



## Cliffe and Cliffe Woods Parish Council

42 Quickrells Avenue, Cliffe, Rochester, Kent ME3 7RB

[www.cliffeandcliffewoods-pc.gov.uk](http://www.cliffeandcliffewoods-pc.gov.uk)

☎ 01634 566166

✉ [clerk@cliffeandcliffewoods-pc.gov.uk](mailto:clerk@cliffeandcliffewoods-pc.gov.uk)

*Parish Clerks:* Mr Chris Fribbins/Mrs Sue Hibbert

To all Parish Councillors, you are summoned to attend the meeting of Cliffe and Cliffe Woods Parish Council to be held **Thursday 10<sup>th</sup> August 2017, 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**

After the formal notice of vacancies were displayed on all five noticeboards and on the parish website, there have been no calls for an election for either vacancy and the parish council is now able to co-opt. It is suggested that the co-option be deferred to the September meeting due to the absence of the Chair due to illness.

3.1 **1) Cliffe Village – one vacancy**

3.2 **2) Cliffe Woods – one vacancy**

4.0 **Approval of Minutes of Meeting held on 13/07/17**

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 13/07/17** (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 **Six Bells – Request for use of the Buttway Surfaced Area**

Requesting use of the Surfaced and Grass area for our Classic Car and Bike show once a month (April to September) on the third Thursday. Issues were discussed with the Six Bells (PO/RFO and Cllr Naughton-Dean in attendance) and approval to continue granted on that basis.

7.4 **Anti-Social Behaviour Issues (Cliffe)** – There have been issues at the recreation ground and allotments – concentrating around the youth shelter (but not exclusively).

8.0 **Annual Report 2016/2017**

Awaiting the response from the external auditor.

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

9.1 **Finance Report** - July reports circulated.

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 **Cliffe Woods Car Park Repairs and Maintenance** – Repairs to both entrances complete, contractor has returned to adjust the (moveable) exit barrier after problems opening for the Cliffe Woods Fete – COMPLETE. New sign required – person who damaged it identified and offered to pay.

- 9.4 **RLG update**  
**RLG Outstanding** - £7,271 (previous underspend + 2017/18 £4,840).  
 Buttway Fencing agreed. Changing Rooms (£2,100 virement from Youth - Ear Marked Reserves agreed).
- 9.5 **S106 Update – Changing Rooms Project**  
**Meeting Summary**  
**Attendance - Sandra Fenney (Chair), R Naughton-Dean, Chris Fribbins Clerk (PO), Sue Hibbert (RFO), Gary Clark (Cliffe Crusaders RFU)**  
**Planning Permission/Building Control** – Building Approval agreed – additional cost when site visit to examine/check work when work underway.  
**Fund Raising –**  
*Football Foundation Grant* followed up by Clerk(PO). Some design changes are required and a Football Development Plan required from the clubs. It could not be considered until October. Funding from rugby also required.  
*Sport England Community Asset Fund* – application rejected.  
*Kent County Playing Fields Association* – request to be submitted (limited funds available) (RFO)  
*Veolia Fund* – Application made for £50,000 and has passed stage 1. Stage 2 submission to be completed but a decision will not be made until December 2017.  
*Leader Programme (Kent Downs and Marshes)* – application for £41,000 has passed the initial stage and a full application now needs to be submitted (by 10/8) for a decision in September (PO/RFO).  
 Additional fundraising will be done when we have a major grant approval.  
 Gary Clark confirmed that the new proposed date of the build is likely to mean that the main rugby team will have to identify alternative facilities as league notification is at the end of the season.  
 Signs/Storage Container – PO has been in contact with Medway Planning to discuss and a site meeting can be held – with an upfront cost of £72.60 for an hour. (*I have suggested 50% applies and invoice required for a parish council*). John Alford suggested putting in a plan for the additional storage container and just paying the planning fee - to be considered,
- 9.6 **Risk Assessment Review**  
 Clerk (RFO) met with Cllr Cooper to carry out the financial review for April-June quarter. She had concentrated on Allotment income and some improvements will be made to linking cash payments to individuals in future.
- 9.7 **Parish Council By-Election**  
 Medway Council invoice (and VAT invoices) awaited, but cost reported as £3,498,01 (before VAT which can be reclaimed)
- 9.8 **Relief Caretaker** – Vacancy to be advertised.
- 9.9 **Fencing/bollards at the Buttway**  
 The quote from Meopham Fencing be accepted. (details of quotes in the F&GP minutes). 50% needed to be paid up-front due to cost of materials (**payment listed for approval**)
- 9.10 **Play Park Repairs** – Cllr Wenban had carried out the majority of the work.  
 There are still with the inspector's statement that the entrance/exit gates be adjusted to be slower closing (worry about children 'escaping'). Further advice to be sought. The Village Club to be notified to do similar to their access gate (new staff were not aware of their 'ownership').  
 The safety surface on some equipment has been 'picked at' – an M&M quote received (see details in F&GP minutes) **APPROVAL SOUGHT**  
 Ballpark fencing & play are chain-link gate + (allotment fencing slats to be added) – quote from BR Stacey (details on F&GP minutes) **APPROVAL SOUGHT**  
 The fault with the cargo net connections on the Sutcliffe Leisure equipment had been reported to them, reply was not satisfactory and will be followed up (Cllr Wenban/RFO). A severely damaged bench had been removed. **Recommended that the Youth Shelter issues be discussed further.**
- 9.12 **Outdoor Gym Equipment** – Still to be considered, the current financial position would mean that the reserves would need to be used for match funding. Council agreed to consider for the 2018/19 Budget. **Match funding position to be clarified (PO).**
- 9.12 **Cliffe Recreation Ground/Small Hall Barrier Damage**

