



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 14th February 2019, 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 Approval of Minutes of Meeting held on 09/01/19

4.0 Adjournment (Members of the public can question the Parish Council and raise issues)

5.0 Matters Arising from Minutes of Meeting held on 09/01/19 (see action list with minutes)

6.0 Report: Clerks (Clerk PO/RFO)

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

6.2 Follow-up to Cliffe Woods Neighbourhood Watch – PACT (Partners and Community Together) proposed.

7.0 Report: Chair

To follow

8.0 Annual Revenue Support for Village Halls (Cliffe and Cliffe Woods)

The January meeting discussed the continuation of the annual revenue support grant of £5,000 to each of the village halls (Cliffe Memorial Hall and Cliffe Woods Community Centre). Questions were raised about the financial statements produced by the two halls in January and those matters have resolved. There were 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 and future payments released. **The council's decision is requested.**

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

Meeting held Tuesday 4th February, 7pm at St Helens House, Buttway, Cliffe

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

Apologies Cllr Wenban (work/early start of committee), Cllr Letheren (illness)

9.1 **Finance Report –**
Reports circulated- Draft reports circulated as of 1/2

9.2 **Receipts & Payments (circulated)**
Initial Receipts and Payments circulated and noted. Updated versions will be distributed as necessary up to the meeting.

9.3 **Council Budget 2019/20**

The January Council meeting agreed the budget and precept. An updated budget report was circulated to reflect the changes agrees with updates to the Current Year ACTUAL figures (to 31/1/19) Only two months remain to the financial year end 30/3/19

NOTED

9.4 **Insurance Claims -**

There are two settled claims and work agreed on one – to be paid when invoice submitted to insurers.

a) **Fire damage to container and equipment** – Final settlement agreed and paid £4,441.65.

Arrangements to remove container and damaged contents underway. Mr Mower will collect damaged mowers/trimmer and quote for replacement mower/trimmer. It was recommended that we purchase a hand-held trimmer, however the risk assessment will need to be reassessed as they can kick-up excess materials when in operation.

b) **Small Hall Barrier Damage** – Work completed claim (£410-£250 excess = £160) – additional signing to be investigated to make it more visible.

c) **Entrance Barrier Cliffe Woods** – Work authorised plus an additional strengthening (additional signing being investigated to make it more noticeable. Possible vehicle identified – Clerk(PO) has spoken to the Mini-Mart at Cliffe Woods. Police will not chase. Medway CCTV not working (still!), a resident's CCTV could not identify number plate and is now over-written. Thomas Fabrications has provided a quote and we are awaiting them to complete works. The claim will be paid on submission of the invoice.

9.5 **Changing Rooms Update**

Final certificate issued and final 2.5% paid.

Quotes to be sought for a floor coating to be carried out in the summer holidays/end of season.

The plaque is with the printers (Sign Studios) due any day.

The 'Officials' lettering has also now been rectified. It was also recommended that boot scrapers are purchased once the season is over.

9.6 **Parish Councillor Election**

3 vacancies (2 Cliffe Village and 1 Cliffe Woods)

Not aware of any co-options at February meeting. Nomination papers for 2019 election will be available from early March and need to be completed by end March (Clerk(PO) can advise).

9.7 **Clerk(RFO) Update.** Handover of RFO duties continues. 12PAY online training to be booked (also usable by Cllr Fenney/Clerk (PO)/Cllr Naughton-Dean. Dates have been requested by the RFO from 12PAY to arrange a date to suit all. On Monday 11.02.18 a meeting is planned the Clerk (RFO)'s 6-month probation-end review.

9.8 **Relief Caretaker/Cleaner** Handover of RFO duties continues. 12PAY online training to be booked (also usable by Cllr Fenney/Clerk (PO)/Cllr Naughton-Dean. Dates have been requested by the RFO from 12PAY to arrange a date to suit all. On Monday 11.02.18 a meeting is planned the Clerk (RFO)'s 6-month probation-end review.

9.9 **The Buttway**

Drainage Issues in corner of 'car parking' area (photos circulated). Clark Clayton will be supplying a quote for an extended soakaway a further quote was being sought via the Caretaker. No feedback yet. NORSE have also visited and may quote.

Overnight nuisance – Further actions to be agreed.

