



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

Parish Clerk: Mr Chris Fribbins

To all Parish Councillors, you are summoned to attend the meeting of Cliffe and Cliffe Woods Parish Council to be held **Thursday 14th June 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** Two Vacancies Cliffe Village Ward x 2, Cliffe Woods Ward x 1

4.0 **Approval of Minutes of Meeting held on 10/05/18**

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 10/05/18** (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 Meeting Arrangements – Council Meeting – locations to be booked/confirmed

7.4 Defibrillator at Fire Station – Move to Cliffe Doctors' Update

8.0 **Report: Chair**

The Chair will report on her parish council activities in May to date. There are two areas that she want to highlight related to the Annual Meeting:

- a) Committees – further committees need to be considered
- b) Responsibilities – the need for all councillors to take on (more) responsibilities in the council.

9.0 **Annual Governance and Accountability Return 2017/18**

The internal audit has been completed out by Mrs Roxana Brammer (circulated). There are no issues raised. The council is now asked to consider and agree:

Section 1 – Annual Governance Statement 2017/2018

Section 2 – Accounting Statements 2017/18

(both circulated)

When agreed the annual return is posted on the parish noticeboards, available on the parish council website and accounting records available for inspection (by appointment). It is also sent to the External Auditor (PFK Littlejohn).

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

10.1 **Finance Report** – reports circulated

Banking Arrangements – changes in progress, (Clerk(PO) already had access). New debit card issued to Clerk (PO) – sealed debit card PINs stored by Chair (as financial regulations).

The council need to agree changes to the N,S&I Investment Account signatures by resolution (the account is post only)

Investment Policy – to be considered

10.2 **Receipts & Payments** (circulated)

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

10.3 **2017/2018 Annual Report** – dealt with 8.0

10.4 **Changing Rooms Project**

- a) Report to be circulated. Structure now almost complete, moving on to internal works.

- b) Payments – Four payments made to Clark Clayton also Development Control Inspection and order for Electricity Supply.
- c) Decision required on Storage Container purchase and location,

