



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 13th September 2018, in the Cliffe Community Church, Millcroft Road, 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 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.

4.0 Approval of Minutes of Meeting held on 09/08/18

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 09/08/18 (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)

8.0 Report: Chair

- 10 August / 7 September - Attended Police Surgeries in Cliffe with a number of other Councillors
- 14 August / 12 September - Wrote and submitted Parish Council News Articles for September and October editions of the Parish News magazine
- 16 August - Met with Vice-Chair and new RFO to agree / sign contract and discuss other matters relating to the post
- 21 August - Carried out remediation work to Cliffe Woods Millennium sculpture with assistance from my husband
- 22 August - Wrote follow-up letter to Rev. Andy Hobbs regarding parking and other issues on the Buttway
- 28 August - PC Surgery in Cliffe Woods with Vice-Chair
- 4 September - First monthly review meeting with RFO
- 8 September – Changing Room Official Opening

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

Meeting held Tuesday 4th September, 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, Keates

Chris Fribbins (Clerk PO), Mrs Michelle Dolley (Clerk RFO)

Apologies Cllr Dibble

9.1 **Finance Report** – reports circulated Bank Reconciliation, Council Detail Report, Ear Marked Reserve reports circulated. The Ear Marked Reserve for the Changing Rooms is currently over spent but will be rectified when the external grants are received.

Banking Arrangements – Lynne Bush and Sue Hibbert have been removed from the account and Michelle Dolley has received a council Debit Card, however her application for Online Banking has been rejected by NatWest – a new application was completed at the meeting.

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 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 is complete, and the building will be handed over by Clark Clayton Wednesday 5th September. Trial run had been held on the 25th August and a snagging list prepared. An official opening is planned for Saturday 8th September at 2:30pm.
- b) Payments - Payments to Clark Clayton had been made (see payment list), locks and keys had been purchased. The main payment will be the 5% retained within the contract until works fully complete and accepted by the Parish Council. The Clerk (PO) has distributed a report on expenditure, allocation of grant money, remaining grant money due and a breakdown of parish council costs. After the s106 and previous insurance money had been used, the remaining cost to the Parish Council was c.£11,700.
- c) Grant Payments – both Veolia and the Leader Programme have confirmed that the supplied paperwork had been agreed in principle. £17,500 will be received from Veolia Environmental Trust and, subject to a final inspection, £30,010.07 will be received from the Leader Programme (Kent Downs and Marshes).
- d) Steel Containers – Two storage containers have been ordered and delivery arranged for Wednesday 12/9. 12 sleepers have been purchased and have been delivered for the base. A further discount of c.£250 was achieved on the Storage Containers after a 'final and best offer' email was distributed to companies we had been dealing with for a quote.
- e) Operational Issues – This is the first time, for a very long time, that the parish council has had a building to manage and there some operational issues will need to be arranged. Priorities will be Cleaning and Key Holders. Cleaning materials and a hose-pipe will be needed – soft broom/mop/bucket for inside and a stiff broom for the outside. The need to limit key distribution was stressed, with a Key Holder Agreement/Policy to be drawn up. The idea of only one person (and cover arrangements) to open and close was mentioned – but this is likely to come at a cost and that person would have to be available at specific times Saturday/Sunday, depending on fixtures, and mid-week for training sessions. Currently keys will be provided to the Rugby team and a set for each of the football teams.

9.5 **Parish Councillor**

Following the co-option of Victoria Baxter, three vacancies remain (CW-One, Cliffe Village -two). No candidates identified have been identified yet.

9.6 **Clerk (RFO) Update**

Induction/training is underway for Michelle Dolley following her appointment. Progress meeting has been held between her and the Chair. The RFO computer has been set-up and handed over. Council minutes, ALPHA Accounts, 12PAY and online banking. Allotments will follow.

9.7 **Relief Caretaker/Caretaker**

The vacancy has been advertised widely (but needs to go on the noticeboards) – current closure date 28/9. John Davies (Relief Caretaker) has shown an interest in the position.

