

**Minutes of Meeting held at The Emmanuel Centre,
Parkside, Cliffe Woods**



PRESENT: Cllrs Sue McDermid CHAIR, Ron Naughton-Dean (RND) – VICE CHAIR, Barry Dibble (BD), Sandra Fenney (SF), Fred Harper (FH), Vivienne Walton (VW), Annette Cooper (AC), Joan Darwell (JD)

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

This meeting opened at 7:30pm

- | NO | ITEM |
|-----------|---|
| 82 | APOLOGIES FOR ABSENCE
Andy Keates (Family), Victoria Baxter (Child Care), Ray Letheren (Unwell), Jim Wenban (Unwell) - all agreed |
| 83 | DECLARATIONS OF INTEREST - None |
| 84 | Councillor Co-Options – There are three vacancies (1xCliffe Woods, 2xCliffe). No expressions of interest received for this meeting. |
| 85 | APPROVAL OF MINUTES OF MEETING HELD ON – 08/11/18
proposed Cllr Walton, seconded Cllr Naughton-Dean- ALL AGREED. |
| 86 | ADJOURNMENT
A WHooCares representative was present at this meeting to talk about the progress made. Michelle reported a Christmas lunch the organization is supplying to residents of the Peninsula and surrounding areas, who might be alone at the festive time. She also explained that there is transport available if necessary. Since the last meeting, there has been a lot of volunteers join the group, with about 40 people helping within the community on an ad-hoc basis. |
| 87 | MATTERS ARISING FROM MEETING HELD ON 08/11/18- None |
| 88 | REPORT: CLERKS |
| 88.1 | Correspondence - e-mails distributed through the month |
| 88.2 | Matters Dealt with since last meeting –. Nothing further to add. |
| 89 | Report: Chair- <ul style="list-style-type: none">• 11 November - WW1 Commemorations
The Chair was very sorry she was unable to attend the WW1 Beacon Lighting Commemoration Event at Pond Hill due to her recent operation and thanked the Vice Chair for his attendance on her behalf and giving the opening speech. She also expressed her thanks to Cllr. Joan Darwell and her team for all their efforts with the WW1 Commemoration events. A total of £800 was raised.• 6 December - Meeting with John Davies, Caretaker/Groundsperson
The Chair and Vice-Chair met with the Caretaker to agree and sign his contract and job specification and all other necessary documentation relating to the post. The accidental damage to the Small Hall Barrier in Cliffe was discussed and a follow-up meeting was arranged with the Chair when an accident report was completed. |
| 90 | Report: Finance & General Purposes (Cllr Fenney/Clerk (PO))
Meeting held Tuesday 4th December, 7:30pm at St Helens House, Buttway, Cliffe |

Attendance Cllr Fenney (Chair), Cllr Naughton-Dean (Vice Chair), Cllr Dibble, Cllr Cooper. Chris Fribbins (Clerk PO), Mrs Michelle Dolley (Clerk RFO).

Apologies Keates (family), Cllr McDermid (Medical), Cllr Letheren (illness)

90.1 **Finance Report** – Reports circulated- Draft reports circulated as of 1/12. NOTED

90.2 Receipts & Payments (circulated)

Initial Receipts and Payments circulated and noted. Updated versions were distributed for approval as necessary at the parish council meeting.

Receipts November	Amount	
Cliffe Crusaders B Team	£540.00	
3 rd Party Payment	£300	
Payments made		
181201- Chris Fribbins	Clerk PO Salary, Mileage, Home Allow, -PAYE	
181202- Michelle Dolley	Clerk RFO Salary, Mileage	
181203- John Davies	Caretaker Salary, Mileage, -PAYE	
181204- Andrew Norton	Youth Worker Salary	
181205- Claire Bexton	Cleaner Final Salary	
181206- Vonage	Parish Phone	£9.25
181207- EE	Dongle	£16.20
181110- Printerland	Ink and Toner Clerk PO	£331.45
181111- Clark Clayton	Changing Rooms Taps	£144.00
181112- British Gas	1 st ¼ Electric Bill Changing Rooms	£64.31
181113- Refund	Refund of Payment made in error	£300
181208- Safeplay	Repairs of play equipment	£594.00
181209- Community Land Use	NHP Consultant	£1050.00
181210- Changing cleaner	New Changing rooms Cleaning invoice & Supplies	£58.40

