



## Cliffe and Cliffe Woods Parish Council

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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 12th July 2018, in the Cliffe Community Church, Millcroft Road, Cliffe (behind Opposite Play Area, Doctor's Surgery) @ 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 2

There have been four people showing an interest. If they provide a 'CV' it will be circulated before the meeting and they will be invited to the meeting.

#### 4.0 Approval of Minutes of Meeting held on 14/06/18

#### 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 14/06/18 (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 Defibrillator at Fire Station – Move to Cliffe Doctors' Update – following up with Doctors.

7.4 Grant application from *wHoo Cares* (£845)

7.5 Fun Fair request for June/July/August – two consecutive weekends Thursday to Sunday

7.6 Use of the Buttway by the Six Bells

#### 8.0 Report: Chair

The Chair will report on her parish council activities in June to date.

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

9.1 **Finance Report** – reports circulated. Cllr Fenney and Cooper had identified some queries that will be passed to the Clerk (PO) for review and changes where appropriate.

**Banking Arrangements** – changes in progress, Online Banking for Clerk (PO) has been applied for and changes to N,S&I have been submitted.

#### 9.2 Receipts & Payments (circulated)

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

9.3 **2017/2018 Annual Report** – this has been submitted to the external auditors (PFK Littlejohn) and their response is due in August. The report has been placed on all five notice boards, for the statutory period, and on the website where it stays. The accounts are open for examination by residents by appointment with the Clerk (PO).

#### 9.4 Changing Rooms Project –

- The 5<sup>th</sup> Payment (£17,881.87 inc VAT) has been paid to Clark Clayton.

- Cllr Naughton-Dean reported on the Changing Rooms Steering Group meeting, with the builder present, that took place before F&GP:

- a) Progress – the outside is almost complete. Windows and Doors should be in place before the parish council meeting. Planned completion end of July but electrical connection scheduled for 3rd August.

- b) Electrical Supply – The quote from UK Power Networks for the supply of electricity was accepted and paid (30/5) £4,615.77 inc VAT). This also involved extra responsibilities for the builder in providing a trench from the Changing Rooms to the street (UKPN will no longer connect to a pole – although there is one adjacent to the premises) and

meter cabinet, joint bays etc, at £2,535 + VAT.

Since that quote UKPN have identified further work that is necessary to complete the works (and not included in the original quote) – traffic management while they work on their pole to the cable provided by the builder @ £2,309.52 including VAT. The builder has investigated and will be able to do this work for c. £300 less FIGURE. In the tender £3,000 was specified for utility connections – water has been connected by the builder at his cost. Because of the policies (and monopoly position) of the supplier costs have exceeded the provisional sum. It is still intended to remain within budget and fund from savings elsewhere and contingencies.

F&GP recommend that the quote from Clark Clayton for Traffic Management be accepted.

- c) Internal Fittings – decoration and fittings were discussed, with wall tile, flooring treatment and water heating options selected (confirmed by F&GP).
- d) Steel Containers – After the decision to take up the 10% discount from Steel Box Direct. There have been difficulties in getting the order confirmed and scheduled – there appears to be problems on their supply side. Alternative suppliers are being contacted but prices are higher.

#### 9.5 **Parish Councillor**

Parish can now co-opt all four vacancies (Cliffe Village and Cliffe Woods) to 9/5/2019. Four potential candidates have been identified.

#### 9.6 **Clerk(RFO) Update**

(if the remaining candidate is suitable, details will be circulated before the meeting for the council to decide whether to appoint)

#### 9.7 **Relief Caretaker/Caretaker**

Following the decision of the council to extend the probationary period and propose ways of working, and consideration of options, the Caretaker has resigned. Since the resignation the former caretaker has indicated that he would be willing to discuss alternative job share/hours etc. The Chair/Vice Chair will propose advertising the role, In the meantime the Relief Caretaker will cover. **F&GP recommend the resignation be noted.**

#### 9.8 **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. These works are yet to be carried out,

#### 9.9 **Vandalism to Cliffe Recreation Ground & Allotments**

A site meeting with Aardvark Security to service the current equipment and discuss issues and upgrade options has been arranged.

#### 9.10 **Assets and Insurance Cover**

Key uninsured assets listed and a quote for insurance premium impacts to be sought (Clerk PO). The new changing rooms to be included – to be followed up by the Clerk (PO).

#### 9.11 **Allotments**

Cllr Fenney has carried out an audit of the allotment records to assist the Clerk (PO) in managing them while a Clerk (RFO) is appointed.

a) Two annual rents outstanding so letter to quit will be issued. There are further people interested in taking on an allotment – to be followed up.

Allotments holders have offered to cut some of the grass areas during changes to the caretaker – expenses to be claimed via the Clerk (PO) if necessary.

b) A vehicle hit the allotment entrance fencing on 23<sup>rd</sup> June, A quote was received from BR Stacey to carry out repairs and they were instructed to carry out the work – the work was completed 2/7. CCTV records the vehicle arriving from the Strood direction, driving through the car park, turning left and hitting the allotment fence. The vehicle then reverses, checks the damage to his vehicle and driving off.

