



Allhallows Parish Council

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TO ALL MEMBERS OF THE COUNCIL

You are hereby summoned to attend a MEETING OF ALLHALLOWS PARISH COUNCIL at the Cross Park Pavilion, Avery Way, Allhallows, on Wednesday 12th September 2018 at 6:30pm.

Councillors and members of the public are reminded that discussion of confidential information (i.e. personal matters and contract tenders must not be discussed in the open meeting and at any time the council may need to exclude press and public on a temporary basis to discuss these).

AGENDA

1. **To note apologies for absence**
2. **Declarations of Interest of any item on the agenda and notification of audio recording or filming**
3. **To receive and sign the minutes of the Parish Council meeting 8th August 2018**
4. **Matters arising from minutes (not on Agenda or in Action Points)**
5. **To note the updates on the action points from previous meetings**
SUSPENSION OF MEETING FOR PUBLIC SESSION
15 minute session: To receive questions and comments from the public.
Matters raised may be placed on the agenda for the next or subsequent meeting(s)
6. **Clerk's Report (not elsewhere on the agenda)**
Update on issues and actions since Council meeting 8th August 2018.
 - Any other items to report that do not appear elsewhere on the Agenda
7. **Centenary of the end of WW1**
Cllr Forrest to update council. To consider large poppies for lampposts, additional silhouette on entrance to village.
8. **Grant Requests for consideration**
 - a) Guides, Brownies, Rainbows – Activities £600
9. **Planning**
 - a) **Medway Local Plan** – Response submitted, next stage will be Draft Local Plan for consultation at the end of 2018.
 - b) **Allhallows Plans for comment –**
MC/18/2333 Slough Fort The Brimp Allhallows Rochester ME3 9QF
Advertisement consent for installation of a non-illuminated free-standing sign.
Located by Brimp Road/Haven Holiday Park entrance.
MC/18/2485 Slough Fort Avery Way Allhallows Rochester Medway ME3 9QL
Listed Building Consent for the reinstatement of concrete pillars, the partial removal of pump house wall to create viewing area, to repair and reinstate chimney stacks on flat roof, replacement of edge tiles, repairs to brickwork of WW 12 Pdr QF gun position, the replacement of timber lathes and re-plastering of main blocks and replacement of windows and interior doors to main fort.
MC/18/0288 Allhallows Golf Course Avery Way Allhallows Rochester ME3 9QJ
Change of use of land for siting of 81 park homes for the purpose of permanent residential accommodation by persons over 50 years old and associated amenity space and allotments, permissive footpath, new pond and alterations to existing pond.
Planning comments have been submitted, indicating the ownership of the access road and concerns with the development while recognising the benefits that the s106 contribution to the parish council could have for the village residents. NO UPDATE CURRENTLY
10. **Highways and Footpaths**
 - a) Potential Parking Restrictions (The responsible Medway Officer has now left the authority)
 - b) Footpath Officers Report – Cllr Bowley.
Rights of Way Improvement Public Meeting scheduled at Stoke Village Hall 26th September.
 - c) Verbal contributions from Councillors
11. **Cross Park Issues**
 - a) **Governance**
The occupational licence has been signed by the Cross Park Association and the Parish Council and came into effect on the 1st September. The primary source of issues will now be the CPA with issues under the responsibility of the parish council referred on. It was clarified that the licence covered the whole site of Cross Park (the designated land). The financial implications will need to be agreed – hall hire income will be retained by them, a pro-rata annual revenue grant will be calculated (less Business Rates, Fuel bills), They will be able to apply to Medway Council for a refund for September 2018 to March 2019 on the business rates as they are a registered charity. They will need to arrange their own contents and public liability insurance. Buildings insurance will continue to be covered by the council. **Recommend that the council agree to pass any relevant claims to the**

Cross Park Association (i.e. Loss of Earnings) and that the insurance company are notified of the new tenant. (Building issues remain the responsibility of the parish council).

b) Building/Land Issues

The monthly report from Trevor Bowley will be circulated.

i) Turner's Proposed s106 Agreement (Permissive Footpath/Sport/Community Facilities)

