



Cliffe and Cliffe Woods Parish Council

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Parish Clerks: Mr Chris Fribbins/Mrs Michelle Dolley

To all Parish Councillors, you are summoned to attend the meeting of Cliffe and Cliffe Woods Parish Council to be held **Thursday 9th August 2018, in the Emmanuel Centre, Parkside, Cliffe Woods @ 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

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.

Luke Perry has expressed an interest in a Cliffe Village position.

4.0 **Approval of Minutes of Meeting held on 12/07/18**

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 12/07/18** (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 – Doctors accepted and dealing with KFRS re. the install.

7.4 Fun Fair request for June/July/August – Initial dates were dropped as the fair was unable to advertise in time. Following a site meeting with Black Lion FC, the fair ground and the council, there was agreement on how it could operate alongside the football training and a game on Sunday. An agreement on alternative dates was agreed and a terms and conditions agreement produced and sent. Since then the fair has cancelled the fair due to scheduling problems on their side.

8.0 **Report: Chair**

- 16 July - RFO Appointment letter sent, references and documentation requested
- 20 July - Letter sent to Michael Johnson following his resignation.
- 20 July - Letter sent to Rev. Andy Hobbs re: Buttway issues.
- 23 July - PC Article for Parish Magazine
- 24 July - PC Surgery in Cliffe, with Vice-Chair

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

Meeting held Tuesday 31st July, 7:30pm at St Helens House, Buttway, Cliffe

Attendance Cllr Fenney (Chair), Cllr Naughton-Dean (Vice Chair), Cllr McDermid (C&CWPC Chair),

Cllrs Wenban, Letheren, Cooper

Chris Fribbins (Clerk PO), Mrs Michelle Dolley

Apologies Cllr Dibble

9.1 **Finance Report** – reports circulated – now up to date following the move of Changing Room expenditure to one code.

Banking Arrangements – changes in progress, Online Banking for Clerk (PO) has been now been granted and changes to N,S&I have been submitted. Following the appointment of Mrs Michelle Dolley (MD) to the position of Clerk (RFO) wef 1st August 2018, permission was sought to make further bank changes – add MD to the authorised parties, acquire a parish council debit card, add online banking and add her details to the authorised signatories (Sue Hibbert and Lynne Bush to be removed from authorised signatures) – Proposed Cllr Fenney, Seconded Cllr Naughton-Dean AGREED.

9.2 **Receipts & Payments** (circulated)

To note Income and to seek approval of the Payments listed – detailed report of income and expenditure circulated. Salary calculations to be done after 31/7. Due to a large payment to Clark Clayton, and withdrawal of £50,000 has been submitted by post to NS&I. VAT claims have been submitted for May, June and July (Total £16,435.07)

9.3 **2017/2018 Annual Report** – this has been submitted to the external auditors (PFK Littlejohn) and their response is due in August/September when it will be re-displayed. The report had been placed on all five notice boards, and has now expired, but is on the website where it stays.

9.4 **Changing Rooms Project** –

Cllr Naughton-Dean reported :

- a) Progress – the work will be completed in a few days (electricity supply is scheduled for 3/8. Electricity meter install is still awaited.
- b) Payments - The 7th Payment (£35,833.60 inc VAT) has been submitted by Clark Clayton. £15,000 has been paid and the rest will be paid when the NS&I transfer is complete.
- c) Grant Payments – both Veolia and the Leader Programme are ready to pay the rest of their grants by the end of August, following the submission of invoices.
- d) Steel Containers – No yet ordered

9.5 **Parish Councillor**

Following the co-option of Victoria Baxter, three vacancies remain (CW-One, Cliffe Village -two).

9.6 **Clerk(RFO) Update**

Following the resolution at the council meeting and the receipt of satisfactory references, Michelle Dolley has been appointed to the Clerk (RFO) position from 1/8/2018, initially on a six-month probationary period.

9.7 **Relief Caretaker/Caretaker**

The resignation of Michael Johnson has been accepted and John Davies is covering in the interim while the position is advertised and filled (JD will be encouraged to apply). There was no cover available from NORSE for the weekend 26/7 to 30/7 for JD's pre-booked holiday, extra hours are likely to be needed to catch-up.

9.8 **Play park repairs**

SafePlay have completed the maintenance of the Skate Park, but are waiting for specialised concrete for the repair of the surface. Football arena netting to be checked, and repaired if possible, by Cllrs Wenban/Letheren.

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

- The report on the current and possible CCTV enhancements is awaited from Aardvark Security.
- Following the report of the erection of a hide in the bushes at the Cliffe Recreation Ground at the parish council and the decision to remove it on Health and Safety grounds, the hide was set on fire the same evening – with flames extending to an allotment. The fire brigade attended and cropped the lock to the Allotment entrance when some material on the allotment side re-ignited in the morning.
- On the previous evening/night (30/7) the Storage Container was set alight and the remaining flooring in the 'caretaker's store' was destroyed. The fire also spread into the football/current caretaker store and initial investigation indicates that most of the equipment in that part had also been destroyed. The manager of Black Lion FC attended at the end of the meeting and reported that little had been salvaged and football games at the Recreation Ground may be at risk. With the replacement of the Storage Container (previously agreed) and the equipment damaged, the cost is likely to be c.£6,500. The parish council petrol lawn mowers and strimmer, the football line marker and ancillary equipment have also been damaged and are likely to need replacement (*Online Police Report DWYPMT7XR7 has been raised*).

