

Minutes of Meeting held at the Emmanuel Centre, Parkside, Cliffe Woods

On Thursday 12 August 2018 at 7:30pm

PRESENT: Cllrs Sue McDermid CHAIR, Ron Naughton-Dean (RND) – VICE CHAIR, Annette Cooper (AC), Barry Dibble (BD), Peter Clements (PC), Joan Darwell, (JD), Sandra Fenney (SF), Fred Harper (FH), Andy Keates (AK). (Victoria Baxter (VB) after co-option.



Parish Clerk Chris Fribbins (PO)

The meeting opened at 7.30 pm.

NO	ITEM
50.0	APOLOGIES FOR ABSENCE Vivienne Walton (VW) Holiday - all agreed Chair welcomed Cllr Victoria Baxter to her first full meeting and introduced Michelle Dolley in the role of Clerk (Responsible Finance Officer)
51	DECLARATIONS OF INTEREST - None
52	Councillor Co-Options – There are three vacancies (1xCliffe Woods, 2xCliffe). No expressions of interest received for this meeting.
53	APPROVAL OF MINUTES OF MEETING HELD ON - 12.07.18 proposed Cllr Naughton-Dean, seconded Cllr Keates AGREED.
54	ADJOURNMENT A wHOO Cares representative spoke about their organization of taking over community transport, a survey will be issued to residents and she was looking for a place for these to be returned.
55	MATTERS ARISING FROM MEETING HELD ON 12/07/18- None
56	REPORT: CLERKS
56.1	Correspondence - e-mails distributed through the month
56.2	Matters dealt with since last meeting – Nothing to add – reported elsewhere.
56.3	Defibrillator at the Cliffe Fire Station – has now been replaced by a KFRS supplied one. Arrangements are being made to install the parish one on the outside of the Cliffe Doctor's Surgery and waiting for update from the Highcliffe practice.
56.4	Fun Fair Request – June, July, August – The fun fair cancelled the agreed dates due to a clash elsewhere, dates are being looked at for next year 2019 and fixed as early as possible.
56.5	Cliffe Woods Clean Up- Cllr Baxter Cllr Baxter had arranged a pilot clean-up in Cliffe Woods with the Emmanuel Centre. 10 bags of rubbish collected, proposing to hold more with more publicity to councillors and residents.
57	REPORT - Chair
57.1	The Chair reported on: <ul style="list-style-type: none"> • 16 July - RFO Appointment letter sent, references and documentation requested • 20 July - Letter sent to Michael Johnson following his resignation. • 20 July - Letter sent to Rev. Andy Hobbs re: Buttway issues. • 23 July - PC Article for Parish Magazine • 24 July - PC Surgery in Cliffe, with Vice-Chair
58	REPORT: FINANCE & GENERAL PURPOSES (Cllr Fenney/Clerks (PO)) Report for Aug Meeting Circulated with Agenda see below. (Chair would like to see a

