



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 13th June 2019, in the Emmanuel Centre, Parkside, Cliffe Woods (by the shops) 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 09/05/19

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 09/05/19 (see action list with minutes)

6.0 Co-option of Parish Councillors for both Cliffe Village Ward (one) and Cliffe Woods (one). CVs to be circulated (if any candidate 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

- I am continuing the monthly written contribution to the Parish News
- I will be attending the Choral Evensong on the occasion of the Dedication Service for the Mayor and Councillors of Medway Council at Rochester Cathedral on Sunday 9 June.

9.0 AGAR Completion (Annual Report)

Last year's accounts were sent to the auditor and received back on the 15.05.19- No Comments were made, and the invoice has been received and Pg 3 signed. The Clerk (RFO) has to approve the financial statements and then the Annual Governance Statement (pg 4) and the Accounting Statements (pg5) have to be approved by the council (in that order). The AGAR can then be submitted to the external auditor and displayed on all noticeboards and the website (dates for display on the noticeboards to be set by the Clerk (RFO)).

9.1 The council is requested to approve the Annual Governance Statement (pg 4) of the AGAR.

If approved the Clerk (PO) and Chair will complete the page.

9.2 The council is requested to approve the Accounting Statements (pg5). This has been signed as correct by the Clerk (RFO), if approved the Chair will complete the page.

9.3 Next Steps The AGAR form and supplementary files will be emailed to PKF Littlejohn (External Auditors), it will also be available on the Parish Council web site and displayed on all five noticeboards. The display dates are set by the Clerk (RFO) based on guidelines – the earliest dates are June 17th to July 26th 2019.

10.0 Report: Finance & General Purposes 4th June 2019 (Cllr Dibble/Clerks)

Meeting held Tuesday 4th June, 7:30pm at St Helens House, Buttway, Cliffe

Attendance Cllr Sandra Fenney (Outgoing Chair), Cllr Naughton-Dean (Vice Chair), Cllrs Dibble, Cooper, Keates

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

Apologies Cllr Letheren (unwell)

In Attendance Cllr Walton

10.1 Election of Chair

Cllr Naughton-Dean nominated Cllr Dibble for the position, which was accepted. Proposed by Cllr Naughton-Dean, Seconded by Cllr Keates- **ALL AGREED**

10.2 Election of Vice Chair

Cllr Cooper opted to stand as vice chair. This was proposed by Cllr Naughton-Dean, Seconded by Cllr Keates- **ALL AGREED.**

10.3 Finance report Draft Finance reports circulated - Bank Reconciliations, Balances, Council Detail Report. Agreed to note

10.4 Neighbourhood Plan Funding to Completion

As per the 2019/20 Budget there was £1,861 allocated from the precept and an Ear Marked Reserve amount of £4,090 is shown – this has now been funded by General Reserves. Further expenditure is likely and this can be sourced from Rural Liaison Grant funds and deferment of the second Clerk PC to next year. Opportunities for further grant funding will be sought, but the Locality Grant has been used up. The aim to also to get to the stage where Medway Council pick up the majority of costs as soon as possible. Cllr Naughton Dean recommended this is referred to full council, seconded by Cllr Cooper- **ALL AGREED**

10.5 Annual Return (AGAR)

Dealt with at item 9.

10.6 Payments to be made Initial draft Receipts and Payments circulated

Cllr Fenney recommended at cut-of date for payments to be added to the R+P Sheet be set. Chair expanded on the above by recommending the day should be, the day of the F+GP Meeting and any additional payments be separated and added to agenda separately, which was seconded by Cllr Fenney. Cllr Naughton-Dean proposed that the above be deferred to the Governance Working Party, seconded by Cllr Keates- **ALL AGREED** Otherwise all payments recommended for approval.

10.7 S106 Monies Cliffe Woods

Following an email there has been various suggestions for allocations of the S106 money that has been given following the Esquire development. Any further suggestions, please supply them to Clerk PO. Chair recommended Cliffe Woods Changing Rooms with associated car park and the shop car park be put forward as possible village enhancements. This was proposed by Cllr Fenney, seconded by Cllr Cooper- **4 AGREED, 1 ABSTENSION**

10.8 Grants and Donations-

A grants and donations form have been sent to Cliffe Brownies and Medway Youth Centre, following requests received by email – awaiting forms.

