



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 **Thursday 14th September 2017, 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**

After the formal notice of vacancies were displayed on all five noticeboards and on the parish website, there have been no calls for an election for either vacancy and the parish council is now able to co-opt. **Co-option is in the power of the parish council. As long as the person qualifies as a councillor, they can be co-opted. The council, however, does not have to co-opt and can choose any qualifying candidate.**

3.1 **1) Cliffe Woods – one vacancy**

4.0 **Approval of Minutes of Meeting held on 10/08/17**

An issue has been raised at F&GP about minute 52.4. The recommendation to hold a meeting re. the Youth Shelter was moved and seconded, but some councillors felt that the meeting moved on to the next item before a vote. The clerks have recorded it to their understanding, that it had been agreed.

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 10/08/17** (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 **Annual Report 2016/2017**

Response received from the external auditor (one minor item) now needs to be displayed on noticeboards, available on the website and available on paper (£10).

9.0 **Cliffe Recreation Ground – Youth Shelter**

The youth shelter is showing signs of its age and abuse. The metal skin has come away from the frame and fires lit inside the shelter have burnt through and the outside is rusting. Despite previous requests from local youth to keep it and a promise to look after it, it continues to be abused.

It continues to be a focus point for anti-social behaviour, with evidence of drug taking and abuse of recreation ground users, allotment owners and damage to the rugby pitch and posts. Glass bottles are thrown onto the ball court from the location and rubbish is a problem for the caretaker. **A recommendation on the future of the shelter is now requested.**

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

10.1 **Finance Report** - August reports circulated.

10.2 **Receipts & Payments** (circulated)

- To note Income and to seek approval of the Payments listed** – detailed report of income and expenditure circulated.
- 10.3 **Cliffe Woods Car Park – Signage Damage** – The Clerk(RFO) reports that the person who caused the damage had agreed to pay for the repair and requested that the invoice be passed to him. This will be done and the work is expected to have been complete before the council meeting. Further vehicles have hit the barrier with damage to their vehicles (now complete)
- 10.4 **RLG update**
RLG Outstanding - £4,840 underspend transferred to Changing Rooms Project. After Buttway Fencing paid there is £982 left which is proposed to be used towards the Small Hall Barrier and Recreation Bollard repairs (£1,000). **Approval sought.**
- 10.5 **S106 Update – Changing Rooms Project**
Meeting Summary
Attendance - Sandra Fenney (Chair), R Naughton-Dean, Vivienne Walton, Chris Fribbins Clerk (PO)
 Applications to Veolia, Leader Programme, Kent Playing Fields Association and Aviva Community Fund to be completed in the next week or two. Letters of support will be required from the Memorial Hall, Football Clubs, Rugby Club, Village Club and Jaz's Minimart. Quotes may be needed for the work – Clerk (PO) will progress applications with Clerk (RFO) and identify any further requirements.
- 10.6 **Financial Risk Assessment Review**
 Cllr Cooper has prepared a detailed report (circulated to F&GP). Very useful report, Clerk (RFO) to meet with her to discuss some minor issues.
- 10.7 **Parish Council By-Election**
 Medway Council invoice (and VAT invoices) still awaited, but cost reported as £3,498,01 (before VAT which can be reclaimed)
- 10.8 **Relief Caretaker** – Vacancy has been advertised on the website, Village Voices, Village Club, Cliffe Woods Social Club – no interest to date (application date extended to 1/10/17). The caretaker is planning leave from 18/9, so arrangements will need to be made to cover the core duties.
- 10.9 **Fencing/bollards at the Buttway**
 Work now complete.
- 10.10 **Play Park Repairs** – Cllr Wenban had carried out the majority of the work.
 There are still with the inspector's statement that the entrance/exit gates be adjusted to be slower closing (worry about children 'escaping'). Further advice is being sought. The Village Club have slowed down the closing of their gate.
 The safety surface on some equipment has been 'picked at' – an M&M quote received (see details in F&GP minutes) **DONE**
 Ballpark fencing & play are chain-link gate + (allotment fencing slats to be added) – quote from BR Stacey (details on F&GP minutes) **DONE** (Chainlink gate fixed by Cllr Letheren)
 The fault with the cargo net connections on the Sutcliffe Leisure equipment had been reported to them, reply was not satisfactory and they have reported that the net needs to be replaced when the damage occurs. Cllr Wenban/Letheren to remove. Clerk(RFO) to seek alternative supplier for a replacement net.
 A severely damaged bench had been removed and has been refurbished by Cllr Letheren – location being sought away from the Recreation Ground.
 Two-way Rotator seat damaged and has been removed. Further replacement parts now required due to an 'upgrade' by Sutcliffe (£295.32+VAT) Cllrs Wenban and Letheren will check this out.
- 10.11 **Outdoor Gym Equipment** – The Clerk(PO) has contacted Medway Council about the availability of funding in the next financial year and are checking the terms of the s106.
- 10.12 **Cliffe Recreation Ground** – Plastic bollards replaced and new metal bollard installed to fill the missing bollard (now found and retained for future use).
 Concern about minute to meet with youth before removal has been challenged and discussed earlier.

