

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

PRESENT: Cllrs Ron Naughton-Dean CHAIR(RND), Barry Dibble VICE CHAIR(BD), Annette Cooper (AC), Sue McDermid (SM), Fred Harper (FH), Peter Clements (PC), Ray Letheren (RL), Victoria Baxter (VB), Robert Wyatt (RW), Joan Darwell (JD), Malcolm McLeod (MM), Sandra Fenney (SF), Jim Wenban (JW) and Andy Keates (AK)



Parish Clerks- Chris Fribbins (PO) and Michelle Dolley (RFO)

This meeting opened at 7:30pm

NO ITEM

136 APOLOGIES FOR ABSENCE

Vivienne Walton (Family)

137 DECLARATIONS OF INTEREST - None

138 ADJOURNMENT-

An allotment holder was present for the meeting and raised concern about the condition of the track to the allotments.

Ward Cllr Etheridge was also present for the meeting. He and ward colleagues were following up issues with fly tipping at various locations (including one that contained asbestos), alleged planning breach @ Merryboys Farm, 20mph speed limit on the B2000 in Cliffe Woods (£5,000 investigation paid for by Esquire Development). Parking issues at Cliffe Woods School, need for the replacement of two failed manhole covers on B2000. Councillors raised further issues with fly tipping (including one that had been reported many months ago and may also contain asbestos on a PROW) and Common Road partly in the highway. An issue with rainwater run-off from the highway into the front of two new properties in Cooling Road. The lack of a lollipop lady at Cliffe Woods school after the retirement of the previous one and a decision that the location was 'safe!', parking issues in Pond Hill (twice preventing refuse collection), and around mini-roundabouts (especially Higham Rd/Station Rd/Church Street/Cooling Road and others). Poorly managed temporary road closures (extended times, signing issues, long diversions). One or two further manhole covers are also showing signs of failure. The councillor was reminded that an audit of car parking issues in Cliffe and outstanding issues in Cliffe Woods were carried out in 2015/2016 and there has been zero progress from Medway Council since (Cliffe Woods was left uncompleted!).

139 APPROVAL OF MINUTES OF MEETING ON 12/12/19

Proposed by Cllr Keates, Seconded by Cllr Cooper- **ALL AGREED**

140 MATTERS ARISING FROM MINUTES OF MEETING held on 12/12/19

Chair reopened discussions regarding the s106 Allotments proposal from the Gladmans development which had upheld the previous month's meeting decision to reject the offer (on the casting vote of the Chair) as he was concerned that the meeting had been poorly attended, and requested that the decision be re-visited by the full council. Cllr Naughton-Dean proposed to reassess the previous decision of refusal and accept the s106 agreement, seconded by Cllr Dibble- **9 AGREE, 2 AGAINST, 2 ABSTENSIONS- MAJORITY VOTE.**

141 Co-option of Parish Councillors for both Cliffe Village Ward and Cliffe Woods

1 vacancy remains for Cliffe Woods Ward.

142 REPORT: CLERKS

The Clerk (PO) met with officers of Medway Council and later the Strood Youth team on Friday 10th January.

- There was a review of current s106 payments in Cliffe and Cliffe Woods (where the money has been paid by the developer)
- £36k from a Merryboys Development for Medway Council facilities and would cover a refurb of the Cliffe Woods Recreation Ground Changing Rooms.
- £26k from the Rookery Lodge Development for improvements at the APCM Recreation Ground in Cliffe, but likely to be deferred until the Trenport Development has been resolved as it was Trenport's aim to develop that land.
- £13k from the Manor Farm development which is targeted at the Cliffe Recreation Ground/Play Area. The £13k will be transferred to the parish council soon. There are some ideas already about some essential improvements that could be carried out – including the

Skate Park.

- The current aims of the Hoo Passenger Railway are clearer now (service and timescales)
- Strood Youth, asked if they could get a steer from the parish council about summer activities in August. They are planning the events earlier this year and would want to include both Cliffe and Cliffe Woods if sufficient funds were available. Each village requires £1,000 to run (this includes the main costs borne by Medway Council). If only one is held, the parish might want to consider funding some transport for the other village (a formal application for funding will follow). Cllr Dibble proposed in principle to support both villages for summer activities in August (£1,000 each) seconded by Cllr McDermid- **13 FOR, 1 ABSTENTION- MAJORITY VOTE**. There is also interest in supporting a parish youth council.
- The Strood Youth team have also offered a free 'Youth Shelter' (it will go to Allhallows PC if we don't want it). A picture has been circulated – it is relatively small, open on all sides, and could be installed in the concrete base of the former larger enclosed shelter. It could also be allocated on the play area, but a base would be needed. Cllr Dibble proposed the youth shelter be accepted and located in an appropriate position (possibly children's play area), seconded by Cllr Darwell- **11 FOR, 3 AGAINST- MAJORITY VOTE**

