

**Minutes of Meeting held at the Cliffe Community Church,  
Millcroft Road, Cliffe**



On Thursday 13 September 2018 at 7:30pm

PRESENT: Cllrs Sue McDermid CHAIR, Ron Naughton-Dean (RND) – VICE CHAIR,  
Victoria Baxter (VB), Annette Cooper (AC), Barry Dibble (BD), Sandra Fenney (SF), Fred Harper (FH),  
Andy Keates (AK), Ray Letheren (RL), Vivienne Walton (VW), Jim Wenban (JW)

Parish Clerks Chris Fribbins (PO), Michelle Dolley (RFO)

The meeting opened at 7.30 pm.

- | <b>NO</b> | <b>ITEM</b>  |
|-----------|--|
| 50        | <b>APOLOGIES FOR ABSENCE</b><br>Peter Clements (Work), Joan Darwell (Family/Work) - all agreed   |
| 51        | <b>DECLARATIONS OF INTEREST</b> - None   |
| 52        | <b>Councillor Co-Options</b> – There are three vacancies (1xCliffe Woods, 2xCliffe). No expressions of interest received for this meeting.   |
| 53        | <b>APPROVAL OF MINUTES OF MEETING HELD ON - 09/08/18</b><br>proposed Cllr Naughton-Dean, seconded Cllr Keates <b>AGREED.</b>   |
| 54        | <b>ADJOURNMENT</b><br>None   |
| 55        | <b>MATTERS ARISING FROM MEETING HELD ON 09/08/18-</b> None   |
| 56        | <b>REPORT: CLERKS</b>  |
| 56.1      | <b>Correspondence</b> - e-mails distributed through the month  |
| 56.2      | <b>Matters dealt with since last meeting</b> – Nothing to add – reported elsewhere.  |
| 56.3      | <b>Defibrillator at the Cliffe Fire Station</b> – has now been replaced by a KFRS supplied one.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.   |
| 57        | <b>REPORT - Chair</b>  |
| 57.1      | The Chair reported on: <ul style="list-style-type: none"><li>• 10 August / 7 September - Attended Police Surgeries in Cliffe with a number of other Councillors</li><li>• 14 August / 12 September - Wrote and submitted Parish Council News Articles for September and October editions of the Parish News magazine</li><li>• 16 August - Met with Vice-Chair and new RFO to agree / sign contract and discuss other matters relating to the post</li><li>• 21 August - Carried out remediation work to Cliffe Woods Millennium sculpture with assistance from my husband</li><li>• 22 August - Wrote follow-up letter to Rev. Andy Hobbs regarding parking and other issues on the Buttway</li><li>• 28 August - PC Surgery in Cliffe Woods with Vice-Chair</li><li>• 4 September - First monthly review meeting with RFO</li><li>• 8 September – Changing Room Official Opening</li></ul> |
| 58        | <b>REPORT: FINANCE &amp; GENERAL PURPOSES (Cllr Fenney/Clerks (PO/RFO)</b><br>Meeting held Tuesday 4 <sup>th</sup> September, 7:30 at St Helen's House, Buttway, Cliffe.   |
| 58.1      | <b>Finance Report – reports</b> circulated.  |

**- Reports circulated**

Michelle Dolley (RFO), now has a debit card and is awaiting confirmation for the online banking to be authorised.

Payments for the Changing rooms have now all been sent and authorised. Currently waiting for the grants to come through from Veolia and Leader (North Kent Downs and Marshes) .

