



# 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 March 2019, 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 Approval of Minutes of Meeting held on 14/02/19

### 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 14/02/19 (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 Annual Parish Meeting arrangements (a meeting for residents of the parish, arranged in their behalf by the parish council).

6.3 A councillor has asked for a review of the start time for monthly parish council meetings with a suggestion of 7pm. As a council decision is required my advice is to leave this to be discussed at the first meeting of the new parish council on 9<sup>th</sup> May (Annual Meeting).

### 7.0 Report: Chair

- Relief Caretaker/Cleaner Vacancy
- Monthly Review Meeting (Clerk RFO)
- Resident's concerns regarding highways issues and parking
- The Lord Lieutenant of Kent's Civic Service

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

Meeting held Tuesday 5<sup>th</sup> March, 7pm at St Helens House, Buttway, Cliffe

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

Apologies Cllr Wenban (work/early start of committee), Cllr Letheren (medical), Cllr Dibble (Family), Cllr Keates (Family)

#### 8.1 Finance Report –

Draft Finance reports circulated as at 28/2.

Bank Reconciliations, Council Detail Reports noted.

#### 8.2 Payments to be made

Initial draft Receipts and Payments circulated

#### 8.3 Council Budget 2019/2020

a) Allotment Rent Reviews - Suggested 4% increase (assumed in budget) It was recommended that the 4% increase is implemented.

b) Pitch Rents -Suggested £500 + VAT (was assumed in budget)- It was recommended that the pitch rents are put up to the suggested amount, however continual monitoring is required to ensure all costs are covered, i.e. the cleaning, new flooring etc.

c) Staff Salaries

Following the publication of the NALC pay scales the actual figures for the Clerks are now known. There was a suggestion to increase other employees to £10p/h. It was **recommended the Clerks salary's increase with the NALC SCP**. Other staff increases will be submitted to the parish council meeting for approval after the costings of Real Living Wage vs National Living Wage have been calculated. **Suggested £9 per hour for Caretaker, Relief Caretaker/Cleaner and the basis for the self-employed Cleaner, Council Decision Required**

8.4 **Insurance Claims**

a) Fire damage to container and equipment – On the 25th February the damaged container was cleared, and all fire damaged items removed by a licensed company. Mowers etc collected by Mr Mower. It was recommended that Parish Council purchase one reliable lawn mower (Hayter/Honda) and a heavy-duty multi-use strimmer. *(also now suggested that a lockable unit be placed inside the football container to secure caretaker equipment inside and away from Football and Rugby team access)*

b) Small Hall Barrier Damage –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). Work about to be carried out soon.

8.5 **Changing Room Update (Cllr Naughton-Dean/Clerk PO)**

a) General Update

16/02/19- There was a flooding in the changing rooms again. The problems seem to be from the manhole outside getting blocked- Clerk PO cleared the drain. Photos had been supplied by the cleaner- main problems of bits of tape and tissue paper from the toilets backing up to the Opposition shower (lowest point). Commemorative Plaque supplied and will be fitted by Cllr Naughton-Dean. Broken toilet lock opposition changing room. Clark Clayton to investigate/fix 6/3. It was also recommended that bins should be installed in both sides, to try and eliminate the problems of tape going own the drains and also extra signs put up in the toilet areas warning them not to flush down toilet.

8.6 **Parish Councillor election/2019 Elections** - 3 vacancies (2 Cliffe Village and 1 Cliffe Woods)

Nomination papers for 2019 election will be available from early March and need to be completed by end March (Clerk(PO) can advise/provide).

8.7 **Clerk (RFO) Handover** duties continue. The 6-month probationary period has completed. There will still be three, further monthly progress reviews. Also weekly liaison meetings are taking place between Clerk RFO and the Clerk (PO).