Ward Cllr Etheridge left the meeting at 8:45pm

143

Report: Chair

- Training- Chair reported on the importance of training and attending a course for both new councillors and if a councillor had not been on one for some time (around four years) as a refresher and to note changes..
- Cliffe Woods Primary School- Chair reported on the hospitality received by Cliffe Woods Primary School over the Christmas period and informed councillors of his intentions to write a formal letter of thanks.

144

KALC Community Award Scheme 2020

Nominations are sought for the 2020 scheme. Nominations need to be sent to KALC by the end of January (any nomination to be confidential until the Annual Parish Meeting). Several potential nominations were put forward and the final nomination agreed (Proposed Cllr, Seconded Cllr).

145

2020/2021 Parish Council Budget

The initial and draft budgets have been circulated and discussed at a special meeting of Finance and General Purposes Committee and the December meeting of the parish council. Agreement is sought for the final budget (the latest budget has been circulated). Finance and General Purposes recommend the distributed budget, subject to final changes to reflect the Rural Liaison Grant and Council Tax Relief Scheme (CTRS), set by Medway Council and any final adjustments. Some 2019/2020 projections will need to be updated, but these did not affect the 2020/21 budget figures.

Cllr Dibble proposed to accept the revised budget, seconded by Cllr Keates- **ALL AGREED**

146

2020/2021 Parish Council Precept

The parish council needs to set an amount it wishes to collect from the local residents through the C&CW element of the council tax (from 1st April 2020). Band D will be Precept divided by the Band D equivalent (each £1 raises 2020/2021 £1,896.10 – 2019/2020 £1,852.47) other bands are calculated from the Band D figure. This is then notified to Medway Council who collect the precept (passed to the parish council in April 2020). Finance and General Purposes recommend a 4% increase to £60,552.

Cllr Dibble proposed the precept increase to £60,552 (a 4% increase), seconded by Cllr Keates- **ALL AGREED**

147

Parish Council Meetings

F&GP discussed a proposal to move future F&GP meetings to the first Tuesday of each month (except for April when it meets on the second Tuesday), and consequently the parish council meeting would move to the third Thursday on occasions (2020 – January, July and October).

When the meeting moves to the third Thursday, delegation is sought for F&GP to approve salary and any urgent payments (reason specified) to prevent a delay to pay.

New Delegation Arrangements to be created by the Governance Working Party and approved at a future parish council meeting, in the meantime this council decision will suffice.

Cllr Keates proposed to accept the recommendation from the Finance and General Purpose Committee, seconded by Cllr Naughton-Dean- **ALL AGREED**

148

Report: Finance & General Purposes (Cllr Dibble/Clerks)

Meeting held Tuesday 7th January 2020 7:30pm at St Helens House, Buttway, Cliffe
Present Cllrs Dibble (Chair), Cllrs Naughton-Dean, Letheren, Wenban, Keates
Clerks Fribbins, Dolley
Apologies Cllr Walton (family), Cllr Fenney
Absent Cllr Darwell, Cllr Cooper

148.1 Finance Report/ Draft Finance Reports Circulated-

Bank reconciliation, Balances, Council Detail Report- NOTED

148.2 Payments to be made-

Receipt's	September	October
Payments	Description	Amount
200101- Chris Fribbins	Clerk PO Salary, Home Allow, Mileage	
200102- Michelle Dolley	Clerk RFO Salary, Home Allow, Mileage	
200103- John Davies	Caretaker Salary, Mileage	
200104 Louise Whitear	Relief Caretaker	
200105 Vonage	Parish Phone	£9.25*
200106 Cleaner	Changing Rooms	£45.00
200107 HMRC	PAYE	£524.31
200108 Community Land Use	NHP Consultant	£525.00
200110 British Gas	Changing Rooms Electric	£33.47
200111 Sign Studios	CW Car Park New Signs	£240.00*
200112 Cyclone Solutions	Henry WetVac Repair	£60.00
200113 Amazon Marketplace	Black Bags Caretaker	£29.65*
200114 Dropbox	Account Upgrade	£95.88*

*Includes VAT (reclaimable) ** VAT on receipt to be paid to HMRC.