		copy of the minutes by Friday after the meeting.
58.1	Finance Report – reports circulated. Changes in progress, Online Banking for Clerk (PO) has been now been granted and changes to N,S&I have been submitted. Following the appointment of Mrs Michelle Dolley (MD) to the position of Clerk (RFO) w.e.f 1st August 2018, permission was sought to make further bank changes – add MD to the authorised parties, acquire a parish council debit card, add online banking and add her details to the authorised signatories (Sue Hibbert and Lynne Bush to be removed from authorised signatures) – Proposed Cllr Fenney, Seconded Cllr Naughton-Dean AGREED.	
58.2	Receipts and payments (reports circulated)	
	To note income received (June/July to date) Allotments Rent £0.77 Cliffe Woods Colts Pitch Hire £540.00* Mr Moore CW Car Park Damage £860.00	
	To approve payments proposed for August Chris Fribbins Clerk salary, home allowance, mileage - PAYE £ John Davies Caretaker pay, mileage, petrol - PAYE £ Andrew Norton Youth worker June hours £ Vonage Parish phone £9.25* EE Dongle £16.20* Clark-Clayton Changing Rooms 7 th Invoice (PAID) £35,833.60* KALC 2xDyn Cllr Course £144.00* Community Land Use NHP Planning Consultant £350.00 Jim Boot NHP Facilitator £444.55 RBS Software Alpha Accounts Annual Fee £142.80* RBS Software Accounts Accounts Annual Fee £142.80* FASTHOSTS Parish Email Provision £87.11* J Foyle Allotment Key Deposit Return £10.00 KALC Clerks Conference £72.00* KALC Allotments Conference £72.00* Came & Company Additional Premium for Changing RM Cover £61.86 Cliffe Woods CA First ½ Annual Revenue Grant £2,500.00 Cliffe Memorial Hl First ½ Annual Revenue Grant £2,500.00 Aardvark Security CCTV Maintenance £60.00 PAYMENTS APPROVED, proposed Cllr Naughton-Dean. seconded Cllr Fenney - AGREED	
58.3	Annual Report – Submitted to PFK Littlejohn (external auditors), put on all five noticeboards and on the web site. Period of public examination completed. There will be a further notice board display when the external audit report is received.	
58.4	Changing Rooms Project – All the building work is planned for finishing on 11.08.18, awaiting on British Gas for the electric meter installation. Then final commissioning by Clark Clayton. Proposing an official opening ceremony for the changing rooms, current date of 01.09.18-arrangements to be agreed.	
58.5	Parish Council By-Election Following the co-option of Victoria Baxter, three vacancies remain (one in Cliffe Woods, 2 in Cliffe).	
58.6	Clerk RFO Update Following the resolution at the council meeting and the receipt of satisfactory references, Michelle Dolley has been appointed to the Clerk (RFO) position from 1/8/2018, initially on a six-month probationary period.	
58.7	Relief Caretaker/Caretaker The resignation of Michael Johnson has been accepted and John Davies is covering in the interim while the position is advertised and filled (JD will be encouraged to apply). There was no cover available from NORSE for the weekend 26/7 to 30/7 for JD's pre-booked holiday, extra hours are likely to be needed to catch-up.	

58.8	<p>Play park repairs</p> <p>Football arena netting still to be checked. The skatepark concrete repairs remain to be completed by Safe Play – Clerk (PO) to chase.</p>
58.9	<p>Vandalism to Cliffe Recreation Ground & Allotments</p> <p>The report on the current and possible CCTV enhancements has recently been received and will be circulated from Aardvark Security.</p> <p>Following the report of the erection of a hide in the bushes at the Cliffe Recreation Ground at the parish council and the decision to remove it on Health and Safety grounds, the hide was set on fire the same evening – with flames extending to an allotment. The fire brigade attended and cropped the lock to the Allotment entrance when some material on the allotment side re-ignited in the morning.</p> <p>On the previous evening/night (30/7) the Storage Container was set alight and the remaining flooring in the ‘caretaker’s store’ was destroyed. The fire also spread into the football/current caretaker store and initial investigation indicates that most of the equipment in that part had also been destroyed. The manager of Black Lion FC attended at the end of the meeting and reported that little had been salvaged and football games at the Recreation Ground may be at risk. With the replacement of the Storage Container (previously agreed) and the equipment damaged, the cost is likely to be c.£6,500. The parish council petrol lawn mowers and strimmer, the football line marker and ancillary equipment have also been damaged and are likely to need replacement (Online Police Report DWYPMT7XR7 has been raised). – The football clubs are concerned about the damage to their equipment and the ability to play games – they are hoping for some support from the parish council and at present it is not clear if this would be covered by the Third Party, Public Liability cover, their equipment and the container itself are not covered – in addition somewhere to store replacement equipment is needed.</p> <p>Cllrs discussed the issue of criminal damage to the recreation ground. Possibly publishing the cost of vandalism to residents.</p> <p>Insurance Claim has been initiated.</p>
58.10	<p>Assets and Insurance Cover</p> <p>Work to follow-up asset review implications for insurance premiums following the departure of the Clerk (RFO) still required. (see 58.13)</p>
58.11	<p>Allotments</p> <p>a) two allotment rents outstanding after review of income by Cllr Fenney. Notice to Quit (wef 1/9) has been issued to the holders whose rents are still outstanding after reminder.</p> <p>b) Allotment holders have offered to manage some of their common grass areas while a new caretaker is appointed</p> <p>c) There has been damage to the allotment fencing around the entrance (23/6) by a vehicle driving into the fence. This had been captured by CCTV and there was a suspect vehicle and driver. It has been reported to the police via Online Reporting. A quote for repair has been received from BR Stacey and authorisation given to carry out the repair.</p>
58.12	<p>Cliffe Small Hall Barrier Damage</p> <p>The repair has been completed by Thomas Fabrications The identified person has passed details of their insurance details. Details of the incident and damage have been passed to the insurers with a claim for the cost of repair and passed to Loss Adjusters. The cost of the repair was £860+VAT.</p> <p>Additional offer has been received to settle the claim for £700, was rejected. A further offer has been received @ £795- proposed Cllr Keates, Seconded Cllr Wenban that we pursue the full claim- ALL AGREED</p>
58.13	<p>Standing Order Review / Financial Regulations / Members Code of Conduct Governance issues to be reviewed.</p>