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)/(RFO)

9.11 **Allotments**

- a) Two annual rents outstanding so letter to quit has been issued. There are further people interested in taking on an allotment and one plot has been re-let.
- b) A vehicle hit the allotment entrance fencing on 23rd June, the fence has been repaired by BR Stacey completed 2/7. 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 has been reported to the police and awaiting an update.

9.12 **Cliffe Memorial Hall Small Hall Car Park Barrier**

The repair has been completed by Thomas Fabrications The identified person has passed details of their insurance details. Details of the incident and damage have been passed to the insurers with a claim for the cost of repair and passed to Loss Adjusters – more information has been provided by them and an update is awaited..

9.13 **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, once the Changing Rooms are complete.
- b) Committees – including Personnel as a priority.

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

- Ground conditions at both sites require some maintenance but the weather has been too hot and the ground too dry. An alternative contractor has been identified and a quote is awaited.

- Rev Andy Hobbs has sent a letter to the parish council regarding issues at the Buttway relating to the need to park on the grass area and problems with access and exit from the grassed area. He had suggested some enforcement actions, but that is not possible as there are no legal restrictions/by-laws on the land – which is designated as a recreation ground/open space not a car park. There are also drainage issues on the car park following heavy or persistent rain. After discussion of the issues, drainage issues are delayed until the next financial year but **Proposed Cllr McDermid, Seconded Cllr Naughton-Dean that the council be asked to approve the re-painting of the yellow box junction lines (1m wider) and an improved, more visible sign - AGREED**

9.15 **Use of Emmanuel Centre**

The tables, approved by the council will be ordered when the funds have been received from NS&I.

9.16 **Parish Photo Archive**

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

9.17 **End of WW1 Centenary**

Cllr Darwell has requested consideration of a budget/grant for the events in November. Initial assessment is that c. £4-500 will be needed for flags, bunting, fireworks and other decorative materials. **F&GP are referring this to the Parish Council for consideration.**

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/18/1751 8 Sedley Close Cliffe Woods Rochester Medway ME3 8HE
Construction of a conservatory to rear - Demolition of existing conservatory
 No Objection

MC/18/1962 Homeside Symonds Road Cliffe Rochester Medway ME3 7SS
Conversion of garage to habitable living accommodation

The parish council has no objection as long as sufficient parking is retained on-site as this is a narrow unmade road with no footways.

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.

The parish council has concerns with the submission. It shows four parking spaces, but two are for the current property that are lost by the demolition of the garage and associated land. The building is shown close up to the boundary of the existing apartment block and close to side windows in two of the properties in that block. This does appear to be overdevelopment of the site and cramming in a two bedroomed detached property on the minimum plot size. Two bed-roomed properties are provided in the area but in the form of blocks provided for sheltered housing not in the form of an individual detached building.

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

While accepting that the site is not overlooked, the parish council would like to see provision of car parking in relation to the number of bedrooms in the extended property if possible. The road is badly overparked at present due to the amount of on street parking and lack of on-site parking. Otherwise the parish council has no objection.

MC/18/2020 6 Millcroft Road Cliffe Rochester Medway ME3 7QN
Part retrospective application for extension to shed

Although the size of the extended shed is fairly large, the parish council would like to know why this proposal needs planning permission. In principle the parish council has no objection.

MC/18/1882 14 Wharf Lane Cliffe Rochester Medway ME3 7UE
Details pursuant to conditions 4,6,7,8,9,10 and 14 on planning permission MC/17/2533 for the Construction of four 4-bedroomed detached dwellings with associated parking - revised application to re-locate due to sewer easement line

The parish council welcome details (condition 14) the provision for the details of making up of Wharf Lane from the junction of Reed Street to this development as was promised to local residents when planning was originally applied for.

MC/18/1998 (Phoenix Nursery) 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

While supporting the provision of an extension to an existing business the submission does not indicate the number of additional children that will be accommodated on the site - this may give rise to concerns about noise levels in that location as children must be outside for parts of their day.

It also indicates that vehicles enter and leave the site via a drive-through access to the front, but it is our experience that most vehicles park on View Road, near to a sharp bend in the road, forcing vehicles into the centre and off-side of the road (coming up from Town Road) to overtake the parked vehicles. Vehicles travelling towards Town Road will not see these vehicles until very late as they come around the bend.

This issue could be alleviated by the introduction of parking restrictions on both sides of View Road at the nursery and around that bend - as discussed previously with the council, but not implemented and still outstanding after over two years! If necessary, this development could meet all or some of the cost of implementing the preferred parking restrictions.

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

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 Clerk (PO) attended a closed meeting to - discuss the Housing Infrastructure Support bid, Road, Rail and Community Facilities. It has passed stage one and a detailed submission is now required.

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 held on the 9th 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. **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.**

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)/Cllr Keates (details of Cllr Keates have been passed to the Trust).

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 (at the same date as the Liaison Committee) 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 September Meeting on 13th September 2018 (Cliffe Community Church, Millcroft Road, Cliffe).

Chris Fribbins Parish Clerk (PO)

01/08/2018