



## CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Minutes of Meeting held at the  
Emmanuel Centre, Parkside, Cliffe Woods  
On Thursday 12<sup>th</sup> January 2017

**PRESENT:** Cllrs Sue McDermid-Chair, Gary Clark (GC), Fred Harper (FH), Ron Naughton-Dean (RND), Ray Letheren (RL), Phillip Stanley (PS) Ian Petrie (IP)  
Parish Clerks Chris Fribbins (PO), Mrs Sue Hibbert (RFO)  
The meeting opened at 7.30 pm.

NO		ITEM
1.0	115.0	<b>APOLOGIES FOR ABSENCE</b> Cllrs Jim Wenban (JW)-work, Joan Darwell (JD)-weather conditions, Gill Moore (GM)-weather conditions, Lynne Bush (LB)-weather conditions, Sandra Fenney (SF)-unwell, Derek Graves (DG)-work, Vivienne Walton (VW)-hospital, Faith Eyers
2.0	116.0	<b>DECLARATIONS OF INTEREST</b> - None
3.0	117.0	<b>APPROVAL OF MINUTES FOR PARISH COUNCIL MEETING</b> Minutes of the Council Meeting on 8/12/16 were moved as a true record. <b>Proposed Cllr Naughton-Dean, Seconded Cllr Harper - AGREED.</b>
4.0	118.0	<b>ADJOURNMENT</b> Car parking review, Cliffe Woods – Jerry Doyle who was involved in the review gave feedback on the restrictions that are to be put in place.
5.0	119.0	<b>MATTERS ARISING FROM MINUTES OF MEETING ON 8/12/16</b>
		Items attached on Appendix MA1612
6.0	120.0	<b>REPORT: CLERKS</b>
	120.1	<b>Correspondence List</b> circulated, noted
	120.2	<b>Matters dealt with since the last meeting</b> Christmas Social arrangements – previously agreed to postpone to January. <b>February now due to weather.</b>
7.0	121.0	<b>KALC COMMUNITY AWARDS SCHEME 2017</b> To consider a nomination for Cliffe and Cliffe Woods. Nomination required by 27 <sup>th</sup> January. We did make three nominations in 2016, but were informed that only one was allowed so the nomination of Tony and Linda Baldwin (Friends of Chernobyl Children) was agreed and accepted. Perhaps one of the other suggestions from 2016 could be nominated – there has been three nominations via the website from a parish councillor, to date. <b>Nomination AGREED</b>
8.0	122.0	<b>PARISH COUNCIL BUDGET 2017/18 AND PRECEPT</b> A Draft Budget was circulated at the December 2016 meeting and the Finance and General Purpose Committee on 3/1/2017. Minor alterations have been made and a recommendation of a 2% increase in the precept is recommended by F&GP. a) To Agree the budget for 2017/18 b) To Agree the precept for 2017/18 At this stage the amounts for Rural Liaison Grant, Council Tax Reduction Scheme (brought in to equalise precepts following changes to the council tax base) are not known, but following contact with Medway Council are assumed to be the same as 2016/17. <b>Recommendation of 2017/18 draft budget and precept increase of 2% i.e. £44,109 agreed. Proposed Chair, seconded Cllr Petrie AGREED.</b>
9.0	123.0	<b>REPORT: FINANCE &amp; GENERAL PURPOSES</b>
	123.1	<b>Finance Report (RFO/PO)</b> December budget monitoring report attached. No overall issues. Adjustments to the

