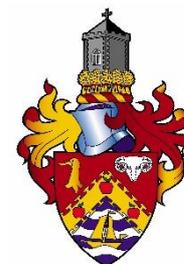


## Minutes of Meeting held at The Emmanuel Centre, Cliffe Woods

**PRESENT:** Cllrs Ron Naughton-Dean CHAIR(RND), Barry Dibble VICE CHAIR (BD), Andy Keates (AK), Joan Darwell (JD), Annette Cooper (AC), Malcolm McLeod (ML), Sandra Fenney (SF), Victoria Baxter (VB), Ray Letheren (RL), Jim Wenban (JW)



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

This meeting opened at 7:30pm

- NO            **ITEM**
- 57            **APOLOGIES FOR ABSENCE**  
Cllrs Sue McDermid (Injury), Fred Harper (Holiday), Vivienne Walton (Holiday), Peter Clements (Holiday) and Robert Wyatt
- 58            **DECLARATIONS OF INTEREST - None**
- 59            **APPROVAL OF MINUTES OF MEETING HELD ON – 11/07/19**  
proposed Cllr Keates, 2<sup>nd</sup>- Cllr McLeod- **ALL AGREED.**
- 60            **ADJOURNMENT-**  
After a request for a donation from Cliffe in Bloom, three resident associated with their work were present at the meeting. Following a decision at the Finance and General-Purpose meeting, it was requested that the group provide more detailed financial records, for the grant to be considered at the parish council meeting. There was an issue raised by the residents about the letter/email requesting the information and the way it was interpreted. After detailed discussion about the work under the title of Cliffe in Bloom and the fact that they had no bank account or constitution and payments were made from an individual's bank account. The Clerk (PO) advised that the application was effectively from an individual (using the title of Cliffe in Bloom) and as such was within general powers of the council and the Grants, Donations and Subsidy agreed in November 2018.  
  
The Chair closed the Adjournment and moved the Agenda item (66.10) to next business to allow a recommendation, discussion and decision by the council. Cllr Darwell proposed a donation be awarded to Gordon Cameron Ross, on the basis of the information supplied in the Cliffe in Bloom application, of £400, seconded by Cllr Cooper- **6 Agree, 3 against, 1 abstention- MAJORITY DECISION.** Cllr Wenban requested his name be recorded as against the recommendation.
- 61            **MATTERS ARISING FROM MEETING HELD ON 11/07/19- None**
- 62            **Co-option of Parish Councillors for both Cliffe Village Ward and Cliffe Woods**  
1 vacancy remains for Cliffe Woods Ward.
- 63            **REPORT: CLERKS**
- 64            **Report: Chair-**  
Chair reported that the articles for Village Voices and the Parish News had been provided.
- 65            **Governance Working Party (Chair).**  
  
The amended Draft Standing Orders Update has been circulated. Some comments had been received prior to the meeting and it had been altered as necessary. Cllr Dibble proposed that the draft standing orders be adopted as circulated, seconded by Cllr Naughton-Dean- **ALL AGREED**
- 66            **Report: Finance & General Purposes 2<sup>nd</sup> July (Cllr Dibble/Clerks)**  
  
Meeting held Tuesday 30<sup>th</sup> 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)

**66.1 Finance Report/ Draft Finance Reports Circulated-**

Bank reconciliation, Balances, Council Detail Report- NOTED

**66.2 Payments to be made-**

<b>Receipt's for July/August</b>		
Pitch Hire Rent	£2,400**	
Allotment Rents	£262.90	
Medway Council	£36.30	
<b>Payments</b>		
<b>Payments</b>	<b>Description</b>	<b>Amount</b>
190801- Chris Fribbins	Clerk PO Salary, Home Allow, Mileage	
190802- Michelle Dolley	Clerk RFO Salary, Home Allow, Mileage	
190803- John Davies	Caretaker Salary, Mileage	
190805 Vonage	Parish Phone	£9.25*
190806 Cleaner	Changing Rooms	£45.00
190808 Community Land Use	NHP Consultant	£700.00
190809 Jim Boot	NHP Consultant	£366.60
190810 The Sign Studios	NHP Graphics	£48.00*
190811 Blakes	Key Cutting	£21.25*
190812 Cliffe Memorial Hall	½ Annual Grant	£2500
190813 Cliffe Woods Community Association	½ Annual Grant	£2500
190814 Rialtus ALPHA Accounts	Subscription Renewal	£145.20*
190815 Rialtus ALLOTMENTS	Subscription Renewal	£145.20*
190816 Richard Jones	NHP Delivery	£60.00
190817 Findlay Fencing	Buttway Fencing	£1440*
190818 Rialtus ASSET MANAGEMENT	New Purchase	£406.20*

