



Cliffe and Cliffe Woods Parish Council

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To all Parish Councillors, you are summoned to attend the meeting of Cliffe and Cliffe Woods Parish Council to be held **Thursday 8th November 2018, in the Small Hall, Memorial Hall, Church Street, Cliffe @ 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 11/10/18

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 11/10/18 (see action list with minutes)

7.0 Report: Clerks (Clerk PO/RFO)

7.1 Correspondence (emails distributed through the month)

7.2 Christmas social arrangements

7.3 Matters dealt with since last meeting, not on the Agenda (verbal report at meeting)

8.0 To move exclusion of Press and Public on the grounds that an incident related to a named individual will be discussed **Small Hall Barrier Incident (following discussion at F&GP)**

9.0 Establishment of Personnel Advisory Committee (terms of reference circulated and recommended by F&GP)

Recommend the establishment of the Personnel Advisory Committee on the basis of the terms of reference

10.0 Establishment of the Governance Working Party (recommended by F&GP)

Formal establishment of the ad-hoc Governance Working Party is recommended. The terms of reference are to review the policies, terms of reference, the Standing Orders and Financial Regulations, consult with parish councillors as necessary, and make recommendations to the Finance and General Purposes Committee or the Council on their amendment or adoption. The working party to be open to all councillors

11.0 Adoption of Policies (as circulated and recommended by F&GP)

- Donations/Grants/Subsidy Policy – and application form
- Complaints Procedure
- Data Protection Policy
- Councillor's Code of Conduct

Each policy to be moved and seconded individually.

12.0 Report: Chair

8.1 • .tba

- 13.0 **Report: Finance & General Purposes (Cllr Fenney/Clerk (PO))**
 Meeting held Tuesday 30th October, 7:30pm at St Helens House, Buttway, Cliffe
 Attendance Cllr Fenney (Chair), Cllr Naughton-Dean (Vice Chair),
 Cllr Letheren, Cllr Dibble
 Chris Fribbins (Clerk PO), Mrs Michelle Dolley (Clerk RFO)
 Apologies Wenban (illness), Cooper (holiday) and Keates (family)
- 13.1 **Finance Report –**
Reports circulated- Draft reports circulated as of 29.10, as month end not until after the F&GP meeting.
- 13.2 **Receipts & Payments (circulated)**
 Initial Receipts and Payments circulated and noted, update with salary details will follow at month end.
- 13.3 **Council Budget 2019/20–** The deadline for agreeing the 2019/20 budget is the January 2019 Full Council Meeting. However the budget strategy and initial ideas are sought at the November meeting, so that a draft budget can be prepared for the December meeting and then any final adjustments can be made for the January Meeting.
 Cllr Naughton-Dean recommends including a 3-5year plan. Cllr Dibble recommends Computer/IT budgeting be considered for next year and Chair was in agreement.
 It was also recommended an interim F&GP Budget meeting be arranged (mid-November) to look at initial figures. Councillors input is requested
- 13.4 **Changing Rooms Project –**
 a. **General Update-** Cleaner has been appointed. The wet/dry Henry vacuum has been purchased and in-use. The hot and cold taps quote has been agreed within the Clerk PO's remit and due to be installed on 2nd or 5th November.
 b. **Snagging list,** previously raised has been completed, just needs to be checked by Cllr Naughton-Dean, which will be done when taps have been installed also.
 c. **Invoice** Cliffe Crusaders will also be receiving a second invoice for their B team by next week as previously identified at F&GP.
- 13.5 **Parish Councillor Election**
 Three vacancies remain (CW-One, Cliffe Village -two). No candidates identified have been identified yet.
- 13.6 **Clerk(RFO) Update**
 Handover is continuing. The 3-month review was also undertaken on 30.10 with Cllr Naughton-Dean (Vice Chair) and Sandra Fenney (Chair). New targets have been set, with the primary focus on the budgeting process.
- 13.7 **Relief Caretaker/Caretaker**
 John Davis has now been appointed with Claire Bexton being appointed relief caretaker/changing rooms cleaner. Employment contracts are required.
- 13.8 **Play park repairs**
 SafePlay been asked to quote for a repair to the damaged soft (wet pour safety surfacing). This is still ongoing and awaiting the quote.
- 13.9 **Vandalism to Cliffe Recreation Ground & Allotments**
 a. *CCTV- Reviews and changes will now be looked at for the purposes of Changing Rooms and Steel Containers.* It was recommended that this be considered looked at within the budget for next year.
 b. **Arson Insurance Claim-** Has been submitted and passed to the insurers by Came and Company (Brokers) to the insurers (Aviva) and their response is awaited. All details supplied just waiting on settlement figure so that the damaged equipment can be disposed of. A mini-skip has already been authorized for this.
- 13.10 **Allotments**
 After the incident we have had an update from Kent Police- There is no basis for a prosecution and therefore they are dropping the case.
- 13.11 **Barrier- Cliffe Memorial Hall Small Hall Car Park**
 Since the previous incident, there has been a further one and Thomas Fabrications have been asked to quote for the repair. The latest incident was caused by our caretaker, who was on parish council business. It was recommended that we issue the caretaker with an informal waring.

