



Cliffe and Cliffe Woods Parish Council

42 Quickrells Avenue, Cliffe, Rochester, Kent ME3 7RB

www.cliffeandcliffewoods-pc.gov.uk

☎ 01634 566166

✉ clerk@cliffeandcliffewoods-pc.gov.uk

To all Parish Councillors, you are summoned to attend the meeting of Cliffe and Cliffe Woods Parish Council to be held **Thursday 11th October 2018, in the Emmanuel Centre, Parkside, Cliffe Woods @ 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 **Councillor Co-Options** Three Vacancies Cliffe Village Ward x 2, Cliffe Woods Ward x 1

4.0 **Approval of Minutes of Meeting held on 13/09/18**

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

6.0 **Matters Arising from Minutes of Meeting held on 13/09/18** (see action list with minutes)

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

7.1 Correspondence (emails distributed through the month)

7.2 Matters dealt with since last meeting (verbal report at meeting)

7.3 KALC Community Awards 2019 Launch

7.4 Buttway Anti Social Behaviour issues with local resident

7.5 Pre-School request for assistance in putting in a phone line at the Memorial Hall for Broadband (cost estimated @£6,000)

8.0 **Report: Chair**

8.1 • Activities since the September meeting will be reported.

9.0 **Report: Finance & General Purposes** (Cllr Fenney/Clerk (PO))

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

Attendance Cllr Fenney (Chair), Cllr Naughton-Dean (Vice Chair), Cllr McDermid (C&CWPC Chair), Cllr Letheren

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

Apologies Cllrs Dibble (Family), Wenban (work), Cooper and Keates (holiday)

9.1 **Finance Report –**

a. Reports circulated Bank Reconciliation, Council Detail Report, Ear Marked Reserve reports circulated. The Ear Marked Reserve for the Changing Rooms is currently over spent but will be rectified when the external grants are received.

b. Banking Arrangements – Michelle Dolley now has full online banking access.

9.2 **Receipts & Payments (circulated)**

To note Income and to seek approval of the Payments listed – detailed report of income and expenditure circulated. (payments already made have been marked for info and should be noted)

- 9.3 **2017/2018 Annual Report** – Feedback has now been received with no comments from auditors (PFK Littlejohn). It is displayed on notice boards and website.
- 9.4 **Changing Rooms Project**
- a. **Cllr Naughton-Dean reported: Progress** –
Following building handover, the snagging list is still to be completed.
 - b. **Payments** - The 5% retained within the contract until works fully complete and accepted by the Parish Council. Recommended that a 2.5% payment is made from the retention invoice and the last 2.5% made once all snagging is complete (6 months period after initial completion). The grant funding from Veolia (£17,500) has been received and we are awaiting the Leader (£30,010.07)- due by 9/10
 - c. **Steel Containers** – Sleepers and containers are now installed and being used. They have also been added to the insurance renewal. (from field) Left hand storage container is Football/Caretaker and right hand side is Rugby.
 - d. **Key Holders** – Key holder agreements drawn up for changing rooms and storage containers. Issued to Cliffe Crusaders/ Cliffe Woods Colts/ Black Lion. Keys will also be needed for the caretaker/cleaner.
 - e. **Cleaning** – Equipment for the cleaning of the changing room was discussed. Mop and bucket has problems when there is wet mud on the floor. (Wet/Dry Vacuum, perhaps with initial hire to check out) Clerk (PO) to follow-up. Cleaning will be needed after Rugby (Saturday Late Afternoon) in case football need them on Sunday morning. There could be mid-week training as well. (need to confirm usage has been stressed with the clubs as fixture list can change due to postponements and cup games).
A boot scraper is required to limit the amount of mud being taken into the changing rooms (supplier needs to be identified).
Clark-Clayton to be asked to provide a hot and cold water tap in the Official's Toilet to aid the cleaning.
 - f. **Notice Board and Plaque** – The football teams have asked to install a lockable noticeboard in the entrance to the changing rooms. They will supply and fit. The parish council will need key. No problems identified with this and it has been agreed subject to final placing.
A temporary Leader notice has been put up but is only A3 laminated. Plaque design is still pending Chair/Vice Chair to agree before committing to print.
- 9.5 **Parish Councillor Election** Three vacancies remain (CW-One, Cliffe Village -two). No candidates identified have been identified yet.
- 9.6 **Clerk(RFO) Update** Handover is continuing. Clerks conference and Allotment Law courses have been attended with the Finance conference to follow. 12Pay online training to be booked (also usable by Cllr Fenney/ Clerk PO)).
- 9.7 **Relief Caretaker/Caretaker** The closing date for the position of Caretaker has now closed (28/09/18). John Davis has applied, another applicant is interested in the Cleaner/Relief Caretaker role, with interviews to be arranged for both. It was recommended that the cleaning role be attached to the Relief Caretakers role. Prospective cleaner will meet with Clerk (PO) after the rugby game on Saturday 6/10.
The caretaker John Davies is on holiday for six days from 3/10/18. Cllrs Letheren and Naughton-Dean have agreed to help with litter picking during that period.
- 9.8 **Play park repairs** SafePlay have completed the maintenance of the Skate Park including the specialized concrete. Football arena netting still to be checked, and repaired if possible, by Cllrs Wenban/Letheren.
- 9.9 **Vandalism to Cliffe Recreation Ground & Allotments** CCTV- Reviews and changes will now be looked at for the purposes of Changing Rooms and Steel Containers.

