

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

**The Small Hall, Memorial Hall, Cliffe**

**PRESENT:** Cllrs Andy Keates (Chair) (AK)

Ken Kentell (KK), Sandra Fenney (SF), Ray Letheren (RL)

Fred Harper (FH), Joan Darwell (JD), Vivienne Walton (VW)

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

The meeting opened at 7:30



- | NO  | ITEM  |
|-----|---|
| 105 | <b>APOLOGIES FOR ABSENCE</b> – Cllrs Peter Clements (Covid related), Robert Wyatt (Family) Jim Wenban (Personal), Barry Dibble (Family) and Annette Cooper (Covid related), Sue McDermid (Covid related) and Malcolm McLeod<br>Cllr RL proposed to accept the apologies, seconded by Cllr FH- <b>6 AGREE, 1 ABSTENTION- MAJORITY DECISION</b>   |
| 106 | <b>DECLARATIONS OF INTEREST</b> – Cllrs VW (Cliffe Woods Community Association) and Cllr SF (Cliffe Memorial Hall and Cliffe Woods Community Association)   |
| 107 | <b>Co-Option-</b> There are currently two vacancies in the Cliffe Woods Ward following a resignation and an exclusion due to non-attendance. Both vacancies have been advertised and there was no call for an election in the statutory period so the council can proceed to co-option.<br><b>ADJOURNMENT-</b> Two members of the public were present for the meeting, relating to items on the agenda.   |
| 108 | <b>APPROVAL OF MINUTES OF MEETING ON 13/01/2022</b><br>The minutes were proposed by Cllr VW as correct, seconded by Cllr JD- <b>6 AGREE, 1 ABSTENTION- MAJORITY DECISION</b>  |
| 109 | <b>MATTERS ARISING FROM MINUTES OF MEETING held on 16/12/2021</b><br>Elsewhere on the agenda  |
| 110 | <b>REPORT: CLERKS</b><br>Nothing to report  |
| 111 | <b>Report: Chair-</b><br>Nothing to report  |
| 112 | <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 4<sup>th</sup> February 2022 in St Helens House Cliffe</b> <ol style="list-style-type: none"><li>To note financial reports (to 31<sup>st</sup> January)- <b>NOTED- The bank reconciliation was also checked against the bank statements by Cllr Barry Dibble at F&amp;GP.</b></li><li>To agree Payments and note Receipts as necessary- <b>These were proposed by Cllr SF, seconded by Cllr RL- ALL AGREED</b></li><li>To agree recommendations from F&amp;GP<ol style="list-style-type: none"><li>Cliffe Woods PTA – Donation of £500 in memory of the teacher Mr Allen towards an outdoor classroom facility, recommend Cllr Dibble, seconded Cllr Walton – <b>AGREED-</b> After discussions at the meeting Cllr KK proposed the recommended £500 donation, seconded by Cllr VW- <b>6 AGREE, 1 ABSTENTION- MAJORITY DECISION.</b></li></ol></li><li>Grant application awaited from:<br/>Guides/Brownies/Rainbows in Cliffe Woods towards their running costs.<br/>Cliffe Scout Group towards the provision of litter picking equipment for their groups, <b>STILL AWAITING FORMS FROM BOTH ORGANIZATIONS.</b></li></ol> <p>Cllr FH raised a request from a small group in Cliffe Woods around litter picking also and possibly purchasing extra equipment for them to use. A small group of volunteers has already started around the village. Also contact Medway Council, regarding the highways and byways with regards to cutting back branches and brambles, and the rubbish being within them.</p> |

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1B**Payments made January 2022**

Receipts	Jan	Feb
Bank Interest	0.27	
VAT Repayment		£1,458.77
Payments	Description	Amount
220201 Chris Fribbins	Jan Salary, Home Allow	
220202 Michelle Dolley	Jan Salary, Home Allow	
220203 John Davies	Jan Salary, Mileage	
200205 Cliffe Woods Community Ass	2nd ½ Annual Grant	£3,750.00
200206 Cliffe Mmorial Hall	2nd ½ Annual Grant	£3,750.00
220207 AJS Construction	Allotment Road + Boot Scraper	£1,686.00*
220211 KCS	Paper + plastic wallets	£29.93*
PAYMENTS MADE UNDER DELEGATED/ PRE-APPROVED POWERS		
220209 ZOOM	Monthly Subscription	£14.30*
220204 Vonage	Parish Phone for Dec	£10.25*
220208 British Gas	Changing Rooms Elec Bill	£140.17*
220210 Business Stream	Water Bill	£159.06

- Represents VAT, Reclaimable

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

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

Clerk RFO reported that the allotment road has now been completed. Also reported was an issue with the allotment gates being left open/unlocked, an email is being sent to remind all allotment holders to lock this when leaving the premises. Rear gates to be checked.

