



CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Minutes of Meeting held at the
Small Hall, Memorial Hall, Church Street, Cliffe
On Thursday 8th December 2016

PRESENT: Cllrs Sue McDermid-Chair, Lynne Bush-Vice Chair (LB) (Vice Chair), Peter Clements (PC), Gary Clark (GC), Faith Evers (FE), Sandra Fenney (SF), Derek Graves (DG), Fred Harper (FH), Gill Moore (GN), Ron Naughton-Dean (RND), Vivienne Walton (VW), Jim Wenban (JW)

Parish Clerks Chris Fribbins (PO), Mrs Sue Hibbert (RFO) – Apologies

The meeting opened at 7.30 pm.

| NO | | ITEM |
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| 1.0 | 102.0 | APOLOGIES FOR ABSENCE Cllrs Ray Letheren (RL)-Unwell, Joan Darwell (JD)-Unwell, Phillip Stanley (PS)-Unwell Accepted Cllr Ian Petrie |
| 2.0 | 103.0 | DECLARATIONS OF INTEREST - None |
| 3.0 | 104.0 | APPROVAL OF MINUTES FOR PARISH COUNCIL MEETING Minutes of the Council Meeting on 10/11/16 were moved as a true record. Proposed Cllr Naughton-Dean, Seconded Cllr Walton - ALL AGREED. |
| 4.0 | 105.0 | ADJOURNMENT None |
| 5.0 | 106.0 | MATTERS ARISING FROM MINUTES OF MEETING ON 10/11/16 |
| | | Items attached on Appendix MA1612 |
| 6.0 | 107.0 | REPORT: CLERKS |
| | 107.1 | Correspondence List circulated, noted |
| | 107.2 | Matters dealt with since the last meeting Access to CCTV requested by Kent Police relating to an incident in the Small Hall Car Park – downloaded and supplied on memory stick. Quality poor as in darkness and the key camera was out of alignment – cameras adjusted and cleaned subsequently with help from Mr Iain Walton. Fires at Youth Shelter – further incidents reported on 101 and to the PCSO for follow-up Kent Community Award 2017 – advertised on Facebook and Parish Website. A suggestion was made about a possible nomination, but parish council choice will be made at the January meeting. Kent Association of Local Councils (KALC) approached for advice on parish council responsibilities for their public assets. There was a duty of care, but it needed to be proportionate to problem – perhaps external bodies could advise. The Police had been informed. Xmas Social arrangements – agreed to postpone to January. 2017 Dates – calendar of dates distributed with the minutes. The Clerk(PO) suggested that the |

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| | | APM date (2 nd Thursday in April 2017) be reviewed as it fell in the day before Good Friday. 6 th April preferred – ALL AGREED |
| 7.0 | 108.0 | REPORT: FINANCE & GENERAL PURPOSES |
| | 108.1 | <p>Finance Report (Cllr Fenney/Clerk(PO)) November Budget Monitoring Report attached. No overall issues. A notice of 2015/2016 HMRC underpayment has been received. This has been tracked down to a payment made and cleared in July 2015 (£301.46) –STILL awaiting confirmation and allocation to our account and the withdrawal of a £7.40 interest charge.</p> <p>Cash forecast to end March 2017 produced by Clerk(RFO) £10,000 to be drawn down from the N,S&I Investment Account.</p> |
| | 108.2 | Banking Arrangements - NatWest Online access and signature forms to be signed. Other organisations to be notified of the new Clerk(RFO). |
| | 108.3 | Approval of the following payments (*includes VAT) – detailed report of income and expenditure circulated. Proposed Chair, seconded Vice Chair AGREED |
| | | Chris Fribbins (Salary, RFO, Expenses, Mileage, Home Allowance, - PAYE) £628.03 |
| | | Chris Fribbins (EE Dongle Nov) £16.19 *£2.70 |
| | | Chris Fribbins (Parish Phone Nov) £8.24 *£1.37 |
| | | Chris Fribbins (Brother Printer Belt and Drum) £233.68 *£38.95 |
| | | Sue Hibbert (Salary, Mileage, Home Allowance, -PAYE) £482.88 |
| | | Dave Clark (Salary, Mileage, Expenses, Overtime, - PAYE) S/O £299.80 Balance £96.20 |
| | | Society of Local Council Clerks (SLCC) for CF contribution from Allhallows PC (£93) to be sought towards this. £167.00 |
| | | Kent County Supplies (credit note) -£35.39 -£5.90 |
| | | KALC Training Course (Clerk(RFO) Allotment Law) £72.00 *£12.00 |
| | 108.4 | 2017/2018 Budget – Draft Budget circulated. Councillors to review and pass any comments to the Clerk (RFO) for consideration at F&GP and the January Council meeting Precept by end Jan, agreement at January Meeting - Action ALL |
| | 108.5 | Playground Inspection Concerns raised about the Breakdown Truck – corrosion (identified in annual inspection). Plate to cover this has now been fitted by Cllr Wenban, he has also fitted a tyre which was missing. |
| | 108.6 | Cliffe Small Hall Car Park/Cliffe Woods Car Park – Cllr Graves reported that the entrance barrier had been hit by a van and trailer (8/12) and he has details of the driver and vehicle details (to be passed to Clerk(PO/RFO) for reporting to the council's insurers. The tendering companies be advised of this and asked to include in a re-quote (ClerkPO/RFO). The Small Hall Car Park |