9.10 **Trees/Hedges Cliffe Memorial Hall/Recreation Ground.** A tree surveyor has been asked to provide a quote for a tree inspection report for the Recreation Ground/Small Hall Car Park – site visit carried out 28/10 (report/quote awaited) Clerk PO is chasing for the report.

9.11 **Recreation Ground Pitches and Buttway Grass** renovation/levelling action plan/quote still awaited. NORSE have visited and suggested works to the Buttway and the Football/Rugby pitches. Buttway now very bad where cars go onto the grass – strengthening and re-seeding required (could be out until June) No quotes received.

9.12 **AOB –**

a) **Village Hall Grants-** After extensive reviews of both accounts it was recommended that we support these vital village assets.

b) **WHOO Cares Grant Application-** A donation based on the number of residents that use their services across the peninsula has been requested. Currently stands at 17 residents across both wards. Cllr

Dibble proposed we recommend the council gives a one-off donation/grant of £500, which was seconded by Cllr McDermid AGREED.

Meeting finished at 21:00

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

A further plot has been allocated and there are some changes planned as one of the tenants has passed away. Inspections still to be scheduled with Cllr Clements and Clerk (RFO). The Clerk (RFO) has been on-site with Cllr Cooper and there has been some plot changes and the one new tenant.

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/19/0058 Land West Of Merryboys Farm House Cooling Common Cliffe Woods ME3 7TP

Details pursuant to condition 18 on planning permission MC/17/3572 for Outline application for six self-build detached houses with all matters reserved except access and landscaping

Suggest No Comment as details pursuant to permission already granted.

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Suggest No Comment as details pursuant to permission already granted.

MC/19/0003 51 Brookmead Road Cliffe Woods Rochester Kent ME3 8HL

Application for non-material amendment to planning permission MC/18/2317 - to change the front extension roof from gable end to hipped end

Minor material amendment is assessed by planning officers and either granted or refused in which case a full planning application can be made. Suggest No Comment

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

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

Appears to be a just the addition of some further documents (originally posted in October 2018) Suggest No Comment required

MC/19/0220 30 Milton Avenue Cliffe Woods Rochester Medway ME3 8TP

Variation of condition 2 to allow a minor material amendment to planning permission MC/17/3590 for changes in design due to foul sewer access.

Minor material amendment is assessed by planning officers and either granted or refused in which case a full planning application can be made. Suggest No Comment

MC/18/3664 Land Adj The Bungalow Rye Street Farm Rye Street Cliffe Rochester Medway ME3 7UD

Change of use of agricultural land to residential and construction of a single storey bedroom extension

Suggestion – No objection as this is just to clarify agricultural/residential boundary due to the extension and is a minor internal amendment.

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.

tba

11.4 **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).

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) Full Planning Application 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). The applicant has asked if he can meet with the parish council to discuss his application further following the Gladman's refusal. **This will go to Medway's Planning Committee in March**

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.

12.0 Report: Other Committees

- 12.1 Footpaths and Common Land – General Report – Cllrs Harper and Darwell.
- 12.2 C&CW Neighbourhood Plan Steering Group – General Report – Clerks
- 12.3 Youth Liaison – General Report - Cliffe Woods – Cllr Walton, Cliffe Youth Club Clerk (PO)

13.0 Report: Other Bodies

- 13.1 Cliffe and Cliffe Woods Community Trust – Report – Clerk (PO)/Cllr Keates
- 13.2 Cliffe Woods Community Centre Liaison – General Report – Cllr Walton
- 13.3 Cliffe Memorial Hall – General Report – Cllr Fenney.
- 13.4 Brett's Liaison – Cllr McDermid/Clerk (PO) Meeting scheduled for March/April.
- 13.5 Rural Liaison Committee – Cllr Naughton-Dean
- 13.6 Kent Association of Local Councils (Medway) – Chair/Cllr Harper
- 13.7 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.
- 13.8 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott – Chair/Cllr Fenney)

13.9 Friends of North Kent Marshes Cllr Darwell

14.0 Other Reports

Other items to be handed to the Clerk for the next meeting on 14th March 2019 Small Hall, Memorial Hall, Church Street, Cliffe.

Chris Fribbins Parish Clerk (PO)

06/02/2019