- 13.12 **Standing Orders/Financial Regulations/Code of Councillor Conduct/GDPR/Meeting Length**
 New Governance working party met and made some draft policies/documents which have been circulated. Personnel Advisory Committee - Terms of reference have been circulated.
- Donations/Grants/Subsidy Policy and Draft application form has been circulated.
 - Complaints procedure- This is covered within the Standing Orders
 - Data Protection Policy- this is likely to need reviewing given the new GDPR regulations, however it does cover most of it.
 - Councillor's Code of Conduct- A key document that needs to be adopted by council.
 - Standing Orders and Financial Regulations- Is underway
 - It was suggested that a Councillor's Guide be produced for existing and new councillors and consideration given to identifying a 'mentor' for any new councillor.
 - A publication scheme is required to identify what the parish council does.
- Recommended that the terms of reference and policies be adopted at the November meeting (considered individually)

- 1313 **The Buttway and Line Marking**
 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). Work is due to start 04.11.18
 - **Drainage-**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.
 - **Overnight Nuisance-** A resident of Buttway Lane has been having problems with parked cars on the grass area, late in the evening and has suggested a chain be installed across the grass area and locked overnight.
- Apart from the health and safety issues of a chain at low height and the problems of managing the opening and closing when required, the vehicles could still use the tarmacked area instead.
 It was recommended the council consider a physical staggered barrier- (collapsible barriers for when the fair comes in) with concrete/wooden cones, which would stop people parking in the grassed area. The opening, closing and impact of this needs reviewing.

- 13.14 **Trees/Hedges Cliffe Memorial Hall/Recreation Ground**
 Site visit has now taken place and we are awaiting the report to suggest actions and identify costs.

13.15 **AOB - None.**

- 14.0 **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).
 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).
 The Clerk (RFO) will be a familiarisation of and carrying out an inspection of the allotment plots during November.

15.0 **Report: Planning Committee** (Cllr Harper/Clerk (PO))

- 15.1 The following planning applications comments were circulated and sent as per our Standing Orders as they were due prior to this meeting:

MC/18/2842 Land North Of Merryboys Road Cliffe Woods Kent ME3 7RL

Construction of a 3-bedroomed detached dwelling and detached double garage

Details delayed on Medway website, but location opposite Wentworth Drive in Merryboys Road. Objections raised – as proposal for six further along – including prematurity and precedent.

MC/18/2882 3 Bronte Close Cliffe Woods Rochester Medway ME3 8TZ

Construction of single storey rear extension with insertion of roof lights

No Objection

MC/18/2841 The Evening Star 128 Church Street Cliffe Rochester Medway ME3 7PY

Details pursuant to conditions 3 and 4 on planning permission MC/18/1262 - 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 three 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.

Question raised regarding parking provision if extra living space.