		<p>a) The working party/sub-committee to be established once the changing room work is complete.</p> <p>b) A Personnel Committee to be established as a priority.</p>
	58.14	<p>The Buttway and Recreation Ground Conditions/Drainage</p> <p>Ground conditions at both sites require some maintenance but the weather has been too hot and the ground too dry. An alternative contractor has been identified and a quote is awaited. Rev Andy Hobbs has sent a letter to the parish council regarding issues at the Buttway relating to the need to park on the grass area and problems with access and exit from the grassed area. He had suggested some enforcement actions, but that is not possible as there are no legal restrictions/by-laws on the land – which is designated as a recreation ground/open space not a car park. There are also drainage issues on the car park following heavy or persistent rain. After discussion of the issues, drainage issues are delayed until the next financial year but Proposed Cllr McDermid, Seconded Cllr Naughton-Dean that the council be asked to approve the re-painting of the yellow box junction lines (1m wider) and an improved, more visible sign - AGREED</p>
	58.15	<p>Use of Emmanuel Centre</p> <p>The tables approved by the council will be ordered now funds have been received from the NS&I account.</p>
	58.16	<p>Cliffe Photo Archive</p> <p>Cllr Darwell is planning to do this in the winter.</p>
	58.17	<p>End of WW1 Centenary</p> <p>Cllr Darwell outlined the requirements for the event in November, requested a budget for a funding allocation. Proposed Cllr Dibble, Seconded Chair up to £450 be allocated- ALL AGREED</p>
59		REPORT: ALLOTMENTS
	59.1	<p>Allotments – General Report – Cllr Clements/Letheren</p> <p>Notice to quit issued to 2 tenants for non-payment of rent New tenants interested (including pre-school) – Cllr Clements/Clerk (PO) to follow up with new tenants.</p>
60		REPORT: PLANNING
	60.1	<p>MC/18/1751 8 Sedley Close Cliffe Woods Rochester Medway ME3 8HE</p> <p>Construction of a conservatory to rear - Demolition of existing conservatory</p> <p>No Objection</p>
		<p>MC/18/1962 Homeside Symonds Road Cliffe Rochester Medway ME3 7SS</p> <p>Conversion of garage to habitable living accommodation</p> <p>The parish council has no objection if enough parking is retained on-site as this is a narrow-unmade road with no footways.</p>
		<p>MC/18/1929 30 Swingate Avenue Cliffe Rochester Medway ME3 7RA</p> <p>Demolition of an existing garage and subdivision of the plot to facilitate the construction of a detached 2-bedroom residential dwelling with associated access, parking and amenity space. Altered vehicular access and construction of two additional parking spaces to the existing dwelling.</p> <p>The parish council has concerns with the submission. It shows four parking spaces, but two are for the current property that are lost by the demolition of the garage and associated land.</p> <p>The building is shown close up to the boundary of the existing apartment block and close to side windows in two of the properties in that block. This does appear to be overdevelopment of the site and cramming in a two bedroomed detached property on the minimum plot size. Two bed-roomed properties are provided in the area but in the form of blocks provided for sheltered housing not in the form of an individual detached building.</p>