Awaiting dates for work (one steel bollard had been recovered). There had been a number incidents of criminal damage to the allotments and the rugby pitch and posts.

9.13 **Football and Rugby Pitch Hire Charges 2017/18**

Invoices to be sent (RFO)

9.14 **Damage to Rugby Pitch**

Damage not covered by insurance (no 'surfaces' cover). Pitch refurbishment contractor contacted to get an estimate of 'repair', if required. RFO to chase police for an update. PO to investigate and report on legal options available to the council. **F&GP recommend pursuing civil criminal damage, if police are not progressing.**

10.0 **Report: Allotments Committee**

10.1 **Allotments – General Report** – Clerk (RFO), Cllrs Letheren, Clements, Eys

Issues with condition of some plots to be followed up. Loose dogs an issue. Concerns about vandalism from Youth Shelter, break-in of sheds again and some produce had been stolen. Some change of ownership of plots – just one 'difficult' plot remains.

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

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

**MC/17/2015 THE EVENING STAR, 128 CHURCH STREET, CLIFFE, ROCHESTER, ME3 7PY**

Conversion of existing Public House into two 3-bedroomed terraced houses with micro pub and a 2-bedroomed flat above and construction of two 3-bedroomed semi-detached houses with associated parking

Over-development of the site. No car parking provided for micro-pub. Residential access from front (limited and low footway – access to and from school etc.). Car park access limited to one car width (and generating standing or reversing traffic on Church Street).

**MC/17/2249 CLIFFE WOODS PRIMARY SCHOOL, VIEW ROAD, CLIFFE WOODS, ROCHESTER, ME3 8UJ**

Relocation and erection of a modular building on stands to provide pre-school facilities

No objection

**MC/17/2306 - 8 HILTON ROAD, CLIFFE WOODS, ROCHESTER, ME3 8LA**

Construction of 2m maximum height boundary wall with pillars and gate to front - resubmission of MC/16/4435

**Objection** – The council are concerned about the height of the frontage wall and gate and the impact on the openness of the street scene.

