seconded by Cllr Letheren-

**6 AGREE, 6 AGAINST- CHAIRS CASTING VOTE AGAINST.** The original proposal was put forward again, seconded by Cllr Wenban- **11 AGREE, 1 AGAINST.**

b. Recreation Ground – s106 monies (£13,000 from Manor Farm development) be used for the betterment of the skate park and play area in Cliffe.

Cllr Dibble proposed to focus on equipment within the play area, fencing in the ball court and skate park using the above monies and address other issues as funds become available, seconded by Cllr McDermid- **ALL AGREE**

c. Quotes have been received for a crown lift and removal of low vegetation on the Memorial Hall/Recreation Ground boundary (to be circulated by email). The Memorial Hall have an issue with loss of light into the kitchen etc.

Cllr Dibble Proposed the approval of Bloomfields quote on the above works, seconded by Cllr Cooper- **ALL AGREED**

d. Allotment Access Road – To revisit in the summer with aggregate from Bretts Aggregates and roller/whacker plate.

Cllr Dibble proposed to revisit this in the summer, seconded by Cllr Wenban- **ALL AGREED**

**163 Finance Report/ Draft Finance Reports Circulated-**

**A** Bank reconciliation, Balances, Council Detail Report- NOTED

**163 Payments to be made-**

<b>Receipt's</b>	<b>September</b>	<b>October</b>
<b>Payments</b>	<b>Description</b>	<b>Amount</b>
200201- Chris Fribbins	Clerk PO Salary, Home Allow, Mileage	
200202- Michelle Dolley	Clerk RFO Salary, Home Allow, Mileage	
200203- John Davies	Caretaker Salary, Mileage	
200204 Louise Whitear	Relief Caretaker	
200205 Vonage	Parish Phone	£9.25*
200210 Rural Kent	Annual Subscription	£105.00
200212 Cliffe Woods Community Association	Annual Grant 2 <sup>nd</sup> ½	£2500
200213 Cliffe Memorial Hall	Annual Grand 2 <sup>nd</sup> ½	£2500
200214 Volker Highways	Buttway Hardstanding Area	£1,017.82*

\*Includes VAT (reclaimable) \*\* VAT on receipt to be paid to HMRC.

Proposed by Cllr Dibble, Seconded by Cllr Cooper- **ALL AGREED**

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

There was a report about the road conditions leading into the allotments becoming worn and cars are getting damaged when driving on it, actioned by F&GP to be addressed in the summer.

**165 REPORT: - Planning Committee- (Cllr Harper/Clerk (PO))**

**A** The following planning applications comments were circulated and sent as per our Standing Orders as they were due prior to this meeting: (to note)

**MC/20/0007 22 New Road Cliffe Rochester Medway ME3 7SL** Application for a Lawful Development Certificate (proposed) for construction of a dormer window with Juliet balcony to rear and installation of roof lights to front to provide additional living accommodation within roof space. Lawful development certificate will be decided on technical grounds by Medway planning officers. There being no planning reason for requesting a full planning application unless the planning authority decides.

**MC/19/3125 Land Between 5 -11 Tennyson Avenue Cliffe Woods Rochester Medway ME3 8JF**

Application for approval of reserved matters being access, appearance, landscaping, layout and scale pursuant to planning permission MC/17/4068 - Outline application with all matters reserved for construction of a pair of semi-detached houses with associated parking (A declaration of interest would be required of CWCA Trustees if discussed further, although they no longer own the land, it is now the neighbouring property (Cllr Walton is appointed as a trustee by the parish council so does not need to declare an interest)). Noting the approval of scale of the development at outline stage, the council has no objection, accepting that the outline which included indicative development has been approved, there is a concern about the density of the development.

**MC/19/3329 Land Between North Bank And Conway/Haylands To South West Of Sunnyside Station Road Cliffe Rochester Kent ME3 7RN**

Construction of one 2-bedroom and two 3 bedroom detached dwellings with associated parking and landscaping; construction of external workshop space - demolition of existing outbuildings Objection raised regarding the development outside the boundaries of the villages with no valid reason for the exception being given. The site of the development has no facilities and no highways access other than somebody else's track. This will affect the amenity of existing properties in the area.

**MC/19/2554 2 View Road Cliffe Woods Rochester Medway ME3 8JQ**

Details pursuant to conditions 4 (CEMP), 7 (secure cycle parking), 8 (Foul and surface water disposal) and 10 (landscaping) on planning permission MC/18/0799 for Partial demolition of existing dwelling and construction of a 4-bedroom detached dwelling with associated parking, amenity space and landscaping. Details pursuant to an approved development. Concerns had been raised at the full planning application stage, prior to approval.

**MC/20/0088 Hermitage Cooling Street Cliffe Rochester Medway ME3 7TZ**

Construction of first floor extension including the construction of dormers together with a porch to ground floor front elevation, a juliet balcony to rear, alterations to chimney and construction of a driveway and vehicle crossover to front - Re-submission of MC/19/2098 The parish council objects to the application as it is not in keeping with the existing properties in an area with no facilities and outside the established villages of Cliffe and Cliffe Woods.

