



# 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 10th January 2019, 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/2019 Elections Three Vacancies Cliffe Village Ward x 2, Cliffe Woods Ward x 1

*Any further vacancy that occurs on or after Wednesday 7 November 2018 would not require a bye-election to be held. However, the Parish Council may fill the vacancy by co-option (Rule 5(6) of the Local elections (Parishes and Communities) (England and Wales) Rules 2006.*

### 4.0 Approval of Minutes of Meeting held on 13/12/18

### 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 13/12/18 (see action list with minutes)

### 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

To follow at meeting

### 9.0 Council Budget and Precept 2019-2020

9.1 **The Budget for 2019/2020** (circulated) needs to be approved. This estimates the income and expenditure based on historic values and discussions at the Finance and General Purposes Committee and December Parish Council meetings. The aim is to ensure adequate funding for future commitments and spend. The actual decision to spend, and setting of charges, are a matter for future Council meetings.

**Recommendation – the circulated Final Budget for 2019/2020 is agreed (there is scope for amendments if necessary)**

9.2 **The Precept for 2019/2020** is the amount the Parish Council requires Medway Council to collect from the residents of Cliffe and Cliffe Woods for parish activities (it is paid to the parish council in April). The precept is collected on the basis of every residential property in the parish and the actual individual dwelling is calculated on the basis of the Council Tax Band (A to H). The council tax is calculated for Band D with bands A – C paying less and bands E – H paying more, The current Band D (2018-2019) is £28.84 (55p per week) . The suggestion from F&GP is a 4% increase to £29.99 (58p per week). (note that the actual value of Band D is set by Medway Council to collect the precept demand from the parish council after the other bands are set – they are a fixed

percentage of Band D, a figure can change but is unlikely to vary much in this parish area as it is affected by new housing or removal of properties).

**Recommendation – The Precept for 2019/2020 be set at £55,048, a 4% increase (there is scope for amendments if necessary, although the impact on the budget will need to be assessed)**

## 10.0 **Annual Revenue Support for Village Halls (Cliffe and Cliffe Woods)**

The F&GP Committee have asked for an Agenda item to review the current policy to grant the Cliffe Memorial Hall and the Cliffe Woods Community Association £5,000 per annum (paid in two amounts of £2,500) each.

This policy was introduced in 2009 with a signed agreement between the committees and the parish council that allowed free use of their facilities and restricted the uses the grant could be used for. The grant has not been inflation adjusted since introduction (so effectively reduced in real terms). The committees have reported the effectiveness of the grant by letter and reports to the Annual Parish Meeting over the years – welcoming the grant and reporting it was the difference between reporting a loss for the financial year and had been used to provide initial support to their users. This support is a direct power to parish councils to support Village Halls and is a key spend in Cliffe Woods where the parish council only has the car park and some play items in the Cliffe Woods Recreation Ground as assets and spend is low in comparison with Cliffe Village Ward.

There was a view that the parish council had limited funds and these grants were a significant cost. Although the finances are managed and there were no significant issues with adequate reserves, it represents only c. 40p per month/10p a week (at Band D) to support these important community facilities.

There are suggestions that the grant could be removed or reduced (possibly with additional reporting requirements from the hall committees) and a view that the current policy should remain as-is. **The council's decision is requested.**

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

Meeting held Tuesday 2<sup>nd</sup> January, 7:30pm at St Helens House, Buttway, Cliffe

Attendance Cllr Fenney (Chair), Cllr Naughton-Dean (Vice Chair), Cllr McDermid, Cllr Cooper, Cllr Wenban Chris Fribbins (Clerk PO), Mrs Michelle Dolley (Clerk RFO)

Apologies Keates (family), Cllr Dibble (illness), Cllr Letheren (illness)

### 11.1 **Finance Report –**

**Reports circulated-** Draft reports circulated as of 1/1. NOTED

### 11.2 **Receipts & Payments (circulated)**

Initial Receipts and Payments circulated and noted. Updated versions will be distributed as necessary up to the meeting.

### 11.3 **Council Budget 2019/20**

The January Council meeting will be asked to agree: -

a) The Budget for 2019/20

b) The 2019/2020 Parish Precept for collection by Medway Council (from 1/4/2019)

Final Budget Papers circulated. With the surplus £1,861 allocated to the Neighbourhood Plan AGREED to recommend to the council.

It was also AGREED to recommend to the Council that the precept increases by 4% as per the figures that have already been circulated to all Cllrs.

It was AGREED to have an Agenda item at the next Council meeting to discuss the current policy of paying £5,000 to each of the village halls in Cliffe and Cliffe Woods per year (established in 2009, but not increased)

### 11.4 **Insurance Claims -** There are two outstanding claims and they continue to be chased.

a) Fire damage to container and equipment – nothing further from the loss adjusters although all information supplied. There has been a staff change at the brokers and Christmas holidays have delayed things – all requested information has been supplied. When settled the old container and fire damaged equipment can be cleared and disposed of. An excess of £250 will apply.

b) Small Hall Barrier Damage – all information has been supplied (including two quotes for the repair) – including driver details etc. An excess of £250 will apply

### 11.5 **Changing Rooms Project – General Update**

The snagging list has now been completed. Although the 'Officials' sign is still to be completed (within next 2 weeks) this is a voluntary contribution and not part of the building work. **Cllr Naughton-Dean proposes the final payment (2.5% retention) is raised and paid.** The Council will need to issue a final completion certificate.

11.6 **Parish Councillor Election**

Three vacancies remain (CW-One, Cliffe Village -two). No candidates identified have been identified yet.

11.7 **Clerk(RFO) Update.** Handover of RFO duties continue. 12PAY Online Training is to be chased up on dates that everyone can attend (Cllr Fenney/ Cllr Naughton-Dean and Clerk PO). On Monday 31.12.18 she also completed a site visit to the allotments with a potential interested party, the party proceeded to rent an allotment- initially until April when rents are to be renewed.