- 10.5 **Parish Councillor** Parish can now co-opt all four vacancies (Cliffe Village and Cliffe Woods) to 9/5/2019
- 10.6 **Relief Caretaker/Caretaker**
A six-month performance review has been held with the caretaker (Chair/Vice Chair). Issues raised with equipment, safety equipment and hours of work and communication. Two petrol mowers and a petrol strimmer have been collected by Mr. MOWER for a service, storage container keys provided. Chair/Vice Chair to follow-up issues.
- 10.7 **Play park repairs**
SafePlay will be carrying out repairs to the Skate Park and Annual Inspections. Football arena netting to be checked by Cllrs Wenban/Letheren.
- 10.8 **Vandalism to Cliffe Recreation Ground & Allotments**
Grease/Oil has been placed on the current storage container to deter youths from climbing on the roof (and warning notices applied).
- 10.9 **Assets and Insurance Cover**
Key uninsured assets listed and a quote for insurance premium impacts to be sought (Clerk PO).
- 10.10 **Allotment**
Annual rents received during May. Allotment records and payment lists passed to Cllr Fenney for review and identification of any necessary actions.
- 10.11 **Cliffe Woods Car Park - Potholes/Barriers**
Following the repair to the exit barrier, there were three recorded incidents at the entrance barrier (two vehicles identified. The signage has been replaced (and paid by the insurers of the van involved). The barrier has been fixed (the owner of the vehicle has been contacted and has promised to pay). The pothole repairs have been carried out by Volker Highways.
- 10.12 **Cliffe Small Hall Barrier**
This has been damaged. A quote to repair has been received from Thomas Fabrications and will be passed to the vehicle owner who has been identified.
- 10.13 **Strood Youth Centre/Medway Youth Projects**
A request for funding to support the 2018 summer projects in Cliffe and Cliffe Woods and a project to employ a street artist to work with local youth to repaint the youth shelter (owned by the parish council) at the Cliffe Woods Recreation Ground have been received. **F&GP recommend the £2k (from the ear-marked Youth Funds) is offered.**
- 10.14 **Standing Orders/Financial Regulations/Code of Councillor Conduct**
Reviews are underway and will be circulated to councillors for consideration and adoption at a future parish meeting.
- 10.15 **General Data Protection Regulation**
GDPR issues to be followed up. The parish does not have to appoint a Data Protection Officer, but principles of GDPR still need to be followed. There is little personal data held. Archived data will need to be reviewed (paper and computer records), an email service for councillor's council use may be required.
The issue of contact details on the parish website will be reviewed by Clerk (PO) and Cllr. Dibble as part of the website training/additional support.
- 10.16 **Fairground Visit**
Fairground were on-site from Monday 14/5 to 21/5 (open 18/19/20). £600 paid (VAT included) and £500 damage waiver. No damage identified but a padlock was lost, so £50 retained and £450 returned. (a lock has been identified to replace it). They will be interested in returning, although also interested in using Cliffe Woods as well (alternate or extra event) Medway Council will need to approve.
- 10.17 **The Buttway – Land Conditions/Drainage**
There are ongoing issues with drainage – the current drain in the car park are cannot cope with heavy rain and it forms a pool. There has also been damage to the grassed areas by vehicles parking on the grass and some uneven grass where the historic excavations were carried out – There are concerns about the health and safety implications of the annual fair and events on the Buttway.
A 'ground renovation' firm has been contacted, but not replied. Other solutions to be investigated. Top soil is available from the recreation ground and a solution to the drainage has not been budgeted and is likely to be costly (extension of soak-away and possible additional drain opening where water remains even when to current opening is dry).
There is very unlikely to be any solutions before the fair so areas may need to be roped off.
- 10.18 **Parish Photo Archive**
The parish agreed support for an initial trial archive of school photos to help identify costs. Consumables to be ordered via the Clerks so that lower prices can be found and VAT reclaimed. Cllr Darwell has been unable to process this yet, along with the preparations for the Summer Fayre.
- 10.19 **Neighbourhood Plan – Grant Funding**
The unused portion of the grant has been returned and an application made for this money in 2018/19. A further grant of £4,000 has also been applied for to cover support for site investigations and creation of a design code. This has been acknowledged by Locality, but some questions to be answered before the grant can be assessed.