		allocation of Youth and Rural Liaison income and expenditure has been investigated and made. The HMRC underpayment from 2015/16 appears to have been corrected, leaving a balance of £10. Final clarification awaited.
123.2		<b>Banking Arrangements</b> - NatWest Online access and signature forms, NS&I signatures and drawdown of £10,000 signed at F&GP. <b>Appointment made with NatWest (24<sup>th</sup> Jan 10.30) to update signatures and on-line banking.</b>
123.3		<b>Income of £123.40 to note</b> - £93.00 payment from Allhallows PC (APC) re. C Fribbins SLCC subscription. £30.40 from APC for printing.
		<b>Approval of the following payments</b> (*includes VAT) – detailed report of income and expenditure circulated. <b>Proposed Cllr Naughton-Dean, seconded Cllr Petrie AGREED</b>
		Chris Fribbins (Salary, Expenses, Mileage, Home Allowance, - PAYE)
		Chris Fribbins (EE Dongle Dec) £15.19 *£2.53
		Chris Fribbins (Parish Phone Dec) £9.15 *£1.37
		Sue Hibbert (Salary, Mileage, Home Allowance, -PAYE)
		Sue Hibbert (The Range – hole punch) £5.49 *£1.10
		Dave Clark (Salary, Mileage, Expenses, Overtime, - PAYE) S/O Balance
		HMRC – PAYE quarter (Sept-Dec) £879.83
		Kent Commercial Services - A4 5 ream box £10.74 *£1.79
		Lynne Bush – Artwork £80.00
		White Hill Direct – replacement of ‘M Vyse’ bench’ slats x 2 £129.00 *£21.50
		Kent Commercial Services – Laminating pouches £12.00 *£2.00
		Jim Boot – NHP project management support £142.35
123.4		<b>2017/2018 Budget</b> – A suggested budget was circulated to all councillors and discussed at F&GP. Proposal suggested for January Parish Council – 2% increase in precept. <b>AGREED see para 8.0 (122.0)</b>
123.5		<b>Play Area Inspection</b> –The Breakdown Truck – the equipment was well used and popular. Following repairs by Cllr Wenban it was fit for purpose and there is no need to replace.
123.6		<b>Cliffe Woods Car Park Repairs and Maintenance</b> – The acceptance of quote from Thomas Fabrications (£3,350 + VAT) was agreed at the December meeting, but there has been further damage to the entry barrier. The Clerk(RFO) has details of the person who caused the damage – who had proposed to fix the barrier himself.  The parish council’s insurer had been contacted about the damage and responded that the exit barrier is unlikely to be covered as the damage was caused over 30 days ago (and some of the work is to improve the operation of the barrier).  <b>Thomas Fabrications have been asked to quote for the additional work (as their quote already included some work on the entry barrier). Trojan Engineering, who the person causing the damage works for, have also been asked to provide a ‘no charge’ quote to repair the entrance barrier.</b>
123.7		<b>RLG update</b> <b>RLG Outstanding</b> - £2420 (includes estimated dongle payments to end year, cycle hoops & planning fee for changing rooms)