The caretaker is keeping a log of the Anti-Social Behaviour issues (primarily at the Recreation Ground)

10.13 **Football and Rugby Pitch Hire Charges 2017/18**

Payment received from Rugby Club and Cliffe Woods Colts.

10.14 **Damage to Rugby Pitch**

The Cliffe Crusaders RFC are not pursuing the damage to the rugby posts with the police and there have not been any costs to reclaim for the pitch damage. KALC advice on legal action has been received and advice is that out of court discussion should be carried out first if culprits can be reliably identified and there are costs to reclaim.

10.15 **Caretaker**

F&GP discussed the caretaker's duties and his report on damage. He felt that a bush cutter is required and a ride-on lawn-mower – not appropriate at present. Equipment does require formal training and further safety clothing. Clerk (RFO) will liaise with the caretaker.

11.0 **Report: Allotments Committee**

11.1 **Allotments – General Report – Clerk (RFO), Cllrs Letheren, Clements, Evers**

Issues with Anti-Social Behaviour during the month. There had been tenant changes and only one (difficult) plot remains.

Letters have been sent to plot holders whose plots need attention.

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/17/2723 2 Tennyson Avenue, Cliffe Woods, Rochester, ME3 8JF

Construction of a rear extension and garage conversion with additional parking

Concerns regarding the addition of provision of an access onto the B2000 Town Road, in close proximity to junction with Tennyson Avenue.

MC/17/2916 27 HIGHAM ROAD, CLIFFE, ROCHESTER, ME3 7SJ

Construction of a single storey rear extension - demolition of existing rear extension

No objection

MC/17/2565 ALPHA JETTY, SALT LANE, CLIFFE, ME3 7SU

Redevelopment of existing Alpha jetty to include extension of the bridge deck area, upgrade of the existing berthing arrangement, construction of one mooring and one berthing dolphins, installation of a new aggregate conveyor and a new access for haulers; and a temporary stockpile extension for dredged material; to facilitate the berthing of one 1600t barge and one dredger at the same time; to enable an increase in marine aggregate capability; to receive aggregates from Thames Tideway Tunnels project excavation to be used to re-profile Alpha and Chalk Lakes over the next 10 years and to receive spoil material from other projects in the long term

Issue with conflict between operations and the Saxon Shore Way/ Emerging England Coastal Path. Some workaround required.

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.

12.4 **Other Planning Issues**

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. The statement of case for the parish council will be submitted before the council meeting (draft circulated to planning committee before submission) – RULE 6(6) designation applied for by PO and granted. This allows the parish council to be represented at the inquiry (November 28th for 6 days) and see all papers produced by the appellant and Medway Council and call witnesses if required. **Statement of case submitted by Clerk (PO)**

Southend Airport Changes to PBN approaches to airport - Consultation

It is not clear what the impact of these proposals would be on the parish, but it implies that some air traffic arriving from the south would be re-routed into a tighter corridor to the west of Cliffe rather than to the east (between Cliffe and Cooling), via a beacon near Cliffe Fort. This would route that traffic over Cliffe Woods (and Hoo) and bank to line-up with runway 05 to the south and west of Cliffe. A response has been submitted to meet the published deadline of 13th September. A site visit to the airport (15/9) has been arranged by Cllr. Darwell.

13.0 **Car Parking Review – Cliffe Woods/Cliffe**

Still awaiting advertising of further restrictions and adoption.

14.0 **Clarion – Annual Report**

This is timed to be delivered with a local housing needs survey in September. (final version going to the printers). Delivery to be confirmed with Richard Jones (£100 for both items)

15.0 **Report: Other Committees**

15.1 Footpaths and Common Land – General Report – Cllrs Harper and Darwell.

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

There have been complaints from some residents about stables being located on the Lillechurch Field (Gravesend side on B2000 from the Mockbeggar Farm Shop to Lillechurch Road (land owned by the Trust). These do not have the approval of the Trust (or Planning Permission) – an official letter has been sent from the Trusts solicitor.

16.2 Cliffe Woods Community Centre Liaison – General Report – Cllr Walton

16.3 Cliffe Memorial Hall – General Report – Cllr Bush
the committee is looking for additional trustees.

16.4 Brett's Liaison – Cllr McDermid/Clerk(PO) – Next meeting was suggested for October.

16.5 Rural Liaison Committee – Cllr Stanley (September meeting cancelled)

16.6 Kent Association of Parish Councils (Medway) – Chair/Cllr Harper

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 Friends of North Kent Marshes Cllr Darwell

16.10 Other Reports

17.0 **Other items to be handed to the Clerk for the next Meeting scheduled on 12th October 2017 in the Small Hall, Memorial Hall, Cliffe.**