**58.2 Receipts and payments (reports circulated)**

To note receipts for August

HMRC	VAT Return 310518	£5,548.51
HMRC	VAT Return 300618	£3,029.57
HMRC	VAT Return 310718	£7,856.99
NatWest	Bank Interest 31/7	£1.09
NatWest	Bank Interest 30/8	£1.48
W Daws	Allotment Rent/Key Deposit	£30.40
I Barlow	Allotment Rent/Key Deposit	£42.20

To approve payments proposed for September

180901	Chris Fribbins	Clerk PO salary, home allowance, mileage - PAYEE	
180902	Michelle Dolley	Clerk RFO salary, home allowance, mileage	£
180902	John Davies	Caretaker pay, mileage, petrol - PAYE	£
180903	Andrew Norton	Youth worker August hours	£
180904	Vonage	Parish phone	£9.25*
180905	EE	Dongle	£16.20*
180806	Clark-Clayton	Changing Rooms 7 <sup>TH</sup> Invoice	£35,833.60*
180907	KALC	2 x Chairmanship Conference BD/RN-D	£144.00*
180908	Community Land Use	NHP Planning Consultant	£1,400.00
180810	Clark-Clayton	Traffic Management for UK PowerNetworks	£2,239.68*1 <sup>s</sup>
180811	1ST Containers	Storage Container x 2	£4,704.00*
180812	Blakes Security	Locks for Changing Rooms	£86.55*
180813	Blakes Security	Duplicate keys for changing rooms	£114.75*
180814	Fasthosts	Increase storage for Clerk's email	£64.67*
180815	Forestrail	12xSleepers for Storage Containers	£390.10*
180816	Clark-Clayton	Changing Rooms 8 <sup>TH</sup> Invoice	£24,736.33*
180817	Business Stream	Allotment/Changing Room Water	£517.95
180910	KALC	Annual Finance Conference (MD)	£72.00*
180911	Came & Company	Annual Insurance Renewal	£1,824.05**
	** (insurance renewal subject to review)		
180912	Sign Studios	Buttway Sign	£84.00*
180913	Various	Consumables for Changing Room Opening	£4.57
180914	The Range	Cleaning Material for Changing Rooms	£65.42*
	Paid in advance of meeting		

**PAYMENTS APPROVED, proposed Cllr Naughton-Dean. seconded Cllr Walton - 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** –  
Changing rooms were officially opened on Saturday 8<sup>th</sup> September after a previous trial run was held on 25<sup>th</sup> August.  
A snagging list has been prepared and there is a six-month period to fulfil these issues.  
Chair proposed to send formal 'thank you' letters to the main contributors of getting this project fulfilled and was seconded by Cllr Fenney - 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**

Induction and training is underway for Michelle Dolley following her appointment. Progress meeting has been held between her and the Chair. The RFO computer has been handed over. Council minutes, ALPHA Accounts, 12PAY and online banking. Allotments will follow.

**58.7 Relief Caretaker/Caretaker**

This position has been advertised widely and current closure is 28/09/18. One person has expressed an interest and information pack has been sent. John Davis (Relief Caretaker) has also previously expressed an interest.

**58.8 Play park repairs**

SafePlay have completed the maintenance of the Skate Park and the specialised concrete for the repair of the surface. Football area netting still to be checked and repaired if possible by Cllrs Wenban/Letheren.

**58.9 Vandalism to Cliffe Recreation Ground & Allotments**

- The report on the current and possible CCTV enhancements has been received from Aardvark Security. This was discussed in the light of the need for better security but recognising the limitations. Recommended that we review this again when the Changing Rooms/ New Storage Containers have settled down.
- Following the fire (30/7) in the current storage container, the remaining floor was destroyed. The fire also spread into the football/current caretaker store. The manager of Black Lion FC has identified approx. £900 of equipment destroyed and Cliffe Woods Colts a further £200. It has now been confirmed they didn't have any insurance and our policy did not cover them.

**58.10 Assets and Insurance Cover**

Key uninsured assets listed and a quote for insurance premium has been received. The new changing rooms have been added to our policy and a quote for further cover has been received for Came and Company. The annual policy is due for renewal on the 30/09/18 and it was recommended that the council delegates authority to the Clerk (PO), Clerk (RFO), Chair and Vice Chair to agree any policy cover changes before the renewal date. This was agreed first by Cllr Fenney and seconded by Cllr Walton. AGREED

**58.11 Allotments**

- The two tenants who have not paid have now had their tenancy terminated. Two new tenants have taken over three plots and a further tenant is in discussion regarding another plot. There are still vacancies.
- A vehicle hit the allotment entrance fencing on 23/06/18, the fence has been repaired by BR Stacey. Incident reported to Kent Police online and provided with CCTV footage. They have issued a formal/legal notice to the owner and we are awaiting an update.

