

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

On Thursday 12 July 2018 at 7:30pm

PRESENT: Cllrs Sue McDermid CHAIR, Ron Naughton-Dean (RND) – VICE CHAIR, Annette Cooper (AC), Barry Dibble (BD), Peter Clements (PC), Joan Darwell, (JD), Sandra Fenney (SF), Fred Harper (FH), Andy Keates (AK). (Victoria Baxter (VB) after co-option.



Parish Clerk Chris Fribbins (PO)

The meeting opened at 7.30 pm.

NO		ITEM
36.0		APOLOGIES FOR ABSENCE Ray Letheren (RL) Personal, Vivienne Walton (VW) Personal, Jim Wenban (JW) Work – all agreed
37.0		DECLARATIONS OF INTEREST - None
38.0		Councillor Co-Options – There were two expressions of interest and Victoria Baxter was present at the meeting, a CV for Victoria had been circulated before the meeting. After making her statement and answering questions it was Proposed Cllr Dibble, Seconded Cllr Clements that Victoria Baxter be co-opted to the position of Parish Councillor for Cliffe Woods Ward – All Agreed. After reading the statement of acceptance and completing the form, she was provided with a set of papers and joined the meeting.
39.0		APPROVAL OF MINUTES OF MEETING HELD ON 14/06/2018 - proposed Cllr Naughton-Dean, seconded Cllr Cooper AGREED.
40.0		ADJOURNMENT None.
41.0		MATTERS ARISING FROM MEETING HELD ON 14/06/18 (See action list with minutes)
42.0	a)	REPORT: CLERKS
	42.1	Correspondence - e-mails distributed through the month
	42.2	Matters dealt with since last meeting – Nothing to add – reported elsewhere.
	42.3	Defibrillator at the Cliffe Fire Station – has now been replaced by a KFRS supplied one.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.
	42.4	WHOO Cares – Grant Application towards running costs – a request had been was considered, but finances were currently under pressure so no grant possible this year – wHoo Cares to be contacted and requested to make a further application when the 2019/20 budget is being prepared (November/December 2018) – the KALC Medway representatives will check with other peninsular parish councils at the next KALC Medway meeting.
	42.5	Fun Fair Request – June, July, August – Cllr Darwell reported that the fun fair were unable to follow up on their proposal for two weeks (23/7 to 6/8) on the Cliffe Recreation Ground due to printing equipment problems and short time to advertise. They propose an alternative of 30 th August to 2 nd September. Subject to no issues with the football and rugby teams (who may need access to their pitches on Saturday and Sunday) and subject to standard conditions to be sent by the Clerk (PO) that the alternative dates be approved was proposed Chair, Seconded Cllr Harper – ALL AGREED.
	42.6	Use of the Buttway by the Six Bells 24/6 – This event had taken place but there were issues raised with rubbish being left and long delays for churchgoers leaving after their service. The event included youth football, but was mainly a commercial event for the

