



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 11th July 2019, in the Small Hall, Memorial Hall, Church Street, Cliffe 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 **Approval of Minutes of Meeting held on 13/06/19**

4.0 **Adjournment** (Members of the public can question the Parish Council and raise issues)

5.0 **Matters Arising from Minutes of Meeting held on 13/06/19** (see action list with minutes)

6.0 **Co-option of Parish Councillors for both Cliffe Village Ward (one) and Cliffe Woods (one). CVs to be circulated (if any candidate comes forward)**

To consider the co-option of Mr Robert Wyatt (4 Station Road, Cliffe)

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

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

8.0 **Report: Chair**

- tba

9.0 **Governance Working Party (Chair)**

Report on recent meeting of the Working Party and recommended Standing Order and Financial Regulations for adoption.

10.0 **Report: Finance & General Purposes 2nd July (Cllr Dibble/Clerks)**

Meeting held Tuesday 2nd July 7:30pm at St Helens House, Buttway, Cliffe

Attendance Cllr Dibble (Chair), Cllr Cooper (Vice Chair), Cllr Naughton-Dean (Parish Chair), Cllr Sandra Fenney, Cllr Wenban, Cllr Walton

Chris Fribbins (Clerk PO), Mrs Michelle Dolley (Clerk RFO)

Apologies Cllr Letheren (unwell), Cllr Darwell (Work), Cllr Keates

10.1 **Finance report** Draft Finance reports circulated - Bank Reconciliations, Balances, Council Detail Report - NOTED

10.2 **Annual Return (AGAR)**

All documents have now been submitted to PKF Littlejohn and displayed on all 5 noticeboards. NOTED

10.3 **Payments to be made Initial draft Receipts and Payments** circulated. NOTED

10.4 **Changing Room Update (Cllr Naughton-Dean/Clerk PO) General Update**

A site meeting was held with Mr Tom Fenney and a suggestion was made to apply an improved flooring solution during the summer months. A quote from Polycoat flooring is being obtained for the flooring issues (other quotes will be required). Cllr Wenban has also visited the site with the Clerk (PO) and a tiler. The changing rooms have been measured checked for issue (the toilets and drain outlet will need to be raised slightly. A quote is awaited.

It was also noted that the annual renewal for the electricity contract is due at the beginning of August. Clerk RFO will be working with Cllr Cooper in order to obtain all the figures for this. It was also recommended that quotes be sought for the changing rooms to have its own separate water meter installed.

It was recommended that the changing rooms has a separate I&E spreadsheet for the meetings, in order to clarify the fiscal position related to pitch hire and changing rooms. This is to be referred to the PC for decision.

10.5 **Caretaker- Relief Caretaker/Cleaner to appoint –** No further interest currently so the position is still vacant. This will be advertised again and put on the website and extended social media pages.

10.6 **Parish Council Vacancies**

There has been an enquiry about a possible co-opt from Robert Wyatt (4 Station Road, Cliffe, details have been circulated. The applicant will be invited to attend the next full council meeting. There are currently two vacancies (one in Cliffe Village and one in Cliffe Woods).

10.7 **The Buttway**

- a) **Grass Surface/Vehicle Parking Entrance –** Permanent strengthening after of the main vehicle entry/exit needs to be done after the Summer Fete as it will need to be left to allow grass to re-grow. Quotes will now be sought when the new fencing has been installed.
- b) **Overnight nuisance –** Three fencing/bollard quotes have been received and will be discussed. Based on the supplied three quotes, it was recommended that the Findlay Fencing quote be accepted and referred to the PC for decision. Proposed by Cllr Fenney, Seconded by Cllr Wenban- **ALL AGREED**
- c) **Drainage-** A more detailed report is still awaited from Mike's Maindrain.

10.8 **Cliffe Play Area-** Annual inspection report received and circulated.

The report raised several issues. The most urgent of which was the matting at the bottom of the majority of the equipment. Some play equipment has limited matting left, due to grass growing over the top of it, and some is not sufficient enough to comply with latest regulations. Clerk RFO, will be obtaining quotes to replace matting within Cliffe Play Park as required.

Also mentioned was the steel plates on some of the older equipment, which Cllr Wenban will be inspecting and reporting what needs doing. Issues were also raised with the gates into the Play Area, including the Village Club which continues to be a problem.

10.9 **Cliffe Recreation Ground-**

On Friday 28.06.19 an incident was recorded on the parish CCTV. A youth was vandalising the Rugby posts and the crossbar had been dislodged. This was reported to Cliffe Crusaders and it was fixed the next day.

Pitch Invoices will be sent out by 07.07.19, along with the responsible adult letters, which were approved at the last meeting. The letters will include the request for the responsible adult's name and contact number, which will correspond with the signing book that will be placed in the Changing Rooms. There will also be a fourth team now using the pitch, after all football parties agreed on match day times.

