



## 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 on Thursday 9<sup>th</sup> March 2017, in the Emmanuel Centre, Parkside, Cliffe Woods.

### 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 09/02/17**
- 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 09/02/17** (see action list with minutes)
- 6.0 **Report: Clerks** (Clerk PO/RFO)
  - 6.1 Correspondence (list to be distributed at meeting)
  - 6.2 Matters dealt with since last meeting (verbal report at meeting) Christmas arrangements – 17<sup>th</sup> March @6 Bells Cliffe.
  - 6.3 Grass Verge Damage – Concern about damage to grass verges – Medway Council have a general policy of not repairing due to the likelihood of damage continuing. MHS have been contacted about their responsibilities.
- 7.0 **Report: Finance & General Purposes** (Cllr Fenney/Clerk(RFO/PO))
  - 7.1 **Finance Report**  
February Budget Monitoring Report attached. No overall issues.
  - 7.2 **Banking Arrangements** - NatWest Online access and signature forms – read only online access granted – Debit Card required to submit payments.
  - 7.3 **Income**  
VAT Refund due  
**To seek approval** of the following payments (\*includes VAT) – detailed report of income and expenditure circulated.

Chris Fribbins – Clerk Sal, home allowance, mileage - PAYE	£505.52	
Chris Fribbins – VONAGE Parish Phone	£10.81	*£1.80
Sue Hibbert – Clerk Sal, Home Allowance, Mileage, +PAYE	£559.66	
Dave Clark – (Salary monthly standing order)	£299.80	
Dave Clark – extra hours, mileage, -PAYE	£29.20	
Mike Johnson – Caretaker Cover hours, mileage, -PAYE	£94.60	
EE Dongle	£15.19	*£2.53
Southern Water – Allotments	£161.14	
Cllr Darwell – Local Plan/NHP Signage, 4 posts & cable ties	£15.99	

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|------|--|------------------|
|      | KALC – Preparing for the Annual Audit (Sue Hibbert)  | £36.00 *£6       |
|      | - Rural Affairs Conference (Cllr. Norton-Dean)   | £72.00 *£12      |
|      | Sign Studio – Local plan board signage (replacement for payment authorised in February – change of supplier)   | £54.00 *£9.00    |
|      | LMC Contracts - Cycle Hoop Installation  | £780.00 *£130.00 |
|      | Jim Boot NHP project management support  | £502.05          |
|      | AQL – web domain name renewal (every 2 years)  | £132.00 *£22     |
| 7.4  | <b>Cliffe Woods Car Park Repairs and Maintenance</b> – Work scheduled – Small Hall Car park w/e 3/3/17. Cliffe Woods Car Park w/e 10/3/17.   |                  |
| 7.5  | <b>RLG update</b><br><b>RLG Outstanding</b> - £2,420 (includes estimated dongle payments to end year, cycle hoops & planning fee for changing rooms)<br><b>Cycle Parking @ Cliffe Woods</b> – Awaiting the installation, arrangements in hand.   |                  |
| 7.6  | <b>S106 Update – Changing Rooms Project</b><br><b>Meeting Summary</b><br>The steering group reviewed progress. Planning application has been submitted and is being uploaded on the Planning System.<br>Fund raising options are now being followed up – based on a £109,000 cost.<br>A further planning application was suggested for the Rugby Club Storage Container and John Alford has agreed to submit on the council's behalf – when details available from Rugby Club. Further requests and suggestions have been received from the Rugby Club –a sign at the entrance and four smaller signs to discourage dog fouling. The Clerk (PO) had met with the Rugby Club to agree positioning of the signs and the container – details now awaited from the Rugby Club for formal approval of the parish council. |                  |
| 7.7  | <b>Staffing of Youth Clubs</b><br>A potential candidate has been identified, although the appointment would need to be made by the parish council.   |                  |
| 7.8  | <b>Risk Assessment Review</b><br>The risk assessment was reviewed – alterations and future actions suggested. Recommended that the updated document be agreed.   |                  |
| 7.9  | <b>Toilets and Bus Shelter – Cliffe Buttway</b><br>Medway Council have notified the parish council of their intention to close the bus shelter and toilets – and demolishing the building. An offer had been made to the parish council to pay a nominal lease/rent payment and to take over the responsibility.   |                  |
| 7.10 | <b>Parish Council By-Election</b><br>Medway Council Electoral Services have notified that council that in response to the Notification of a Vacancy for the Cliffe Woods Ward (following the resignation of Ian Petrie), 10 Cliffe Woods electors had written in to call an election. The dates for nominations and, if more than one nomination, date for an all-day polling station at the Cliffe Woods Community Centre are awaited. The council had estimated c.£2,000 cost to the parish council if there is a polling day.   |                  |
| 7.11 | <b>Family Fun Fair</b><br>Cllr Darwell has reported a further request for a fun fair who would like to come to the parish. This would be young child focussed. There would be a fixed payment scheme and would abide by the same conditions as the Smiths Fun Fair (15th to 21st May). Awaiting a formal request.  |                  |
| 7.12 | <b>Caretakers Duties</b><br>The Chair/Vice Chair and Clerk(RFO) will be following up a review as requested by the caretaker.   |                  |
| 7.13 | <b>S.A.V.E</b> – Chair has put together reply to letter received about funding. As no response from other councillors received, will assume it is ok and send. Any further requests for funding  |                  |

from this group or any others, will need to be for specific purposes and can then be considered by the Parish Council on an individual basis.