		Six Bells. Formal agreement had not been sent before the event took place. Proposed Chair, Seconded Cllr Dibble that the Clerk (PO) write to the Six Bells outlining issues with their events and the need to obtain formal consent in writing before any future events. – All Agreed.																					
42.7		Letters re. 7-9 Tennyson Avenue – The Chair, Cllr Fenney declared a non-pecuniary interest in the item as Trustees of the Cliffe Woods Community Association (CWCA) and took no part in the discussion, and noted that the Clerk (PO) was also a Trustee. Earlier in the day of the meeting three residents had contacted the Clerk (PO) and requested that their concerns with the development of a parcel of land at the CWCA site had been declared surplus to requirements in accordance with the deeds of the land when transferred from the Parish Council to the CWCA predecessors. Outline planning permission had been granted by Medway Council for two semi-detached properties (all details except access reserved for a future detailed application. Residents raised issues regarding the scale of the proposed development, although those details were reserved for a full application and operational issues that were not relevant to the parish council. Noted. <i>The Clerk (PO) will be contacting any purchaser of the site and encourage liaison with neighbours regarding their plans before making a detailed planning application. The resulting development will be limited to one detached, two semis by the deeds of the land, these may be single storey.</i>																					
42.8		HGV Problems in Cliffe – There have been further incidents of large HGVs getting stuck in Cliffe (approaching from Reed Street or Church Street). Some were diverted, with care, but sometimes vehicles were stuck and had to be rescued – leading to access problems for several hours for local residents and some damage to properties and cars. This had been reported to Medway Council Highways Department with no response. It has now been passed to Medway Councillor – Gary Etheridge.																					
43.0		REPORT - Chair																					
43.8		The Chair reported on : <ul style="list-style-type: none"> • 15 June - Meeting of Interview Committee to prepare for RFO interviews • 19 June - RFO Interviews • 20 June - Follow-up Probationary Review Meeting of Caretaker, with Vice-Chair • 26 June - PC Surgery in Cliffe Woods, with Vice-Chair • 3 July - Meeting with Relief Caretaker, with Vice-Chair • 5 July - Feedback Meeting with Clerk PO following his meeting with RFO candidate • 9 July - Attendance at Presentation by Esquire Developments/Redrow at Cliffe Woods Community Centre 																					
44.0		REPORT: FINANCE & GENERAL PURPOSES (Cllr Fenney/Clerks (PO)) Report for July Meeting Circulated with Agenda see below.																					
44.1		Finance Report – reports circulated. Some issues identified by Cllrs Fenney and Cooper to be considered for future reports. Banking arrangements to change signatures and get Online Banking access for the Clerk (PO) were underway.																					
44.2		Receipts and payments (reports circulated)																					
		To note income received (June/July to date) <table> <tr> <td>Allotments</td> <td>Rent</td> <td>£0.77</td> </tr> <tr> <td>Black Lion FC</td> <td>Pitch Hire</td> <td>£540.00*</td> </tr> <tr> <td>Groundwork UK</td> <td>Locality NHP Grant</td> <td>£8,229.40</td> </tr> <tr> <td>Cliffe Crusaders RFC</td> <td>Pitch Hire</td> <td>£540.00*</td> </tr> <tr> <td>Cliffe Woods Colts FC</td> <td>Pitch Hire</td> <td>£540.00*</td> </tr> <tr> <td>Reimbursement of CW Barrier</td> <td>DAMAGE</td> <td>£890.00</td> </tr> <tr> <td>NatWest</td> <td>Bank Interest</td> <td>£1.76</td> </tr> </table>	Allotments	Rent	£0.77	Black Lion FC	Pitch Hire	£540.00*	Groundwork UK	Locality NHP Grant	£8,229.40	Cliffe Crusaders RFC	Pitch Hire	£540.00*	Cliffe Woods Colts FC	Pitch Hire	£540.00*	Reimbursement of CW Barrier	DAMAGE	£890.00	NatWest	Bank Interest	£1.76
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44.3	Annual Report – Submitted to PFK Littlejohn (external auditors), put on all five noticeboards and on the web site. Period of public examination underway and residents can ask to see the accounts and underlying records by appointment with the Clerk (PO).																																																									
44.4	Changing Rooms Project – The 5 th and 6 th Payments had been made to Clark/Clayton (£17,881.87 and £8,670.30 respectively). Good progress made on the build and it was on target for completion around the end of July. There had been some issues with the provision on the electricity supply by UK Power Networks (UKPN) who had specified the need to link underground and not via the nearest mains pole (their policy). The initial cost of connection from UKPN was £4,615.77 (Paid) and Clark/Clayton had quoted for carrying out the customer activities for the electricity supply (including the moleling) £3,042. Since the initial UKPN quote further works to carry out traffic management while they connected the supply £2,309.51 has been identified. Clark/Clayton had looked at the UKPN quote and proposed an alternative of £1,944. Proposed Cllr Fenney, Seconded Chair that the quote from Clark/Clayton be approved – ALL AGREED. It was noted that the electricity supply had exceeded the provisional sum allocated in the tender/contract, but some savings had been made elsewhere in the works to offset some of this. ALL FIGURES INCLUDE VAT @ 20% WHICH WILL BE RECLAIMED.																																																									
44.5	Parish Council By-Election Council can now co-opt the one vacancy in Cliffe Woods and two vacancies in Cliffe village following the co-option of Cllr Baxter.																																																									
44.6	Clerk (RFO) Recruitment progress – There were four applicants in total and then three for interview. After the interview two further candidates withdrew leaving one. The remaining candidate was ‘interviewed’ by the Clerk (PO) to assess her and reported his findings to the Chair. The Chair/Vice Chair and Cllr Fenney now recommend the appointment of Michelle Dolley. Proposed Chair, Seconded Cllr Dibble that Michelle Dolley be appointed as Clerk (RFO) wef 1st August 2018 on the receipt of satisfactory references and on an initial six month probationary period. Initial pay will be delegated to the Chair/Vice Chair, Cllr Fenney to resolve – ALL AGREED.																																																									
44.7	Relief Caretaker/Caretaker The Chair/Vice Chair have had continued discussions with Michael Johnson after the extension of his probationary period, however he gave his notice and resigned. He had made contact since about hours of work. F&GP discussed and recommended to the council that his resignation be accepted. Proposed Cllr Fenney, Seconded Cllr Keates that Mr Johnson’s resignation be accepted. ALL AGREED. The Chair/Vice Chair will commence the process of advertising the Caretaker position.																																																									

