



## Cliffe and Cliffe Woods Parish Council

42 Quickrells Avenue, Cliffe, Rochester, Kent ME3 7RB

[www.cliffeandcliffewoods-pc.gov.uk](http://www.cliffeandcliffewoods-pc.gov.uk)

☎ 01634 566166

✉ [clerk@cliffeandcliffewoods-pc.gov.uk](mailto:clerk@cliffeandcliffewoods-pc.gov.uk)

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 12<sup>th</sup> October 2017, 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 **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 **Cliffe Woods – one vacancy – Nomination received from Mr Barry Dibble.**

4.0 **Approval of Minutes of Meeting held on 14/09/17**

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 14/09/17** (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)

7.3 Cliffe Anti-Social Behaviour

7.4 Cliffe Recreation Ground - Youth Shelter Removal

The council have agreed a date for the Xmas social each year – the first Friday of December. This is the 1<sup>st</sup> this year, suggestions of location welcome.

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

8.1 **Finance Report** – Quarter 2 reports circulated.

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 **RLG update**

**RLG Outstanding** - £4,840 underspend transferred to Changing Rooms Project. After Buttway Fencing paid there is £942 (not £982) left which will be used towards the Small Hall Barrier and Recreation Bollard repairs (£1,000).

8.4 **S106 Update – Changing Rooms Project**

**Meeting Summary**

**Attendance** - R Naughton-Dean, Vivienne Walton, S McDermid, Chris Fribbins Clerk (PO)

GRANTS A grant application has been made to Veolia for £50,000 (Support letters received from Memorial Hall, Jaz Minimart, Village Club, Cliffe Crusaders (Rugby) and Cliffe Woods Colts (Football). Unable to get a letter from Black Lion. Application to Leader Programme delayed until quotes received from tender exercise.

TENDER Documents published on Contracts Finder. First response within 59 minutes. Six expressions of interest, some cheaper alternative solutions proposed – deadline for tenders 27th October. Process for assessing/scoring tenders required – best value principles, rather than lowest cost.

SIGNAGE/STORAGE Clerk (PO) has had a site meeting with Medway Council Planning and suggestions discussed. Two planning applications required as two regulations – advertising and building in countryside. Details required from rugby club for planning applications from John Alford.

**8.5 Financial Risk Assessment Review**

Clerk (RFO) has met with Cllr Cooper. Report distributed. Quarter 2 to be carried out in October.

**8.6 Parish Council By-Election**

Medway Council invoice (and VAT invoices) received. A nomination from Barry Dibble received for the Cliffe Woods vacancy.

**8.7 Relief Caretaker** – Thanks to councillors who helped cover for the Caretaker's holiday. Medway Norse also contracted to cover. One application for the relief position received (from Clarion advert).

**8.8 Play Park Repairs** – Making contact with firm supplying/installing the yellow entrance/exit gate to be contacted about 'speed' setting. Scramble net still to be removed and alternative supplier identified. Decision still to be made about rotator seat and arms.

A resident has contacted the council about wear on the swing chains – to be checked. Cllr Wenban had removed and replaced some chains during the summer.

**8.9 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. Response awaited.

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

Payments all received.

**8.11 Youth Shelter**

Following the resolution at the September meeting, arrangements are being made to remove the Cliffe Recreation Ground Youth Shelter – a safe scheme of work required.

**8.12 Dumped Car**

There appears to be a dumped car in the Cliffe Woods Car Park. A request for owner info will be sent to the DVLA (Clerk PO).

**9.0 Report: Allotments Committee**

**9.1 Allotments – General Report** – Clerk (RFO), Cllrs Letheren, Clements, Evers  
Further issues with Anti-Social Behaviour during the month with some tenant changes.

**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/17/3128 39 ENGLEFIELD CRESCENT, CLIFFE WOODS, ME3 8HD**

Construction of porch to front with pitch roof extending over garage flat roof and conversion of garage into habitable room

NO OBJECTION

**MC/17/3077 BELL FARM HOUSE, COOLING STREET, CLIFFE, ME3 7UB**

Construction of orangery to side of dwelling

NO OBJECTION

**MC/17/3086 ORCHARD BUNGALOW, STATION ROAD, CLIFFE, ME3 7RU**

Details pursuant to condition 4 of planning permission MC/14/2219 Demolition of bungalow and construction of three bedroom bungalow with associated works

NO COMMENT

**MC/17/3047 MERRY BOYS FARMHOUSE, COOLING COMMON, CLIFFE, ROCHESTER, ME3 7TJ**

Variation of condition 4 on planning permission MC/11/2881 to allow commercial use on an adhoc basis (albeit on non restricted basis)

CONCERN RAISED REGARDING POTENTIAL VEHICLE MOVEMENTS

**MC/17/3228 2 THAMES TERRACE, POND HILL, CLIFFE, ROCHESTER, ME3 7QS**

Installation of a sky light to rear extension

NO OBJECTION

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

None

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

None

10.4 **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 28<sup>th</sup> 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**

A visit to the airport took place (15/9) and an additional two sided A5 leaflet produced to be included with the delivery of the Clarion. Cllr Darwell arranged a stall at the Ploughing Match and prompted people to respond. A consultation response was produced and submitted on 30th September in line with the extended deadline for the parish council response.

Two letters, 29 emails (containing 8 documents that were forwarded to LSA) – c. 1.2% of households

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

Still awaiting advertising of further restrictions and adoption.

12.0 **Report: Other Committees**

- 12.1 Footpaths and Common Land – General Report – Cllrs Harper and Darwell.

- 12.2 C&CW Neighbourhood Plan Steering Group – General Report – Clerks

**Appointment of Planning Consultant (three interested parties to be interviewed and one appointed Lorraine Hart (Total proposal £6,650, lowest of the applicants)**

- 12.3 Youth Liaison – General Report - Cliffe Woods – Cllr Walton, Cliffe Youth Club Clerk(PO)

13.0 **Report: Other Bodies**

- 13.1 Cliffe and Cliffe Woods Community Trust – Report Cllr Bush

- 13.2 Cliffe Woods Community Centre Liaison – General Report – Cllr Walton

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

- 13.4 Brett's Liaison – Cllr McDerimid/Clerk(PO) – Next meeting October 4th.

- 13.5 Rural Liaison Committee – Cllr Stanley (December meeting changed to January)

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

- 13.7 Police Liaison Committee – Cllr Stanley the committee meets on an ad-hoc basis and have moved to the Hoo Village Hall, Pottery Road.
- 13.8 Patient Participation Groups (Cliffe – Chair, Cliffe Woods – Vice Chair)
- 13.9 Friends of North Kent Marshes Cllr Darwell
- 13.10 Other Reports
- 14.0 **Other items to be handed to the Clerk for the next Meeting scheduled on 9<sup>th</sup> November 2017 in the Emmanuel Centre, Parkside, Cliffe Woods.**

C Fribbins Parish Clerk (PO)

4/10/2017