9.8 **Play park repairs**

SafePlay have completed the maintenance of the Skate Park but are waiting for the right weather conditions for the specialised concrete for the repair of the surface. Football arena netting still 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 has been received from Aardvark Security. This was discussed in the light of the need for better security but recognising the limitations. Recommended that we review this again when the Changing Rooms/new Storage Containers etc. have settled down.
- Following the fire (30/7) in the current Storage Container, the remaining flooring in the 'caretaker's store' was destroyed. The fire also spread into the football/current caretaker store. The manager of Black Lion FC has identified approx. £900 of equipment destroyed and Cliffe Woods Colts a further £200. It has been confirmed that they had not had any insurance and the Parish Council policy did not cover this either. (*Online Police Report DWYPM7XR7 has been raised*). – The football clubs have stressed that this equipment had been paid for by players and their families and it would be difficult to replace. The Clerk (PO) had approached Veolia Environmental

Trust, buy outside of their scope. Medway Councillors (Strood Rural) are considering a grant and Kent Playing Fields Association have said they will also consider a grant application but will not meet until October to consider.

- The Clerk (PO) has been in contact with our insurers and started the claim for damage to council property. The storage container is not covered, there has been damage to two petrol lawnmowers and the petrol strimmer and a set of nets for the goal posts, which are covered and some ancillary equipment, including a spare mower stored, which is not covered. Mr Mower has inspected the lawn mowers and the strimmer and declared the beyond economic repair – and provided replacement costs. The insurance company want to see any receipts we may have and/or our asset register, so they can complete the assessment of the claim.

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 have been added to our policy and a quote for further cover is being prepared by Came and Company and is expected soon. The annual policy is due for renewal on the 30/9 and it is **Recommended that the council delegate authority to the Clerk (PO), Clerk (RFO) Chair and Vice Chair to agree any policy cover changes before the renewal date.** (the payment listed covers existing premium, including the Changing Rooms, and will be the minimum renewal).

9.11 **Allotments**

a) The two tenants who have not paid have now been terminated (wef 1/9). Two new tenants had taken over three plots and a further tenant is in discussion regarding another plot. The Pre-School are interested in another play, but after they have organised their existing plots. There are still vacancies.

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 have been provided with CCTV footage and the vehicle registration. They have issued a formal/legal notice to the owner and we are awaiting an update.

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

Following the damage to the barrier (£860 repair needed) the vehicle owner had been identified and she has passed the claim to her insurance company. As reported at the August Parish Council meeting, there had been an initial offer from Loss Adjusters to settle the claim and this had been rejected by the Clerk (PO) a further offer (£65 short of the full cost) had been reported to the August Parish Council meeting where it was resolved to reject that offer as well. The loss adjuster has reported that this was their final offer and if the council wanted to claim the full cost it would need to engage the council's insurer (£250 excess paid on each claim). After discussion some councillors felt that the full cost of the claim should still be pursued, with options of a direct letter to the vehicle owner, and suggestion of Small Claims Court if it was not paid. The current council position is that the full cost of repair will be pursued.

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. A draft Grants/Donations policy will also be discussed.

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. Now that there has been some rain, the contractor has been chased for recommended action and quotes.

Following the council resolution is response to a letter from Rev. Andy Hobbs, the sign has been erected to keep the 'Yellow Box' clear and a quote is awaited on repainting, and extending by 1m, the existing yellow box junction lines. (they have also been asked to quote for repainting the Cliffe Woods Car Park lining following a request from Cliffe Woods residents).

9.15 **Trees/Hedges Cliffe Memorial Hall/Recreation Ground**

A letter had been received from the Memorial Hall committee regarding the trees and bushes on the boundary with the recreation ground and the small hall car park. Apart from some work in the last two years on the small hall car park, there had not been any tree/bush maintenance for many years and there was concern about blocking of daylight and possible damage to their drains. It was agreed to seek a quote/s from a local tree surgeon for consideration.

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

Potential new tenants have been shown available plots with 3 new tenants identified.