8.8 **Caretaker- Relief Caretaker/Relief Cleaner** to appoint

Following interest from two applicants, one gentleman who was interested in the post has declined to be considered due to other commitments. However there is another applicant who Cllr Sue McDermid and Clerk RFO will meet on the 08/03/19 for an informal discussion about the duties involved. **It is suggested that some regular monthly duties for the Relief Caretaker/Cleaner are investigated and incorporated into the role. 2019/20 Budget allocation will cover this.**

8.9 **Cliffe Woods Car Park – Potholes**

A quote has been received for the repairs

1) The main pothole – (£468+VAT) COMPLETE and;

2) All five urgent areas + Buttway entrance (1,382.43 + VAT) – authority to progress the main pothole has been given, (the whole works exceed the authority level of the Clerks). There will be an additional charge of £150 for each visit to repair so better to combine the rest of the work in one visit. It was recommended that the work actioned as soon as possible.

8.10 **The Buttway**

a) Drainage Issues in corner of 'car parking' area. Mike's Maindrain have visited the site and will carry out an inspection/jet wash. If problem persists a camera inspection may be required to identify the issue (tree roots?).

b) Grass Surface/Vehicle Parking Entrance – initial filling in to be carried out by NORSE. Permanent strengthening can be carried out after the Summer Fete to allow grass to re-grow

c) Erosion of surface at entrance to the Buttway/Church Access Road

There is an increasing risk of tripping etc. around a fire hydrant at the join of the church access road (Parish Council owned) and the Buttway (Public Highway, managed by Medway Council. It has been inspected by Medway Council and reported as the responsibility of the parish council. The Clerk (PO) met with Volker

Highways on-site and a some of the road will need to be repaired to fix it. A quote for this has been included in the quote for the CW Car Park (see 9.)

d) Overnight nuisance – Further actions to be agreed. The Medway Council Community Warden has visited the residents affected.

**8.11 Trees/Hedges at the Cliffe 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)

**8.12 Recreation Ground Pitch –**

Verti-Drain pitches- Quote had been received and work on the pitches was complete 4/3.

**8.13 Cliffe Play Area**

There has been a complaint about the condition of an older piece of equipment in the play area. Although it is structurally sound there is some thinning of a plate with some small holes. A similar fault was fixed by fitting a plate on top of the erosion. Some other parts could do with some clean/rust protection and paint. Cllrs Wenban/Letheren to see if they can action repairs.

**8.14 Devolved Services**

There has been some discussion on Facebook about the state of streets in Cliffe, in particular on a Friday after the refuse collections. There is precedent in other parishes regarding the take-on of services (e.g. Street Cleaning), and receiving the amount allocated to NORSE to pay for it. If there is any interest from the parish council a report on the pros and cons can be prepared for a future meeting.

**8.15 Taking on Responsibilities**

Although the parish council are against the approval of the Gladman's application in Cliffe Woods, in the event of an approval there are some s106 contributions being offered that could be taken on by the parish council – Management of 'green spaces'/Play areas/provision of additional playing field etc. Given adequate ongoing funding these are all areas that could be run by the parish council, providing assets/responsibilities in Cliffe Woods. At this stage an expression of interest/exploration could be made and included as comments to the planning application. This will not be determined for at least a couple of months so could be passed onto the Medway Council, a holding objection was submitted on the 1st March, if the council would like to investigate this further.

Housing IF Gladmans or Redrow applications are approved there will be some low cost/affordable dwellings. Some of these could be assigned to a local Community Led Housing company (outside of the parish council). If there is interest, this could be time to advertise to see if there is any interest in forming a company to take this forward.

**8.16 Asset Management/Risk Assessment**

An annual review of the Risk Assessment should be carried out and minuted each year (by 31st March). Circulated, agreed and some minor changes recommended.

Cllr Darwell has suggested that the 'historic millennium notice boards' require maintenance.