Following the fire (30/7) in the current Storage Container, the remaining flooring in the 'caretaker's store' was destroyed. It was recommended that we get a skip to remove all the destroyed/smoke damaged items from the old container so it can be disposed of. Councillor assistance to clear the container will also be needed (Clerk (RFO) will see if she can source some overalls).

- 9.10 **Assets and Insurance Cover** Chair/Vice Chair/Cllr Fenney/ Clerk PO&RFO met to assess the information supplied from the brokers for increasing the cover and reducing a possible duplication. It was agreed to extend the cover to storage containers, increase amount for mowers/caretaker's equipment/football goal posts. The cost of cover to play equipment in the Cliffe Play area was assessed as too expensive and not taken up. A payment has been made on current basis and an extra payment will be raised when the total increase is known.
- 9.11 **Allotments** The incident was reported to Kent Police, online, and they have been provided with CCTV footage and the vehicle registration. They have issued a formal/legal notice to the owner and we are awaiting an update (they have been chased).
- 9.12 **Cliffe Memorial Hall Small Hall Car Park Barrier** Following the damage to the barrier (£860 repair needed) the vehicle owner had been identified and she has passed the claim to her insurance company. We have now received full settlement of this claim.
- 9.13 **Standing Orders/Financial Regulations/Code of Councillor Conduct/GDPR/Meeting Length**
A new Governance Working Party is to be established (Terms of Reference required) to carry on the work of the former working party, now the Changing Rooms are complete.
Committees – including Personnel Committee and a Communications Sub Committee (reporting to F&GP) as a priority. A draft Grants/Donations policy will also be discussed. Initial meeting 8/10/18 1pm 10 Brewer Road, Cliffe Woods
The Clerk PO/RFO and Cllr Dibble have met to discuss the current IT set-up and arrange access to the web site and Facebook (Cliffe and Cliffe Woods Alerts).
- 9.14 **The Buttway and Recreation Ground – Ground Conditions/Drainage** Contractor contacted for quote/action plan for Buttway and recreation ground pitches and is awaited.
Yellow Hash Lines- Quote received which will cover the yellow box at the Buttway, yellow box at recreation ground and the Cliffe Woods Car Park (Yellow box, disabled and normal bays) has been received £495- accepted within Clerks approval.
Two quotes were sought for the drainage issues in corner of car parking area. One has declined to quote and awaiting feedback from Clark-Clayton.
- 9.15 **Trees/Hedges Cliffe Memorial Hall/Recreation Ground** Awaiting quote from tree surveyor for the Recreation Ground/Small Hall Car Park
- 9.16 **Christmas Social** The date of 7th December was agreed previously (first Friday in December). Clerk (RFO) to investigate possible venues.
- 10.0 **Allotments – General Report** – Cllrs Letheren, Clements
One new tenant has not yet completed the agreement or paid the rental due (she had been in hospital). A 'difficult' plot has been allocated to the neighbouring plot tenant rent-free 2018/19, in order to get it used and managed.
There have been requests for skips to help in the removal of rubbish/weeds from two tenants – the Cliffe Pre-School were granted permission and they have cleared their new allotment to create a Natural Area. A new tenant has also requested permission for a skip to clear their plot – granted. Due to access these skips have to be allocated outside the allotment area (between the ball court and the allotment entrance).
- 11.0 **Report: Planning Committee** (Cllr Harper/Clerk (PO))
- 11.1 The following planning applications comments were circulated and sent as per our Standing Orders as they were due prior to this meeting:
MC/18/2650 Land At North Sea Terminal ('Triangle Land') Salt Lane Rochester Cliffe ME3 7SX
Details pursuant to conditions 5,6,7 and 9 of planning permission MC/18/0074 Construction of a concrete segment manufacturing facility with associated concrete batching plant and rail sidings expansion

No comment necessary

MC/18/2317 51 Brookmead Road Cliffe Woods Rochester Medway ME3 8HL

Construction of a single storey front and rear extension (demolition of existing conservatory)

No objection

MC/18/2688 14 Wharf Lane Cliffe Rochester Medway ME3 7UE

Application for a non-material amendment to planning permission MC/17/2533 - to revise the roof of plot 2 to incorporate accommodation in the same manner a plot 3

No comment necessary

MC/18/2693 Rye Street Farm Rye Street Cliffe Rochester Medway ME3 7UD

Construction of a single storey extension to the side (including front and rear projections)

This was a small bungalow which has only recently been given residential permission and this application extends the residential space by almost double. In this case the property is behind a wall and within the confines of Rye Street Farm so has no frontage onto the road. There is no change to the boundary proposed and access to the two car parking spaces is via the farm entrance.

