



Cliffe and Cliffe Woods Parish Council

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To all Parish Councillors, you are summoned to attend the meeting of Cliffe and Cliffe Woods Parish Council to be held **Thursday 12th December 2019, in the Emmanuel Centre, Parkside, Cliffe Woods at 7:30pm**

AGENDA

1.0 **Apologies for Absence**

2.0 **Declarations of Interest**

Disclosable Pecuniary Interests under the Code of Conduct for Parish Councils.

A councillor, who declares a pecuniary interest may not participate in discussion or vote on the matter. If an interest is not declared at the outset of the meeting, it should be disclosed as soon as the interest becomes apparent. Dispensation may be requested in writing to the Clerk (Proper Officer) who under certain circumstances will allow a councillor to speak and vote on the matter.

3.0 **Adjournment** (Members of the public can question the Parish Council and raise issues)- 30 minutes max, limit of 10 minutes per person. (not part of parish council meeting)

4.0 **Approval of Minutes of Meeting held on 14/11/19**

5.0 **Matters Arising from Minutes of Meeting held on 14/11/19** (see action list with minutes)

6.0 **Co-option of Parish Councillor for Cliffe Woods.** CVs to be circulated (if anybody comes forward)

7.0 **Report: Clerks** (Clerk PO/RFO)

7.1 Matters dealt with since last meeting, not on the Agenda (verbal report at meeting)

A reminder that Cliffe Woods School have invited parish councillors to a special event at the school at 10am 17th December – names required before the event.

8.0 **Report: Chair - Verbal**

9.0 **S106 Offer of Allotments as part of the Gladman Development**

The Medway Planning Manager has asked if the parish council would reconsider their rejection of the allotment offer. He had communicated by email and also attended the F&GP meeting (3/12) to discuss. He explained the way that Medway Council use the s106 procedure even for applications that they turn down and he is keen that the parish council get some benefit IF the application is approved (especially at planning appeal when the ability to add further s106 is usually lost).

10.0 **Report: Finance & General Purposes (Cllr Dibble/Clerks)**

Meeting held Tuesday 3rd December 7:30pm at St Helens House, Buttway, Cliffe

Present Cllrs Dibble (Chair), Cllrs Cooper (Vice-Chair), Naughton-Dean, Letheren, Fenney, Walton (in attendance Cllrs Harper, McDermid)

Clerks Fribbins, Dolley

Apologies Cllr Wenban (work), Cllr Darwell (work), Cllr Keates (Family)

10.1 **S106 – Dave Harris Medway Council Planning Manager**

Cllr McDermid and Cllr Harper were present for the meeting with Dave Harris.

10.2 **Finance report** Initial Draft Finance reports circulated - Bank Reconciliations, Balances, Council Detail Report NOTED.

- 10.3 **Payments to be made Initial draft Receipts and Payments** circulated. NOTED Updated document will be circulated with the council papers and at the council meeting.
- 10.4 **Changing Room Update (Clerk PO/Clerk RFO) General Update**
Clerk RFO reported that the cleaner has reported the Henry wet-vac is not working properly and the large broom is currently missing. There is a possible drainage problem within the officials rooms- as water is pooling.
- 10.5 **Caretaker- Relief Caretaker/Cleaner**
The relief caretaker has met with the current caretaker to shadow work and learn the areas. The work contract has also been completed.
- 10.6 **Parish Council Vacancies** There is now just one vacancy remaining (for Cliffe Woods Ward).
- 10.7 **The Buttway** Following quotes from Volker Highways, Chair proposed that both proposals are put to full council for approval of works, seconded by Cllr Letheren- ALL AGREED.
- 10.8 **Budget**
Projected figures until the end of the year was presented to Cllrs, along with a sample budget. It was recommended by Chair that salaries and the unplanned expenditure was revised for the Parish Council meeting in January when the budget needs to be agreed, seconded by Cllr Walton- ALL AGREED.
- 10.17 **AOB**
Reports of large HGV'S are still going through the village. Cllr Dibble recommended larger signs should be installed and to recommend this to the Highways Department at Medway Council. (there is a 'picture' sign at the entrance to the 'High Street' area.
- 11.0 **Allotments – General Report** – Cllrs Letheren, Clements, Clerk (RFO).
- 12.0 **Report: Planning Committee** (Cllr Harper/Clerk (PO)) August Planning
- 12.1 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/19/2931 Satis House Cooling Street Cliffe Rochester Medway ME3 7TZ**
Construction of an agricultural barn
No objection in principle but building could be closer to exiting buildings
- MC/19/2560 2 View Road Cliffe Woods Rochester Medway ME3 8JQ**
Application for non-material amendment to planning permission MC/15/3679 - for amendment to pitch of porch roof No Comment Required
- MC/19/3002 13 View Road Cliffe Woods Rochester Medway ME3 8JQ**
Construction of a single storey rear extension (demolition of existing conservatory)
No Objection
- MC/19/3005 Land West Of Town Road Cliffe Woods Rochester Medway ME3 8JX**
Application for a non-material amendment to planning permission MC/18/2961 for the re-working of the internal arrangements and consequential changes to window locations and /or new/removal of windows on some elevations. No Objection
- 12.2 The following planning applications have been circulated to the planning committee (and other councillors). A response is due after this meeting.
- MC/19/3006 30 Milton Avenue Cliffe Woods Rochester Medway ME3 8TP**
Demolition of an existing garage and construction of a new two storey dwelling onto the side of an existing dwelling and creation of hard standing to front to facilitate parking for both properties.
- MC/19/2836 Land South of View Road Cliffe Woods Rochester Kent**
Application for approval of reserved matters being appearance, landscaping, layout and scale pursuant to planning permission MC/16/3742 (Allowed under appeal reference APP/A2280/W/18/3202264) - for construction of 50 retirement homes comprising a 2/3 storey block of apartments and single storey