11.8 **Relief Caretaker/Caretaker** A relief caretaker position has been advertised and there has been interest shown following an extension of the end date. The details have been passed to the Chair to follow.

11.9 **a) 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 (awaited). Reported to our insurance with details awaiting confirmation of claim – instructed Thomas Fabrications to schedule the work as it the lower of two quotes.

**b) Entrance Barrier – Cliffe Woods Car Park**

There had been reports from Derek Graves of vehicles hitting the barrier again, but damage was very limited and would not need fixing. However, on Friday 28th December 22:45 a large van hit the barrier (and must have been at some speed) the barrier was pushed back, bending a base plate and the top bar. This was reported by the caretaker and residents on Saturday morning and councillors/clerk PO dismantled the barrier to leave it safe from causing further damage to vehicles. It has been reported to the police as criminal damage as there has been no approach from the driver

11.10 **The Buttway and Line Marking** The line marking has now been completed.

Drainage Issues- Quotes are still awaited

Overnight Nuisance- Further actions still to be agreed

11.11 **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. Quotes awaited on recreation ground and recreation ground grass areas/pitches. Alternative suppliers to be sought.

11.12 **AOB** – On 31.12.18 our defibrillator was used in Cliffe Woods after a bad car accident in View Road.

Replacements for the Pads and starter kit have been ordered, with an additional spare set. Suggested that a further spare kit be ordered for the Cliffe Defibrillator (ordered 3/1). It was recommended that we establish responsibilities for monitoring and logging with inspection reports (possibly inside unit).

12.0 **Allotments – General Report** – Cllrs Letheren, Clements

A further tenant has been identified and inspections to be scheduled with Cllr Clements and Clerk (RFO)

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

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

n/a

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

**MC/18/3522 Buckland Lake Reserve Buckland Road Cliffe Rochester Medway ME3 7RT**

Change of use of various areas of Buckland Lake to include water sports, water sports centre with buildings within a compound, water based events, camping, archery, cycle hire, bushcraft, forest school, artificial reef (water burial) and island of remembrance

Suggestion – No Objection

**MC/18/3569 50 Swingate Avenue Cliffe Rochester Kent ME3 7RA**

Conversion of garage to facilitate additional living accommodation

Suggestion – No Objection

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

tba

## 13.4 Other Planning Issues

### Medway Local Plan

The consultation period has now finished, although a further consultation on a Draft Plan is planned for the June/July 2019, after delay to process until a decision is reached on a Housing Infrastructure Fund bid of £170m (decision due Spring 2019).

#### **ENFORCEMENT NUMBER/PLANNING NUMBER: MC/18/1929**

##### **30 Swingate Avenue Cliffe Rochester Medway**

Demolition of an existing garage and subdivision of the plot to facilitate the construction of a detached 2 bedroom residential dwelling with associated access, parking and amenity space. Altered vehicular access and construction of two additional parking spaces to the existing dwelling.

An appeal has been lodged against Medway Councils Refusal of Planning Permission – the appeal to be dealt with by written representations.

#### **Planning Decisions RECENTLY REFUSED**

##### **MC/18/3470 Land Rear Of 56-60 Town Road Cliffe Woods Rochester Medway ME3 8JJ**

Application for non-material amendment to planning permission MC/17/1845 to alter front to gable end, the rear to a gable end, and new roof line to include barn hips, increase the size of the kitchen to align with rear of living room, new recessed balcony to master bedroom and installation of 3 roof lights to the west elevation

##### **MC/18/2385 63 View Road Cliffe Woods Rochester Medway ME3 8UB**

Construction of a two storey side extension - demolition of the porch

##### **MC/18/1998 31 View Road Cliffe Woods Rochester Medway ME3 8JQ**

Construction of a two storey extension to rear together with installation of dormers conversion of roof space with to facilitate nursery and staff space

#### **Planning Decisions RECENTLY WITHDRAWN**

##### **MC/18/2764 14 Wharf Lane Cliffe Rochester Medway ME3 7UE**

Construction of an additional 3 bedroomed detached dwelling with associated parking together with revised parking to Plot 4 and reconfiguration of access road to facilitate the construction of the new dwelling

##### **MC/18/2688 14 Wharf Lane Cliffe Rochester Medway ME3 7UE**

Application for a non-material amendment to planning permission MC/17/2533 - to revise the roof of plot 2 to incorporate accommodation in the same manner as plot 3

##### **MC/18/1428 Land To The South Of Westfield Town Road Cliffe Woods Rochester Medway ME3 7RL**

Change of use of land from agricultural land to grazing land including provision of new vehicular access and associated hardstanding onto the B2000 - resubmission of MC/17/4014

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

The outline planning application for up to 253 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.

#### **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)**

#### **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 9<sup>th</sup> 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.

### **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.

### **Community-Led Housing**

Clerk(PO) attended a RuralKent seminar on this topic. It is an opportunity to allow a local organisation (outside the parish council) to provide low cost/affordable housing for local residents and those with a link to the village and lock-in the low cost/affordable element for future residents as well. It is something that the parish council could consider supporting – but it is reliant on a third party organisation being formed and coming forward.

## **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 – Clerks
- 14.3 Youth Liaison – General Report - Cliffe Woods – Cllr Walton, Cliffe Youth Club Clerk (PO)

## **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) Meeting scheduled for 2019.
- 15.5 Rural Liaison Committee – Cllr Naughton-Dean
- 15.6 Kent Association of Local Councils (Medway) – Chair/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 – Chair/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 14<sup>th</sup> February 2019 Emmanuel Centre, Parkside, Cliffe Woods.**