



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 16th January 2020, 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 12/12/19**

5.0 **Matters Arising from Minutes of Meeting held on 12/12/19** (see action list with minutes and any issues from the core 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)

The Clerk (PO) met with officers of Medway Council and later the Strood Youth team on Friday 10th January.

- 1) There was a review of current s106 payments in Cliffe and Cliffe Woods (where the money has been paid by the developer)
 - a. £36k from a Merryboys Development for Medway Council facilities and would cover a refurb of the Cliffe Woods Recreation Ground Changing Rooms.
 - b. £26k from the Rookery Lodge Development for improvements at the APCM Recreation Ground in Cliffe, but likely to be deferred until the Trenport Development has been resolved as it was Trenport's aim to develop that land.
 - c. £13k from the Manor Farm development which is targeted at the Cliffe Recreation Ground/Play Area. The £13k will be transferred to the parish council soon. There are some ideas already about some essential improvements that could be carried out – including the Skate Park and avoid the need to fund those improvements ourselves out of this or next year's budget.
- 2) The current aims of the Hoo Passenger Railway are clearer now (service and timescales)
- 3) When I met with Strood Youth, they asked if I could get a steer from the parish council about summer activities in August. They are planning the events earlier this year and would want to include both Cliffe and Cliffe Woods if sufficient funds are available. Each village requires £1,000 to run (this includes the main costs borne by Medway Council. If only one is held, the parish might want to consider funding some transport for the other village (a formal application for funding will follow). There is also interest in supporting a parish youth council.

8.0 **Report: Chair** – tba

9.0 **KALC Community Award Scheme 2020**

Nominations are sought for the 2020 scheme. Nominations need to be sent to KALC by the end of January (any nomination to be confidential until the Annual Parish Meeting).

9.0 **2020/2021 Parish Council Budget**

The initial and draft budgets have been circulated and discussed at a special meeting of Finance and General Purposes Committee and the December meeting of the parish council. Agreement is sought for the final budget (the latest budget has been circulated). Finance and General Purposes recommend the distributed budget, subject to final changes to reflect the Rural Liaison Grant and Council Tax Relief Scheme (CTRS), set by Medway Council and any final adjustments.

10.0 **2020/2021 Parish Council Precept**

The parish council needs to set an amount it wishes to collect from the local residents through the C&CW element of the council tax (from 1st April 2020). Band D will be Precept divided by the Band D equivalent (2020/2021 1,896.10 – 2019/2020 1,852.47) other bands are calculated from the Band D figure. This is then notified to Medway Council who collect the precept (passed to the parish council in April 2020. Finance and General Purposes recommend a 4% increase.

11.0 **Parish Council Meetings**

F&GP discussed a proposal to move future F&GP meetings to the first Tuesday of each month (except for April when it meets on the second Tuesday), and consequently the parish council meeting would move to the **third** Thursday on occasions (2020 – January, July and October).

When the meeting moves to the third Thursday, delegation is sought for F&GP to approve salary and any urgent payments (reason specified) to prevent a delay to pay.

New Delegation Arrangements to be created by the Governance Working Party and approved at a future parish council meeting.

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

Meeting held Tuesday 7th January 2020 7:30pm at St Helens House, Buttway, Cliffe

Present Cllrs Dibble (Chair), Cllrs Naughton-Dean, Letheren, Wenban, Keates

Clerks Fribbins, Dolley

Apologies Cllr Walton (family),

Absent Cllr Darwell, Cllr Cooper

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

12.2 **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.

12.3 **Changing Room Update (Clerk PO/Clerk RFO) General Update**

The Henry Hoover has been serviced/fixed (£60). The new relief caretaker has taken in cleaning duties, (Other issues fixed). A request has been made to Clark Clayton to relocate the boot scraper to the front of the building from the side compound.

12.4 **Caretaker- Relief Caretaker/Cleaner**

The relief caretaker has taken up her duties and had agreed the employment contract.

12.5 **Parish Council Vacancies** There is now just one vacancy remaining (for Cliffe Woods Ward).

12.6 **The Buttway** Awaiting schedule for carrying out drainage and grass surface issues from Volker Highway. The contractor to fix the external barrier alongside the noticeboards on The Buttway Road has provided a quote – work to be carried out under insurance (three posts and re-fit the scaffold pole)

12.7 **Recreation Ground**

A large trampoline has been dumped on the recreation ground – reported to Medway Council as fly-tipping and health and safety implications. Removal delayed due to Christmas holidays. It had not been widely publicised to prevent drawing attention to it (now removed).

12.8 **Banking**

Arrangements are being made for the Clerks to meet with Barclays Bank to set-up a Community Account (no charges, no transaction payments, no interest, online banking with extra approval)

12.9 **Dates of Meetings**

The Clerks have suggested the ratification of the changes made to the January schedule of meetings to avoid an F&GP meeting on 31st December 2019 and adoption for future months when F&GP would fall in the

previous month. This will mean the movement of the parish council to the third Thursday when this occurs. Delegated powers for F&GP to approve salary payments and other urgent (reason specified) when this occurs. AGREED to recommend to the parish council meeting.

Approval of delegated power to approve January salary payments was authorised by the committee chair (Cllr Dibble) and the parish chair (Cllr Naughton-Dean) on an exceptional basis – future delegation arrangements will be recommended for approval at the parish council meeting for future meetings where this occurs.

12.10 **Budget and Precept**

The latest budget papers (and proposed Precept) were discussed. Subject to final changes the budget was recommended for approval and the recommended increase in the precept would be 4% as assumed in the budget. Proposed Cllr Dibble, Seconded Cllr Letheren ALL AGREED

12.11 **AOB**

None – Meeting Closed 8:30pm

13.0 **Allotments – General Report** – Cllrs Letheren, Clements, Clerk (RFO).

14.0 **Report: Planning Committee** (Cllr Harper/Clerk (PO)) August Planning

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

No further applications submitted due to Christmas break and cancellation of Planning Committee meeting.

14.2 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/19/3056 13 Battlesmere Road Cliffe Woods Rochester Medway ME3 8TR

Demolition and reconstruction of existing rear conservatory extension

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 Juliette balcony to rear and installation of roof lights to front to provide additional living accommodation within roof space

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

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

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

14.4 **Other Planning Issues**

Medway Local Plan

Highways England need more information about the potential impacts to M2/J1 and this will delay the next stage of the Local Plan until the summer 2020. In the meantime an updated Strategic Land Availability Assessment (SLAA) is planned has been adopted to deliver the required pipeline of building land. 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). Cliffe and Cliffe Woods has the Gladman, Simpkin and approved sites in Merryboys Road, but NOT the Trenport 500 dwelling proposal in Cliffe.

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

Medway Planning are now actively considering the parallel application **further feedback from the parish council sent.**

MC/16/3742 LAND SOUTH OF VIEW ROAD, CLIFFE WOODS (Simpkins) MC/19/2836 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) Detailed

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, **MC/19/2836 (Full application) now being processed by Medway Council**. 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 13th February 2020 in the Small Hall, Memorial Hall, Church St, Cliffe/St Helens House, Buttway, Cliffe at 7:30pm.