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| | | barrier also needs looking into to see if it can be straightened. |
| 108.8 | Small Works – Contractors | – Further quotes for work to install cycle hoops had been received. |
| 108.9 | Rural Liaison Grant update RLG Outstanding - £3,162 Cycle Parking @ Cliffe Woods – Medway Council have approved. Loops have arrived. One quote received for direct installation of hoops into the ground had been received and four for installing in a concrete base. Proposed Vice-Chair, Seconded Cllr Walton that the quote of £650+VAT from LMC contractors be accepted - AGREED Defibrillators Both have now arrived - one has been delivered to the Cliffe Woods Community Association (being installed), the other to Kent Fire and Rescue Service (now installed) – Cliffe Fire Station. Signage and ambulance service to be arranged. Publicity in Village Voices. A letter had been received from KALC regarding the offer of a free defibrillator as the parish was seen as a priority area. The Clerk(PO) has contacted them to advise that we had recently purchased two and earlier notification would have been helpful. He also sought some consideration for the location of the replacement – perhaps Cooling. Ideas required for use of outstanding RLG money – Action All | |
| 108.10 | S106 Update – Changing Rooms Project Matters Arising A meeting was held with Scape (Procure) and Kier (the contractor) on 22/11) regarding concern about the very high cost identified in the feasibility report (>£330,000). They responded that this was at the extreme range of their estimate and accounted the risks to the project they had identified. They did offer to re-visit the quote, but as the estimate was so high, the gap could not be closed significantly. Actual spend may have been much lower if risks were not realised and local materials and labour could be used, but there would still need to be an initial commitment of c.£69,000 which exceeded that available funds. Clerk(PO) has managed to get the details for registering the parish council on the Contractor Portal to enter the tender (as required by government legislation/the council's Financial Regulations for work over £25,000). Meeting Summary John Alford produced plans for a brick building and explained the various design elements to the steering group. The estimated cost of this was c. £109,000. The steering group had agreed this as a way forward and Finance & GP recommended that this be agreed in principle and a planning application and building control application be submitted when the final details were known (target February at the latest). A report and architect's drawings have been distributed to councillors. Questions were raised about the height and pitch of the roof, suitability of toilet facilities, The Memorial Committee had also requested a siting away from the hall and nearer the car park. There was also a suggestion that the entrance could be facing the football/rugby pitches. Heating/ventilation details also to be considered. An estimate of cost had been received from Kent County Football Association (KCFA) for this as £240,000. Medway Council had offered to Project Manage at a fee of 6% of total cost. | |