Clerk RFO has received a quote for an asset register package within the Alpha/Rialtus suite currently in use accounts and allotments. Cost of £266.50 + VAT and recommended training by Rialtus 2hrs @ £35 p/h + VAT (if required). It was recommended that the purchase of the above software should go ahead with the training, in place of the 12PAY training as better value to the parish council

**8.17 AOB (notified before, or at the start of the meeting)**

Accidents on B2000 Slip Road with A289- Clerk PO has already written to Medway Councillors, however it was requested to also add to the agenda for discussion at the Parish Council Meeting. Medway Councillors suggested that it was unlikely that any changes could be made due to cost. It was recommended that the Parish Council write to the Highways Department to seek additional signage at the junction, possibly a STOP sign.

**Meeting finished at 22:00**

**9.0 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.

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

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

**MC/19/0316 Land Adjacent To 2 Hale Road Cliffe Woods Rochester Medway ME3 8HG**

Details pursuant to conditions 3 and 4 on planning permission MC/17/3623 for the construction of a 4-bedroomed detached dwelling with associated parking

Permission has been granted, this is to complete some details – No comment required.

**MC/19/0287 Land At Town Road Cliffe Woods Rochester Medway ME3 8JL (Gladmans)**

Outline planning permission 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.

**MC/19/0004 Manor Farm West Street Cliffe Rochester Medway ME3 7TH**

Details pursuant to conditions 3, 4, 6, 8, 10 and 11 of planning application MC/18/1570 for the conversion of an existing barn into 2 four bedroomed dwellings and the erection of replacement vernacular structures to provide 4 two bedroomed dwellings and a two storey structure providing 4 three bedroomed dwellings along with associated infrastructure, landscape, parking and access

Permission has been granted, this is to complete some details – No comment required

**MC/19/0269 171 Church Street Cliffe Rochester Kent ME3 7QB**

Application for approval of reserved matters being appearance, landscaping, layout and scale pursuant to planning permission MC/17/3499 - Outline application with some matters reserved (appearance, landscaping, layout and scale) for construction of three 3-bedroomed dwellings

Permission has been granted, this is to complete some details – No comment required. Site already cleared for development.

**MC/19/0302 Manor Farm West Street Cliffe Rochester Medway ME3 7TH**

Construction of a detached single storey outbuilding to facilitate a home office/yoga studio incorporating a double garage and kitchen & sanitary facilities together with fencing and brick & flint wall surrounding certain parts of the site

**MC/19/0303 Manor Farm West Street Cliffe Rochester Medway ME3 7TH**

Listed building consent application for the construction of a detached single storey outbuilding to facilitate a home office/ yoga studio incorporating a double garage and kitchen & sanitary facilities together with fencing and brick & flint wall surrounding certain parts of the site

The adjacent Manor is Grade 2 listed and this is for the Medway Heritage Officer to ensure there are no unwanted impacts of the development on that building (including boundary walls etc.)

**MC/19/0366 5 Graveney Close Cliffe Woods Rochester Medway ME3 8LB**

Construction of a two storey extension to side together with hardstanding to front

Development blocks access to existing garage and reduces on-site parking to the side of the property. The limited front garden is converted to a car parking space, but it is blocked if there is a vehicle in the remaining side parking space – Object due to lack of on-site parking and street parking on bend.

**APPEAL AGAINST REFUSAL WRITTEN SUBMISSIONS**

**MC/18/1867 29 View Road Cliffe Woods Rochester Medway ME3 8JQ**

Construction of a 3-bedroomed detached dwelling with associated parking

**REFUSAL GROUNDS:** The proposed development proposal will result in an unacceptable loss of trees and fails to demonstrate that trees identified for retention can be successfully retained or that there will not be pressure to remove further trees following occupation of the dwelling to the detriment of the appearance of the site and character, habitats and biodiversity of the area contrary to Policy BNE43 of the Medway Local Plan and paragraph 175 of the National Planning Policy Framework 2018.

