



Cliffe and Cliffe Woods Parish Council

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Parish Clerks: Mr Chris Fribbins/Mrs Sue Hibbert

To all Parish Councillors, you are summoned to attend the meeting of Cliffe and Cliffe Woods Parish Council to be held on Thursday 13th July 2017, 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 **Approval of Minutes of Meeting held on 8/06/17**
- 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 8/06/17** (see action list with minutes)
- 6.0 **Report: Clerks** (Clerk PO/RFO)
 - 6.1 Correspondence (emails distributed through the month)
 - 6.2 Matters dealt with since last meeting (verbal report at meeting)
 - 6.3 **Use of the Buttway Surfaced Area**

A request has been received from "Pizza Me Pizza You" (a family business, 5* food hygiene rated and eco-friendly business). seeking permission to park at the Buttway on one or two evenings a week for the sale of gourmet wood fired pizzas to local residents for a few hours. They are willing to pay 10% or takings to the Parish Council. **A Decision is required from the council.**
 - 6.4 **Six Bells – Request for use of the Buttway Surfaced Area**

Requesting use of the Surfaced and Grass area for our Classic Car and Bike show once a month on a Thursday evening (third Thursday) and suggesting a meeting to "discuss the matters which have been raised and come up with a solution".
 - 6.5 **Councillor Resignation/Notice of Vacancy**

A letter of resignation has been received from Cllr. Gary Clark and the Notice of Vacancy (Cliffe Woods Ward) displayed on the notice board (closing date 27th July). This is an addition to the vacancy notice for Cliffe Village Ward (closing date 10th July). As these are two different wards, they cannot be combined and there is a potential for two by-elections.
- 7.0 **Annual Report 2016/2017**

Files have now been sent to the external auditor and they are dealing with it. (there are two opportunities for public rights to inspect the accounts – now and after it returns from the, External Auditor).
- 8.0 **Report: Finance & General Purposes** (Cllr Fenney/Clerk(RFO/PO))
 - 8.1 **Finance Report**

June report circulated. A forecast budget/spend report for 2017/2018 has been prepared as there have been a number of significant expenditure items that were not budgeted.
 - 8.2 **Receipts & Payments** (circulated)

To note Income and to seek approval of the Payments listed – detailed report of income and expenditure circulated.

- 8.3 **Cliffe Woods Car Park Repairs and Maintenance** – Repairs to both entrances complete, contractor has returned to adjust the (moveable) exit barrier after problems opening for the Cliffe Woods Fete - COMPLETE
- 8.4 **RLG update**
RLG Outstanding - £7,271 (previous underspend + 2017/18 £4,840).
 Buttway Fencing agreed. Changing Rooms (with possible virement from Youth - Ear Marked Reserves) – **Approval Recommended**.
- 8.5 **S106 Update – Changing Rooms Project**
Meeting Summary
Attendance - Sandra Fenney (Chair), R Naughton-Dean, Vivienne Walton, Chris Fribbins Clerk (PO), Sue Hibbert (RFO), John Evans (Chair Memorial Hall Committee)
Planning Permission/Building Control - John Alford has completed the detail drawings and I submitted for Building Control approval. The fee has been authorised by Cllr Fenney and Naughton-Dean under delegated powers granted at the June and has been paid (£402.84).
Fund Raising –
Football Foundation Grant followed up by Clerk(PO). Some design changes are required and a Football Development Plan required from the clubs. It could not be considered until October.
Sport England Community Asset Fund – application rejected (Cllr Fenney to chase for reasons).
Kent County Playing Fields Association – request to be submitted (limited funds available) (RFO)
Big Lottery Fund – Reaching Communities – rejected as sport project.
Veolia Fund – There may be another funding window later in the year, but no grant available currently.
Leader Programme (Kent Downs and Marshes) – application for £41,000 has passed the initial stage and a full application now needs to be submitted (PO/RFO).
 There have been investigations into the procedure for taking out a loan to fill the funding gap. This would need to be paid back from the Precept. Loan repayment can be scheduled over a number of years (estimates based on 10 and 25 year). The Public Works Loan Board is government backed and secure way to borrow money and is used by many Parish and Town Councils (and larger authorities) to spread the financial impact of large projects. **Scope of impact on precept and individual parish council tax (Band D) report circulated by RFO** (Depending on amount and number of years for re-payment – the cost ranged from 1p to about 8p per week). Consultation with residents must be evidenced.
There has been feedback from councillors who would not support a loan, some that want further time for fund raising. The funding gap means that work should not start, otherwise grants will not be available. There is a risk that we could lose the Rugby Club as they need certainty on the provision of changing rooms (with toilets and showers). Use of the football pitches remain limited as youth/adult teams are unable to play league fixtures at the ground without changing rooms.
Build Phase – Gary Clark has produced a revised costing for the scheme now that planning approval has been given. Cost is c. £109,000 – savings could be made if volunteer labour and free/reduced cost materials can be sourced.
The council is asked to consider:
- a) **If the project should continue (and if so at what timescale);**
 - b) **That the option of a loan be considered and consultation with residents be carried out in the Annual Report – Clarion. Optional terms (amount and repayment period)**
 - c) **Further grants be sought** (but noting that the scope for large amounts is limited and the timescale for the project is likely to be extended into 2018)
- 8.6 **Staffing of Youth Clubs**
 Visual evidence of DBS required.
- 8.7 **Risk Assessment Review**
 Clerk (RFO) to organise meeting with Cllr Cooper to explain and carry out the financial review for April-June quarter.
- 8.8 **Toilets and Bus Shelter – Cliffe Buttway**
 Following the decision of the parish council to not take on the toilets, Medway Council were informed (along with the MP and Medway Councillors (Strood Rural). Noel Filmer of Medway Council has written to inform the parish that funding for the next two years has been identified and they will remain open.

