



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 8th August 2019, in the Emmanuel Centre, Parkside, Cliffe Woods 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 10/07/19**

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 10/07/19** (see action list with minutes)

6.0 **Co-option of Parish Councillor for Cliffe Woods.** CVs to be circulated (if anybody comes forward)

7.0 **Report: Clerks** (Clerk PO/RFO)

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

8.0 **Report: Chair**

- tba

9.0 **Governance Working Party (Chair)**

Draft Standing Orders have been circulated and no comments received. The council can now adopt them or wait until after the 8th September Governance Working Party.

10.0 **Report: Finance & General Purposes 30th July (Cllr Dibble/Clerks)**

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

Attendance Cllr Dibble (Chair), Cllr Cooper (Vice Chair), Cllr Sandra Fenney, Cllr Wenban, Cllr Walton, Cllr Letheren, Cllr Keates

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

Apologies Cllr Letheren (unwell), Cllr Darwell (Work), Cllr Naughton-Dean (Holiday)

10.1 **Finance report** Initial Draft Finance reports circulated - Bank Reconciliations, Balances, Council Detail Report NOTED updated documents to end July will be issued.

10.2 **Payments to be made Initial draft Receipts and Payments** circulated. NOTED Updated document will be circulated at the meeting.

10.3 **Changing Room Update (Clerk PO/RFO) General Update**

A draft income and expenditure sheet was produced to show Cllrs what Clerk RFO and Cllr Cooper have been working on. This will be present at future meetings, where there have been costs and income associated with the Changing Rooms.

All invoices have been sent out, currently there is still one team unpaid. There will have been two friendly matches played by a fourth team (Cliffe United), that has been charged at £50 per game for use of the pitches.

Following an incident, where the changing rooms were left unlocked and open, all rules have been reiterated to the clubs. If there are any further issues, the Parish Council could/would rescind usage of these, with no refund of pitch hire fees paid. A Responsible Adult form was also sent out to all parties. Those that have paid, have given Clerk RFO the details required. Along with this there will be a signing book placed in the changing rooms, that the (or a) responsible adult will need to print and sign their name, to confirm the changing rooms have been checked and left in a reasonable state.

Clerk RFO has also found a 2m boot scraper for the changing rooms and after some discussion it was recommended that this be placed at the front of the changing rooms by the grassed area. Clark Clayton has already agreed to install the sockets for this for the Parish Council, the scraper can be stored in the changing rooms and brought out when needed.

- 10.4 **Caretaker- Relief Caretaker/Cleaner to appoint** – Relief Caretaker/Cleaner to appoint – No further interest currently so the position is still vacant. This will be advertised again and put on the social media page/website.

10.5 **Parish Council Vacancies**

Following the recent co-option, there is now just one vacancy remaining (for Cliffe Woods Ward).

10.6 **The Buttway**

- a) Grass Surface/Vehicle Parking Entrance – Permanent strengthening of the main vehicle entry/exit will need to be done. The Summer Fete has taken place and the fencing will be installed soon to allow works to progress and the grass to re-grow. Quotes will be sought when the new fencing has been installed.
- b) Overnight nuisance – The fencing work has now been authorized and is awaiting an installation date.
- c) Drainage- Report is far too brief and that element of the invoice has not been paid.

10.7 **Cliffe Play Area-**

The refurbishment work of the breakdown truck will be done soon. The multi-play equipment also needs to be scheduled after some more urgent is completed. A further issue was raised about glass in the play areas, Clerk RFO will speak with the Caretaker to ensure the grassed areas are being checked regularly. Cliffe Woods Youth Shelter repairs are also approved, awaiting scheduling.

Clerk RFO is still awaiting quotes from numerous companies on the grass-matrix tiles that need attending to, it was recommended that Medway Council should also be contacted to enquire about their preferred suppliers of these.

- 10.8 **Cliffe Recreation Ground-** Nothing new to report

- 10.9 **Allotments** Clerk RFO has issued eviction notices and is following up on these. Inspection notices will be completed after this.

10.10 **Grants and Donations**

Cliffe in Bloom have returned their application form- circulated. The committee would like to see some evidence of book-keeping before the donation request can be agreed. Proposed by Cllr Walton, Seconded by Cllr Letheren- ALL AGREED. To be progressed so a reply is available for the parish council meeting and a decision can be taken.

10.11 **Esquire Developments-**

No further comments have been received regarding the new road names for the development, of which have been named after local woods. Clerk PO reported that the preliminary site works have now started.

- 10.12 **AOB (notified before, or at the start of the meeting) None**

Meeting finished at 20:35

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

There has been a request to have chickens on a plot. This is allowed under the allotment law and local rules/guidelines although the allotment holder has been cautioned about possible problems.

An inspection will be carried out on the plots in August.

- 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) Meeting 30/05/19

MC/19/1828 19 Turner Street Cliffe Rochester Medway ME3 7QL

Construction of a single storey extension to rear

There may be issues with the neighbour @15, but from a planning perspective there does not appear to be an issue – No Objection

MC/19/1825 171 Church Street Cliffe Rochester Medway ME3 7QB

Details pursuant to conditions 10 (contamination), 11 (contamination), 12 (contamination) and 13 (contamination) on planning permission MC/17/3499 - Outline application with some matters reserved (appearance, landscaping, layout and scale) for construction of three 3-bedroomed dwellings

Previously approved, this just relates to a soil survey carried out – No Objection

MC/19/1838 31 Wadlands Road Cliffe Rochester Medway ME3 7RD

Application for a Lawful Development Certificate (proposed) for the construction of a single storey extension to rear of dwelling - demolition of rear projection incorporating toilet/coal store and brick shed
No documents available at time of planning meeting and this does seem to be a suggestion that planning is not required for this size of extension – this is a technical matter that will be addressed by Medway's Planning Officers.