Proposed by Cllr Naughton-Dean, Seconded by Cllr Letheren- **ALL AGREED**

148.3 Changing Room Update (Clerk PO/RFO)

The Henry Hoover has been serviced/fixed (£60). The new relief caretaker has taken on cleaning duties, (Other issues fixed). A request has been made to Clark Clayton to relocate the boot scraper to the front of the building from the side compound.

148.4 Relief Caretaker/Relief Cleaner to appoint

The relief caretaker has taken up her duties and had agreed the revised employment contract to include Changing Room cleaning.

148.5 Parish Council Vacancies There is now only one vacancy remaining - Cliffe Woods Ward.

148.6 The Buttway

Awaiting schedule for carrying out drainage and grass surface issues from Volker Highway. The contractor to fix the external barrier alongside the noticeboards on The Buttway Road has provided a quote – work to be carried out under insurance (three posts and re-fit the scaffold pole).

148.7 Recreation Ground

A large trampoline has been dumped on the recreation ground – reported to Medway Council as fly-tipping and health and safety implications. Removal delayed due to Christmas holidays. It had not been widely publicised to prevent drawing attention to it (now removed).

148.8 Banking

Arrangements are being made for the Clerks to meet with Barclays Bank to set-up a Community Account (no charges, no transaction payments, no interest, online banking with extra approval)

148.9 Dates of Meetings

The Clerks have suggested the ratification of the changes made to the January schedule of meetings to avoid an F&GP meeting on 31st December 2019 and adoption for future months when F&GP would fall in the previous month. This will mean the movement of the parish council to the third Thursday when this occurs. Delegated powers for F&GP to approve salary payments and other urgent (reason specified) when this occurs. AGREED to recommend to the parish council meeting.

Approval of delegated power to approve January salary payments was authorised by the committee chair (Cllr Dibble) and the parish chair (Cllr Naughton-Dean) on an exceptional basis – future delegation arrangements will be recommended for approval at the parish council meeting for future meetings where this occurs.

148.10 Budget and Precept

The latest budget papers (and proposed Precept) were discussed. Subject to final changes the budget was recommended for approval and the recommended increase in the precept would be 4% as assumed in the budget. Proposed Cllr Dibble, Seconded Cllr Letheren ALL AGREED

148.11 AOB

None – Meeting Closed 8:30pm

149 REPORT: ALLOTMENTS- Cllr Clements, Letheren

There was a report about the road conditions leading into the allotments becoming worn and cars are getting damaged when driving on it. Cllr Naughton-Dean proposed to defer this to the Finance and General-Purpose Committee for costings on repairing the access road, seconded by Cllr Dibble. It was also recommended the caretaker inspect and take photos of the damage (potholes). There was also a report on the mowing of the grass areas around and leading into the allotments. Cllr Cooper also reported on a recent information leaflet being distributed to other allotment holders in the area regarding Ticks and Lyme Disease and how this should also be distributed to our allotment holders.

150 REPORT: - Planning Committee- (Cllr Harper/Clerk (PO))

150.1 The following planning applications comments were circulated and sent as per our Standing Orders as they were due prior to this meeting: (to note) NONE

150.2 The following planning applications have been circulated to the planning committee (and other councillors). A response is due after this meeting (feedback from Planning Chair to be circulated)

MC/19/3056 13 Battlesmere Road Cliffe Woods Rochester Medway ME3 8TR
Demolition and reconstruction of existing rear conservatory extension- **NO OBJECTIONS**

MC/20/0007 22 New Road Cliffe Rochester Medway ME3 7SL
Application for a Lawful Development Certificate (proposed) for construction of a dormer window with Juliette balcony to rear and installation of roof lights to front to provide additional living accommodation within roof space

MC/19/3125 Land Between 5 -11 Tennyson Avenue Cliffe Woods Rochester Medway ME3 8JF
Application for approval of reserved matters being access, appearance, landscaping, layout and scale pursuant to planning permission MC/17/4068 - Outline application with all matters reserved for construction of a pair of semi-detached houses with associated parking (to be reviewed by Planning Committee)

MC/19/3329 Land Between North Bank And Conway/Haylands To South West Of Sunnyside Station Road Cliffe Rochester Kent ME3 7RN
Construction of one 2-bedroom and two 3 bedroom detached dwellings with associated parking and landscaping; construction of external workshop space - demolition of existing outbuildings (to be reviewed by Planning Committee)

150.3 Further planning applications notified following the Planning Committee, publication of the initial agenda and the meeting.- **None**

150.4 Other Planning Issues

Medway Local Plan

Highways England need more information about the potential impacts to M2/J1 and this will delay the next stage of the Local Plan until summer 2020. In the meantime an updated Strategic Land Availability Assessment (SLAA) is planned has been adopted to deliver the required pipeline of building land. This is an assessment of land put forward for development by interested parties and should provide the 2-5 year development land that will allow some control of future applications (although no consultation on this). Cliffe and Cliffe Woods has the Gladman, Simpkin and approved sites in Merryboys Road 'approved', but NOT the Trenport 500 dwelling proposal in Cliffe.