		<p><b>Cycle Parking @ Cliffe Woods</b> – Awaiting the installation to be chased up.</p> <p><b>Defibrillators</b> Both have now been installed. Registration forms to be completed by the Kent Fire and Rescue Service and the Cliffe Woods Community Association to bring them into use.</p> <p>There has been no update from KALC on the possibility of using a third unit or influencing the allocation to a council such as Cooling.</p>
123.8		<p><b>S106 Update – Changing Rooms Project</b></p> <p><b>Meeting Summary</b></p> <p>The meeting discussed issues raised at the December meeting by councillors. Suggested that the roof pitch be reduced to 30%. The site be moved away from the Memorial Hall as requested by the Memorial Hall Committee.</p> <p>Informal pre-planning discussions to take place with Medway Council Planning and a detailed Planning Application submitted (Location Plan to be produced for the planning submission by John Alford).</p> <p>Further discussion on the number of toilets/showers could follow later. Estimated cost was still around £110,000 so fund raising schemes now need to be investigated.</p> <p>The Clerk(PO) had updated Medway Council on the progress of the project, as required by the s106 agreement.</p> <p><b>Recommended the approval of the modified changing room design and location and to proceed to full planning application and building control approvals, based on circulated drawings and subject to the approval of the Memorial Hall Committee. Proposed Chair, seconded Cllr Letheren AGREED.</b></p> <p><b>Cllr Letheren proposed, Cllr Harper seconded acceptance of the quote for £290 to remove tree to ground level and cut back shrubs/bushes at small memorial hall. AGREED.</b></p>
123.9		<p><b>Staffing of Youth Clubs</b></p> <p>There had been a further expression of interest, and the person had turned up at the Cliffe Youth Club, but now has a new job so has withdrawn her interest. Vacancy to be followed up in the new year with schools and colleges that may have teaching assistants that could be interested. <b>Update - potentially a couple of people that could be interested.</b></p>
124.0		<p><b>Cliffe Fayre Funding Request</b> – deadline for claim notified. <b>Receipts now received and payment to be made asap.</b></p>
124.1		<p><b>EE Dongle/Remote Internet Access</b></p> <p><b>Recommended extension of equipment/service (funded through Rural Liaison Grant for the remainder of the financial year and then Computer/IT Budget head and conversion from Clerk(PO) debit card to council direct debit - £15.66 per month including VAT which is reclaimed.</b> (Vonage Parish Phone, could also transfer from Clerk(PO) debit card to council direct debit – to be investigated (Clerk(RFO))). <b>Proposed Cllr Stanley, seconded Cllr Petrie. AGREED</b></p>
10.0	125.0	<p><b>REPORT: ALLOTMENTS</b></p> <p>Allotments – General Report – Clerk (RFO), There is interest in two vacant plots and the tenancy agreements have been issued – payment and forms are still awaited. E-mail has been sent to request payment for 2 vacant plots by no later than 31 January or will be offered to next on waiting list. A quote has been requested for the maintenance of the bushes/trees at the western end and will be reported to the Council meeting.</p> <p>2017/18 increase in allotments (% increase or flat rate) - February Agenda RFO attended Allotment course – verbal report given.</p> <p><b>Cllr Letheren proposed, Cllr Clarke seconded acceptance of quote of £150 for cutting back bushes/trees at western end of allotments. AGREED</b></p>
11.0	126.0	<p><b>REPORT: PLANNING</b></p>

11.1	126.1	The following planning applications comments were circulated and sent as per our Standing Orders as they were due prior to this meeting:
		<p><b>MC/16/4452 CLIFFE WOODS PRIMARY SCHOOL, VIEW ROAD, CLIFFE WOODS, ROCHESTER, ME3 8UJ</b> 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. Reply sent - some concerns about additional traffic generated, especially parking at school drop off and pick-up, partly off-set by additional on-site parking. <b>Approval now given by Medway Council.</b></p> <p><b>MC/16/4720 2 PORTWAY ROAD, CLIFFE WOODS, ROCHESTER, ME3 8JA</b> Construction of a part two storey part single storey rear extension (Resubmission MC/16/2610). Reply sent – no objection.</p> <p><b>MC/16/4722 SALT LANE, CLIFFE, ROCHESTER, KENT, ME3 7SU</b> Restoration of Chalk Lake to pre-extraction ground levels using inert materials (<i>previously permission was granted to infill to shallow level</i>). Reply sent raising concerns about the loss of open water habitat and the impact of multiple proposals.</p> <p><b>MC/16/4356 EASTCROFT, TOWN ROAD, CLIFFE WOODS, ROCHESTER, ME3 7RL</b> 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 – no change to previous comments – there was a different application raised:</p> <p><b>MC/16/4868</b> Prior approval under Part 16 of Schedule 2 of the Town and Country Planning (General Permitted Development) Order 2015 and regulation 5 of the Electronic communications code (conditions and regulations 2003) for the installation of a 21m lattice tower with 6 no. antennae, 2 no. dishes, 4 no. equipment cabinets and ancillary development. No concern raised.</p> <p><b>MC/16/4688 THE SIX BELLS, 181 CHURCH STREET, CLIFFE, ROCHESTER, ME3 7QD</b> Construction of a rear external metal staircase – No Objection</p> <p><b>MC/16/4883 25 MILTON AVENUE, CLIFFE WOODS, ROCHESTER, ME3 8TP</b> Construction of a two-storey extension – demolition of existing detached garage. No Objection.</p>
11.2	126.2	The following planning applications have been circulated to the planning committee (and other councillors). A response is due after this meeting. <b>None.</b>
11.3	126.3	Further planning applications notified following the publication of the initial agenda and the meeting. <b>None.</b>
11.4	126.4	<b>Other Planning Issues</b>
	126.5	<p><b>Medway Local Plan –</b> There will be public consultation on the next stage of the Local Plan later in January, February, and early March. The main features are the strategy for housing (although there are other areas of interest). There is an intent to use previously developed land where possible and an idea of developing/converting previous employment land at Medway City Estate, over a longer term, to housing. The main strategy will be to develop Hoo from a large village to a small town and controlled expansion of existing villages. A briefing meeting for parish councillors will be held at Gun Wharf, Dock Road, Chatham Tuesday 17<sup>th</sup> January, 6:30pm. The Clerk(PO), Chair, Vice Chair, Cllr Harper, and Cllr Naughton-Dean have indicated that they will attend and Medway Council have been notified. There will be a public exhibition on Saturday 18<sup>th</sup> February at the Cliffe Memorial Hall (Followed by a NHP workshop in the afternoon). <b>Parish Council to formulate response after seeing exhibition.</b></p>
12.0	127.0	<p><b>Car Parking Review – Cliffe Woods</b> Medway Council are consulting on proposals to make a Traffic Regulation Order to introduce</p>