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

114.1

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, January 27 2022, Meeting attended by FH (Chair), SM, AC, CF (Clerk PO)

- MC/22/0050 24 New Road Cliffe Rochester Medway ME3 7SL** - Construction of a single-storey extension to rear, installation of two small side windows to ground floor and changing the existing front porch from flat-roofed to pitched. Construction of dormer to rear with Juliet balcony for the conversion of loft to a habitable space - demolition of the existing rear conservatory. No objection, but clarity being sought about the use of a study in place of bedroom and impact on car parking requirements.
- MC/22/0100 Bell Farm House Cooling Street Cliffe Rochester Medway ME3 7UB** - Construction of a replacement garage with attached tool store - demolition of existing double garage - No objection, but request a condition preventing conversion to residential without a further planning application.
- MC/22/0163 Triest Ladyclose Avenue Cliffe Woods Rochester Medway ME3 8JL** - Construction of a single-storey extension and roof lantern to rear. No objection
- MC/22/0004 4 Reedham Crescent Cliffe Woods Rochester Medway ME3 8HT** - Installation of first-floor window to the front to facilitate the division of existing front bedroom into 2 bedrooms. No objection

**NOTED**

114.2

Further Planning Applications Received since the date of Planning Committee for decision or referral to Planning Committee

- 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.
- 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.

Items A+B were deferred until the next planning meeting.

Item C was spoken about at the meeting. Cllr FH confirmed that the planning committee will review all the documents for the next meeting, he also advised Cllrs to look at the documents themselves and send any comments to him for consideration for the planning committee. It was also decided to publish this item on the parish council website and social media sites for residents.

**114.3 Other Planning Issues :**

- a) **Trenport Land Cliffe** –No Planning submission yet. There is a risk of this site being added to approved sites in the Local Plan because of removals elsewhere. - **Discussed in item 114.2 (C)**
- 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) refused by Medway Planning and upheld by the Planning Inspector. (St Helens Meadow). 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. – **No further update**
- c) **MC/21/1287 Redrow (Gladmans) site West of Town Road** – Changes have been made following representations – 138 Private/46 Affordable, 184 Total (was up to 225), 3 Storey reduced to 2.5, no pedestrian access through Ladyclose/Mortimers- **NOW APPROVED WITH CONDITIONS**
- d) **Esquire- MC/21/1694 (Orchard) South of View Road** – No further information or date for decision- **NO FURTHER UPDATE**
- e) **Draft Medway Local Plan** – awaiting an update as the publication of Draft and Public Consultation will be further delayed to April 2022 with a possibility of regressing to the previous consultation stage if Medway Councillors want a significant change to the proposals.

**115 Cliffe and Cliffe Woods Neighbourhood Plan**

Medway Council has agreed their timetable for progressing the plan (It was submitted on 1st September 2021) – to their cabinet on 8th March, if agreed 18th March for public consultation.

**116 Report: Other Committees**

- 116.1 Footpaths and Common Land – General Report – Cllrs Harper and Cooper-**  
Nothing to report
- 116.2 Youth Liaison – General Report - Cliffe Woods – Cllrs McLeod (Chair), Wyatt. Fribbins & Dolley (Clerks) –** Nothing to report

**117 Report: Other Bodies**

- 117.1 Cliffe and Cliffe Woods Community Trust – Report – Clerk (PO)/Cllrs Keates/Kentell -**  
Cllr KK reported the last meeting was cancelled but another one is planned for Monday 14/02/2022.
- 117.2 Cliffe Woods Community Centre Liaison- General Report- Cllr Walton-**

Cllr VW reported that the planning application is now been submitted, although there is an issue with Medway Council and some trees. There is also a quiz night at the end of February and the new fire doors have been installed.

**117.3 Cliffe Memorial Hall- General Report- Cllr Fenney-** Cllr Fenney reported that they have changed their coffee mornings to the 2<sup>nd</sup> Wednesday of the month. Also reported was the planned Abba tribute night.

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

**117.5 Rural Liaison Committee- Cllrs Keates –** Cllr AK reported that previous minutes had been circulated and the next meeting is not planned until March.

**117.6 Kent Association of Local Councils- Cllrs McDermid/Harper-** The next meeting is scheduled for 23/02/2022 at 8:00, there is going to be a speaker present and a £10 payment from each parish council attending has been requested. The Chair requested this be taken off the chairman's allowance.

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

**117.8 Patient Participation Group- Cllrs McDermid/Fenney-** A meeting took place on 10/02/2022

**117.9 Events- Platinum Jubilee- Cllr Darwell (Cliffe) and Cllr Walton (Cliffe Woods)-**

Cllr FH raised some issues regarding the planting of trees, safety in Cliffe Woods car park regarding the potholes. He also proposed for the Parish Council to be the leading organization when speaking to other organizations about possible donations for the event, this was seconded by Cllr KK- **6 AGREE, 1 ABSTENTION- MAJORITY DECISION.**

A member of the public requested to speak here, due to her involvement in the Cliffe Woods Jubilee party organizing. It was mentioned about leaflets and needing them printed and distributed as not all residents have social media/email, it was agreed Clerk PO would give contact details for a local person who has helped previously. Also mentioned was the safety of using the carpark and getting the entrances/exit blocked, to ensure children are safe, Clerk RFO reported that Medway Council are waiving the £100 fees for road closures for this special event and recommended contacting them to close parts of Parkside on Saturday 04/06/2022.

Cllr JD also spoke about Cliffe's plans for the lighting of the beacons on Thursday 02/06/2022 and the party on Saturday 04/06/2022. There were initial concerns about the noise of fireworks from a few residents as reported by Cllr KK, however, it was noted that the date and times will be clearly publicised so all residents especially those with pets were aware.

## **118 Other Reports i**

Clerk RFO wanted to express sympathies on behalf of the parish council for Cllr Jim Wenban and Cllr Robert Wyatt.

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

**10th March at 7:30 pm in the Emmanuel Centre, Parkside, Cliffe Woods**

Meeting Closed at 21:45

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.