7.14 **Fencing/bollards at the Buttway** needs repairing – Clerk (RFO) to follow up.

7.15 **Complaint about rubbish** at Church and St Helen's House – Clerk (RFO) to check with caretaker if litter picking is carried out in this area.

## 8.0 **Report: Allotments Committee**

8.1 Allotments – General Report – Clerk (RFO), Cllrs Letheren, Clements, Evers  
Further allotments have been vacated and more are expected – notice of rent rise has not been given yet.

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

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

None

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

**MC/17/0410 ROOKERY LODGE, THATCHERS LANE, CLIFFE, ROCHESTER, ME3 7RG**  
Demolition of existing buildings and construction of 8 x two-bedroomed and 4 x three-bedroomed houses with associated refuse, parking, and access (site 1) (part 1 of 2 Rookery Lodge Redevelopment)

**MC/17/0518 132 CHURCH STREET, CLIFFE, ROCHESTER, ME3 7PY**  
Construction of a two-storey side and single storey rear extension and new roof to existing garage (demolition of existing conservatory) – Recommended NO OBJECTION

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

**MC/17/0443 GARAGE BLOCK, THATCHERS LANE, (AT JUNCTION WITH SWINGATE AVENUE), CLIFFE, ROCHESTER ME3 7RG**  
Demolition of garages and construction of two-storey building comprising 2x (over 55s) 1-bed flats with associated parking and refuse area (site 2) (part 2 of 2 Rookery Lodge Redevelopment)

**MC/17/0556 MEMORIAL HALL, CHURCH STREET, CLIFFE, ROCHESTER, KENT, ME3 7PU**  
Construction of a detached building for use as changing rooms ADDRESS WRONG, being followed up. PARISH COUNCIL APPLICATION

## 9.4 **Other Planning Issues**

### **Medway Local Plan –**

The public exhibition was held on Saturday 18<sup>th</sup> February at the Cliffe Memorial Hall. **The council's view is now requested by end March 2017.**

**MC/17/0442 EASTCROFT, TOWN ROAD, CLIFFE WOODS, ROCHESTER, ME3 7RL**  
Details pursuant to conditions 3, 5, 6 and 8 of planning permission MC/16/4356 change of use of agricultural buildings to form five separate units comprising of Class B1/B8 use (office/industrial) with associated internal and external alterations

**MC/17/0640 131 VIEW ROAD, CLIFFE WOODS, ROCHESTER, ME3 8UH**  
Application for a non-material amendment to planning permission MC/15/3560 for removal of side garage and reduction of protruding garage to increase driveway parking

**MC/17/0327 - 32 GRAVENEY CLOSE, CLIFFE WOODS, ROCHESTER, ME3 8LB**  
Application for a Lawful Development Certificate (proposed) for construction of a single storey side/rear extension (demolition of existing side projection)

## 10.0 **Car Parking Review – Cliffe Woods**

A further site meeting between the Chair, Clerk(PO) with Medway Council, scheduled for Friday 3<sup>rd</sup> March to look at Cliffe issues (report to follow before the parish council meeting).

- 11.0 **Rookery Lodge Demolition and Site Redevelopment Proposals (update)**  
Two planning applications now received – see Planning.
- 12.0 **Report: Other Committees**
- 12.1 Footpaths and Common Land – General Report – Cllr Moore
  - 12.2 C&CW Neighbourhood Plan Steering Group – General Report - Clerks
  - 12.2 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 – No meeting scheduled
  - 13.2 Cliffe Woods Community Centre Liaison – General Report – Cllr Walton
  - 13.3 Cliffe Memorial Hall – General Report – Cllr Bush
  - 13.4 Brett’s Liaison – Cllr McDermid/Clerk(PO), Meeting held 18/1/17
  - 13.5 Rural Liaison Committee – Cllr Stanley next meeting is March 7<sup>th</sup> (to be reported at parish council meeting).
  - 13.6 Kent Association of Parish Councils (Medway) – Chair/Cllr Harper February meeting held
  - 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 Hoo Peninsula Landscape Partnership Bid (Heritage Lottery Fund) – Clerk(PO) Met 2<sup>nd</sup> March
  - 13.10 Friends of North Kent Marshes Cllr Moore/Darwell
  - 13.11 Other Reports
- 14.0 **Other items to be handed to the Clerk for the next Meeting on 11<sup>th</sup> May 2017 in the Emmanuel Centre, Parkside, Cliffe Woods, following the Annual Meeting at 7:30pm**

C Fribbins Parish Clerk (PO)

07/03/2017