10.9 Changing Room Update (Cllr Naughton-Dean/Clerk PO) General Update

A site meeting was held with Mr Tom Fenney and a suggestion was made to apply an improved flooring solution during the summer months. A quote from Polycoat flooring is being obtained for the flooring issues (other quotes will be required). Cllr Naughton-Dean has also met with the builders and has had assurances that the floor was sealed and screeded. Cllr Wenban is sourcing costings for quarry tiles as an additional flooring quote. It was also noted that a full deep clean will be needed before the start of the next season, along with a heating system drain. It was also recommended that the boot scrapers/cleaners be purchased before the start of the next season. Cllr Naughton-Dea proposed that the Manager/Responsible Adult of the team be responsible for

the appearance of the changing rooms, once a game has finished after matches, this was seconded by Cllr Fenney- **ALL AGREED**

10.10 **Caretaker- Relief Caretaker/Cleaner to appoint** - There has been an enquiry about the position from our website, Clerk RFO has sent details and is awaiting a response. Clerk PO also has another possible lead, which will be followed up.

10.11 **The Buttway**

Grass Surface/Vehicle Parking Entrance – Permanent strengthening after of the main vehicle entry/exit will need to be done after the Summer Fete as it will need to be left to allow grass to re-grow.

Overnight nuisance – Two fencing/bollard quotes have been received and will be discussed; A third company quote is awaited.

Drainage- Mike's Maindrain have been and probed (with camera) the drains to find the cause of the constant flooding in that area. The recommendation is that the tarmac surface would need to be opened up to provide a permanent fix (report awaited).

10.12 **Cliffe Fairground**- There were no problems with the fair. All money was received and deposited into account (£660 including £110 VAT@20%). They have also shown an interest in holding a fair in Cliffe Woods. It was recommended that a meeting with the council be arranged before future events.

10.13 **Cliffe Play Area** The annual inspection has now been booked by Clerk PO and the report is awaited. It was noted also that there was an incident at the park of a child falling over and cutting their knee on broken glass. This has been added to the accident book

10.14 **Allotments**- Reminders have been sent out for all the outstanding invoices; a date has been set of 07.06.19 for them all to be paid. If there is still non-payment then a letter of termination will be issued. There are still several available plots. A new tenant visited the site with Clerk RFO and has agreed to rent two plots.

10.15 **GDPR Email**- Following a recent email regarding 'the right to be forgotten' would all Councillors confirm they have actioned the advice given. All councillors present did confirm they have followed the advice.

10.16 **Parish Computer**- Clerk RFO has now received and set up a new PC

10.17 **AOB (notified before, or at the start of the meeting)** - None

Meeting finished at 21.30

11.0 **Allotments – General Report** – Cllrs Letheren, Clements.
The Clerk(RFO) reports the majority of renewal payments have been made, but some plots have been given up and re-allocated or made available for new applicants. Those that have not paid have now received a final notice. Cllr Clements and allotment holders have carried out a strengthening of the metal boundary fence, Cllr Keates has supplied some taps and Cllr Letheren has fitted them.

12.0 **Report: Planning Committee** (Cllr Harper/Clerk (PO)) Both March and April Planning Meetings

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) Meeting 30/05/19

MC/19/1025 2 Chesterton Road Cliffe Rochester Medway ME3 7QX

Construction of a part two storey part first floor side extension and conversion of garage into habitable room (demolition of existing conservatory),

No Objection, but need to insure adequate car parking is retained due to location.

MC/19/1157 Manor Farm West Street Cliffe Rochester Medway ME3 7TH

Installation of estate fencing to the perimeter of the plot with vehicular gate together with the continuation of brick & flint wall and installation of gate – No Objection

MC/19/1158 Manor Farm West Street Cliffe Rochester Medway ME3 7TH

Listed building application for the installation of estate fencing to the perimeter of the plot with vehicular gate together with the continuation of brick & flint wall and installation of gate (Listed Building – no objection)

MC/19/1280 4 Woodside Green Cliffe Woods Rochester Medway ME3 8JZ

Construction of single storey extension to front and rear – Car parking to rear in Shaw Close, no objection