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

Medway Planning are now actively considering the parallel application further feedback from the parish council sent.

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 taken place between the parish council/NHP steering group and the developer. Final drawings received, MC/19/2836 (Full application) now being processed by Medway Council. Initial plans have been viewed and there are a number of concerns – accepting that access and 'scope' of the development has been established in the outline application. Medway Planning councillors have 'called this in' for further investigation by the committee.

Land at Cliffe (Trenport)– The applicant met with the Parish Council & Neighbourhood Plan Steering Group on Wednesday 18th September. Indicative plans for their land were reviewed and some impacts discussed. Outline Planning is due for submission in February 2020 as seasonal information is required for the Environmental Impact Assessment. Residents consultation will be carried out via a leaflet to all households in the parish – no public meeting or exhibition is planned, by Trenport.

Andrew's site Thameside Terminal, Cliffe There has been concern raised by a resident about activities on the site and seeking an update. The issues have been reported to Medway Planning Enforcement.

A solicitor's letter has been regarding the dumping of material on land next to this site in error, formerly owned by OMYA UK Ltd. They are suing for the cost of removing the waste from their land.

151 Cliffe and Cliffe Woods Neighbourhood Plan

Detailed feedback has been received from Medway Council re. the pre-draft Neighbourhood Plan which had been submitted to them. The comments are being reviewed and any necessary changes made, the Draft Local Plan will go to formal consultation in late December/January.

The Neighbourhood Plan will need to show it responds to local housing need – the current suggestion 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. It is still intended to consult on the Draft Plan at the earliest opportunity.

152 REPORT: OTHER COMMITTEES

152.1 Footpaths and Common Land – General Report – Cllrs Harper/Darwell – Nothing to report

152.2 C&CW Neighbourhood Plan Steering Group – General Report – Clerk (PO) Reported earlier

152.3 Youth Liaison- General Report- Cllr Walton

Clerk RFO reported that now the budget process is completed there is the new focus on the youth-parish council. Local schools will be visited and there is already some interest from local youths and support from Medway Youth Support.

152.4 Governance Working Party- Cllr Naughton-Dean – Nothing new to report

153 REPORT: OTHER BODIES

- 153.1 Cliffe and Cliffe Woods Community Trust – Report – Clerk (PO)/Cllr Keates**
No meeting- nothing to report. Next meeting 14/02/20
- 153.2 Cliffe Woods Community Centre Liaison – General Report – Cllr Walton** Nothing to report
- 153.3 Cliffe Memorial Hall – General Report – Cllr Fenney** No meeting to report.
- 153.4 Brett's Liaison – Cllr McDermid/Clerk (PO).** Nothing to report, meeting is now annually (March/April). An issue with Bretts vehicles leaving the site on occasion will be reported to them.
- 153.5 Rural Liaison Committee – Cllr Naughton-Dean –**
Meeting was held on 14/01/20- focus was on community housing and Local Plan update. Minutes from meeting available if requested.
- 153.6 Kent Association of Local Councils (Medway) – Cllr McDermid/Cllr Harper.** Next meeting is February
- 153.7 Police Liaison Committee & Councillor/Police Surgeries –** Nothing new to report
- 153.8 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott)- Cllr McDermid/Cllr Fenney.** Nothing new to report.
- 153.9 Friends of North Kent Marshes Cllr Darwell –** Nothing to report

154 Other items to be handed to the Clerk for the next meeting on 13th February 2020 in the Small Hall, Memorial Hall, Church St, Cliffe/St Helens House, Buttway, Cliffe at 7:30pm.

Meeting Closed at 22.20

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

Appendix MA1903

	MATTERS ARISING FROM MINUTES OF MEETING ON 08/02 /18	Action By
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. Consultation on potential Draft Version carried out July 2019 – aiming for a Regulation 14/Draft Plan to be submitted to Medway Council in October. This will now be delayed due to Medway Council feedback and possible timing issues with the Local Plan.	Clerk (PO) NHP