- 8.9 **Parish Council By-Election**
Medway Council are being chased for the invoice for the April Cliffe Woods By-Election.
- 8.10 **Family Fun Fair**
They are supplying some rides for the 2017 Cliffe Fayre and are interested in the possibility of young children's fun fair in 2018.
- 8.11 **Caretakers Duties**
Only one applicant (Michael Johnson) an interview is planned for the 12th July and will be reported to the council meeting – **with recommendation**. If appointed there will be a vacancy for a relief caretaker.
- 8.12 **Fencing/bollards at the Buttway**
Quotes have been received from Straightline Fencing and Meopham Fencing. **F&GP Recommend the quote from Meopham Fencing be accepted.** (details of quotes in the F&GP minutes)
- 8.13 **Play Park Repairs – Clerk (RFO) and Cllr Wenban had visited the play park and agreed actions in response to the annual inspection report. Some work is underway. The Clerk (RFO) had contacted the inspector to query the statement that the entrance/exit gates be adjusted to be slower closing (worry about children 'escaping'). The inspector recommendation up-held as there was a chance of injuring a child because of the speed of closure (Cllr Wenban to adjust) The Village Club to be notified to do similar to their access gate.**
The safety surface on some equipment has been 'picked at' and needs to be repaired. Clerk (RFO) to identify contractor for works.
The fault with the cargo net connections on the Sutcliffe Leisure equipment had been reported to them, a reply is awaited.
Severely damaged benches to be removed. **Youth Shelter has been further damaged by fires and replacement/removal needs to be considered at budget time.**
- 8.14 **Outdoor Gym Equipment – Still to be considered, the current financial position would mean that the reserves would need to be used for match funding. Budget for 2018/19?**
- 8.15 **Cliffe Recreation Ground/Small Hall Barrier Damage**
Recommended that the quote from Thomas Fabrications to install two missing bollards and replacement four existing plastic bollards be accepted
Recommended that the quote from Thomas Fabrications to fix the Small Hall Car Park Barrier by accepted. (figures on F&GP minutes).
- 8.16 **Football and Rugby Pitch Hire Charges 2017/18**
Recommended that the pitch hire charges be increased to £260 per team per year for 2017/18, noting that a further review would be needed if the changing rooms were completed.
- 8.17 **Flowers for GM at Cliffe Fayre**
This year's Cliffe Fayre will honour Cllr Moore. A display of photographs and memory book will be available in the lady chapel of St Helen's. There was a request from Cllr Darwell for F&GP to consider paying for two floral displays estimated at £40 each. F&GP acknowledged once again the loss of their colleague whose knowledge and hard work for the parish council and village will be very missed, however preference is to contribute to a more permanent memorial, therefore **F&GP recommendation is not to pay for the floral displays but to contribute later towards a memorial plaque in the village or something similar.**
- 9.0 **Report: Allotments Committee**
- 9.1 **Allotments – General Report – Clerk (RFO), Cllrs Letheren, Clements, Evers**
Rents now received, although there have been some plots given up recently.
- 10.0 **Report: Planning Committee (Cllr Harper/Clerk(PO))**
- 10.1 The following planning applications comments were circulated and sent as per our Standing Orders as they were due prior to this meeting:
MC/17/1845 LAND REAR OF 56-60 TOWN ROAD, CLIFFE WOODS, ROCHESTER, ME3 8JJ

Construction of a detached chalet bungalow with parking and access via Milton Avenue. Bungalow is behind 60 & 58 Town Road (semi-detached bungalows on the shop side of the Milton Road/Town Road junction, accessed from Milton Road. Garden area is behind the larger 56 Town Road).

Concern raised about the location of the access (on the curve of the access road to the rear of the shops/doctors)

MC/17/1834 WESTCOURT FARM, SALT LANE, CLIFFE, ROCHESTER, ME3 7ST

Construction of two open fronted agricultural buildings (farm down Salt Lane near Bretts Yard, agricultural buildings)

No objection

MC/17/1691 18 WENTWORTH DRIVE, CLIFFE WOODS, ROCHESTER, ME3 8UL

Construction of a two storey rear extension

No objection

MC/17/1598 2 VIEW ROAD, CLIFFE WOODS, ROCHESTER, ME3 8JQ

Construction of two storey side extensions to facilitate conversion of five bedroom dwelling to 2 three bedroom dwellings with associated parking

The Parish Council object to the planning application as submitted. The council had concerns about parking and the layout of the previous application (between 2 and 4 View Road) although this was granted permission.