MC/19/1366 Manor Farm West Street Cliffe Rochester Medway ME3 7TH

Construction of a single storey detached garage – No objection

MC/19/1389 Land West Of Merryboys Farm House Cooling Common Cliffe Woods Rochester Kent ME3 7TP

Application for non-material amendment to planning permission MC/18/1863 - to increase the height of the window in bedroom 3 to allow for internal alterations – window only, no objection

GRAVESHAM/HIGHAM 20190385 Little Mockbeggar, Town Road, Cliffe Woods, Rochester, Medway

Use of land for the stationing of 4 x caravans for the occupation by seasonal agricultural workers all year round; the stationing of 16 x caravans occupation by seasonal agricultural workers from 01 March to 31 October and the unoccupied storage of the 16 caravans over winter. Express concerns about the location of the caravans and visibility from the roads, Suggest relocation behind the approved cold store.

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

tba

- 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 planned for the June/July 2019, after a delay until after a decision is reached on a Housing Infrastructure Fund bid of £170m (due Spring 2019) for road and rail improvements.

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

The outline planning application for up to 225 dwellings was refused by Medway Council, and Gladmans Appeal, due to the size of the development the application was 'called in' for the Secretary of State for Housing, Communities and Local Government (the Minister) to make the final decision. The public inquiry was held in November/December 2017 and the inspector recommended Approval. The Minister assessed the application and disagreed with the Inspector and refused the appeal. This would normally have been the end of the process but in late December 2018 Gladmans decided to request a review of the decision in the High Court, asking for the Minister's decision to be quashed. This appeal is related to HOW the decision was made, rather than the planning principles (there was information that came to light after the Inspectors approval – some of it was consulted on, but some was not). It may come down to whether the key additional information (new housing supply figures after changes to the NPPF) was 'government policy' where consultation is not required. Re-application MC/19/0287 (comments by 1/3/19) Initial comments sent, reserving the parish council's position and notifying of further comments to be submitted later when a meeting can be held with Medway Council + Letter from High Court. Court all-day 14th May 2019, part day on 16th May (2.5 Hours). **Cllrs McDermid, Harper and Clerk (PO) attended both days. The decision is unlikely to be received until July/August – if Gladmans claims are approved the application will go back to the Minister for re-consideration, if rejected (in full), the application will stand refused (but a new/duplicate application has been submitted, which will need to be considered by Medway Council, but with the High Court decision as input. (SMcD, FH and CF can update as necessary – brief report added to website/news items)**

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

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.**

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). The planning application has now been submitted (MC/18/2961). The applicant has asked if he can meet with the parish council to discuss his application further following the Gladman's refusal. Redrow had pulled out, but Esquire continued. **This was approved in April.**

Neighbourhood Plan – Site Allocation

Community-Led Housing

Situation with Redrow and Gladman's applications being monitored and IF approved could provide Local Needs Low-cost/Affordable Housing as identified by the Housing Needs Survey in 2017– needs an external organisation with business skills – **Clerk (PO) is seeking to attend consultation events in Dover.**

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 – Clerk (PO)
- 13.3 Youth Liaison – General Report - Cliffe Woods – Cllr Walton, Cliffe Youth Club Clerk (PO)
- 13.4 Governance Working Party – Cllr Naughton-Dean

14.0 Report: Other Bodies

- 14.1 Cliffe and Cliffe Woods Community Trust – Report – Clerk (PO)/Cllr Keates
- 14.2 Cliffe Woods Community Centre Liaison – General Report – Cllr Walton
- 14.3 Cliffe Memorial Hall – General Report – Cllr Fenney.
- 14.4 Brett's Liaison – Cllr McDermid/Clerk (PO) Meeting scheduled has taken place (now scheduled annually).
- 14.5 Rural Liaison Committee – Cllr Naughton-Dean
- 14.6 Kent Association of Local Councils (Medway) – Cllr McDermid/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 (at the same date as the Liaison Committee) Issues to be reported/discussed should be passed to Cllr Dibble.
- 14.8 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott – Cllr McDermid/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 next meeting on 13th July 2019 at the Small Hall, Memorial Hall, Church Street, Cliffe at 7:30pm.

