



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 9th May 2019, in the Small Hall, Memorial Hall, Church Street, Cliffe following the Annual Meeting at 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 14/03/19

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 14/03/19 (see action list with minutes)

6.0 Co-option of Parish Councillors for both Cliffe Village Ward (up to two) and Cliffe Woods (one). CVs to be circulated.

7.0 Report: Clerks (Clerk PO/RFO)

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

7.0 Report: Chair (2018/2019)

- 18 March - Meeting with Dave Harris, Planning Officer at Medway Council with Chair of Planning Committee, Cllr. Fred Harper and Clerk PO to discuss the new Gladman planning application and other issues.
- 2 April - Meeting with Community Safety Officer at the Buttway along with Cllrs. Barry Dibble and Andy Keates and Clerk PO to discuss anti-social behaviour issues in the area.
- 5 April - Clerk RFO monthly monitoring and review meeting with Cllrs. Ron Naughton-Dean and Sandra Fenney. The final meeting is scheduled to take place on 7 May.
- 11 April - Annual Parish Meeting
- Article for the May edition of Parish News
- Safety concerns at Cliffe Recreation Ground

8.0 AGAR Completion (Annual Report)

Files have been passed to the Internal Auditor (Roxana Brammer) and the audit is scheduled for completion on the 15th May. The form will be completed at the June meeting and then submitted to PKF Littlejohn for the external audit, stored on the parish council website and on all five noticeboard for the exercise of public rights to inspect the report and background information (by appointment),

9.0 Report: Finance & General Purposes 9th April 2019 (Cllr Fenney/Clerks) (To Note)

10.0 Report: Finance & General Purposes 20th April 2019 (Cllr Fenney.Clerks)

Meeting held Tuesday 30th April, 7:30pm at St Helens House, Buttway, Cliffe

Attendance Cllr Sandra Fenney (Chair), Cllr Naughton-Dean (Vice Chair), Cllrs Cooper, Keates, Letheren, Wenban

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

Apologies Cllr Dibble (unwell), Cllr McDermid (holiday)