Black Lion Football Club also requested that the goal post be moved, in order to make the pitches wider/longer to correspond with the older teams' regulations. Quotes have now been sourced for these. Cllr Naughton-Dean proposed that the work be undertaken, seconded by Cllr Wenban. Replacement nets have also been ordered. **ALL AGREED**

10.10 **Allotments**

The last two remaining plots have now been taken.

There was also another report of a knife and baseball bat being found along the boundaries of the allotments and skatepark. Unfortunately, whilst these were being reported on the phone, someone had put their hand through and retrieved the items.

It was also noted that there is a leaking tap and a piece of old piping by the front entrance that is protruding from the ground.

10.11 **AOB (notified before, or at the start of the meeting)**

- **Cliffe Woods Youth Shelter-** One corner has been damaged/broken away. It has also been painted in what appears to be black gloss paint. Cllr Wenban is going to inspect and report as necessary.
- **Summer Activities-** After the last meeting it was approved that the Parish Council grant £500 per ward (£1,000 in total) , on the basis that BOTH wards were covered in the programme and promotion was drastically improved. It has now been confirmed that Cliffe Woods will not be included. Cllr Naughton-Dean proposed that the Parish Council talk to Medway about both wards being included or the donation money not granted at all, seconded by Cllr Fenney- **ALL AGREED to recommend to the Council.** Cllr Wenban also stated that based on the feedback from last year and the numbers that participated, the proposed grant money for these activities could be used elsewhere- for example the Playpark.
- **Community Resilience-** A booklet has been published on our website.
- **Cliffe Woods Mill Stone-** The grass boundaries around the Mill Stone needs to be trimmed/cut for the stone to be visible again, but this is a dangerous location (adjacent to road and needs at least two people to attend for safety).

Meeting finished at 21:15

11.0 **Allotments – General Report** – Cllrs Letheren, Clements.

The Clerk(RFO) reports the majority of renewal payments have been made, but some plots have been given up and re-allocated or made available for new applicants. Those that have not paid have now received a final notice. Cllr Clements and allotment holders have carried out a strengthening of the metal boundary fence, Cllr Keates has supplied some taps and Cllr Letheren has fitted them.

12.0 **Report: Planning Committee** (Cllr Harper/Clerk (PO)) Both March and April Planning Meetings

- 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) Meeting 30/05/19

MC/19/1455 Land North Of Merryboys Road Cliffe Woods Kent ME3 7TP

Outline application with all matters reserved except for access for the construction of six self-build detached dwellings with access from Merryboys Road, associated landscaping and groundworks - Resubmission of MC/18/2351

Objection – north of Merryboys Road where development has been resisted. Road limited width and capacity. Negative precedent allowing new developments on that side of the road. Self-build plots have already been approved further up the road

MC/19/1485 12 Cooling Road Cliffe Rochester Medway ME3 7RY

Construction of a 3x bedroom detached dwelling together with associated landscaping and parking and a two storey rear extension to existing dwelling together with associated parking to front.

There appears to still be an issue over site ownership as it is shown as Trenport in other maps. The Parish Council's previous concerns still apply.

The policy of the parish council would have been to object to this site as being outside the Cliffe Village envelope as defined in the Medway Local Plan 2003, but appreciate that the government planning policy has effectively removed this restriction due to the age of the local plan.

We would however still has concerns about setting a precedent for ribbon development along this road as it very narrow along most of its length and with the need for some households to park in the road so adequate off road parking would be necessary. The size of the building is too prominent in that location.

The current views of that part of Cliffe (from the B2000 Station Road approach to Cliffe) should also be protected where possible and landscaping to the rear of these new properties should include significant tall trees to shield the back of the houses.

MC/19/1340 Land Adjacent To Kia-ora Station Road Cliffe Rochester Medway ME3 7RN

Construction of 4 pairs of semi-detached 3 bed dwellings with carports and associated landscaping
Object to this as inappropriate back-land development, being the edge of an unregistered hamlet and outside the confines of both villages, visually prominent from the Cliffe direction and will give that area an appearance of a much larger group of houses/settlement. There does not appear to be adequate parking for this and those previously approved adjacent to this site.

MC/19/1527 29 Englefield Crescent Cliffe Woods Rochester Medway ME3 8HD

Application for a Lawful Development Certificate (Proposed) for the construction of a single storey entrance porch to the front elevation set back from the projecting integral garage building line. Replacement of the existing flat roof over the existing projecting garage with a new pitched roof, extending over the proposed porch. No Objection

MC/19/1534 Land At Cliffe Rochester Kent

Town and Country Planning Act (Environmental Impact Assessment) Regulations 2017 - request for a scoping opinion for residential development of up to 500 dwellings, land extension to primary school, replacement sports ground, additional playing fields, landscaping, cycleway and pathways, vehicular access and associated infrastructure. At this time it is just a request for a scoping opinion in the need for an environmental impact analysis and what would be the scope of that document. A holding response has already been sent about the need for an EIA, and Appropriate Assessment and Mitigation measures as it is near to SSSI/RAMSAR sites. There will be major concern from local residents and initial details have been published in the parish council website.