		<p>waiting restrictions at various locations in Cliffe Woods. Responses required by 5pm 13th January. This follows discussions with the parish council in 2015 and meetings with former Cllr Doyle and the public meeting he held. Generally, there has been support from residents and councillors to date, but issues raised with the zone in Parkside (both sides of the road should be included outside the car park) and the bend by the Phoenix Nursery (should be both sides of the bend). There have also been issues raised with Milton Avenue. The council's view is requested. Cliffe will be considered next.</p> <p><b>Changes required:</b>  <b>Milton avenue – restriction both sides of road.</b>  <b>Parkside – restriction both sides of road</b>  <b>Tennyson Avenue – 5 metre extension to restriction northern side of the road.</b>  <b>View Road – restriction to be on the northern side of the road as well as southern.</b>  <b>Proposed Gary Clark, seconded Phil Stanley AGREED.</b></p>
13.0	128.0	<p><b>Request to locate an additional storage container on the Cliffe Recreation Ground</b>  The Cliffe Crusaders Rugby Team have been offered a storage container, like the one already at the recreation ground and have requested permission. There is likely to be planning issues (including the impact of two) and location may require the clearance of some vegetation. The current container is located on the concrete base of the former public toilets that were located next to the former pavilion. <b>Recommendation in principal subject to pictures, dimensions, and planning. Vegetation cut back and any foundation work to be the responsibility of the Rugby club. Proposed Cllr Harper, seconded Cllr Letheren AGREED.</b></p>
14.0	129.0	<p><b>Rookery Lodge Demolition and Site Redevelopment Proposals (update)</b>  Nothing further to report – no planning application submitted yet.</p>
15.0	130.0	<p><b>Reports: OTHER COMMITTEES</b></p>
	130.1	<p><b>Footpaths and Common Land – RS84 rubbish dumped includes asbestos sheets</b> Cllr Harper to check if still there.</p>
	130.2	<p><b>Youth Liaison Committee – (Cllr Walton/Clerk PO) None</b></p>
	130.3	<p><b>Rural Liaison Committee (Cllr Stanley) - Next meeting March 17</b></p>
	130.4	<p><b>Kent Association of Local Councils (Medway Committee) (Chair/Cllr Harper)</b>  Next meeting 16 February</p>
	130.5	<p><b>Police Liaison Committee (Cllr Stanley) – New PCSO Louise Jackson sent apologies as not able to attend this meeting.</b></p>
	130.6	<p><b>Cliffe Woods Community Association (Cllr Walton) – Looking to get quotes for extending hall, quiz night end of month, 3 tribute nights coming up.</b></p>
	130.7	<p><b>Cliffe Memorial Hall – (Vice-Chair) None</b></p>
16.0	131.0	<p><b>REPORT: OTHER BODIES</b></p>
	131.1	<p><b>Patient Participation Groups (Cliffe Woods-Chair, Cliffe Woods - Vice Chair) – Meeting 30 January has been moved to two weeks later.</b></p>
	131.2	<p><b>Neighbourhood Plan Update (Clerk PO) – next meeting 18<sup>th</sup> January focus will be on consulting with schools/February workshop.</b></p>
	131.3	<p><b>Friends of North Kent Marshes – (Cllrs Moore/Darwell) None</b></p>
	131.4	<p><b>Other Reports – None</b></p>

