



## Cliffe and Cliffe Woods Parish Council

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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 on Thursday 8<sup>th</sup> June 2017, in the **Emmanuel Centre, Parkside, Cliffe Woods @7:30pm**

### AGENDA

#### Cllr. Gill Moore.

#### 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 11/05/17

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

#### Presentation from England Coast Path Team - Sussex and Kent Area Team

#### 5.0 Matters Arising from Minutes of Meeting held on 11/05/17 (see action list with minutes)

#### 6.0 Report: Clerks (Clerk PO/RFO)

6.1 Correspondence (emails distributed through the month)

6.2 Matters dealt with since last meeting (verbal report at meeting)

6.3 Cliffe Crusaders Rugby Team have asked for permission to site signs at the road entrance and pedestrian access points to the recreation ground (circulated). There is not sufficient land at the entrance for the larger sign and as the road is narrow at that point, it may be too near the residential property opposite (planning permission would also be required)). There is space for the smaller sign and planning permission may not be required. Signs would have the Rugby and Football team names on them. Suggest final sizes and details be submitted and referred to Medway Planning for comment.

#### 7.0 Annual Report 2016/2017

Files are now with the Internal Auditor who will carry out an internal audit before submission to the External Auditor. (there are two opportunities for public rights to inspect the accounts – before the submission to, and after it returns from the, External Auditor).

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

##### 8.1 Finance Report

May reports to be circulated after F&GP as previous month not complete at time of meeting.

##### 8.2 Receipts & Payments (circulated)

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

8.3 **Cliffe Woods Car Park Repairs and Maintenance** – Repairs to both entrances complete, signage (design and installation) lowest quote approved (as per 11/5 Council meeting).

##### 8.4 RLG update

**RLG Outstanding** - £7,271 (previous underspend + 2017/18 £4,840).

Buttway Fencing suggested. Changing Rooms (with possible virement from Youth - Ear Marked Reserves).

## 8.5 **S106 Update – Changing Rooms Project**

### **Meeting Summary**

**Attendance - Sandra Fenney (Chair), G Clark, R Naughton-Dean, Sue McDermid, Vivienne Walton, Chris Fribbins Clerk (PO), Ray Swatton (Cliffe Woods Colts FC),**

**Planning Permission/Building Control** - John Alford has started the detail drawings and will submit for Building Control approval.

Cllr Fenney had identified some draft costs electricity/water/sewage connections.

**Fund Raising** - Football Foundation Grant followed up by Clerk(PO). Kent County FA had been approached by the FF for their comments and their support.

Community Asset Fund awaiting further feedback.

Kent County Playing Fields Association – request to be submitted.

Leader Programme – Hugh Jarvis to be approached re. possible funding.

**Build Phase** - There was detailed discussion about the Build Phase. Cllr Clark will identify the parcels of work that need to be done and then Clerk (PO) will check the rules and guidelines for notification of this work on the Contractor Portal v Volunteer work. Caution was also expressed about rushing to start building works as this might mean that some grants would not be available.

**The Parish Council should consider extending delegated powers to councillors on this committee in relation to applying for grants, agreeing and advertising work items (including the Contractor Portal) and approving subsequent quotes (councillors with a potential conflict of interest should declare that interest and not take part in items and delegated decision making).** This is to enable speedy decisions to be made now that the design and planning approval has been granted.

## 8.6 **Staffing of Youth Clubs**

Monthly timesheet completed. DBS/Tax Code/Bank details outstanding.

## 8.7 **Risk Assessment Review**

Financial Regulations now updated. Person to be identified to carry it out/

## 8.8 **Toilets and Bus Shelter – Cliffe Buttway**

Clerk (PO) has notified Medway Council of the Parish Council decision not to take on the running.

## 8.9 **Parish Council By-Election**

Charge awaited from Medway Council (probably after the general election) > £4,000. Money has been ear marked in the reserves for this.

## 8.10 **Family Fun Fair**

Nothing further heard from the family fun fair (since this Cllr Darwell has been notified that they are not interested this year).

## 8.11 **Caretakers Duties**

Job advert distributed. Issues with current cover to be discussed.

## 8.12 **Fencing/bollards at the Buttway** Quotes received for replacement Clerk (RFO) following up.

## 8.13 **Football Goal Posts** – There decision to not concrete in or supply new posts was passed to the football clubs – Black Lion are still concerned.

## 8.14 **Play Park Repairs** – Annual inspection report produced and now distributed to councillors. Cllr Wenban will review and identify parts and work required.