- 10.1 **Finance Report –**
Draft Finance reports circulated.
Bank Reconciliations, Balances, Council Detail Report
Chair raised an issue with the payments from the previous Finance Meeting (09/0419)- There was a formatting error on the provided/printed pages, which was recirculated the next day ensuring all relevant receipts and payments were collated to one sheet. Clerk RFO got a correct version signed on the 10/04 by Cllr McDermid (Chair) and Cllr Naughton-Dean (Vice Chair). All payments were made in approved by the Exec and in accordance with the Standing Orders, due to no Parish Council Meeting in April.
- 10.2 **Annual Return (AGAR)**
Clerk RFO and Clerk PO are working together to complete all relevant forms for the annual return and audit (documentation to be delivered to the Internal Auditor soon and then the council will need to complete and authorise the Annual Report form for display on noticeboards and website and delivery to the External Auditor (online)). Clerk RFO has a meeting scheduled with the external auditor for 02/05/19.
- 10.3 **Payments to be made (receipts to be noted)**
Initial draft Receipts and Payments circulated – Payments were proposed by Cllr Naughton-Dean, seconded by Cllr Letheren- ALL AGREED.
- 10.4 **Insurance Claims**
a) Entrance Barrier Cliffe Woods – Work has now been completed and invoice sent to insurers for reimbursement. Insurance Settlement has now come through.
- 10.5 **Changing Room Update (Cllr Naughton-Dean/Clerk PO)**
a) A quote from Polycoat flooring is being obtained for the flooring issues (other quotes will be required)- Cllr Naughton-Dean asked Cllr Wenban for his opinion on the flooring issue, specifically looking at the screeding that is already down. Cllr Wenban has already said that the floor needs to have a flat smooth surface before any seal/paint is applied again to prevent the same problems occurring. Cllr Fenney will also be asking her husband to check the floor for further opinions/recommendations.
- 10.6 **Parish Councillor elections/2019 Elections –**
The new council starts 8th May 2019. Co-options can be used to fill the vacancies now. There has been some enquiries for the possible vacancies (details to be circulated and invited to the May Monthly Meeting)
- 10.7 **Clerk (RFO)** Regular liaison meeting are still taking place with Clerk PO. Clerk RFO attended a KALC Audit course on 06/04/19 in Sittingbourne (with Clerk PO), ready for the end of year auditing. A review meeting also took place on 05/04/19. Another review meeting is scheduled for 07/05/19, which will be the last review before the yearly review.
- 10.8 **Caretaker-** Relief Caretaker/Relief Cleaner to appoint
Following a contact lead from Clerk PO, the job specification was sent to them, however they decided not to proceed with their application, so the position remains unfilled.
- 10.9 **Cliffe Woods Car Park – Potholes** Volker Highways have completed the repairs of the large potholes in the car park and the invoice is awaited.
- 10.10 **Small Hall Barrier** - repair has been completed and Clerk PO will be visiting to inspect the work.
- 10.11 **The Buttway**
a. **Grass Surface/Vehicle Parking Entrance –** Filling and turfing of two more serious damaged grass areas has been complete by NORSE , just need to keep it watered for a few weeks. Permanent strengthening of the main vehicle entry/exit will need to be actioned after the Summer Fete as it will need to be left to allow grass to re-grow.
b. **Erosion of surface at entrance to the Buttway/Church Access Road** - Now repaired by Volker Highways.
c. **Overnight nuisance –** It was recommended that the Parish Council install wooden posts between the tarmacked and grassed area and a lockable gate, this way will ensure that vehicles cannot park on the grassed area and it can continue to be used as a recreation area/ green open space. This was proposed by Cllr Wenban, seconded by Cllr Keates- ALL AGREED to recommend to the council.
d. **Trees/Hedges at the Cliffe Recreation Ground and Buttway** inspection took place on 9/4- No immediate action to be taken, but some that will need doing within the next 12 months.
- 10.12 **Cliffe Play Area** - Annual inspection to be scheduled for May and then actions followed up.

10.13 Anti-Social Issues

- a) **Halfway House Cliffe Woods** Following a disturbance in Cliffe Woods on 26/03/19 relating to the Acorn Residentials (Halfway House above garage), two youths were arrested. There have been numerous complaints and rumours from residents about the behaviour of these youths and establishing what happened on the night. Police have said the offenders will not be returning.
- b) **Knife found at Skate Park** - The caretaker found a knife at the skatepark on 30/03/19 - This was handed to Cllr McDermid and subsequently to the Police. There was another knife found on 11/04/19 in the playing fields (Caretaker handed to Police again with reference number).
- c) **Horse and Buggy** Cllr Dibble had several reports, again of a horse and buggy driving at speed over the Cliffe Woods recreation ground and on the Village Green by the Cliffe Woods Community Centre on 27/03/19. This continues to be followed up by Cllr Dibble.

10.15 **Council Activity Planning Meeting** The Clerk (PO) suggests a special meeting of the Governance Working Party be arranged to discuss policies, short term plans (2019/2020) and longer term plans (to May 2023) with all parish councillors invited.

10.16 **GDPR/Email Parish** email accounts have been allocated to all parish councillors and clerks. Although email addresses were in use the majority were just forwarding emails to councillors personal email accounts and could not be used for sending emails. The Fasthost service has been extended to 40 email accounts (2gb Storage) plus a Clerk email, (25Gb). Although emails are being copied to most personal email accounts, this can be disabled as soon as the new accounts have been set-up by the councillor. A 50% offer from Fasthosts mean that the cost will be reduced by 50% in the first year (£55+VAT), cheaper than the previous email hosting at £87 including VAT. The Clerk shared email address is £65 per annum **GDPR documentation** for adoption has been passed to the Chair/Vice Chair.

10.17 **Parish PC** The Clerk (RFO) is investigating options for a new parish PC (the Clerk (PO)'s will follow later as not as urgent) this was allocated in the 2019/20 Budget. A specification/cost will be circulated before purchasing.