The incident was reported to Kent Police, online, and they had responded that they could not carry out any investigation without the vehicle registration. A suspect vehicle had been suggested and will be investigated by the council. *(since the meeting it has been determined that this is the vehicle and has been reported to the police)*

#### 9.12 **Cliffe Woods Car Park – Entry Barrier**

The barrier has been repaired and signs replaced (paid for by the insurers of the earlier incident). Payment has been made to Cllr Darwell (Mechspray) and will be passed to the parish council by cheque. *(since the meeting the cheque has been received and banked)*

#### 9.13 **Cliffe Memorial Hall Small Hall Car Park Barrier**

This has been damaged. A quote to repair has been received from Thomas Fabrications (£290+VAT) and they have been asked to carry out the repairs. The identified person has been contacted and their insurance details have been provided. Details of the incident and damage have been passed to the insurers with a claim for the cost of repair.

#### 9.14 **Standing Orders/Financial Regulations/Code of Councillor Conduct/GDPR/Meeting Length**

a) A new Governance Working Party is to be established (Terms of Reference required) to carry on the work of the former working party.

b) Committees – including Personnel as a priority.

c) Length of Meetings (especially the Parish Council meeting). Four councillors had contacted the Chair regarding issues with the length of the council meeting. The Clerk (PO) had included a summary in the F&GP Agenda.

Issues to address:

a. Visiting speakers to be kept to strict time limits or arranged for another time (Chair/Clerk)

b. Councillors to read and understand agenda papers so they are prepared for the meeting (Councillors)

- c. Duplication of items/discussions to be avoided (Chair) – defer detailed discussion to relevant agenda item.
- d. Standing Orders (Rules of Debated) to be followed – focussing discussion and decision (Chair/Councillors)
- e. Formal meeting length and even speaking time could be considered if problems still exist

9.15 **The Buttway and Recreation Ground – Ground Conditions/Drainage**

A ground management firm had been instructed to carry out remedial works at the Recreation Ground, but were proving difficult to contact and get a commitment to the works and there had been attempts to get them to look at the Buttway and quote for works there as well. The Vert-drain work proposed needs to be carried out after winter but before the summer drier weather – this had not been done and the football/rugby season was due to start in August. The Clerk (PO) has contacted the firm that carry out land management in Allhallows and has asked them to review the land and propose remedial works – a quote is expected before the parish council meeting.

9.16 **Use of Emmanuel Centre**

The June council meeting referred a suggestion from the Clerk (PO) for consideration. The Emmanuel Centre has provided free use of their premises for some years and it was suggested that the council could provide two tables in lieu of rent as a thank you– **the purchase of two tables (@147.24 each including VAT) was proposed by Cllr Dibble and seconded Cllr Letheren that the council be asked to approve this.**

9.17 **Parish Photo Archive**

Due to Summer Fayre workload Cllr Darwell has been unable to progress this yet.

9.18 **Neighbourhood Plan – Grant Funding**

A further grant for £5,154 (to 31/3/19) had been submitted and £8,229.40 has been granted and received.

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

Potential new tenants need to be shown the available plots and notice to quit issued to two existing tenants due to non-payment.

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/18/1350 21 Shaw Close, Cliffe Woods, Rochester, Medway, ME3 8JR**

Retrospective application for the construction of conservatory to rear and extension to garage for conversion to gym  
No Objection

**MC/18/1751 8 Sedley Close Cliffe Woods Rochester Medway ME3 8HE**

Construction of a conservatory to rear - Demolition of existing conservatory  
No Objection

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

**MC/18/1867 29 View Road Cliffe Woods Rochester Medway ME3 8JQ**

Construction of a 3-bedroomed detached dwelling with associated parking

**MC/18/1962 Homeside Symonds Road Cliffe Rochester Medway ME3 7SS**

Conversion of garage to habitable living accommodation

**MC/18/1867 29 View Road Cliffe Woods Rochester Medway ME3 8JQ**

Construction of a 3-bedroomed detached dwelling with associated parking

**MC/18/1863 Land West Of Merryboys Farm House Cooling Common Cliffe Woods Rochester Medway ME3 7TP**

Application for approval of reserved matters (Plot 4 only) for (appearance, layout and scale) pursuant to planning permission MC/17/3572 - Outline application for six self-build detached houses

**MC/18/1888 34 Higham Road Cliffe Rochester Medway ME3 7SJ**

Construction of a single storey rear extension together with a dormer with juliet balcony to rear and roof lights to front to facilitate a loft conversion

**MC/18/1929 30 Swingate Avenue Cliffe Rochester Medway ME3 7RA**

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.

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 now finished, although a further consultation on a Draft Plan is planned for the end of 2018. The MP had submitted a joint response from peninsula parish councils. The provision of passenger services on the Hoo Freight branch has now been included as an option for further investigation in Network Rail's Kent Route Study.

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

The decision by the Minister has now been delayed to September due to a technical planning issue (EU decision).

**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 – **awaiting details**

**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. **A public exhibition was planned for 9<sup>th</sup> July at the Cliffe Woods Community Centre (4-8) with a special session for parish and Medway councillors before.**

**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. **No further update.**

**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) – **meeting 10<sup>th</sup> July.**

**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). Mrs Janet Taylor from Cliffe Woods had shown an interest.**
- 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).
- 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 August Meeting on 9<sup>th</sup> August 2018 (Emmanuel Centre, Parkside, Cliffe Woods).**