This application will further develop a site previously allocated to two detached properties into a much denser row of semi-detached properties and creating a terraced feel that is not appropriate for this location. Its location is a gateway site into Cliffe Woods and this an over-development of the site.

MC/17/1924 47 REEDHAM CRESCENT, CLIFFE WOODS, ROCHESTER, ME3 8HT

Construction of two storey front/side extension and garage conversion together with a single storey extension to rear - demolition of existing conservatory

The effect on the neighbouring property (45 Reedham) does need to be reviewed. The parish council would also want to see that sufficient car parking is provided.

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

MC/17/2015 THE EVENING STAR, 128 CHURCH STREET, CLIFFE, ROCHESTER, ME3 7PY

Conversion of existing Public House into two 3-bedroomed terraced houses with micro pub and a 2-bedroomed flat above and construction of two 3-bedroomed semi-detached houses with associated parking

Concerns – Over-development of the site. No car parking provided for micro-pub. Residential access from front (limited and low footway – access to and from school etc.). Car park access limited to one car width (and generating standing or reversing traffic on Church Street).

MC/17/2249 CLIFFE WOODS PRIMARY SCHOOL, VIEW ROAD, CLIFFE WOODS, ROCHESTER, ME3 8UJ

Relocation and erection of a modular building on stands to provide pre-school facilities

Recommendation required

MC/17/2210 56A ROOKERY CRESCENT, CLIFFE, ROCHESTER, ME3 7RH

Application for Lawful Development Certificate (Proposed) for the construction of a dormer to side and roof light to side to facilitate further living accommodation within the roof space. |

No consultation

MC/17/2040 THE BUNGALOW RYE STREET FARM RYE STREET ROCHESTER ROCHESTER, ME3 7UD

Lawful Development Certificate (existing) for use of building as a single residential unit

No consultation

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

10.4 Other Planning Issues

MC/17/0410 ROOKERY LODGE, THATCHERS LANE, CLIFFE, ROCHESTER, ME3 7RG
Demolition of existing buildings and construction of 8 x two-bedroomed and 4 x three-bedroomed houses with associated refuse, parking and access (site 1) – Parish Council Objected, no committee date. **(the redevelopment of the garage site for two properties opposite has been approved)**

MC/16/3742 LAND SOUTH OF VIEW ROAD, CLIFFE WOODS, ROCHESTER (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 - Objected, no committee date

MC/16/3669 LAND OFF TOWN ROAD, CLIFFE WOODS (Gladmans)
Outline planning application with some matters reserved (appearance, landscaping, layout and scale) for up to 225 residential dwellings (including up to 25% affordable housing), introduction of structural planting and landscaping, informal public open space and children's play area, surface water flood mitigation and attenuation, vehicular access point from Town Road and associated ancillary works – Objected – Medway Planning Committee refused permission with a recommendation to strengthen the reasons for refusal. **The statement of case for the parish council will be submitted before the council meeting (planning committee to approve)**

11.0 Car Parking Review – Cliffe Woods/Cliffe

Awaiting advertising of further restrictions and adoption. Mark Johnson had been on extended medical leave and has now returned to work so will be auctioning these.

12.0 Clarion – Annual Report

This is in progress and it is aimed to deliver in July.

13.0 Report: Other Committees

13.1 Footpaths and Common Land – General Report

13.2 C&CW Neighbourhood Plan Steering Group – General Report - Clerks

13.3 Youth Liaison – General Report - Cliffe Woods – Cllr Walton, Cliffe Youth Club Clerk(PO)

14.0 Report: Other Bodies

14.1 Cliffe and Cliffe Woods Community Trust – Report Cllr Bush

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

14.3 Cliffe Memorial Hall – General Report – Cllr Bush

14.4 Brett's Liaison – Cllr McDermid/Clerk(PO)

14.5 Rural Liaison Committee – Cllr Stanley no further meeting since report in March.

14.6 Kent Association of Parish Councils (Medway) – Chair/Cllr Harper April meeting held

14.7 Police Liaison Committee – Cllr Stanley the committee meets on an ad-hoc basis and have moved to the Hoo Village Hall, Pottery Road.

14.8 Patient Participation Groups (Cliffe – Chair, Cliffe Woods – Vice Chair)

14.9 Hoo Peninsula Landscape Partnership Bid (Heritage Lottery Fund) Heritage Lottery Fund on target for expression of interest by the end of May.

14.10 Friends of North Kent Marshes Cllr Darwell

14.11 Other Reports

15.0 Other items to be handed to the Clerk for the next Meeting scheduled on 10th August 2017 in the Small Hall, Memorial Hall, Church Street, Cliffe.