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

Proposed by Cllr Letheren, Seconded by Cllr Dibble- **ALL AGREED**

**66.3 Changing Room Update (Cllr Naughton-Dean/Clerk PO)**

A draft income and expenditure sheet was produced by Clerk RFO and Cllr Cooper to monitor income and expenditure in year 1. This will be presented at future meetings where there have been new income an expenditure associated with the Changing Rooms.

All pitch rental invoices have been sent out, currently there is still one team unpaid. There will have been three 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, 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 identified a 2m boot scraper for the changing rooms and it was agreed that this be placed at the front of the changing rooms by the grassed area. Clark Clayton have 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.

Floor tiling has been deferred due to cost for now – likely to be considered as part of the budget process and completed after the coming football/rugby season..

**66.4 Relief Caretaker/Relief Cleaner to appoint**

Following the advertisement there has been one interested applicant. Clerk RFO is following up.

**66.5 Parish Council Vacancies**

There is now only one vacancy remaining for Cliffe Woods Ward.

**66.6 The Buttway**

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.

Overnight nuisance – The fencing work has now installed.

Drainage- Report is far too brief and that element of the invoice has not been paid. Further work on the drains will be required as funds permit.

**66.7 Cliffe Play Area –**

The refurbishment work of the breakdown truck will be scheduled via Cllr Wenban, the multi-play equipment is more urgent and is planned to be completed in the next week.

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, initial welding is required and re-painting later. Clerk RFO is still awaiting quotes from numerous companies on the grass-matrix tiles that had been mentioned in the official annual inspection need attending to, it was recommended that Medway Council be contacted to enquire about their preferred suppliers of these.

**66.8 Cliffe Recreation Ground-**

The caretaker reported finding another knife in the recreation ground to Clerk RFO. This was handed into to Gillingham Police station, with a crime reference number given.

**66.9 Allotments**

Clerk RFO has issued eviction notices. Inspections are scheduled for August/September and failure to maintain notices issued as appropriate.

**66.10 Grants and Donations**

This was discussed earlier in the meeting after the adjournment.

**66.11 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. First occupation is scheduled for November 2020.

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

**67 REPORT: ALLOTMENTS- Cllr Clements, Letheren**

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/September

**68 REPORT: - Planning Committee- (Cllr Harper/Clerk (PO)) Both March and April Planning Meetings**

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

**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.

**68.2 Planning Applications Received after the Planning Committee and the Agenda for 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. Ensuring carparking is sufficient Cllr Naughton-Dean proposed no objection, seconded by Cllr Keates- ALL AGREED

**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. Cllr Keates proposed to object to this application, seconded by Cllr Cooper- ALL AGREED.

**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. This will be deferred until the next planning meeting.

**68.3 Further planning applications notified following the Planning Committee, publication of the initial agenda and the meeting**

**MC/19/1522 4 Thatchers Lane Cliffe Rochester Medway ME3 7RE**

Change of use from amenity land to residential to facilitate the construction of vehicular crossover to front. Former small play area, equipment removed. Cllr McLeod proposed no objection, seconded by Cllr Dibble- ALL AGREED

**MC/19/1992 Red Barn Cottage Cooling Street Cliffe Rochester Medway ME3 7UA**

Application for Prior Notification under Schedule 2, Part 6 of the Town and Country Planning (General Permitted Development) Order 2015 for the erection of a small barn to house tools and machinery

Technical request to confirm planning application not required.