**58.12 Cliffe Small Hall Barrier Damage**

Following the damage to the barrier (£860 repair needed) the vehicle owner was identified, and she has passed the claim to her insurers. Loss adjusters made an initial offer to settle the claim, which was rejected by the Clerk (PO). The full settlement sum is being pursued by the council.

**58.13 Standing Order Review / Financial Regulations / Members Code of Conduct Governance issues** to be reviewed.

- A new Governance Working Party is to be established to carry on the work of the former Working Party.
- Committees- including Personnel as a priority. A draft Grants/Donations policy will also be discussed.

**58.14 The Buttway and Recreation Ground Conditions/Drainage**

Ground conditions at both sites require some maintenance but the weather has been too hot

and dry.

Following a letter from Rev. Andy Hobbs. The sign has been erected to keep the yellow box clear and a quote is waiting for the repainting of the box and extension of 1metre. They have also been asked to quote for repainting the Cliffe Woods Car Park lining following a request from residents.

58.15 **Trees/Hedges Cliffe Memorial Hall/Recreation Ground**

A letter has been received from the Memorial Hall committee regarding the trees and bushes on the boundary with the recreation ground and small hall car park. Quotes are being sought from local tree surgeons for consideration.

59 **REPORT: ALLOTMENTS**

**Allotments Report**

Four allotments vacant. On new tenant still to sign the agreement and pay.

60 **Planning**

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

**MC/18/1751 8 Sedley Close Cliffe Woods Rochester Medway ME3 8HE**

Construction of a conservatory to rear - Demolition of existing conservatory

No Objection

**MC/18/1962 Homeside Symonds Road Cliffe Rochester Medway ME3 7SS**

Conversion of garage to habitable living accommodation

The parish council has no objection as long as sufficient parking is retained on-site as this is a narrow unmade road with no footways.

**MC/18/1929 30 Swingate Avenue Cliffe Rochester Medway ME3 7RA**

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.

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.

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.

**MC/18/1888 34 Higham Road Cliffe Rochester Medway ME3 7SJ**

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

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.

**MC/18/2020 6 Millcroft Road Cliffe Rochester Medway ME3 7QN**

Part retrospective application for extension to shed

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.

**MC/18/1882 14 Wharf Lane Cliffe Rochester Medway ME3 7UE**

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

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.

**MC/18/1998 (Phoenix Nursery) 31 View Road Cliffe Woods Rochester Medway ME3 8JQ**

Construction of a two-storey extension to rear together with installation of dormers conversion of roof space with to facilitate nursery and staff space

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.

It also indicates that vehicles enter and leave the site via a drive-through access to the front, but it 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.

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.

**Submissions Noted**

60.2 **The following planning applications have been circulated to the planning committee (and other councillors). A response is due after this meeting. NONE**

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

**MC/18/2264 5 Wharf Farm Wharf Lane Cliffe Rochester Medway ME3 7UE**

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

**MC/18/2265 14 Wharf Lane Cliffe Rochester Medway ME3 7UE**

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 COMMENT

**MC/18/1882 14 Wharf Lane Cliffe Rochester Medway ME3 7UE**

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 NO COMMENT

**MC/18/2205 1 Elford Road Cliffe Rochester Medway ME3 7EF**

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.

NO COMMENT

**MC/18/2296 1 Swingate Avenue (Fronting Thatchers Lane), Cliffe, Rochester, Medway, ME3 7QZ**

Change of use of amenity land to residential and construction of a hardstanding area and vehicular crossover NO OBJECTION

**MC/18/2549 3 Wentworth Drive Cliffe Woods Rochester Medway ME3 8UL**

Construction of a part single/part two storey extension to side, two storey extension to front and two storey extension to rear (demolition of existing garage to side)

NO OBJECTION

Cllr Harper Proposed, Seconded Cllr Letheren that comments approved – **ALL AGREED**

60.4 **Other Planning Issues**

**Medway Local Plan**

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.