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| | | <p>To be discussed further with the architect and at the next steering group – for proposals to the January Council meeting.</p> <p>Pre-Planning advice to be sought from the Medway Council Planning Department.</p> |
| | 108.11 | <p>Staffing of Youth Clubs</p> <p>There had been a further expression of interest, and the person had turned up at the Cliffe Youth Club, but now has another job so is not available. Job description to be reviewed in light of requirements.</p> |
| | 108.12 | <p>Cliffe Fayre Funding Request (Queen's 90th Birthday)</p> <p>Still awaiting receipts from Cllr Darwell (following approval at July council meeting (up to £500) as she has been busy on work and family issues. This will be dealt with when she has time (a deadline of end of financial year has been suggested).</p> |
| 8.0 | 109.0 | <p>REPORT: ALLOTMENTS</p> |
| | 109.1 | <p>Allotments – General Report – Clerk (RFO), Cllrs Letheren, Clements, Eysers</p> <p>The two vacant plots are still under offer and awaiting payment.</p> <p>Break-in at Allotments appeared to be search for wood to burn on the recreation ground continues. Reported to 101 (Police) and followed up with PCSO.</p> <p>Quote for cutting back of overhanging vegetation at the western end is being sought by the Clerk(PO).</p> <p>There had been concern about one tenant who had not been seen on site for a while and the Clerk(PO) had emailed her without response to date.</p> <p>There was discussion about the allotment holders grouping together and helping themselves and communicating with the parish council (outstanding item on action list). Cllr Clements/Eysers and Letheren to liaise with the Clerk(RFO).</p> |
| 9.0 | 110.0 | <p>REPORT: PLANNING</p> |
| 9.1 | 110.1 | <p>The following planning applications comments were circulated and sent as per our Standing Orders as they were due prior to this meeting:</p> |
| | | <p>MC/16/4356 EASTCROFT, TOWN ROAD, CLIFFE WOODS, ROCHESTER, ME3 7RL</p> <p>Change of use of agricultural buildings to form six separate units comprising of Class B1/B8 use (office/industrial) with associated internal and external alterations Concern about the implications of the increase of traffic to and from the site on a narrow and dangerous part of the B2000.</p> <p>MC/16/4370 2 VIEW ROAD, CLIFFE WOODS, ROCHESTER, ME3 8JQ</p> <p>Variation of condition 2 to allow a minor material amendment to planning permission MC/15/3679 to construct dormer window in rear roof slope and raise rear gable height to accommodate a room in the loft. Some concern about generation of on-street parking at this location (close to the junction with Town Road)</p> <p>MC/16/4380 BUDDYS VIEW, PERRY HILL, CLIFFE, ROCHESTER, ME3 7TY</p> <p>Part change of use of land to facilitate the stationing of two additional caravans. Concern expressed about ongoing issues on the site and creation of an additional caravan zone.</p> |

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| | | <p>MC/16/4419 16 VIEW ROAD, CLIFFE WOODS, ROCHESTER, ME3 8UA</p> <p>Construction of a single storey rear extension and summer house - demolition of existing conservatory No Objection</p> <p>MC/16/4435 8 HILTON ROAD, CLIFFE WOODS, ROCHESTER, ME3 8LA</p> <p>Construction of a dormer window to rear and installation of roof lights to front to provide additional living accommodation within roof space and construction of a 2m high boundary wall and gate to front/side. No Objection.</p> |
| 9.2 | 110.2 | <p>The following planning applications have been circulated to the planning committee (and other councillors). A response is due after this meeting.</p> |
| | | <p>MC/16/4452 CLIFFE WOODS PRIMARY SCHOOL, VIEW ROAD, CLIFFE WOODS, ROCHESTER, ME3 8UJ</p> <p>Construction of a single storey extension to provide activity area and two reception classrooms, external modifications to include external play area, relocation of canopy and additional parking spaces. – Part of the increase from 1.5 Forms of Entry to 2 Forms of Entry. Some concerns about additional traffic generated, especially parking at school drop off and pick-up, partly off-set by additional on-site parking.</p> <p>MC/16/4720 2 PORTWAY ROAD, CLIFFE WOODS, ROCHESTER, ME3 8JA</p> <p>Construction of a part two storey part single storey rear extension (Resubmission MC/16/2610)</p> <p>MC/16/4722 SALT LANE, CLIFFE, ROCHESTER, KENT, ME3 7SU</p> <p>Restoration of Chalk Lake to pre-extraction ground levels using inert materials (previously permission was granted to infill to shallow level).</p> <p>MC/16/4356 EASTCROFT, TOWN ROAD, CLIFFE WOODS, ROCHESTER, ME3 7RL</p> <p>Change of use of agricultural buildings to form six separate units comprising of Class B1/B8 use (office/industrial) with associated internal and external alterations – updated details submitted.</p> <p>Deferred for the Planning Committee to respond by the relevant consultation deadlines.</p> |
| 9.3 | 110.3 | <p>Further planning applications notified following the publication of the agenda and the meeting-</p> <p>MC/16/4688 THE SIX BELLS, 181 CHURCH STREET, CLIFFE, ROCHESTER, ME3 7QD</p> <p>Construction of a rear external metal staircase</p> <p>MC/16/4883 25 MILTON AVENUE, CLIFFE WOODS, ROCHESTER, ME3 8TP</p> <p>Construction of a two-storey extension – demolition of existing detached garage.</p> <p>Deferred for the Planning Committee to respond by the relevant consultation deadlines.</p> |
| 9.4 | 110.4 | <p>Other Planning Issues</p> |
| | | <p>None</p> |
| 9.5 | 110.5 | <p>Date of next Planning Committee: Thursday 29th December 2016, Small Hall, Memorial Hall (to be reviewed as this falls in the week of Christmas/New Year).</p> |
| 10.0 | 111.0 | <p>Rookery Lodge Demolition and Site Redevelopment Proposals (update)</p> <p>A public meeting for local residents to review the initial proposals for the replacement of Rookery</p> |