- 10.20 **Clerk (RFO) Recruitment**
Four applications (all local) received by the closure date. The Chair, Vice Chair and Cllr Fenney to meet and discuss next stage.
- 10.21 **Future Council Meeting Locations**
Alternative locations in Cliffe are being sought. St Helen's House is not available on Thursdays. The Cliffe Mission (behind the Doctor's Surgery) has been contacted and there is possible availability – it is available in July and September currently.
- 11.0 **Allotments – General Report** – Cllrs Letheren, Clements.
- 12.0 **Report: Planning Committee** (Cllr Harper/Clerk(PO))
- 12.1 The following planning applications comments were circulated and sent as per our Standing Orders as they were due prior to this meeting:
- MC/18/0799 2 View Road Cliffe Woods Rochester ME3 8JQ**
Partial demolition of existing dwelling and construction of a 4-bedroomed detached dwelling with associated parking, amenity space and landscaping
Issues with parking and reversing off the site into View Road would be exacerbated by this application.
Concern expressed.
- MC/18/1238 Point View Buttway Lane Cliffe Rochester Medway ME3 7QW**
Neighbourhood consultation application for the construction of a single storey rear extension. The details submitted are as follows: The extension will extend beyond the rear wall by 4m, The maximum height of the proposed extension from the natural ground level is 3m and the height at eaves level of the proposed extension measured from the natural ground level is 2.6m.
No Objection
- MC/18/1253 Tryst Merryboys Road Cliffe Woods Rochester Medway ME3 7TP**
Construction of a single storey extension to rear and addition of pitched roof to front dormer and insertion of two roof lights to front.
No Objection
- MC/18/1262 The Evening Star 128 Church Street Cliffe Rochester Medway ME3 7PY**
Variation of condition 2 to allow a minor material amendment to planning permission MC/17/4027 Conversion of the existing public house into three 3 bedroom houses and construction of two 3 bedroom houses with associated parking (resubmission of MC/17/2015) - to enable the rear roof line to be amended and provide additional living space to the second floor level.
No Objection
- MC/18/1539 17 Ashwood Close Cliffe Woods Rochester Medway ME3 8HQ**
Construction of a pitched roof over existing front projection
Concern about the availability of parking on the frontage (a similar development next door as more parking available).
- 12.2 The following planning applications have been circulated to the planning committee (and other councillors). A response is due after this meeting.
- MC/18/1570 Manor Farm West Street Cliffe Rochester Medway ME3 7TH**
Application for the conversion of an existing barn into 2 four bedroomed dwellings and the erection of replacement vernacular structures to provide 4 two bedroomed dwellings and a two-storey structure providing 4 three bedroomed dwellings along with associated infrastructure, landscape, parking and access.
Notice of application arrived in the day of the planning committee – reviewed, but decision to be recommended at the parish council meeting. Ten additional dwellings in that location may be an issue – generation of vehicle movements, no immediate local services.
- MC/18/1536 Kia-ora Station Road Cliffe Rochester Medway ME3 7RN**
Demolition of the existing outbuildings and construction of two semi-detached, 3-bedroom dwellings with associated repositioned vehicular access, parking and amenity space
Notice of application arrived in the day of the planning committee – reviewed, but decision to be recommended at the parish council meeting. Height of properties may be an issue as next to bungalows (some with dormers in roof).
- Wharf Farm, Wharf Lane, Cliffe, Rochester, Medway**
Construction of detached dwelling (revision to previously approved scheme MC/18/0907, Siting of dwelling moved 2.5m to the east)
- 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**
The consultation period has been extended to June 25 (12:00). A draft response has been circulated (based on the online questionnaire). Any suggestions for changes to be considered and approval to submit sought.

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

The decision by the Minister is awaited (before early July). There has been some indication of a possible outcome. The decision will be circulated to councillors and published on the parish website when received. THE SITE HAS NOT BEEN ALLOCATED BY MEDWAY COUNCIL IN THE EMERGING LOCAL PLAN.

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 SITE HAS NOT BEEN ALLOCATED BY MEDWAY COUNCIL IN THE EMERGING LOCAL PLAN. An appeal against the decision of Medway Council of refusal 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 SITE HAS NOT BEEN ALLOCATED BY MEDWAY COUNCIL IN THE EMERGING LOCAL PLAN.

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). Their intention is to submit a planning application in the next few weeks. This would include some employment land and following the discussion some bungalows. No commitment of support has been given or implied at this stage. THE SITE HAS NOT BEEN ALLOCATED BY MEDWAY COUNCIL IN THE EMERGING LOCAL PLAN.

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. THE SITE HAS NOT BEEN ALLOCATED BY MEDWAY COUNCIL IN THE EMERGING LOCAL PLAN.

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).

- 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 – 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 – Clerk (PO) **An additional rep is required following the recent resignation of Lynne Bush who is now leaving the area (contact Clerk(PO) for details, they do not meet often).**
 - 14.2 Cliffe Woods Community Centre Liaison – General Report – Cllr Walton
 - 14.3 Cliffe Memorial Hall – General Report – Cllr Fenney to make contact
 - 14.4 Brett's Liaison – Cllr McDermid/Clerk(PO).
 - 14.5 Rural Liaison Committee – Cllr Naughton-Dean
 - 14.6 Kent Association of Local Councils (Medway) – Chair/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 Issues to be reported/discussed should be passed to Cllr Dibble..
 - 14.8 Patient Participation Groups (Cliffe – vacant, Cliffe Woods – Chair/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 July Meeting is scheduled on 12th July 2018 (location to be confirmed).**