**RESPONSES NOTED**

- B The following planning applications have been circulated to the planning committee (and other councillors). A response is due after this meeting (feedback from Planning Chair to be circulated)**

**MC/20/0168 48 Englefield Crescent Cliffe Woods Rochester Medway ME3 8HD**

Construction of a detached single storey annex to rear Objection to be raised with the development of this residential annex as it has full facilities and has no practical dependence on the main dwelling. This creates an unwarranted form of backland development with no allocation of car parking or frontage onto the street. It creates a precedent for similar developments.

Proposed Cllr Harper, Seconded Cllr McDermid – response to be sent

- C Further planning applications notified following the Planning Committee, publication of the initial agenda and the meeting.-**

**MC/20/0287 5 Graveney Close, Cliffe Woods, Rochester, Medway, ME3 8LB**

Construction of a single storey extension to rear  
Deferred to Planning Committee to review.

**165.2 Other Planning Issues- None**

**165.3 Medway Local Plan - No new updates**

**165.4 MC/16/3669 LAND OFF TOWN ROAD, CLIFFE WOODS (Gladmans) - No new update**

**165.5 MC/16/3742 LAND SOUTH OF VIEW ROAD, CLIFFE WOODS (Simpkins) - No new update**

**165.6 Land at Cliffe (Trenport) – No new update**

**165.7 Lower Thames Crossing – New consultation on changes to the scheme (connections to A2/M2 south of the Thames but no direct implications for the parish. NOTED**

**166 Cliffe and Cliffe Woods Neighbourhood Plan**

Subject to discussions with Medway Council it is now hoped to consult on the Draft Plan in April/May (Parish approval will be sought)

**167 REPORT: OTHER COMMITTEES**

**167.1 Footpaths and Common Land – General Report – Cllrs Harper/Darwell –**

After reporting asbestos fly tipping to Medway Council, they have contacted a specialist team to collect and remove it.

**167.2 C&CW Neighbourhood Plan Steering Group – General Report – Clerk (PO) Reported earlier**

**167.3 Youth Liaison- General Report- Cllr Walton**

Clerk RFO reported that now the budget process is completed there is the new focus on establishing the youth-parish council. Local schools will be visited and there is already some interest from local youths and support from Medway Youth Support.

**167.4 Governance Working Party- Cllr Naughton-Dean –**

There was a meeting on 10.02.2020- Main objectives was the GDPR Checklist being completed and terms of reference for committees (to be agreed parish council)

**168 REPORT: OTHER BODIES**

**168.1 Cliffe and Cliffe Woods Community Trust – Report – Clerk (PO)/Cllr Keates**

Nothing to report. Next meeting 14/02/20

**168.2 Cliffe Woods Community Centre Liaison – General Report – Cllr Walton**

Upgrade to hall plans is still ongoing. The fete date has been changed to 13.06.2020

**168.3 Cliffe Memorial Hall – General Report – Cllr Fenney - Nothing to report**

**168.4 Brett's Liaison – Cllr McDermid/Clerk (PO).** Nothing to report, meeting is now annually (March/April).

**168.5 Rural Liaison Committee – Cllr Naughton-Dean –** Nothing new to report. Minutes of previous meeting have been circulated.

**168.6 Kent Association of Local Councils (Medway) – Cllr McDermid/Cllr Harper.** Nothing to report

**168.7 Police Liaison Committee & Councillor/Police Surgeries –** Nothing new to report

**168.8 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott)- Cllr McDermid/Cllr Fenney.** Nothing new to report. Next meeting 12.03.2020

**168.9 Friends of North Kent Marshes Cllr Darwell –** Nothing to report

**169 Other items to be handed to the Clerk for the next meeting on 12th March 2020 in the Emmanuel Centre, Parkside, Cliffe Woods at 7:30pm.**

Meeting Closed at 21:00

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

**Appendix MA1903**

	<b>MATTERS ARISING FROM MINUTES OF MEETING ON 08/02 /18</b>	<b>Action By</b>
Oct 86.2	<p><b>Neighbourhood Plan</b> – Workshops complete, work starting on draft plan. Housing needs survey sent out with Clarion. Planning consultant Lorraine Hart appointed and work to start on preparing draft plan. Low response rate (14% to HNS) Policy writing training workshop held on 28 November. Remaining grant of £3,816 agreed and needs to be spent by 31/3/18. Draft Local Plan has no site allocations in Cliffe or Cliffe Woods, consultation March to May. Steering group to look at site assessments for land in SLAA and any other land that could be developed as part of the Neighbourhood Plan. New Locality Grant bid approved and at a higher level than applied for – runs to 31/3/19. Consultation on potential Draft Version carried out July 2019 – aiming for a Regulation 14/Draft Plan to be submitted to Medway Council in October. <b>This will now be delayed due to Medway Council feedback and possible timing issues with the Local Plan.</b></p>	Clerk (PO) NHP