		<p>MC/18/1888 34 Higham Road Cliffe Rochester Medway ME3 7SJ</p> <p>Construction of a single storey rear extension together with a dormer with Juliet balcony to rear and roof lights to front to facilitate a loft conversion</p> <p>While accepting that the site is not overlooked, the parish council would like to see provision of car parking in relation to the number of bedrooms in the extended property if possible. The road is badly overparked at present due to the amount of on street parking and lack of on-site parking. Otherwise the parish council has no objection.</p>
		<p>MC/18/2020 6 Millcroft Road Cliffe Rochester Medway ME3 7QN</p> <p>Part retrospective application for extension to shed</p> <p>Although the size of the extended shed is fairly large, the parish council would like to know why this proposal needs planning permission. In principle the parish council has no objection.</p>
		<p>MC/18/1882 14 Wharf Lane Cliffe Rochester Medway ME3 7UE</p> <p>Details pursuant to conditions 4,6,7,8,9,10 and 14 on planning permission MC/17/2533 for the Construction of four 4-bedroomed detached dwellings with associated parking - revised application to re-locate due to sewer easement line</p> <p>The parish council welcome details (condition 14) the provision for the details of making up of Wharf Lane from the junction of Reed Street to this development as was promised to local residents when planning was originally applied for.</p>
		<p>MC/18/1998 (Phoenix Nursery) 31 View Road Cliffe Woods Rochester Medway ME3 8JQ</p> <p>Construction of a two-storey extension to rear together with installation of dormers conversion of roof space with to facilitate nursery and staff space</p> <p>While supporting the provision of an extension to an existing business the submission does not indicate the number of additional children that will be accommodated on the site - this may give rise to concerns about noise levels in that location as children must be outside for parts of their day.</p> <p>It also indicates that vehicles enter and leave the site via a drive-through access to the front, but is our experience that most vehicles park on View Road, near to a sharp bend in the road, forcing vehicles into the centre and off-side of the road (coming up from Town Road) to overtake the parked vehicles. Vehicles travelling towards Town Road will not see these vehicles until very late as they come around the bend.</p> <p>This issue could be alleviated by the introduction of parking restrictions on both sides of View Road at the nursery and around that bend - as discussed previously with the council, but not implemented and still outstanding after over two years! If necessary, this development could meet all or some of the cost of implementing the preferred parking restrictions.</p>
	60.2	None
	60.3	<p>Further planning applications notified following the Planning Committee, publication of the initial agenda and the meeting. All will be referred to the planning committee.</p> <p>MC/18/2264 5 Wharf Farm Wharf Lane Cliffe Rochester Medway ME3 7UE</p> <p>Application for a Lawful Development Certificate (proposed) for installation of a roof light; infilling part of existing window to hall/landing and replacement of door with window to the study/kitchen. No Comment</p> <p>MC/18/2265 14 Wharf Lane Cliffe Rochester Medway ME3 7UE</p> <p>Non-Material amendment to planning permission MC/17/2533 - to allow for reduction of roof pitch and alterations to eaves with incorporating the flat roof formers into main roof structure. No Objection</p> <p>MC/18/1882 14 Wharf Lane Cliffe Rochester Medway ME3 7UE</p> <p>Details pursuant to conditions 4,6,7,8,9,10 and 14 on planning permission MC/17/2533 for</p>