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

Clerk RFO had a request from an allotment holder about obtaining keys for the changing rooms, so the toilets are useable for them. It was recommended that this be put forward for the **full council to consider**.

Meeting finished at 21:40

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

The Clerk(RFO) reports that invoices for 2019/20 and GDPR acceptance notices have been issued and the majority of payments and completed forms have been received, There has been a number of plot changes and some plots have been given up. Cllr Letheren is investigating a leaking tap.

12.0 **Report: Planning Committee** (Cllr Harper/Clerk (PO)) Both March and April Planning Meetings

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

MC/19/0618 Orchard Bungalow Station Road Cliffe Rochester Medway ME3 7RU

Extension to the defined curtilage of Orchard Bungalow for the provision of an extension to the driveway to provide adequate on-site access, turning and parking facilities.

To request assurance that static caravan is removed and that no agricultural land is used.

MC/19/0394 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

Concerns about privacy for neighbours and continued strong concern about access onto Milton Road through busy junction with rear access to shops and doctors.

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 APPROVED

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 (APPROVED) Concern about adequate off-street parking.

MC/19/0658 Land West Of Merryboys Farm House Cooling Common Cliffe Woods ME3 7TP

Application for approval of reserved matters being appearance layout and scale pursuant to planning permission MC/17/3572 -Outline application for six self-build detached houses with all matters reserved except access and landscaping

MC/19/0875 Land West Of Merryboys Farm House Cooling Common Cliffe Woods ME3 7TP

Variation of condition 2 (drawing Numbers)to allow a minor material amendment to planning permission MC/18/1863 to amend the roof pitch and add in small vertical gable

Application seeks to amend the Design Code for the development to allow higher roves. Object to this.

MC/19/0876 Land West Of Merryboys Farm House Cooling Common Cliffe Woods

Details pursuant to condition 5 on outline planning permission MC/17/3572 for six self-build detached houses with all matters reserved except access and landscaping

Following a change to the Design Code, this application seeks to raise the roof height. Object on impact of this.

MC/19/0773 4 Battlesmere Road Cliffe Woods Rochester Medway ME3 8TR

Conversion of garage into a habitable room and a single storey extension to rear - demolition of conservatory

No objection if sufficient parking on-site. On street parking is very limited due to road width and bends.

MC/19/0680 Rectory House Rectory Road Cliffe Rochester Medway ME3 7RP

Construction of a single storey extension to connect main house to two outbuildings together with a rear extension to garage to form a storage area and conversion of garage to habitable room; change of roof design to outbuilding; replacement porch to front; loft conversion with 4 roof lights; new section of boundary wall to north east corner of driveway and upgrading/renovation of windows and doors together with internal works

No objection

MC/19/0681 Rectory House Rectory Road Cliffe Rochester Medway ME3 7RP

Listed Building Consent for construction of a single storey extension to connect main house to two outbuildings together with a rear extension to garage to form for a storage area and conversion of garage to habitable room; change of roof design to outbuilding; replacement porch to front; loft conversion with 4 roof lights; new section of boundary wall to north east corner of driveway and upgrading/renovation of windows and doors together with internal works

Care needs to be taken to reduce/remove impact in grade 2 listed building.

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

tba

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

tba

12.4 **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 225 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 14th May 2019, Decision on 16th May (2.5 Hours). Presence from parish council is planned.

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. Redrow had pulled out, but Esquire continued. **This was approved in April.**

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.

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)
- 13.4 Governance Working Party – Cllr Naughton-Dean

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) Meeting scheduled for June.
- 14.5 Rural Liaison Committee – Cllr Naughton-Dean
- 14.6 Kent Association of Local Councils (Medway) – Cllr McDermid/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 Group (Cliffe/Cliffe Woods/Higham/Wainscott – Cllr McDermid/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 next meeting on 13th June 2019 the Emmanuel Centre, Parkside, Cliffe Woods at 7:30pm (to be confirmed at Annual Meeting).