A planning application has now been submitted including the s106 proposals for Cross Park facilities (they have suggested Tennis facilities OR Bowling green as an option. MC/18/0288) – waiting for a decision from Medway Council. **NO UPDATE**

ii) Temporary Changing Rooms

(a Cross Park Association Project/Cross Park FC). Work has proceeded with the fit-out of changing rooms and showers (there is no provision for toilets or waste water at this time – arrangements remain the responsibility of the Cross Park Association (reinforced now the licence is in place) and the parish council should deal with them on any issues.

iii) Pavilion

- An electrical inspection faults (non-critical) investigation is outstanding and will be scheduled soon. The emergency lights and fire alarms have been checked. To be followed up with CPA (but work that remains the responsibility of the parish council as it was outstanding at the time of the transfer.
- A report of a blocked gutter has been investigated by Cllr Bowley and Colyn Property Services – the gutter and downpipes have been cleared but the soakaway was not sufficient. This has now been resolved by Colyn Property Services.
- Cleaning responsibility moves to the CPA. **Recommended that one month's notice be given to the parish council cleaner and appropriate redundancy pay paid.**

12. Youth Club/Youth

a) Youth Club

Youth club sessions have now restarted after the summer holidays, and our youth worker worked with Medway Youth at the Monday evening sessions to establish contact with both age groups.

Recommend that an urgent meeting of the Youth Committee be arranged with youth club volunteers, Medway Youth, any interested youth and the Guides/Brownies/Rainbows to plan a way forward for the site and responsibilities (could be arranged alongside an Open Day).

b) Guides/Brownies/Rainbows

The cooker point has been installed and the cooker connected.

13. The Brimp Issues

c) Football Arena

Arrangements for the removal of the football arena and identification of topsoil to infill the site is still outstanding. There has been an initial approach to the Youth Offending Team to carry out the dismantling.

d) Road and Lighting

No progress.

e) Brimp Clean-up

Clean up complete.

Cllr C Cook has asked for an agenda item on the clear-out of the Brick Shed and the dumping of the damaged Punch and Judy frame and cover.

f) Additional Usage

There have been approaches about the use of The Brimp for Haven Park Owners social activities during the day and for special events – site owners being contacted by them to identify possible activities/events.

Use for a PACT meeting has been agreed in principle, and can now be arranged via the Clerk.

14. Recreation Ground –

a) Play Equipment – Colyn Property Services have addressed items reported in the Annual Report.

15. Contributions from Representatives (2017/2018) on external bodies

- PACT (Cllrs Forrest/C Cook)
- KALC Medway Area (Cllrs Forrest and Huntley-Chipper (Vice Chair))
- Rural Liaison (Cllr. K. Draper) – Next meeting in September.
- Police Liaison (Cllr Bowley)
- Village Hall (Cllr Lovatt/sub. Cllr Forrest)
- Cross Park Association (Cllr Huntley-Chipper)

- Friends of All Saints Church (Cllr C Cook)
16. **Reports from other member responsibilities (subject to changes at the Annual Meeting)**
- Allotments (Cllr. Forrest)
 - Recreation ground and playpark (Cllrs. Forrest and Huntley-Chipper (Vice Chair)).
 - Bourne Leisure Liaison (Cllr. J Cook)
 - Allhallows Primary School Liaison (Cllr C Cook)
17. **Financial**
- a) **Finance Monitoring Reports**
 - b) **Receipts and Payments schedule** circulated for approval (initial version circulated/there may be further changes before the meeting)
- Nb. **If** personal payments **need** to be discussed the Press and Public will need to be excluded
18. **Staffing Issues**
- nb. **If** personal issues need to be discussed the Press and Public will need to be excluded.
- a) **Street Cleaner Cover** - NORSE provided cover for K Colyer's holiday and provided a good quality result. Cover for J Price's holiday has also been requested from NORSE.
 - b) **Site for Dumpster** for Street Cleaners. Drawings are required to determine if a planning application is required and to seek a quote for the works (a previous quote was for a slightly different site) **NO PROGRESS**
 - c) **The amended employment contract** has been delivered to the Street Cleaners (signed and returned by J Price and M Smith – K Colyer has been on holiday). Timesheets have been produced, for use at the end of September – includes a Start Time box.
19. **Date of next meetings –**
Parish Council Meeting, Wednesday 10th October 2018 @ Cross Park Pavilion (6:30pm)
20. **Future agenda items**

Chris Fribbins, Clerk to the Council 6th September 2018