44.8	<p>Play park repairs</p> <p>Football arena netting still to be checked. The skatepark maintenance and concrete repairs remain to be completed by Safe Play – Clerk (PO) to chase.</p>
44.9	<p>Vandalism to Cliffe Recreation Ground & Allotments</p> <p>A meeting has been held with the Vice Chair/Clerk (PO) and AARDVARK SECURITY re. CCTV coverage, limitations and possible upgrades. Report awaited.</p> <p>There had recently been some damage reported regarding a slat on the fencing. When the Clerk (PO) inspected this a new hide had been constructed in the bushes from wooden pallets by youths and further work was being carried out. There had also been reports the previous day about quads and motor bikes on the recreation ground pitches. The youth involved pleaded for it to remain as a summer project for youths, and that it would be looked after, and rubbish managed, but the Clerk (PO) had concerns about the safety of the construction in a public open space (with the parish council responsible for Health & Safety, and the possibility of injury to others. The Vice Chair had also met the youths independently later that day and had similar discussion and had promised to raise this at the subsequent parish council meeting – which they were able to attend.</p> <p>Proposed Cllr Keates, Seconded Cllr Cooper that the hide be removed by a qualified third part. AGREED with two abstentions and one against.</p>
44.10	<p>Assets and Insurance Cover</p> <p>Work to follow-up asset review implications for insurance premiums following the departure of the Clerk (RFO) still required.</p>
44.11	<p>Allotments</p> <p>a) two allotment rents outstanding after review of income by Cllr Fenney. Notice to Quit to be issued to the holders whose rents are still outstanding after reminder.</p> <p>b) Allotment holders have offered to manage some of their common grass areas while a new caretaker is appointed</p> <p>c) There has been damage to the allotment fencing around the entrance (23/6) by a vehicle driving into the fence. This had been captured by CCTV and there was a suspect vehicle and driver. It has been reported to the police via Online Reporting. A quote for repair has been received from BR Stacey and authorisation given to carry out the repair.</p>
44.12	<p>Cliffe Woods Car Park – Entry Barrier</p> <p>Signage on the barrier had been replaced following damage by a Virgin Media van. Virgin Media's insurance settled our claim in full.</p> <p>Damage to the posts/crossbar had also been fixed and the driver of the vehicle has paid the full costs (excluding VAT which can be reclaimed).</p>
44.13	<p>Cliffe Small Hall Barrier Damage</p> <p>A quote from Thomas Fabrications had been received and the repairs authorised as the barrier was damaged severely and the barrier could not be closed, leaving a risk of inappropriate access. The full costs have been claimed from the vehicle owner's insurance company.</p>
44.14	<p>Standing Order Review / Financial Regulations / Members Code of Conduct Governance issues to be reviewed.</p> <p>a) The working party/sub-committee to be established once the changing room work is complete.</p> <p>b) A Personnel Committee to be established as a priority.</p> <p>c) Length of Meetings – discussed and actions taken to reduce unnecessary duplication and discussion (when items are covered elsewhere). Responsibility of councillors to be prepared for the meeting was also a factor that could help keep discussions short and on-topic.</p>
44.15	<p>The Buttway and Recreation Ground Conditions/Drainage</p> <p>Following the lack of response from the initial contractor another one has been approached. There is nothing practical that can be done while the heat-wave continues, but they will quote for work when the conditions improve.</p>