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

MC/19/1940 The Studio The Bungalow Buttway Lane Cliffe Rochester Medway ME3 7QP

Change of Use of The Studio from Gym/Office/Garden Room to a Bed and Breakfast wedding accommodation

MC/19/1941 Land Adj To 3 Swingate Avenue Cliffe Rochester Medway ME3 7QZ

Construction of a detached 2 bedroomed dwelling

This is a new property wedged between two existing properties and appears to be 'over development' and would increase parking issues for both 3 and the new 3a.

MC/19/1792 Land West Of Town Road Cliffe Woods Rochester Medway ME3 8JX

Details pursuant to conditions 3 (materials), 4 (hard and soft landscaping), 6 (landscape management plan), 7 (CEMP), 9 (site levels), 10 (surface water strategy), 12 (ditch improvement works) 17 -(bat and bird boxes) and 28 (refuse strategy) on planning permission MC/18/2961 - Construction of ninety-two residential dwellings comprising of thirteen 2-bedroomed, thirty-seven 3-bedroomed, thirty-one 4-bedroomed, three 5-bedroomed dwellings and four 1-bedroomed and four 2-bedroomed apartments (Class C3), provision of 737sqm of employment floorspace to include offices and a nursery (Classes B1 and D1) with associated access, parking, public open spaces (play area), landscaping, new vehicular/pedestrian access from Town Road, provision of a pedestrian crossing, associated drainage, pumping station and earthworks

This is the discharge of conditions for the Esquire development in Cliffe Woods (opposite Recreation Ground) – submission of details as above.

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

12.4 **Other Planning Issues**

Medway Local Plan

Consultation on a Draft Plan is further delayed until after a decision is reached on a Housing Infrastructure Fund bid of £170m (was due Spring 2019) for road and rail improvements.

MC/16/3669 LAND OFF TOWN ROAD, CLIFFE WOODS (Gladmans)

Cllrs McDermid, Harper and Clerk (PO) attended both days of the High Court hearing. The decision is has been received **The High Court Judge (Planning) has handed down a dismissal of Gladmans claims so the application stands REFUSED. There is still a duplicate application pending a decision, but unless this application overcomes the grounds for refusal, that should also be refused.**

MC/16/3742 LAND SOUTH OF VIEW ROAD, CLIFFE WOODS (Simpkins)

Planning appeal (written representations) – Appeal allowed (31/12) Full Planning Application awaited. Double Yellow lines implemented on the View Road bend, paid for by the development. A meeting has been suggested, yet to fix.

Land West of Town Road, opposite Merryboys/Town Road Junction (Esquire)

This was approved in April and preliminary works have started. It is planned that the first occupancy will be November 2020 and it appears that the business units (majority local people) and the nursery already have firm interest

Land at Cliffe (Trenport)– The applicant wants to meet with the Parish Council & Neighbourhood Plan Steering Group. **Wednesday 18th September has been suggested.**

Neighbourhood Plan – Site Allocation

Community-Led Housing

The Neighbourhood Plan will need to show it responds to local housing need – the current tactic is to set-up a Community Housing Trust and take on some of the low cost/affordable houses in those developments that have been approved

13.0 **Cliffe and Cliffe Woods Neighbourhood Plan**

Following further local consultation (13/7 Cliffe, 16/7 Cliffe Woods) and support from attendees for the plan policies (with some comments). Consultation was affected by the Trenport request for a scoping opinion in Cliffe in particular. The Clerk, Planning Consultant, and advisor have met with Medway Council's Local Plan team to discuss the way forward to seek their comments on our plan. **Subject to Medway Council's written comments, the approval of the parish council is sought to progress to next stage (Regulation 14 - Draft Plan) formal consultation on 14th October to allow preparations to proceed.**

14.0 **Report: Other Committees**

- 14.1 Footpaths and Common Land – General Report – Cllrs Harper and Darwell.
- 14.2 C&CW Neighbourhood Plan Steering Group – General Report – Clerk (PO)
- 14.3 Youth Liaison – General Report - Cliffe Woods – Cllr Walton, Cliffe Youth Club Clerk (PO)
- 14.4 Governance Working Party – Cllr Naughton-Dean

15.0 **Report: Other Bodies**

- 15.1 Cliffe and Cliffe Woods Community Trust – Report – Clerk (PO)/Cllr Keates
- 15.2 Cliffe Woods Community Centre Liaison – General Report – Cllr Walton
- 15.3 Cliffe Memorial Hall – General Report – Cllr Fenney.
- 15.4 Brett's Liaison – Cllr McDermid/Clerk (PO) Meeting scheduled has taken place (now scheduled annually).
- 15.5 Rural Liaison Committee – Cllr Naughton-Dean
- 15.6 Kent Association of Local Councils (Medway) – Cllr McDermid/Cllr Harper
- 15.7 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.
- 15.8 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott – Cllr McDermid/Cllr Fenney)
- 15.9 Friends of North Kent Marshes Cllr Darwell

16.0 **Other Reports**

Other items to be handed to the Clerk for the next meeting on 12th September 2019 in the Small Hall, Memorial Hall, Church Street, Cliffe at 7:30pm.