90.3 **Council Budget 2019/20–**

Informal meeting held 27/11 which discussed each budget line. Key assumptions/amendments to be agreed for Draft Budget purposes (actual amounts to be agreed by the council in due course) Reports circulated were the ones available at the time – they had been updated on 28/11 (printed for F&GP meeting and to be circulated to all after the meeting):

- a. Allotment Rents- An increase of 3% with effect 1/4/2019 was assumed and recommended.
- b. Pitch Hire Fees- An assumption of an increase to £500 + VAT (Total £600) per team for the next season 2019/20 is recommended (to be noted that this does not cover current costs).
- c. Staff Salaries/Hours (with effect from 1/4/2019 assumed 2% Clerks, £10 an hour Caretaker/Cleaner 3 hours per clean)- As the Clerks recommended increases are not published until later in the year/early next year, this will be reviewed when necessary. The increases for the Caretaker/Relief and Cleaner were based on the increased figures of £10 p/h.
- d. Special items – CCTV at Cliffe Rec/Changing Rooms, 2 x lockable noticeboards, wHOO Cares grant, new computers for clerks, email for all (GDPR), Rec/Buttway pitch/ground renovation, Changing Room costs, Neighbourhood Plan to Completion, repaint of Changing Room floor in summer (thicker waterproof/smooth).

- e. Suggested but not included currently – Street CCTV, Buttway Bollards/Fencing, Caretakers equipment (poss. insurance pay out), Cliffe Woods in Bloom, refurb of village signs, traffic calming, Planting on verges of Cliffe Woods Car Park, Pathway renovation outside Emmanuel, Picnic tables in CW Rec, Petition for speed cameras mid-way through CW, 80th anniversary of start of WW2, more expensive cleaning equipment for changing rooms, Gill Moore memorial. Cllr Dibble has approached Medway Council about traffic calming measures and the possible of costings of the islands.
- f. Based on budget – Precept Suggestion required (formal decision at the January meeting) – i) Recover Budget Costs, ii) Subsidise from general reserves, iii) Make contribution to general reserves.
- g. Reserves Status – If spending goes as PROJECTED in the budget report, a further £14,278 will be spent from the reserves by the financial year end - leaving approx. £73,645 total reserves (some are ear-marked) - all are estimated figures and can change. This is within the band of one year and two years precept held in reserves for contingency.

90.4 **Changing Rooms Project –**

General Update

Cleaner has resigned – a replacement was interviewed by the Chair and Vice Chair (30/11/18).

The final 2.5% is still being retained by ourselves as we are still waiting for the ‘officials’ sign to be amended on the door and other minor snagging.

There is still an issue with the flooring of the changing rooms and whether it needs new, thicker paint or an alternative measure. Cllr Harper suggested a mesh mat that could lay directly over the top of the floor, that could then be pulled outside to clean mud etc off. Cllr Naughton-Dean is going to look at costings for this and report back to F&GP at the next meeting.

90.5 **Parish Councillor Election**

Three vacancies remain (CW-One, Cliffe Village -two). No candidates have been identified yet.

90.6 **Clerk (RFO) Update.**

Handover is continuing. New targets have been set, with the focus primarily on the budget for next year and allotment site visit is still to be completed.

90.7 **Relief Caretaker/Caretaker**

A joint Cleaner and/or relief caretaker position has been advertised. Following the interview of a *Cliffe Resident*, she indicated a preference to work as self-employed as she has other cleaning clients. It is recommended that we contract for her services as required and she will invoice the parish council for work done. This was proposed by Cllr Dibble and seconded by Cllr Fenney- ALL AGREED.

90.8 **Play park repairs** SafePlay have completed the wet pour, safety surfacing repair.

90.9 **Vandalism to Cliffe Recreation Ground & Allotments** CCTV review/changes postponed for now.

Arson insurance claim has been submitted and passed to the insurers by Came and Company (Brokers) to the insurers (Aviva) response awaited. All details supplied just waiting for a settlement so that the damage equipment can be disposed of (mini-skip authorised). This has been chased by the Clerk PO.

90.10 **Allotments** Police have not responded to the request for drivers’ details.

90.11 **Barrier-** Cliffe Memorial Hall Small Hall Car Park Since the previous incident, there has been a further one and Thomas Fabrications have provided a quote (£410+VAT) and a

further quote is needed for the insurance company. Further details are required for the insurer.