		<p>the Construction of four 4-bedroomed detached dwellings with associated parking - revised application to re-locate due to sewer easement line No Comment</p> <p>MC/18/2205 1 Elford Road Cliffe Rochester Medway ME3 7EF</p> <p>Neighbourhood consultation application for the construction of a single storey rear extension. The details submitted are as follows: The extension will extend beyond the rear wall by 3.5 metres the maximum height of the proposed extension from the natural ground level is 4 metres the height at eaves level of the proposed extension measured from the natural ground level is 2.4 metres - Delegated preparation of response to the Planning Committee.</p> <p>MC/18/2296 1 Swingate Avenue (Fronting Thatchers Lane), Cliffe, Rochester, Medway, ME3 7QZ</p> <p>Change of use of amenity land to residential and construction of a hardstanding area and vehicular crossover – Delegated preparation of response to the Planning Committee.</p> <p>Proposed Cllr Harper, Seconded Cllr Naughton-Deal that the decisions be approved - AGREED</p>
60.4		<p>Other Planning Issues</p>
		<p>Medway Local Plan</p> <p>The consultation period has now finished, although a further consultation on a Draft Plan is planned for the end of 2018. The MP had submitted a joint response from peninsula parish councils. The Clerk (PO) attended a closed meeting to - discuss the Housing Infrastructure Support bid, Road, Rail and Community Facilities. It has passed stage one and a detailed submission is now required.</p> <p>MC/16/3669 LAND OFF TOWN ROAD, CLIFFE WOODS (Gladmans)</p> <p>The decision by the Minister has now been delayed to September due to a technical planning issue (EU decision).</p> <p>MC/16/3742 LAND SOUTH OF VIEW ROAD, CLIFFE WOODS (Simpkins)</p> <p>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</p> <p>An appeal against the refusal of Medway Council has been lodged and is in the hands of the Planning Inspectorate. It is likely that an inquiry will be held due to the number of representations. The parish will need to consider their response/actions regarding the appeal – awaiting details</p> <p>Land West of Town Road, opposite Merryboys/Town Road Junction</p> <p>Developers have met with the Neighbourhood Plan Steering Group and a subsequent meeting held with Redrow (joint with councillors and the steering group). Their intention is to submit a planning application in the next few weeks. 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 at the Cliffe Woods Community Centre (4-8) with a special session for parish and Medway councillors before.</p> <p>Trenport Land, Cliffe</p> <p>Agents operating for Trenport have discussed a speculative plan to develop Trenport land (former APCM) on the east of Station Road/Church Street. This would involve the creation of a new road from Station Road, across to Cooling Road and into their site – providing alternate access into Cliffe. The site was indicated for housing only, but the steering group indicated that some mixed development would be needed (retail, sporting replacement, open space and possible employment land). No commitment of support has been given or implied at this stage. No indication of planning application/s were given. Sale notices for some of their land has been spotted (dated 09/2017).</p>

		Neighbourhood Plan – Site Allocation The steering group is looking for some potential sites for the development of local needs housing (including real low cost/affordable, that could even be developed by the parish council to lock in the low-cost element) – Sites have been inspected but no conclusion currently.
47.0		Reports: OTHER COMMITTEES
	47.1	Footpaths and Common Land – General Report – Cllrs Harper and Darwell. No report The Medway Footpaths Officer is carrying out a review of the Rights of Way Improvement Plan – with public meetings in September.
	47.2	C&CW Neighbourhood Plan Steering Group – General Report – Clerk. Reported on current work.
	47.3	Youth Liaison – General Report - Cliffe Woods – Cllr Walton, Cliffe Youth Club Clerk (PO) - report circulated. Nothing further to report as the club is in the summer recess.
48.0		REPORT: OTHER BODIES
	48.1	Cliffe and Cliffe Woods Community Trust – Report – Clerk (PO) – Had been speculative interest in developing the land at the land on Town Road/Lilliechurch Road., Cliffe Woods
	48.2	Cliffe Woods Community Centre Liaison – General Report – Chair reported on the future events. - Committee have agreed the sale of the land to the South of the site, subject to contract.
	48.3	Cliffe Memorial Hall – No Meeting held
	48.4	Brett's Liaison – Cllr McDermid/Clerk (PO), - Next meeting Sep/Oct.
	48.5	Rural Liaison Committee – Cllr Naughton-Dean – Next meeting 12/9.
	48.6	Kent Association of Parish Councils (Medway) – Chair/Cllr Harper. Meeting to be scheduled.
	48.7	Police Liaison Committee & Councillor/Police Surgeries – Cllr Dibble. No report, meetings in September.
	48.8	Patient Participation Groups (Cliffe – vacant, Cliffe Woods – Chair) – Report circulated.
	48.9	Friends of North Kent Marshes Cllr Darwell – No report
49.0		Other Reports - None
		Other items to be handed to the Clerk for the next meeting scheduled on 13th September 2018 at Cliffe Community Church, Millcroft Road, Cliffe.

Meeting closed at 09.40 pm

10.08.18MD/CF

Signed by..... Chair and dated.....