**MC/17/2533 14 WHARF LANE, CLIFFE, ROCHESTER, ME3 7UE**

Construction of four 4-bedroomed detached dwellings with associated parking - revised application to relocate due to sewer easement line

No objection, although appropriate conditions from MC/15/4374 Construction of four 4-bedroomed detached dwellings with associated parking 14 Wharf Lane, Cliffe, ME3 7UE be applied (especially condition 14 on the making up of the road from Reed Street)

**MC/17/2601 ST HELENS COTTAGES, 2 BUTTWAY LANE, CLIFFE, ROCHESTER, ME3 7QT**

Construction of conservatory to rear

No objection

**MC/17/2498 31 CARDENS ROAD, CLIFFE WOODS, ROCHESTER, ME3 8TU**

Construction of a single storey rear extension together alterations to existing porch with conversion of garage to facilitate additional habitable space

No objection, but sufficient accessible on-site car parking needs to be confirmed.

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

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

**MC/17/2723 2 Tennyson Avenue, Cliffe Woods, Rochester, ME3 8JF**

Construction of a rear extension and garage conversion with additional parking  
(response due by 25/8/17)

11.4 **Other Planning Issues**

**MC/17/0410 ROOKERY LODGE, THATCHERS LANE, CLIFFE, ROCHESTER, ME3 7RG**

Demolition of existing buildings and construction of 8 x two-bedroomed and 4 x three-bedroomed houses with associated refuse, parking and access (site 1) – Parish Council Objected, **approved at the August 2<sup>nd</sup> Medway Council Planning committee.** (the redevelopment of the garage site for two properties opposite has been approved)

**MC/16/3742 LAND SOUTH OF VIEW ROAD, CLIFFE WOODS, ROCHESTER (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 - Objected, no committee date

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

Outline planning application with some matters reserved (appearance, landscaping, layout and scale) for up to 225 residential dwellings (including up to 25% affordable housing), introduction of structural planting and landscaping, informal public open space and children's play area, surface water flood mitigation and attenuation, vehicular access point from Town Road and associated ancillary works – Objected – Medway Planning Committee refused permission with a recommendation to strengthen the reasons for refusal. The statement of case for the parish council will be submitted before the council meeting (draft circulated to planning committee before submission) – **RULE 6(6) designation applied for by PO and granted. This allows the parish council to be represented at the inquiry (November 28<sup>th</sup> for 6 days) and see all papers produced by the appellant and Medway Council and call witnesses if required. Confirmation required.**

12.0 **Car Parking Review – Cliffe Woods/Cliffe**

Awaiting advertising of further restrictions and adoption. Mark Johnson had been on extended medical leave and has now returned to work so will be actioning these.

13.0 **Clarion – Annual Report**

This is in progress and it is aimed to deliver in August now. Articles can still be submitted.

14.0 **Report: Other Committees**

14.1 Footpaths and Common Land – General Report

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 Cllr Bush

15.2 Cliffe Woods Community Centre Liaison – General Report – Cllr Walton

15.3 Cliffe Memorial Hall – General Report – Cllr Bush  
the committee is looking for additional trustees.

15.4 Brett's Liaison – Cllr McDermid/Clerk(PO)

15.5 Rural Liaison Committee – Cllr Stanley.

15.6 Kent Association of Parish Councils (Medway) – Chair/Cllr Harper

15.7 Police Liaison Committee – Cllr Stanley the committee meets on an ad-hoc basis and have moved to the Hoo Village Hall, Pottery Road.

15.8 Patient Participation Groups (Cliffe – Chair, Cliffe Woods – Vice Chair)

15.9 Friends of North Kent Marshes Cllr Darwell

15.10 Other Reports

16.0 **Other items to be handed to the Clerk for the next Meeting scheduled on 14<sup>th</sup> September 2017 in the Emmanuel Centre, Parkside, Cliffe Woods.**

C Fribbins Parish Clerk (PO)

02/08/2017