90.12 **Standing Orders/Financial Regulations/Code of Councillor Conduct/GDPR/Meeting Length** Several policies, code of conduct and Personnel Advisory Committee agreed at November council, meeting to be arranged to draft replacement Standing Orders/Financial Regulations and other policy gaps. Further meeting to be arranged.

90.13 **The Buttway and Line Marking**
The line marking has now been completed.
Drainage Issues- Quotes are still awaited
Overnight Nuisance- Further actions still to be agreed

90.14 **Trees/Hedges Cliffe Memorial Hall/Recreation Ground**
Site visit has now taken place and we are awaiting the report to suggest actions and identify costs.

90.15 **Recreation Ground Pitch and Buttway Grass**
renovation/levelling site meeting/action plan/quote still awaited.

90.16 **AOB** – Email set-up to be reviewed. GDPR will require an email address for everyone (budget allocated for this)

91.0 **REPORT: ALLOTMENTS**

Allotments Report- Cllr Clements/Letheren, Clerk (RFO)

One new tenant has not yet completed the agreement or paid the rental due (to be chased). There is a skip located outside the allotments being used by the pre-school to clear their plot and should be going soon. An allotment tenant has also request permission to place a skip there for their clearance. The Clerk (RFO) will be carrying out a familiarization of and an inspection of the allotment plots. There has also been an informal query regarding the use of a plot for pottery firing, but also understanding that the plot must be kept clear of weeds – further investigation required.

Cllr Clements mentioned about sending out unattended plot letters to the necessary holders and it was recommended the RFO liaise with Cllr Letheren to confirm which plots need attending to. Cllr Clements also confirmed that the prickly bushes he applied for and reported at the last meeting, have been approved and will be distributed on delivery (February).

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

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

MC/18/3461 Coronation Bungalow Cooling Street Cliffe Rochester Medway ME3 7UB

Construction of 4 new 2 bed dwelling houses with associated landscaping and parking (Demolition of existing bungalows) (Resubmission of MC/18/1017)

Previous concerns to be reiterated – despite change from 2x1 bedroom to 1 further two bedrooms house.

- 92.2 The following planning applications have been circulated to the planning committee (and other councillors). A response is due after this meeting.

MC/18/3548 Orchard Bourne Cooling Street Cliffe Rochester Medway ME3 7UB

Variation of condition 2 to allow a minor material amendment to planning permission MC/16/3966 to allow the proposed elevations to be amended to incorporate alternative gable details to the roof, revised window sizes and positions and to revise the proposed materials choices. To substitute the approved drawings for alternative drawings, showing the proposed, revised elevations and materials, as follows:- Drawing no. 2033/105 to be substituted with drawing PL/482/02; Drawing no. 2033/106/A to be substituted with drawing PL/482/01 **No response required (officer assessment).**

MC/18/3470 Land Rear Of 56-60 Town Road Cliffe Woods Rochester Medway ME3 8JJ

Application for non-material amendment to planning permission MC/17/1845 to alter front to gable end, the rear to a gable end, and new roof line to include barn hips, increase the size of the kitchen to align with rear of living room, new recessed balcony to master bedroom and installation of 3 roof lights to the west elevation. **No response required (office assessment).**

92.3 **Other Planning Issues**

Medway Local Plan The next consultation stage has been delayed until June/July 2019 as the implications of a £170m Housing Infrastructure Fund bid will not be known until March/April 2019 when a government decision is due. The plan adoption date is 2020.

Proposals to extend the Metropolitan Green Belt into fields to the west of Town Road, Cliffe Woods are being suggested by Medway Council.

MC/16/3669 LAND OFF TOWN ROAD, CLIFFE WOODS (Gladmans) *The appeal has been dismissed by the Planning Minister.* Gladmans have to the end of December to appeal to the High Court on how the decision was made, not the actual 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

Planning appeal (written representations) decision awaited.

MC/18/2961 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). 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. The Gladman's decision may have an impact on this application. The developer is seeking a meeting with the parish council to discuss public transport arrangements in the area.

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. A meeting with our Planning Consultant and Clerk (PO) with Catherine Smith (Medway Local Plan) has taken place and the constraints of the parish are recognised.

The Clerk (PO) had attended a presentation on Community-Led Housing. This locks in the Low-Cost/Affordable element of houses provided for local needs (local residents or those with a proven local connection. It is driven by a local business/organisation and business skills/housing management experience are required. It can use parts of a low cost element of an approved development or stand-alone.