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

The decision by the Minister has now been delayed to September due to a technical planning issue (EU decision).

**MC/16/3742 LAND SOUTH OF VIEW ROAD, CLIFFE WOODS (Simpkins)**

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

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

**Land West of Town Road, opposite Merryboys/Town Road Junction**

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.

**Trenport Land, Cliffe**

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).

**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.

61

**Reports: OTHER COMMITTEES**

61.1

**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.

- 61.2 **C&CW Neighbourhood Plan Steering Group** – General Report – Clerk. Reported on current work.
- 61.3 **Youth Liaison** – General Report - Cliffe Woods – Cllr Walton, Cliffe Youth Club Clerk (PO) - report circulated. Nothing further to report as the club was in the summer recess.

62 **REPORT: OTHER BODIES**

- 62.1 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.
- 62.2 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.
- 62.3 Cliffe Memorial Hall – No Meeting held
- 62.4 Brett's Liaison – Cllr McDermid/Clerk (PO), - Next meeting Sep/Oct.
- 62.5 Rural Liaison Committee – Cllr Naughton-Dean – Next meeting 12/9.
- 62.6 Kent Association of Parish Councils (Medway) – Chair/Cllr Harper. Meeting to be scheduled.
- 62.7 Police Liaison Committee & Councillor/Police Surgeries – Cllr Dibble. No report, meetings in September.
- 62.8 Patient Participation Groups (Cliffe – vacant, Cliffe Woods – Chair) – Report circulated.
- 62.9 Friends of North Kent Marshes Cllr Darwell – No report

63 Other Reports -

- 63.1 Cllr Baxter/Cllr Keates reported on the Dynamic Councillor course held in Staplehurst on the 5/9/18  
The Clerk (RFO) reported on the Clerk's Conference she attended earlier that day.
- 63.2 The Chair reminded all councillors that attendance at least one training course per year was recommended.

**Other items to be handed to the Clerk for the next meeting scheduled on 11th October 2018 at the Emmanuel Centre, Parkside, Cliffe Woods.**

Meeting closed at 09.25 pm

14.0918MD/CF

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

## Appendix MA1708

	<b>MATTERS ARISING FROM MINUTES OF MEETING ON 08/02 /18</b>	<b>Action By</b>
May 8.4	<b>Changing Rooms Project</b> - 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). <b>Work now complete subject to snagging. 5% of building costs retained until done.</b>	Clerk PO/ SF/ GC/JA <b>RND</b>
Sep 66.13 Nov 97.14	<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&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. <b>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.</b>	Clerk PO/Vice-Chair/Cllr Cooper
Oct 86.2	<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.	Clerk (PO) NHP
May 8.14	<b>Football pitch renovation</b> - 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. <b>An alternative firm approached, and a quote is expected when the pitches have had some rain.</b>	Clerk PO/RFO
Oct 84.8	<b>Play park repairs</b> – 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 <b>carried out – Skateboard Park maintenance complete (damaged concrete now fixed) and netting at the Ball Court still to do.</b>	Clerk (RFO)
Nov 96.3	<b>Assets &amp; Insurance Cover</b> - 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). <b>Completed</b>	Vice-chair/Cllr Letheren/ Clerks PO & RFO.



Minutes of Meeting 13/09/18

	<b>Chair/Vice Chair and Cllr Fenney agreed items to add to insurance cover and those that not need cover (i.e. Play Equipment), Arranged to coincide with the renewal 1/10/18.</b>	
Nov 97.11	<p><b>Vandalism to Cliffe Recreation ground &amp; allotments</b></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. <b>Order for two new containers was raised and delivery has taken place.</b></p>	Clerk RFO/ALL <b>Vice Chair/ClerkPO</b>