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| | | <p>Lodge with 12 houses and two flats (for over 65s) on the site of MHS garages had been attended by the Chair and Clerk(PO) at St Helens House on 1st December. Details had been received by the parish council and circulated. Residents had raised issues about the height of the proposed buildings on the Rookery Lodge site and fencing issues. A planning application is now expected in January.</p> <p>Due to timing of the project the two new flats for over 65s will not be available for residents of Rookery Lodge to move into as it will need to be demolished before the new properties are built. If there are any vacancies at Quickrells Avenue and Marion Rogers House, these will be made available.</p> |
| 11.0 | 112.0 | Reports: OTHER COMMITTEES |
| | 112.1 | Footpaths and Common Land – Nothing to report – although Cllr Moore did report on the churning up of the Buttway grassed areas by overflow car parking and youths. |
| | 112.2 | <p>Youth Liaison Committee – (Cllr Walton/Clerk PO)</p> <p>(a) Christmas Youth Club held on Monday 5th December in Cliffe Woods (last club night until after Christmas). One is planned for Cliffe on the 15th December.</p> |
| | 112.3 | <p>Rural Liaison Committee – Next meeting took place on December 6th and Cllr Stanley produced a written report which had been circulated.</p> <p>There had been concern raised by all local parish councils about policing issues (including a spate of crimes in Cliffe and Cliffe Woods. A new PCSO for Strood Rural is expected in January 2017.</p> <p>wHOO Cares also discussed their activities.</p> |
| | 112.4 | <p>Kent Association of Local Councils (Medway Committee) (Chair/Cllr Harper)</p> <p>The Medway Area Committee had not met, but a report of the KALC AGM from the Chair had been circulated. This outlined the presentations, discussion and the AGM business – Resolutions for debate and outcome. A KALC/NALC subscription increase (equivalent Band D Rate of 58p per property would be subject to a maximum of £1,190 plus a standing charge of £60, up from £45).</p> |
| | 112.5 | Police Liaison Committee (Cllr Stanley) – Confirmation of the meeting details was received too late to be able to attend, but a report was circulated (key issues also discussed at Rural Liaison Committee-). |
| | 112.6 | Cliffe Woods Community Association (Cllr Walton) – The CWCA have been decorating the hall for Christmas and installed a Christmas Tree outside. Fund raising activities continue. |
| | 112.7 | Cliffe Memorial Hall – (Vice-Chair) A report was circulated – there had been some concern about lack of involvement in the Changing Rooms project, but Mary Hooper did attend the recent meeting when plans had been drawn up. Their feedback on the changing rooms has been passed to the Steering Group. Regular quiz night held to raise funds. |
| 12.0 | 113.0 | REPORT: OTHER BODIES |
| | 113.1 | Patient Participation Groups (Cliffe Woods-Chair, Cliffe Woods - Vice Chair) – No meetings |
| | 113.2 | Neighbourhood Plan Update (Clerk PO) – Report circulated – Terms of Reference (from the |

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| | | parish council) noted. Regular meetings would be on the third Wednesday of each month. The Chair is now Clerk(PO) and the Clerk(RFO) has agreed to be the treasurer and also the secretary on an interim basis. Jim Boot discussed the activities that need to be carried out to get a NHP adopted and has since produced a project timescale (distributed). Engagement with younger people is a priority for January 2017. |
| | 113.3 | Friends of North Kent Marshes – (Cllrs Moore/Darwell) There had been further fly-tipping on RSPB land in their car park, which they have to take clear-up as landowners and at their cost. The Birds and Habitats Directive has been agreed as sound and can be enforced. |
| | 113.4 | Other Reports – None |
| 13.0 | 114.0 | Other items to be handed to Clerk for next meeting: None |

