



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 2019, 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 **Approval of Minutes of Meeting held on 12/09/19**

4.0 **Adjournment** (Members of the public can question the Parish Council and raise issues)- 30 minutes max, limit of 10 minutes per person.

Metrotidal Proposals for Hoo Railway/Peninsula (Clerk PO)

5.0 **Matters Arising from Minutes of Meeting held on 12/09/19** (see action list with 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)

8.0 **Report: Chair**

- Appraisal dates have been re-arranged agreed for the Clerk (PO) and Clerk (RFO)

9.0 **Governance Working Party (Chair)**

Recommended adoption of updated Financial Regulations as circulated (based on a new NALC 2019 model). Further recommendations from the 7th October will be circulated.

10.0 **Report: Finance & General Purposes 1st October (Cllr Dibble/Clerks)**

Meeting held Tuesday 1st October 7:30pm at St Helens House, Buttway, Cliffe

Present Cllrs Dibble (Chair), Cooper (Vice-Chair), Naughton-Dean (Parish Chair), Wenban, Letheren, Keates
Clerks Fribbins, Dolley

Apologies Cllr Fenney (unwell), Cllr Walton (Holiday), Cllr Darwell

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

10.2 **Payments to be made Initial draft Receipts and Payments** circulated. NOTED Updated document will be circulated at the meeting.

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

The boot scraper is due to be installed by Clark Clayton. The fire risk/ health and safety inspection is being arranged for early next week by Cllr Keates. Following a period of sickness, the cleaner is now back to work.

10.4 Caretaker- Relief Caretaker/Cleaner to appoint –

As of 01/10/19 there are two people interested in the position, Clerk RFO is in contact with them.

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

10.6 The Buttway

Grass Surface/Vehicle Parking Entrance –

The caretaker has reported that the padlock is now missing from the chained-off area. Clerk PO will check with the church and Six Bells to see if they have any information. The lockable post and drainage quotes are being sought. A social media post was used for local businesses to tender their bids also. One company has visited the site with the Clerk (PO) and given a brief quote on a new soakaway.

10.7 Cliffe Play Area-

The caretaker reported a piece of wet pour has been damaged. It was recommended that the wet-pour repair kits be looked at for purchase.

Quotes are still awaited for the replacing of the grass matrix tiles. The Multiplay has had the chequer plates fixed, however the breakdown truck needs to be removed and refabricated offsite – refurbishment previously approved. Cllr Letheren has also refurbished a bench in the play area and the ball court fencing has been repaired.

10.08 Noticeboards

The historic noticeboard located at the school, has now been repaired by Cllr Letheren, with the further ones to follow (outside church and Pond Hill).

10.09 CCTV

Clerk PO has arranged for the annual clean up and adjusting for the CCTV.

10.10 Youth Council

Clerk RFO attended the Clerk's conference on 17/09/19, where there was a focus on youth councils and the community. There for 3 councillors have shown an interest in forming a steering group, although this could be done with an expanded Youth Committee, to see if any interested youths would like to form our own youth parish council.

10.11 Speeding Issues

Chair has conducted a social media poll with regards to residents' views on reducing the speed, especially given the new Esquire development of 92 houses. From the poll, the majority of residents who took part agreed that the speed was an issue and supported lowering it. Clerk PO also reported that the developers are contributing to the install of puffin crossing and relocating the 30mph signs and speed monitoring device. The yellow lines are also being followed up by Clerk PO with Medway Council. There was also a report of parking issues by Cliffe Woods Garage, particularly the parking right on edge of road making getting out of the junction dangerous. Cllr Dibble proposed that representation be made to speak with the garage, to see if this can be rectified. Seconded by Cllr Letheren- ALL AGREED

10.12 Budget

Any initial ideas- Please pass on to Clerk RFO ready for the planning end of October/Nov

Clerk RFO will also circulate the unplanned expenditure list, which includes deferred items for prioritising.

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

Cliffe Woods PACT

As reported at the last meeting, Cliffe Woods PACT have managed to purchase signs for the village. They want to include the parish council logo on the bottom of the signs. Cllr Dibble proposed this be taken to full council for approval, seconded by Cllr Naughton-Dean - AGREED

Christmas Decorations

Clerk PO reported the previous arrangements of Christmas trees and lights within the villages. Cllr Dibble recommended that prices be sought for this.

Meeting finished at 20:30

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

An inspection has been carried out on the plots and letter prepared by Clerk RFO.

- 12.0 **Report: Planning Committee** (Cllr Harper/Clerk (PO)) August Planning
- 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) – no Planning Meeting
n/a
- 12.2 The following planning applications have been circulated to the planning committee (and other councillors). A response is due after this meeting.
- MC/19/207531 Englefield Crescent Cliffe Woods Rochester Medway ME3 8HD**
Application for Lawful development certificate (proposed) for the construction of a single storey rear extension.
- MC/19/2098 Hermitage Cooling Street Cliffe Rochester Medway ME3 7TZ**
Construction of first floor extension together with a two storey extension to rear and a porch to ground floor front elevation, a juliet balcony to rear and alterations to chimney
- MC/19/247814 Goodwin Road Cliffe Woods Rochester Medway ME3 8HR**
Construction of a first floor extension to side and alterations to existing conservatory
- MC/19/2555 44 Station Road Cliffe Rochester Medway ME3 7RX**
Construction of a 4-bedroom detached dwelling with associated parking
- 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 further delayed until after a decision is reached on a Housing Infrastructure Fund bid of £170m (was due Spring 2019) for road and rail improvements. NO UPDATE
- MC/16/3669 LAND OFF TOWN ROAD, CLIFFE WOODS (Gladmans)**
Medway Planning are now actively considering the parallel application *awaiting further feedback*.
- 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. **Awaiting the full 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.
- 13.0 **Cliffe and Cliffe Woods Neighbourhood Plan**
Detailed feedback received from Medway Council re. the draft local plan which has 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 October/early November.
The Neighbourhood Plan will need to show it responds to local housing need – the current tactic 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 14th November 2019 in the Small Hall, Memorial Hall, Church Street, Cliffe at 7:30pm.

Chris Fribbins Parish Clerk (PO) 2nd October 2019