A meeting (open to councillors and the NHP Steering Group) as held with Trenport in April 2018, but nothing since. The meeting suggested land transfers for open space and an extended recreation ground to replace the existing APCM ground. A road would be built to take traffic away from the top of Station Road, Across Cooling Road and into their development. Indications in the supplied document seem to support this as the basis for their development but we will not know until an Outline Application is submitted or consultation is carried out. The indication is that it would take 10 years to build-out.

MC/19/1587 (Plot 3) Land West Of Merryboys Farm House Cooling Common Cliffe Woods Rochester Medway

Application for approval of reserved matters being appearance, layout and scale for Plot 3 pursuant to planning permission MC/17/3572 (Outline application for six self-build detached houses)

No Objection

MC/19/1677 171 Church Street Cliffe Rochester Medway ME3 7QB

Details pursuant to condition 3 (materials) on planning permission MC/19/0269 - Application for approval of reserved matters being appearance, landscaping, layout and scale pursuant to planning permission MC/17/3499 - Outline application with some matters reserved (appearance, landscaping, layout and scale) for construction of three 3-bedroomed dwellings

No Objection

MC/19/1670 59 Brookmead Road Cliffe Woods Rochester Medway ME3 8HL

Construction of a 2 storey side extension

No Objection

MC/19/1606 Kia-ora Station Road Cliffe Rochester Medway ME3 7RN

Variation of condition 2 on planning permission MC/18/1536 to allow a minor material amendment for alterations to parking layout to front, removal of carports, enlargement of dormer window to front, removal of gable to side elevations and internal alterations to floor layout

Object to the changes proposed to the approved dwelling, it rearranges and limits total parking in order to allow MC/19/1340 to be developed (to which the parish object)

MC/19/1674 10 Sedley Close Cliffe Woods Rochester Medway ME3 8HE

Construction of a two storey extension to side and single storey extension to rear

Clarity required on the indication of two car spaces on the site (alongside the footway) were there is only space for one. If some land is to be built up to the level of the existing drive or the existing drive lowered to the previous lower height, we would expect this to come into the scope of planning.

- 12.2 The following planning applications have been circulated to the planning committee (and other councillors). A response is due after this meeting.

tba

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

tba

12.4 Other Planning Issues

Medway Local Plan

Consultation on a Draft Plan is planned for the June/July 2019, after a delay until after a decision is reached on a Housing Infrastructure Fund bid of £170m (due Spring 2019) for road and rail improvements.

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

Cllrs McDermid, Harper and Clerk (PO) attended both days of the High Court hearing. The decision is unlikely to be received until July/August – if Gladmans claims are approved the application will go back to the Minister for re-consideration, if rejected (in full), the application will stand refused (but a new/duplicate application has been submitted, which will need to be considered by Medway Council, but with the High Court decision as input. (SMcD, FH and CF can update as necessary – brief report added to website/news items)

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.**

Land West of Town Road, opposite Merryboys/Town Road Junction

This was approved in April and work is expected to start soon.

Land at Cliffe

Neighbourhood Plan – Site Allocation

Community-Led Housing

Situation with Redrow and Gladman's applications being monitored and IF approved could provide Local Needs Low-cost/Affordable Housing as identified by the Housing Needs Survey in 2017– needs an external organisation with business skills – **Clerk (PO) attended a consultation event in Dover and suggests it will be the way to lock some affordable houses into a local Community Housing Trust. It does need 'professional business people' to be involved in the Trust but there is a lot of government money available to set one up.**

13.0 Report: Other Committees

- 13.1 Footpaths and Common Land – General Report – Cllrs Harper and Darwell.
- 13.2 C&CW Neighbourhood Plan Steering Group – General Report – Clerk (PO)
- 13.3 Youth Liaison – General Report - Cliffe Woods – Cllr Walton, Cliffe Youth Club Clerk (PO)
- 13.4 Governance Working Party – Cllr Naughton-Dean

14.0 Report: Other Bodies

- 14.1 Cliffe and Cliffe Woods Community Trust – Report – Clerk (PO)/Cllr Keates
- 14.2 Cliffe Woods Community Centre Liaison – General Report – Cllr Walton
- 14.3 Cliffe Memorial Hall – General Report – Cllr Fenney.
- 14.4 Brett's Liaison – Cllr McDermid/Clerk (PO) Meeting scheduled has taken place (now scheduled annually).
- 14.5 Rural Liaison Committee – Cllr Naughton-Dean
- 14.6 Kent Association of Local Councils (Medway) – Cllr McDermid/Cllr Harper
- 14.7 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.
- 14.8 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott – Cllr McDermid/Cllr Fenney)

14.9 Friends of North Kent Marshes Cllr Darwell

15.0 Other Reports

Other items to be handed to the Clerk for the next meeting on 8th August 2019 at the Emmanuel Centre, Parkside, Cliffe Woods at 7:30pm.

Chris Fribbins Parish Clerk (PO) 3rd July 2019