MC/18/2961 Land West Of Town Road Cliffe Woods Rochester Medway ME3 8JX

Construction of ninety-two residential dwellings comprising of thirteen 2-bedroomed, thirty-seven 3-bedroomed, thirty-one 4-bedroomed, three 5-bedroomed dwellings and four 1-bedroomed and four 2-bedroomed apartments (Class C3), provision of 737sqm of employment floorspace to include offices and a nursery (Classes B1 and D1) with associated access, parking, public open spaces (play area), landscaping, new vehicular/pedestrian access from Town Road, provision of a pedestrian crossing, associated drainage, pumping station and earthworks.

Objection raised regarding highway safety/pressure on services/need for environment impact assessment

MC/18/2945 Merry Boys Farmhouse Cooling Common Cliffe Rochester Medway ME3 7TJ

Variation of condition 9 of planning application MC/11/2881 in order to allow the implementation of external lighting to be installed on site for the purposes of illuminating the Menage

Possible problems with lighting glare raised – other housing and the road.

MC/18/3058 Kia-ora Station Road Cliffe Rochester Medway ME3 7RN

Details pursuant to conditions 3, 4 and 5 on planning permission MC/18/1536 for the demolition of the existing outbuildings and construction of two semi-detached, 3 bedroom dwellings with associated repositioned vehicular access, parking and amenity space

Technical matter

MC/18/3024 Land West Of Merryboys Farm House Cooling Common Cliffe Woods ME3 7TP

Details pursuant to conditions 8 and 12 on planning permission MC/17/3572 - Outline application for six self-build detached houses with all matters reserved except access and landscaping

Technical matter – details of self-build being submitted

MC/18/2937 40 Wadlands Road Cliffe Rochester Medway ME3 7RD

Construction of a single storey extension to the side/rear to create additional living accommodation - demolition of existing utility room, garage and outbuildings

No objection but request for extension to be linked to main house in planning terms to prevent split in the future without further planning.

MC/18/3134 Land West Of Merryboys Farm House Merryboys Road Cliffe Woods Rochester Medway ME3 7TP

Details pursuant to condition 17 on planning permission MC/17/3572 - Outline application for six self-build detached houses with all matters reserved except access and landscaping

Technical matter – details of self-build being submitted.

MC/18/3141 15 Englefield Crescent Cliffe Woods Rochester Medway ME3 8HB

Application for a lawful development certificate (proposed) for construction of single storey rear extension

No objection

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

TBA

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

TBA

- 15.4 **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. **The decision has been further delayed and has been chased, but no indication when a decision will be made.**

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) decision awaited.

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)**

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) has taken place and the particular constraints of the parish are recognised. Details of the next stage of the Local Plan will be discussed with the group in December.

16.0 Report: Other Committees

- 16.1 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). A formal response from the Parish Council is sought by Monday 3rd December 2018.
- 16.2 C&CW Neighbourhood Plan Steering Group – General Report – Clerks
- 16.3 Youth Liaison – General Report - Cliffe Woods – Cllr Walton, Cliffe Youth Club Clerk (PO)

17.0 Report: Other Bodies

- 17.1 Cliffe and Cliffe Woods Community Trust – Report – Clerk (PO)/Cllr Keates
- 17.2 Cliffe Woods Community Centre Liaison – General Report – Cllr Walton
- 17.3 Cliffe Memorial Hall – General Report – Cllr Fenney.
- 17.4 Brett's Liaison – Cllr McDermid/Clerk (PO) Meeting scheduled for 2019.
- 17.5 Rural Liaison Committee – Cllr Naughton-Dean
- 17.6 Kent Association of Local Councils (Medway) – Chair/Cllr Harper
- 17.7 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.

17.8 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott – Chair/Cllr Fenney)

17.9 Friends of North Kent Marshes Cllr Darwell

18.0 Other Reports

Other items to be handed to the Clerk for the November Meeting on 13th December 2018 Emmanuel Centre, Parkside, Cliffe Woods.

Chris Fribbins Parish Clerk (PO)

31/10/2018