

Minutes of Meeting held in the Emmanuel Centre, Parkside, Cliffe Woods

PRESENT: Cllrs Ron Naughton-Dean CHAIR(RND), Barry Dibble VICE CHAIR(BD), Annette Cooper (AC), Sue McDermid (SD), Fred Harper (FH), Peter Clements (PC), Ray Letheren (RL)



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

This meeting opened at 7:30pm

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| NO | ITEM |
| 120 | APOLOGIES FOR ABSENCE
Cllrs Victoria Baxter (Unwell), Vivienne Walton (Family), Robert Wyatt, Joan Darwell (Family), Malcolm McLeod, Sandra Fenney (Unwell), Jim Wenban (Work) and Andy Keates |
| 121 | DECLARATIONS OF INTEREST - None |
| 122 | APPROVAL OF MINUTES OF MEETING HELD ON – 14/11/19-
Proposed by Cllr Dibble, Seconded by Cllr Cooper- ALL AGREED |
| 123 | ADJOURNMENT - None |
| 124 | MATTERS ARISING FROM MEETING HELD ON 14/11/19-
The parking of vehicles outside and around Cliffe Woods garage was still raising concerns with some councillors. Clerk PO did visit the garage and they have advised that although sometimes difficult to control, they will endeavour to eradicate the parking problems. |
| 125 | Co-option of Parish Councillors for both Cliffe Village Ward and Cliffe Woods
1 vacancy remains for Cliffe Woods Ward. |
| 126 | REPORT: CLERKS <ul style="list-style-type: none">• KALC Community Awards- Any nominations should be passed to Clerk PO before the January meeting. |
| 127 | Report: Chair <ul style="list-style-type: none">• Appraisal dates are to still be arranged with both Clerks- will now be in January. |
| 128 | S106 Offer of Allotments as part of the Gladman's Development
The Medway Planning Officer 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 (03/12) 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.

This was discussed again at some length. Cllr Clements proposed to uphold the previous decision of refusing the allotments, seconded by Cllr Naughton-Dean- 3 AGREE, 3 AGAINST- CHAIR HAD ULTIMATE DECIDING VOTE- UPHOLD PREVIOUS DECISION (REFUSAL OF ALLOTMENTS) |
| 129 | Report: Finance & General Purposes (Cllr Dibble/Clerks)
Meeting held Tuesday 3 RD 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) |
| 129.1 | Finance Report/ Draft Finance Reports Circulated-
Bank reconciliation, Balances, Council Detail Report- NOTED |

129.2 Payments to be made-

Receipt's	September	October
Payments	Description	Amount
191201- Chris Fribbins	Clerk PO Salary, Home Allow, Mileage	
191202- Michelle Dolley	Clerk RFO Salary, Home Allow, Mileage	
191203- John Davies	Caretaker Salary, Mileage	
191205 Vonage	Parish Phone	£9.25*
191206 Cleaner	Changing Rooms	£108.00
191210 British Gas	Changing Rooms Elec	£73.47*
191211 Amazon	MD Printer Part	£22.30*
191212 Aardvark Security	CCTV Cleaning	£68.00

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

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

129.3 Changing Room Update (Clerk PO/RFO)

The current cleaner has reported to Clerk RFO that they can no longer continue cleaning the changing rooms. Clerk RFO recommended offering the vacant position to the new relief caretaker, this was proposed by Cllr Dibble and seconded by Cllr McDermid- **ALL AGREED.**

The new boot scraper also needs to be re-sited.

129.4 Relief Caretaker/Relief Cleaner to appoint

The relief caretaker has met with the current caretaker to shadow work and learn the areas. The work contract has also been completed.

129.5 Parish Council Vacancies

There is now only one vacancy remaining - Cliffe Woods Ward.

129.6 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.**

Cllr Dibble proposed that both quotes from Volker Highways were accepted and for works to proceed, seconded by Cllr Letheren- **ALL AGREED.**

There is also an insurance claim at the far end of the Buttway due to a possible vehicle hitting the bollards. Cllr Dibble proposed to proceed with the claim, seconded by Cllr Letheren- **ALL AGREED.**

129.7 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.**

129.8 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).

Meeting finished at 21:45

130 REPORT: ALLOTMENTS- Cllr Clements, Letheren

Nothing to report.

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

- 131.1** The following planning applications comments were circulated and sent as per our Standing Orders as they were due prior to this meeting:

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 existing 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 (Esquire)

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

- 131.2 Planning Applications Received after the Planning Committee and the Agenda for 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. To be reviewed by the Planning Committee.

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**). **Objections to be raised and circulated by Planning Committee.**

- 131.3 Further planning applications notified following the Planning Committee, publication of the initial agenda and the meeting NONE**

- 131.4 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.

132 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.

133 REPORT: OTHER COMMITTEES

133.1 Footpaths and Common Land – General Report – Cllrs Harper/Darwell –

Nothing to report

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

133.3 Youth Liaison- General Report- Cllr Walton Nothing to report.

133.4 Governance Working Party- Cllr Naughton-Dean –

Nothing new to report

134 REPORT: OTHER BODIES

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

No meeting- nothing to report

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

Nothing to report

134.3 Cliffe Memorial Hall – General Report – Cllr Fenney No meeting to report.

134.4 Brett’s Liaison – Cllr McDermid/Clerk (PO). Nothing to report, meeting is now annually (March/April). An issue with Bretts vehicles leaving the site on occasion will be reported to them.

134.5 Rural Liaison Committee – Cllr Naughton-Dean –

Nothing to report- Next meeting January 2020

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

Clerk PO attended the AGM. Next meeting is February 2020

134.7 Police Liaison Committee & Councillor/Police Surgeries –

PACT next meeting in January 2020.

134.8 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott)- Cllr McDermid/Cllr Fenney.

A detailed report provided.

134.9 Friends of North Kent Marshes Cllr Darwell – Nothing to report

- 135 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.** (Since the meeting the next meeting has been deferred to **16th January** due to the need to reschedule the Finance and General Purposes Committee to avoid New Year's Eve.

Meeting Closed at 21.25

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

Appendix MA1903

	MATTERS ARISING FROM MINUTES OF MEETING ON 08/02 /18	Action By
Oct 86.2	Neighbourhood Plan – 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. This will now be delayed due to Medway Council feedback and possible timing issues with the Local Plan.	Clerk (PO) NHP