Meeting closed at 10.00 pm

12/12/16 cf

Next Parish Council Meeting: 12/01/17 Emmanuel Centre, Parkside, Cliffe Woods

Appendix MA1612

| | MATTERS ARISING FROM MINUTES OF MEETING ON 13/10/16 | Action By |
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| May 8.3 | Rural Liaison Grant It was proposed to proceed with the installation of a bicycle rack on the green by the Parkside Parade shops. Approval received from Medway Council. Concreting in of posts required. Loops received awaiting quote for concreting posts in. Quote accepted (Dec16) Installation to be arranged. | Clerk PO |
| May 8.4 | Changing Rooms Project It was proposed that the Parish Council use the Scape Minor Works Framework to progress with this work and that a feasibility study is carried out. Study identified costs of > £300,000 (outside the scope of the parish council, so will not be progressed). Clerk (PO) has contacted local architect. Other options being investigated, including temporary mobile showers. No longer any need for temporary showers. Design to submitted to end November steering group. Planning permission needs to be sought by February 2017 to complete for the next football/rugby season. Some issues raised by councillors to discuss with architect and next steering group. Pre-Planning Consultation with Medway Council to be carried out. | Clerk PO/ SF |
| Jun 21.7 | Annual Report – Items required from councillors (in particular those with responsibilities). Agreed that this would not be produced for the 2016/17 council year, but prepared after Annual Parish Meeting in April and Council Annual Meeting in May. | ALL |
| Jun 21.7 | Councillor Surgeries –Chair to organise six-month pilot/trial with assistance from other councillors. Chair needs feedback from councillors prepared to help with trial and will follow-up. | Chair/ ALL |
| Jun 21.9 | Staffing of Youth Club – Agreement to costings and implications. Youth Committee to arrange advertising and recruitment. All councillors to be kept informed and final decision on appointment/s will need to be made by the council. No response to adverts Medway Youth/Young Kent contacted by Clerk PO. Parents were contacted at the youth clubs and volunteers were helping to set-up and clear-down. Consider placing advert in local paper. Vacancy to be re-advertised in January. | Clerk PO Youth Committee |
| Jun 25.0 | Rookery Lodge Demolition - The council agreed to support the residents and work with them to identify their issues and ensure they were considered fully by MHS Homes Meeting to be arranged with MHS Homes as necessary. Further contact with resident, MP and Medway Cllr Williams Review of Planning Application for demolition and replacement with 13 dwellings when submitted (no current date for submission, but now expected in January). | Clerk PO Chair Planning Committee |
| Aug | Cliffe Woods Car Park Barrier Repairs – Cllr Graves had supplied quotes to Cllr | DG/RN-D |

Cliffe and Cliffe Woods Parish Council
Minutes of Meeting 10/11/16

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| 53.10 | Naughton-Dean and a recommended course of action proposed when further information received. Recommendation agreed at December F&GP meeting, but further damage reported – Insurance to be contacted tenders will require update. | |
| Aug 43.20 | DBS (Enhanced) certificates to be arranged for Dave Clark and Cllr Wenban. Forms completed, awaiting certificates. Cllr Wenban has received his, Dave Clark has now received his. CLOSED | Clerk PO |
| Aug 55.1 | Allotments – Cllr Clements to follow up investigation into Allotment Holders Committee (constitution, membership and relationship with council) in due course. | PC |
| Aug 53.19 | Queen’s Birthday Event Grant – Receipts required – Cllr Darwell. Authority granted to Clerk (PO) to agree payment of up to £500 on receipt of these when time permits (and before financial year end). | JD Clerk RFO |
| Sep 66.13 | Standing Orders Review – Clerk PO to draft clause for rescinding minutes and to add ‘call for extraordinary meeting’. To be reviewed as time permits. | Clerk PO |
| Sep 68.3 | Outline Planning Applications – meeting held with Gladmans and Graham Simpkin to discuss West of Town Road and South of View Road respectively. Response to land South of View Road has been submitted, West of Town Road is due to be submitted, by 31 st October, after November Planning Committee. Not going to November or December committee. | Clerk PO |
| Oct 86.2 | Neighbourhood Plan – Grant acceptance forms to be completed and Project Manager and Planning Consultation appointed to move project forward. £5,340 Grant received. Regular date for meetings, terms of reference and project timeline for 2017 were agreed at the November NHP meeting. | Clerk (PO) NHP |
| Nov 94.2 | Banking Arrangements - NatWest Online access still awaited. Clerk RFO details to be added. Recommended that the NS+I and NatWest signatures be reviewed and Cllr Fenney & Cllr Naughton-Dean added to cheque signatories - Agreed. | Clerk(RFO) |
| Nov 94.4 | 2017/2018 Budget - Consideration of next year’s budget starts now. If councillors have any proposals, they need to be raised with the Clerks as soon as possible so that financial implications can be investigated. What will be the budget strategy? Precept up/down/same, Uplift in Salaries/Pensions?, Grants?, Cost increases ? (RPI?) Draft budget produced and circulate for the December meeting, precept end Jan so needs to be agreed at January meeting. Comments to Clerk(PO/RFO) | ALL |
| Nov 94.9 | Outstanding RLG money of £3,162 – projects required | ALL |