**68.4 Other Planning Issues**

**Medway Local Plan**

Consultation on a Draft Plan was planned for the June/July 2019, but has been delayed further until a decision is reached on a Housing Infrastructure Fund bid of £170m (was due Spring 2019) for road and rail improvements and community infrastructure from the Government.

**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 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**

This was approved in April and preliminary works have started. It is planned that the first residential 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** – 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

- 69 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 (PO), Planning Consultant, and advisor have met with Medway Council's Local Plan team to discuss the way forward to seek their formal comments on our plan. Subject to Medway Council's written comments, the approval of the parish council is recommended to progress to the next stage (Regulation 14 - Draft Plan) formal consultation on 14th October to allow preparations to proceed. Cllr Dibble proposed approval of the move to Regulation 14 (Draft Plan Consultation), seconded by Cllr Cooper- **ALL AGREED**

**70 REPORT: OTHER COMMITTEES**

- 70.1 Footpaths and Common Land – General Report – Cllrs Harper/Darwell**  
Fly tipping has been reported to Medway council. There is also a local Cliffe Woods Litter Pickers Group on Social Media, which has also been reporting and clearing various fly tipping issues around the village.
- 70.2 C&CW Neighbourhood Plan Steering Group – General Report – Clerks Reported elsewhere**
- 70.3 Youth Liaison- General Report- Cllr Walton** Medway Council have scheduled Summer Activities and are currently taking place in Cliffe Village Ward.
- 70.4 Governance Working Party- Cllr Naughton-Dean** Next meeting scheduled for 9/9/19.

**71 REPORT: OTHER BODIES**

- 71.1 Cliffe and Cliffe Woods Community Trust – Report – Cllr Keates, Clerk (PO)**  
There is currently an issue with boundaries with Westfield Bungalow. There was also a burst sewer pipe on charity land at Rectory Road, Cliffe.
- 71.2 Cliffe Woods Community Centre Liaison – General Report – Cllr Walton**  
The land sale has now all been completed. The Smilies will be performing in October.
- 71.3 Cliffe Memorial Hall – General Report – Cllr Fenney** No meeting to report.
- 71.4 Brett's Liaison – Cllr McDermid/Clerk (PO).** Nothing to report, meeting is now annually (March/April)
- 71.5 Rural Liaison Committee – Cllr Naughton-Dean – minutes awaited.**
- 71.6 Kent Association of Local Councils (Medway) – Chair/Cllr Harper.** Nothing to report
- 71.7 Police Liaison Committee & Councillor/Police Surgeries – Cllr Dibble**  
Cliffe Woods has a PACT Meeting this month. It was well attended by the local organisations.
- 71.8 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott)- Chair/Cllr Fenney**  
Nothing to report
- 71.9 Friends of North Kent Marshes** Cllr Darwell – Cllr Darwell had reported on the distribution of funds from the 2018 Cliffe Fair as there had been some mis-information circulating in the village. The proceeds had been shared equally between St Helen's Church and the School.  
This year's Cliffe Village Fayre raised £3669.00p divided equally between St Helens C of E Primary School, St Helens Church and Cliffe Memorial Hall.

- 72 Next meeting is 12th September 2019 in the Small Hall, Memorial Hall, Church Street, Cliffe at 7:30pm**

Meeting Closed at 21.20

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

## Appendix MA1903

	<b>MATTERS ARISING FROM MINUTES OF MEETING ON 08/02 /18</b>	<b>Action By</b>
Sep 66.13 Nov 97.14	<p><b>Standing Orders Review</b> – 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&amp;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. Formal agreement for Governance Working Party, Code of Conduct, Creation of Personnel Advisory Committee, Various policies AGREED at November 18 meeting. To be agreed after the election – <b>Draft version was circulated for comment now adopted</b></p>	Clerk PO/Vice-Chair/Cllr Cooper <b>COMPLETE</b>
Oct 86.2	<p><b>Neighbourhood Plan</b> – 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 – <b>aiming for a Regulation 14/Draft Plan to be submitted to Medway Council in October.</b></p>	Clerk (PO) NHP