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

**MC/19/0227 2 Reedham Crescent Cliffe Woods Rochester Medway ME3 8HT**

Application for a Lawful Development Certificate (proposed) for conversion of garage to a habitable space

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

**MC/19/0303 Manor Farm West Street Cliffe Rochester Medway ME3 7TH**

Listed building consent application for the construction of a detached single storey outbuilding to facilitate a home office/ yoga studio incorporating a double garage and kitchen & sanitary facilities together with fencing and brick & flint wall surrounding certain parts of the site.

**MC/19/0569 Blackmoore Barn, Pond Hill, Cliffe, Rochester, Medway**

Construction of a single storey rear extension for use as orangery/garden room.

**MC/19/0570 Blackmoore Barn, Pond Hill, Cliffe, Rochester, Medway**

Listed Building Consent for the construction of a single storey rear extension for use as orangery/garden room.

**APPEAL AGAINST REFUSAL WRITTEN SUBMISSIONS**

**MC/18/2385 63 View Road Cliffe Woods Rochester Medway ME3 8UB (corner of Tennyson Avenue)**

**Construction of a two storey side extension - demolition of the porch**

**REFUSAL GROUNDS:** The proposed two-storey side extension, by virtue of its scale, height and width, would result in a dominant form of development on this prominent corner plot that would disrupt the strong front building line along the north side of Tennyson Avenue and as such would detract from the open character and appearance of the area. The proposed development would therefore conflict with Policy BNE1 of the Medway Local Plan 2003 and Paragraph 124 of the NPPF.

10.4 **Other Planning Issues**

**Medway Local Plan**

Consultation on a Draft Plan is planned for the June/July 2019, after a delay until after a decision is reached on a Housing Infrastructure Fund bid of £170m (due Spring 2019) for road and rail improvements.

**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. Re-application MC/19/0287 (comments by 1/3/19) Initial comments sent, reserving the parish council's position and notifying of further comments to be submitted later when a meeting can be held with Medway Council + Letter from High Court. Court all-day 14<sup>th</sup> My 2019, Decision on 16<sup>th</sup> May (2.5 Hours). Presence from parish council may be useful.

**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 9<sup>th</sup> 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**

**Community-Led Housing**

Situation with Redrow and Gladman's applications being monitored and IF approved could provide Local Needs Low-cost/Affordable Housing as identified by the Housing Needs Survey in 2017– needs an external organisation with business skills.

11.0 **Report: Other Committees**

- 11.1 Footpaths and Common Land – General Report – Cllrs Harper and Darwell.
- 11.2 C&CW Neighbourhood Plan Steering Group – General Report – Clerks
- 11.3 Youth Liaison – General Report - Cliffe Woods – Cllr Walton, Cliffe Youth Club Clerk (PO)
- 11.4 Governance Working Party – Cllr Naughton-Dean
- 12.0 **Report: Other Bodies**
- 12.1 Cliffe and Cliffe Woods Community Trust – Report – Clerk (PO)/Cllr Keates
- 12.2 Cliffe Woods Community Centre Liaison – General Report – Cllr Walton
- 12.3 Cliffe Memorial Hall – General Report – Cllr Fenney.
- 12.4 Brett's Liaison – Cllr McDermid/Clerk (PO) Meeting scheduled for March/April.
- 12.5 Rural Liaison Committee – Cllr Naughton-Dean
- 12.6 Kent Association of Local Councils (Medway) – Chair/Cllr Harper
- 12.7 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.
- 12.8 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott – Chair/Cllr Fenney)
- 12.9 Friends of North Kent Marshes Cllr Darwell
- 13.0 Other Reports

**There is no scheduled meeting in April – The Annual Parish Meeting takes place instead (11<sup>th</sup> April 2019 Emmanuel Centre, Parkside, Cliffe Woods)**

**Other items to be handed to the Clerk for the next meeting (after the election of a new council on the 2<sup>nd</sup> May) on 9<sup>th</sup> May 2019 the Small Hall, Memorial Hall, Church Street, Cliffe. To be preceded by the Annual Meeting of the Parish Council at 7:30pm.**