## 8.15 **Outdoor Gym Equipment** – Two sites recommended by the parish council. Following up quotes and funding sources.

## 8.16 **Cliffe Recreation Ground**

The bollards missing/removed at the entrance to the recreation ground. Clerk (RFO) following up quotes for repair. The holes had to be filled in to prevent a trip hazard for the fun fair.

## 8.17 **Village Millstones**

Cllr Letheren has arranged for a sign writer to re-paint the millstones free of charge (**now complete**)

## 9.0 **Football and Rugby Pitch Hire Charges 2017/18**

The terms and hire charge for the new season need to be agreed. Current rate is £250 each per team (two football teams share the one football pitch). Rugby pitch is larger but not shared. In

any case, the charge would be subject to increase when the changing rooms are available for use (and to recover costs, set-aside for maintenance, repairs and eventual replacement). Comparable Medway Council fees are around £440 for a basic pitch. RECOMMENDATION REQUIRED

10.0 **Report: Allotments Committee**

- 10.1 **Allotments – General Report** – Clerk (RFO), Cllrs Letheren, Clements, Eysers  
The majority of rents had been paid.

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/17/1687 Details Pursuant to MC/14/1630** (condition 4) Enhancement of Alpha and Chalk Lake

No comment

**MC/17/1687 Details Pursuant to MC/14/1630** (condition 7 & 8) Enhancement of Alpha and Chalk Lake MC/17/1667

No comment

**MC/17/1691 18 Wentworth Drive** – Construction of a two storey rear extension

No objection

**MC/17/1598 2 View Road** – Construction of two storey side extension (to allow conversion to two separate semi-detached properties)

Concerns regarding overdevelopment and parking. **OBJECT**

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

**MC/17/1845 LAND REAR OF 56-60 TOWN ROAD, CLIFFE WOODS, ROCHESTER, ME3 8JJ**  
Construction of a detached chalet bungalow with parking and access via Milton Avenue. *Bungalow is behind 60 & 58 Town Road (semi-detached bungalows on the shop side of the Milton Road/Town Road junction, accessed from Milton Road. Garden area is behind the larger 56 Town Road).*

**MC/17/1834 WESTCOURT FARM, SALT LANE, CLIFFE, ROCHESTER, ME3 7ST**

Construction of two open fronted agricultural buildings (*farm down Salt Lane near Bretts Yard, agricultural buildings*)

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

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, no committee date.

**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. No official notice of any appeal at this stage.

- 12.0 **Car Parking Review – Cliffe Woods/Cliffe**  
Awaiting advertising of further restrictions and adoption.
- 13.0 **Cliffe Small Hall Barrier – Further Damage**  
Further damage – Clerk (RFO) Following up.
- 14.0 **Clarion – Annual Report**  
Reports required from committees/other bodies etc.
- 15.0 **Report: Other Committees**
  - 15.1 Footpaths and Common Land – General Report
  - 15.2 C&CW Neighbourhood Plan Steering Group – General Report - Clerks
  - 15.3 Youth Liaison – General Report - Cliffe Woods – Cllr Walton, Cliffe Youth Club Clerk(PO)
- 16.0 **Report: Other Bodies**
  - 16.1 Cliffe and Cliffe Woods Community Trust – Report Cllr Bush
  - 16.2 Cliffe Woods Community Centre Liaison – General Report – Cllr Walton
  - 16.3 Cliffe Memorial Hall – General Report – Cllr Bush
  - 16.4 Brett’s Liaison – Cllr McDermid/Clerk(PO)
  - 16.5 Rural Liaison Committee – Cllr Stanley no further meeting since report in March.
  - 16.6 Kent Association of Parish Councils (Medway) – Chair/Cllr Harper April meeting held
  - 16.7 Police Liaison Committee – Cllr Stanley the committee meets on an ad-hoc basis and have moved to the Hoo Village Hall, Pottery Road.
  - 16.8 Patient Participation Groups (Cliffe – Chair, Cliffe Woods – Vice Chair)
  - 16.9 Hoo Peninsula Landscape Partnership Bid (Heritage Lottery Fund) Heritage Lottery Fund on target for expression of interest by the end of May.
  - 16.10 Friends of North Kent Marshes Cllr Darwell
  - 16.11 Other Reports
- 17.0 **Other items to be handed to the Clerk for the next Meeting scheduled on 13<sup>th</sup> July 2017 in the Emmanuel Centre, Parkside, Cliffe Woods.**