		The drain in the Buttway is not working sufficiently to clear the car park when there is heavy rain and it takes an extended period to clear. Repairs are likely to be expensive and may need to be considered during the 2019/20 budget process.
	44.16	Use of Emmanuel Centre
		The Emmanuel Centre had been used extensively since 2017, without charge. It had been suggested that the parish council could gift them two Go-Pak tables in compensation and as a thank-you. Proposed Cllr Dibble, Seconded Chair that two Go-Pak tables are purchased for the Emmanuel Centre (at £147.24 each) – ALL AGREED.
	44.17	Cliffe Photo Archive Cllr Darwell but she has been very busy since organising the Cliffe Fayre so had been unable to chase this up.
	44.18	Neighbourhood Plan – Locality Funding £5,154 Locality Grant Funding had been applied for (to 31/3/19), this has been increased to £8,229.40 by Locality and has been received.
45.0		REPORT: ALLOTMENTS
	45.1	Allotments – General Report – Cllr Clements/Letheren 2 rents outstanding. New tenants interested (including pre-school) – Cllr Clements to follow up with new tenants.
46.00		REPORT: PLANNING
	46.1	The following planning applications comments were circulated and sent as per our Standing Orders as they were due prior to this meeting.
		MC/18/1350 21 Shaw Close Cliffe Woods Rochester ME3 8JR Retrospective application for the construction of a conservatory and extension to garage for conversion to gym. No Objection
		MC/18/1751 8 Sedley Close Cliffe Woods Rochester Medway ME3 8HE Construction of a conservatory to rear, Demolition of existing conservatory. No Objection
	46.2	The following planning applications have been circulated to the planning committee (and other councillors). A response is due after this meeting. Responses Proposed Cllr Harper, Seconded, Vice Chair – All AGREED
		MC/18/1867 29 View Road Cliffe Woods Rochester Medway ME3 8JQ Construction of a 3-bedroomed detached dwelling with associated parking Objection – out of keeping with street scene
		MC/18/1962 Homeside Symonds Road Cliffe Rochester Medway ME3 7SS Conversion of garage to habitable living accommodation. (Cllr Keates declared an interest as the applicant was known to him). Subject to sufficient car parking remaining, no objection.
		MC/18/1863 Land West of Merryboys Farm House Cooling Common, Cliffe Woods, Rochester, Medway ME3 7TP Application for approval of reserved matters (Plot 4 Only) for appearance, layout and scale) No Objection
	46.3	Further planning applications notified following the Planning Committee, publication of the initial agenda and the meeting. None
		MC/18/1888 34 Higham Road Cliffe, Rochester, Medway, ME3 7SJ Construction of a single story rear extension together with a dormer with Juliet balcony to rear and roof lights to front to facilitate a loft conversion. Deferred to Planning Committee
		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. Deferred to Planning Committee
46.4		Other Planning Issues
		<p>Medway Local Plan</p> <p>– Consultation period now finished and next will be the draft local plan in Autumn/Winter 2018. The MP had also submitted a joint response from peninsula parish councils.</p> <p>The provision of passenger services on the Hoo Freight Line has been included in Network Rail's Kent Route Study.</p> <p>MC/16/3669 LAND OFF TOWN ROAD, CLIFFE WOODS (Gladmans)</p> <p>The inspector's report has been sent to the Minister for his decision. (THE SITE HAS NOT BEEN ALLOCATED IN THE LOCAL PLAN). Despite the minister's indication of early July as the target for the final decision, a technical issue has arisen and it is now delayed to September.</p> <p>MC/16/3742 LAND SOUTH OF VIEW ROAD (Simpkins)</p> <p>The applicant has now appealed against the decision of Medway Council to refuse the application for 50 retirement homes and associated development. (THE SITE HAS NOT BEEN ALLOCATED IN THE LOCAL PLAN). It may be decided by a public inquiry due to the number of objectors, but as Planning Officers had recommended approval and the committee members overturned that recommendation (with relatively weak grounds) it may not go that far. Nothing further it will continue to be monitored.</p> <p>The Glade (site opposite Cliffe Woods Recreation Ground on Town Road). A developer had approached the parish council about plans to develop the site. They had indicated that they would provide some employment on the site and were supportive of the idea of some bungalows. They had presented to Medway Planning members and there had been an assumption that the parish council were supportive – both the Clerk and Chair responded to the council to clarify the parish council's objections to development on that side of the road. THE SITE HAS NOT BEEN ALLOCATED IN THE LOCAL PLAN</p> <p>A public exhibition was held for local councillors and residents was held 9th July in the Cliffe Woods Community Centre.</p> <p>Trenport Land, Cliffe</p> <p>The NHP Steering Group had been approached by agents acting for Trenport and their interest in developing their land (primarily on the east of Cliffe, with a new access road from Station Road, across Cooling Road to their new development). No support has been given at this stage and THE SITE HAS NOT BEEN ALLOCATED IN THE LOCAL PLAN. If it was to proceed it would need to be a mixed development with some shops/services as well as housing, the road access could be considered useful but would probably need a large scale development that would not be appropriate. No Further Update.</p> <p>The NHP Steering Group is looking for possible low scale development sites for low cost and local needs housing.</p>
47.0		Reports: OTHER COMMITTEES
	47.1	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.
	47.2	C&CW Neighbourhood Plan Steering Group – General Report – Clerk. Reported on current work.
	47.3	Youth Liaison – General Report - Cliffe Woods – Cllr Walton, Cliffe Youth Club Clerk(PO) - report circulated. Nothing further to report