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/18/2264 5 Wharf Farm Wharf Lane Cliffe Rochester Medway ME3 7UE

Application for a Lawful Development Certificate (proposed) for installation of a roof light; infilling part of existing window to hall/landing and replacement of door with window to the study/kitchen

No issues/no comment – technical issue for Medway Planning

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

This is Cliffe and Cliffe Woods Community Trust land wanted for horse grazing. Entrance set-back to allow a vehicle/horse box to leave the field/B2000 without obstructing traffic. Possible alternative access to 'The Glade' application (to the south of the site) is approved. Some concern expressed before about issues of vehicles waiting to enter site from B2000 but No Objection raised,

MC/18/2296 1 Swingate Avenue (Fronting Thatchers Lane) Cliffe Rochester Medway ME3 7QZ
Change of use of amenity land to residential and construction of a hardstanding area and vehicular crossover

Limited crossover of grass verge – No Objection

MC/18/2385 63 View Road Cliffe Woods Rochester Medway ME3 8UB
Construction of a two storey side extension - demolition of the porch

Site is on corner of View Road/Tennyson Avenue (northern side). Concerns about building line and possible impacts on vehicle sight lines at the junction.

MC/18/2428 36 North Road Cliffe Rochester Medway ME3 7UH
Construction of a part two storey part single storey front and side extension (demolition of existing garage)

No Objection

MC/18/2351 Land North Of Merryboys Road Cliffe Woods Kent ME3 7TP
Outline application with some matters reserved (appearance, layout, scale) for construction of six detached dwellings

Objection – site is on the north side of Merryboys where there is very limited (2 properties) development. It is opposite the site currently being developed for 14 houses (formerly 9 self-build!). Highways issues – narrow road, any parking on Merryboys Road will be an obstruction. Out of keeping with bungalow on that side of the road. Outside village envelope/boundary and sets a precedent for further development on that side of the road. The site was rejected for development in the SLAA/Emerging Medway Local Plan

MC/18/1824 Land South Of Merryboys Road Cliffe Woods Rochester ME3 7TP
Variation of conditions 1, 2 and 4 of planning permission MC/17/0962 to substitute approved drawings for amended drawings for plot 13 to incorporate the addition of a room in the roof above the garage, dormer windows, altering the attached garage into habitable living space and erecting a detached garage, amending some window sizes and erecting a sunroom to the rear of the dwelling.
No Objection (garage is being replaced)

MC/18/2214 Land South Of Merryboys Road Cliffe Woods Rochester ME3 7TP
Details pursuant to conditions 10, 11 and 12 on planning permission MC/17/4410 - Variation of condition 2 of planning permission MC/17/0962 to substitute approved drawings which include internal layout and external elevation changes

Just fine tuning development – No Comment

MC/18/2482 130 Church Street Cliffe Rochester Medway ME3 7PY
Construction of a single storey extension to rear, enlargement to rear dormer, construction of a covered entrance porch and alterations to front site access.

No Objection

MC/18/2481 44 Station Road Cliffe Rochester Medway ME3 7RX.
Construction of a 4-bedroomed detached house with associated parking

(property is actually in Symonds Road)

No Objection (developer will be aware of the issues with Symonds Road (unadopted and in a poor state over much of its length).

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

MC/18/2549 | 3 Wentworth Drive Cliffe Woods Rochester Medway ME3 8UL

Construction of single storey front and rear extension

MC/18/2053 Rookery Lodge Thatchers Lane Cliffe Rochester Medway ME3 7RG

Details pursuant to condition 6 on planning permission MC/17/0410 for 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)

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

MC/18/2264 5 Wharf Farm Wharf Lane Cliffe Rochester Medway ME3 7UE

Application for a Lawful Development Certificate (proposed) for installation of a roof light; infilling part of existing window to hall/landing and replacement of door with window to the study/kitchen.

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.

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) expected soon. Technical responses from Gladmans/Medway Council and others have been circulated to the Planning Committee.

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 of the inquiry**

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).

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

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 11th October 2018 (Emmanuel Centre, Parkside, Cliffe Woods).

Chris Fribbins Parish Clerk (PO)

05/09/2018