Appendix MA1708

	MATTERS ARISING FROM MINUTES OF MEETING ON 08/02 /18	Action By
May 8.4	Changing Rooms Project - Clark/Clayton following up availability and cost of 2 x 20ft storage containers (1 each for rugby and football teams) and 1 x 10ft storage container (for caretaker to be sited in allotments). Contract has been signed with Clark-Clayton, retention of 5% agreed with architect. Vice-Chair will have access, but any decision will need to come through the Clerk (PO), who will liaise with the Chair/Vice-chair (and others as appropriate. VAT registration and Option to Tax completed. Work underway 12-day slippage due to bad weather, but there is likely to be some catching up. Donated concrete and retaining soil in recreation ground has saved about £2k. Progress reports now being produced by RND. Payments made on invoice (delegated power to Clerks).	Clerk PO/ SF/ GC/JA RND
Sep 66.13 Nov 97.14	Standing Orders Review – Clerk PO had provided a draft clause for rescinding minutes and to add ‘call for extraordinary meeting’. To be reviewed as time permits. Delegation Arrangements – as part of the pending review of Standing Orders, delegation arrangements for the F&GP committee need to be reviewed as there is a gap in financial authorisation between £250 and £1,000 (required to authorise the goalpost payment). Vice-Chair, Cllr Cooper, and Clerk PO to carry out review. Initial meeting held, follow up meeting to be arranged when NALC to review/amend new NALC Model new Standing Orders, now received. Review of new Standing Orders, Financial Regulations, Code of Councillor Conduct, committees (including Personnel) other policies and GDPR implications to be carried out by new Governance Sub-Committee/Working Party.	Clerk PO/Vice-Chair/Cllr Cooper
Oct 86.2	Neighbourhood Plan – Workshops complete, work starting on draft plan. Housing needs survey sent out with Clarion. Planning consultant Lorraine Hart appointed and work to start on preparing draft plan. Low response rate (14% to HNS) Policy writing training workshop held on 28 November. Remaining grant of £3,816 agreed and needs to be spent by 31/3/18. Draft Local Plan has no site allocations in Cliffe or Cliffe Woods, consultation March to May. Steering group to look at site assessments for land in SLAA and any other land that could be developed as part of the Neighbourhood Plan. New Locality Grant bid approved and at a higher level than applied for – runs to 31/3/19.	Clerk (PO) NHP
May 8.14	Football pitch renovation - Vertical drain work still to be carried out. Pitch too dry may should have been Spring 2018 when work carried out. Delays due to equipment failure. No replies to chasing. An alternative firm approached, and a quote is expected when the pitches have had some rain.	Clerk PO/RFO
Oct 84.8	Play park repairs – New scramble net was collected by Cllr Wenban from Aylesford. Spec. of Skateboard Ramp to be checked and arranged if satisfactory. Work and full annual inspection carried out – Skateboard Park maintenance complete (damaged concrete still to fix) and netting at the Ball Court still to do.	Clerk (RFO)
Nov 96.3	Assets & Insurance Cover - Working party to risk assess assets and review insurance. To be carried out as time permits. Initial meeting held in January with follow-up meeting now carried out. Clerk (RFO) to contact insurance company to obtain quotes for items not presently covered – now Clerk (PO)	Vice-chair/Cllr Letheren/ Clerks PO & RFO.

<p>Nov 97.11</p>	<p>Vandalism to Cliffe Recreation ground & allotments</p> <p>Skate Park – amount and specification of concrete to be obtained to see if Bretts can provide free of charge or at cost. Alternative contractor to be contacted, chair has sent details to clerks – Clerk RFO to follow up.</p> <p>Damaged replacement storage container door to be left as it is for time being. Alternative storage container contact has given quote. 3 storage containers agreed subject to what Clark-Clayton able to source. Location of containers agreed on Rec behind fencing/vegetation close to the Changing Rooms. Clark Clayton have identified a container, donated to the Rugby club – only delivery to pay. One or two further containers to be identified. Free container rejected as not up to standard required. Order for two new containers being drawn up.</p>	<p>Clerk RFO/ALL Vice Chair/ClerkPO</p>
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