48.0		REPORT: OTHER BODIES
	48.1	Cliffe and Cliffe Woods Community Trust – Report – Clerk (PO) – An additional representative from the council is required as Lynne Bush has resigned as she has moved out of the area. Cllr Fenney Proposed, Cllr Dibble seconded – Cllr Keates – AGREED
	48.2	Cliffe Woods Community Centre Liaison – General Report – Cllr Walton – planning for the redundant land has been approved and it has gone up for sale.
	48.3	Cliffe Memorial Hall – General Report - Cllr Fenney has volunteered to attend meetings as they are every two months – Cllr Fenney attended her first meeting recently. They are currently seeking to recruit a caretaker/cleaner.
	48.4	Brett's Liaison – Cllr McDermid/Clerk(PO), - Next meeting approx. four months.
	48.5	Rural Liaison Committee – Cllr Naughton-Dean – Next meeting 12/9. An event at High Halstow Village Hall is being organised in September on the 20 th Anniversary of the Formation of the Medway Unitary Authority.
	48.6	Kent Association of Parish Councils (Medway) – Chair/Cllr Harper. Scheduled for 20/6.
	48.7	Police Liaison Committee & Councillor/Police Surgeries – Cllr Dibble. No report.
	48.8	Patient Participation Groups (Cliffe – vacant, Cliffe Woods – Chair) – Chair/Cllr Fenney had been approached about a plan to merge the Highcliffe (Cliffe/Higham) and Parklands (Cliffe Woods/Wainscott) surgeries into one, probably October.
	48.9	Friends of North Kent Marshes Cllr Darwell – Centenary of the end of WW1 being picked up after the Cliffe Fayre. Any financial requests to be submitted to F&GP.
49.0		Other Reports - None
		Other items to be handed to the Clerk for the next meeting scheduled on 12th August 2018 at the Emmanuel Centre, Parkside, Cliffe Woods.

Meeting closed at 10.10 pm

26/07/18cf

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

Appendix MA1708

	MATTERS ARISING FROM MINUTES OF MEETING ON 08/02 /18	Action By
May 8.4	Changing Rooms Project - 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).	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.	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.	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 when the pitches have had some rain.	Clerk PO/RFO
Oct 84.8	Play park repairs – 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 carried out – Skateboard Park maintenance complete (damaged concrete still to fix) and netting at the Ball Court still to do.	Clerk (RFO)
Nov 96.3	Assets & Insurance Cover - 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)	Vice-chair/Cllr Letheren/ Clerks PO & RFO.

Minutes of Meeting 12/07/18

Nov 97.11	<p>Vandalism to Cliffe Recreation ground & allotments</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. Order for two new containers being drawn up.</p>	<p>Clerk RFO/ALL</p> <p>Vice</p> <p>Chair/ClerkPO</p>
Nov 97.13	<p>Annual appraisals - required for Clerk (PO), further delayed from August– Councillor input required. 6 month probationary review carried out for caretaker (MJ) – has now been carried out some issues to follow-up. He has now resigned so arrangements for cover from 1st July is in hand (Reserve Caretaker carrying this out). Plans for advertising the vancancy/ies being drawn up.</p>	<p>Chair/Vice</p> <p>Chair/Cllrs</p>