93.0 REPORT: OTHER COMMITTEES

93.1 Footpaths and Common Land – General Report – Cllrs Harper/Darwell

Nothing to report

93.2 C&CW Neighbourhood Plan Steering Group – General Report – Clerks

Reported on current work and the new projected completion of December 2019. There is likely to be an implication on costs although the final stages are paid for by Medway Council.

94.0 REPORT: OTHER BODIES

94.1 Cliffe and Cliffe Woods Community Trust – Report – Clerk (PO)

Nothing to report

94.2 Cliffe Woods Community Centre Liaison – General Report – Cllr Walton

Still working on getting the covenant removed for the land sale.

94.3 Cliffe Memorial Hall – General Report – Cllr Fenney.

Nothing to report.

94.4 Brett's Liaison – Cllr McDermid/Clerk (PO).

Nothing to report, next meeting scheduled for March/April 2019.

94.5 Rural Liaison Committee – Cllr Naughton-Dean

Meeting held in December – Heard presentations about the electricity transfer facility to be constructed between Grain and Germany and AI

94.6 Kent Association of Local Councils (Medway) – Chair/Cllr Harper.

Full KALC AGM Meeting was in November.

94.7 Police Liaison Committee & Councillor/Police Surgeries – Cllr Dibble

The committee meets on an ad-hoc basis and have moved to the Hoo Village Hall, Pottery Road. The monthly surgeries are held in Gun Wharf (at the same date as the Liaison Committee) Issues to be reported/discussed should be passed to Cllr Dibble. Nothing further to add.

94.8 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott)- Chair/Cllr Fenney

The arrangements for the merger of Park and Highcliffe surgeries are still being carried out.

94.9 **Friends of North Kent Marshes** Cllr Darwell –

Special thanks for support for the end of WW1 Event on the evening on 11th November at Pond Hill, Cliffe

Alethea – soon to be Darwell Singing songs from the trenches

Dave Simmons for being the MC for the evening

Ron Naughton- Dean Opening the evening

Rev Andy Hobbs

Richard Filmer and Paul Kingman for Reading the WW1 names of those lost from the village.

Phil McCarthy For playing the last Post

St Helens Church Bell Ringers

St Helens Church Choir

Robert Filmer and team for the bonfire and Fire Works

Pat Leviston and the Shine Team for raising £200 serving mulled wine

Pat Leviston and Shine for donated £200 for the Fireworks

John Filmer, Peter Darwell and Michael for helping set up and take down

Richard Jones delivering the Leaflets

Peter Jackson

Yvonne Kingman help with the organising the event

The Marshalls: Chris Fribbins, Richard Jones, Mr Fenny, Mr McDermid, Mr & Mrs Fred Harper, Michael Hewitt., Mr Iain Walton (disabled parking organiser)

So hope I have not forgotten anyone!

Blake and Abbie Logan for giving out flags

£600 was collected in the donation buckets (Cllr Walton collected). £200 raised by SHINE therefore £800 was raised for the four Battles Over elected charities:

£200 was sent to each of the following charities:

The Royal Airforce Benevolent Fund

The Army National Charities - ABF

The Royal Naval Association - MVA

The Merchant Navy

Issues with road surfacing in the parish reported, one resident had damaged a wheel and tyre opposite the Bowling Green in Church Street. There were still a number of large potholes and the ground to the edge of the road surface had been eroded or washed away. Medway Strood Rural Ward councillors to be contacted by Clerk (PO) along with the Cabinet Member for Highways to be contacted about the urgent need for action on safety grounds.

95 Other Reports -

Other items to be handed to the Clerk for the next meeting scheduled on 10th January 2019 at the Small Hall, Memorial Hall, Church Street, Cliffe

Meeting Closed at 21:45

Minutes of Meeting 13.12.18

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

Appendix MA1811

	MATTERS ARISING FROM MINUTES OF MEETING ON 08/02 /18	Action By
May 8.4	Changing Rooms Project - Work now complete subject to snagging. 2.5% of building costs retained until snagging and completion certificate issued by council. John Alford has visited between holidays.	Clerk PO/ SF/ GC/JA RND
Sep 66.13 Nov 97.14	Standing Orders Review – 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. 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. Meeting to be arranged	Clerk PO/Vice- Chair/Cllr Cooper
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. Plan adoption now 2020.	Clerk (PO) NHP
May 8.14	Football pitch renovation - 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. An alternative firm approached, and a quote is expected. Further firms being approached.	Clerk PO/RFO