On this basis no objection was agreed.

MC/18/14 Wharf Lane Cliffe Rochester Medway ME3 7UE

Construction of an additional 3 bedroomed detached dwelling with associated parking together with revised parking to Plot 4 and reconfiguration of access road to facilitate the construction of the new dwelling.

Objection to be raised – the property is located on the boundary of the adjacent grade 2 listed building (Walnut Tree Cottage) and would affect the outlook of that property.

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

MC/18/2659 1 Elford Road Cliffe Rochester Medway ME3 7EF

Construction of a single storey rear extension

No Objection suggested

MC/18/2834 2 Ashwood Close Cliffe Woods Rochester Medway ME3 8HQ

Conversion of garage to a habitable room, infilling of side access and part retrospective amendments to roof.

There is a part retrospective element but no implication on parking or trees. No objection suggested.

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

TBA

11.4 **Other Planning Issues**

Medway Local Plan

The consultation period has now finished, although a further consultation on a Draft Plan is planned for the end of 2018.

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

The decision by the Minister has now been delayed to October due to a technical planning issue (EU decision) expected soon. Technical responses from Gladmans/Medway Council and others have been circulated to the Planning Committee.

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

Outline application with some matters reserved (appearance, landscaping, layout and scale) for the construction of 50 retirement homes comprising a mix of 2/3 storey apartments and single storey bungalows with ancillary meeting room, gymnasium, office, parking and garaging with new vehicular access to View Road

An appeal against the refusal of Medway Council has been lodged and is in the hands of the Planning Inspectorate. It is likely that an inquiry will be held due to the number of representations. The parish will need to consider their response/actions regarding the appeal – **the appeal will be based on written representations. Medway Planning office recommended approval – rejecting the concerns of residents and the parish council. Councillors**

resolved to reject the application but only on the grounds of residents unable to have pets. Response to appeal to be considered, if necessary.

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

Developers have met with the Neighbourhood Plan Steering Group and a subsequent meeting held with Redrow (joint with councillors and the steering group). This would include some employment land and following the discussion some bungalows. No commitment of support has been given or implied at this stage. A public exhibition was held on the 9th July. Initial pre-planning discussions have been held with Medway Planning and it is their intention to submit their full application within a month (possibly when the outcome of the Gladman's appeal is known). **Applicant partners have entered discussions with the Cliffe and Cliffe Woods Community Trust about the management of the land between their two sites and suggesting it could be managed by the developer.**

Trenport Land, Cliffe

Agents operating for Trenport have discussed a speculative plan to develop Trenport land (former APCM) on the east of Station Road/Church Street. This would involve the creation of a new road from Station Road, across to Cooling Road and into their site – providing alternate access into Cliffe. The site was indicated for housing only, but the steering group indicated that some mixed development would be needed (retail, sporting replacement, open space and possible employment land). No commitment of support has been given or implied at this stage. No indication of planning application/s were given. Sale notices for some of their land has been spotted (dated 09/2017).

Neighbourhood Plan – Site Allocation

The steering group is looking for some potential sites for the development of local needs housing (including real low cost/affordable, that could even be developed by the parish council to lock in the low-cost element) – Sites have been inspected but no conclusion currently. **A meeting with our Planning Consultant and Clerk (PO) with Catherine Smith (Medway Local Plan) is being arranged to consider the implications of the recent NPPF update and Medway Council's suggestions for land allocations following this year's consultation.**

12.0 Report: Other Committees

- 12.1 Footpaths and Common Land – General Report – Cllrs Harper and Darwell.
A meeting was held in the Cliffe Memorial Hall (27th September) to discuss the Rights of Way Improvement Plan (ROWIP) along with other interested parties. Issues were reported and suggestions of where improvements could be made raised. A formal response from the Parish Council is sought by Monday 3rd December 2018.
- 12.2 C&CW Neighbourhood Plan Steering Group – General Report – Clerks
- 12.3 Youth Liaison – General Report - Cliffe Woods – Cllr Walton, Cliffe Youth Club Clerk (PO)

13.0 Report: Other Bodies

- 13.1 Cliffe and Cliffe Woods Community Trust – Report – Clerk (PO)/Cllr Keates
- 13.2 Cliffe Woods Community Centre Liaison – General Report – Cllr Walton
- 13.3 Cliffe Memorial Hall – General Report – Cllr Fenney.
- 13.4 Brett's Liaison – Cllr McDermid/Clerk (PO).
- 13.5 Rural Liaison Committee – Cllr Naughton-Dean
- 13.6 Kent Association of Local Councils (Medway) – Chair/Cllr Harper
- 13.7 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.
- 13.8 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott – Chair/Cllr Fenney)
- 13.9 Friends of North Kent Marshes Cllr Darwell

14.0 Other Reports

Other items to be handed to the Clerk for the November Meeting on 8th November 2018 (location tba).