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17.0	132.0	<b>Other items to be handed to Clerk for next meeting:</b> None
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Meeting closed at 10.00 pm

17/1/17sh

**Next Parish Council Meeting: 09/02/17 Small Hall, Memorial Hall, Church Street, Cliffe**

**Appendix MA1612**

	<b>MATTERS ARISING FROM MINUTES OF MEETING ON 8/12/16</b>	<b>Action By</b>
May 8.3	<b>Rural Liaison Grant</b> 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. Quotes received awaiting quote for concreting posts in. Quote accepted (Dec16) Installation to be arranged. <b>No reply yet Cllr Walton chasing.</b>	Clerk PO/VW
May 8.4	<b>Changing Rooms Project</b> 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 be 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. <b>Modified changing room design and location agreed. Proceed to full planning application and building control approvals (based on circulated drawings and subject to the approval of the Memorial Hall Committee).</b>	Clerk PO/ SF
Jun 21.7	<b>Annual Report</b> – Items required from councillors (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	<b>Councillor Surgeries</b> – 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. <b>On hold for present time.</b>	Chair/ ALL
Jun 21.9	<b>Staffing of Youth Club</b> – 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. <b>Vacancy to be re-advertised in January.</b>	Clerk PO Youth Committee
Jun 25.0	<b>Rookery Lodge Demolition</b> - 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). <b>Still awaiting full planning application to be submitted</b>	Clerk PO Chair  Planning Committee
Aug 53.10	<b>Cliffe Woods Car Park Barrier Repairs</b> – Cllr Graves had supplied quotes to Cllr 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 has been contacted. <b>Thomas Fabrications have been contacted about revised quote. Trojan Engineering (company responsible for damage) to supply ‘no charge’ quote and evidence of Public</b>	Clerk RFO

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	<b>Liability insurance.</b>	
Aug 55.1	<b>Allotments</b> – Cllr Clements to follow up investigation into Allotment Holders Committee (constitution, membership, and relationship with council) in due course.	PC
Aug 53.19	<b>Queen’s Birthday Event Grant</b> – Receipts required – Cllr Darwell. Authority granted to Clerk (PO) to agree payment of up to £500 on receipt of these. <b>Receipts given to RFO payment to be made asap.</b>	Clerk RFO
Sep 66.13	<b>Standing Orders Review</b> – 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	<b>Outline Planning Applications</b> – 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 <sup>st</sup> October, after November Planning Committee. Not going to November, December, or January committee. <b>Possibly February.</b>	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. <b>January meeting to focus on consultation with schools/February workshop.</b>	Clerk (PO) NHP
Nov 94.2	<b>Banking Arrangements</b> - 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. <b>Appointment 24<sup>th</sup> Jan with NatWest to resolve asap.</b>	Clerk(RFO)
Nov 94.4	<b>2017/2018 Budget</b> - 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) <b>2017/18 Budget and 2% increase in precept (£44,109) agreed.</b>	ALL