bungalows with ancillary meeting room, gymnasium, office, parking and garaging (**THE FULL APPLICATION**)

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

12.4 **Other Planning Issues**

Medway Local Plan

The latest information is that Highways England need more information about the potential impacts to M2/J1 and this could delay the next stage of the Local Plan until after April 2020. In the meantime an updated Strategic Land Availability Assessment (SLAA) is planned to be published later in December. This is an assessment of land put forward for development by interested parties and should provide the 2-5 year development land that will allow some control of future applications (although no consultation on this).

MC/16/3669 LAND OFF TOWN ROAD, CLIFFE WOODS (Gladmans)

Medway Planning are now actively considering the parallel application **awaiting further feedback from the parish council (see F&GP item re. provision of allotments to the parish council)**

MC/16/3742 LAND SOUTH OF VIEW ROAD, CLIFFE WOODS (Simpkins)

Planning appeal (written representations) – Appeal allowed (31/12) Full Planning Application awaited. Double Yellow lines implemented on the View Road bend, paid for by the development. A meeting has taken place between the parish council/NHP steering group and the developer. Final drawings received, **Awaiting the full application registration. Initial plans have been viewed and there are a number of concerns – accepting that access and ‘scope’ of the development has been established in the outline application.**

Land at Cliffe (Trenport)– The applicant met with the Parish Council & Neighbourhood Plan Steering Group on Wednesday 18th September. Indicative plans for their land were reviewed and some impacts discussed. Outline Planning is due for submission in February 2020 as seasonal information is required for the Environmental Impact Assessment. Residents consultation will be carried out via a leaflet to all households in the parish – no public meeting or exhibition is planned, by Trenport.

Andrew’s site Thameside Terminal, Cliffe There has been concern raised by as resident about activities on the site and seeking an update. The issues have been reported to Medway Planning Enforcement.

13.0 **Cliffe and Cliffe Woods Neighbourhood Plan**

Detailed feedback has been received from Medway Council re. the pre-draft Neighbourhood Plan which had been submitted to them. The comments are being reviewed and any necessary changes made, the Draft Local Plan will go to formal consultation in late December/January.

The Neighbourhood Plan will need to show it responds to local housing need – the current suggestion is to set-up a Community Housing Trust and take on some of the low cost/affordable houses in those developments that have been approved.

14.0 **Report: Other Committees**

14.1 Footpaths and Common Land – General Report – Cllrs Harper and Darwell.

14.2 C&CW Neighbourhood Plan Steering Group – General Report – Clerk (PO) (see above)

14.3 Youth Liaison – General Report - Cliffe Woods – Cllr Walton, Cliffe Youth Club Clerk (PO)

14.4 Governance Working Party – Cllr Naughton-Dean (see above)

15.0 **Report: Other Bodies**

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

15.2 Cliffe Woods Community Centre Liaison – General Report – Cllr Walton

15.3 Cliffe Memorial Hall – General Report – Cllr Fenney.

15.4 Brett’s Liaison – Cllr McDermid/Clerk (PO) (now scheduled annually next meeting Spring 2020).

15.5 Rural Liaison Committee – Cllr Naughton-Dean

15.6 Kent Association of Local Councils (Medway) – Cllr McDermid/Cllr Harper

- 15.7 Police Liaison Committee & Councillor/Police Surgeries – Cllr Dibble The committee meets on an ad-hoc basis and have moved to the Hoo Village Hall, Pottery Road. The monthly surgeries are held in Gun Wharf (at the same date as the Liaison Committee) Issues to be reported/discussed should be passed to Cllr Dibble.
- 15.8 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott – Cllr McDermid/Cllr Fenney)
- 15.9 Friends of North Kent Marshes Cllr Darwell
- 16.0 Other Reports

Other items to be handed to the Clerk for the next meeting on 9th January 2020 in the Emmanuel Centre, Parkside, Cliffe Woods at 7:30pm.

Chris Fribbins Parish Clerk (PO) 6th December 2019