



CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Minutes of Meeting held at the
Small Hall, Memorial Hall, Church Street, Cliffe
On Thursday 9 February 2017

PRESENT: Cllrs Sue McDermid-Chair, Gary Clark (GC), Fred Harper (FH), Ron Naughton-Dean (RND), Ray Letheren (RL), Phillip Stanley (PS) Jim Wenban (JW), Joan Darwell (JD), Gill Moore (GM), Vivienne Walton (VW), Peter Clements (PC)

Parish Clerks Chris Fribbins (PO), Mrs Sue Hibbert (RFO)

The meeting opened at 7.30 pm.

NO		ITEM
1.0	133.0	APOLOGIES FOR ABSENCE Cllrs Faith Eysers, Lynne Bush (LB), Derek Graves (DG)-work, Faith Eysers, (Cllr Petrie (IP) resigned)
2.0	134.0	DECLARATIONS OF INTEREST - None
3.0	135.0	APPROVAL OF MINUTES FOR PARISH COUNCIL MEETING Minutes of the Council Meeting on 12/01/17 were moved as a true record with one amendment. Proposed Cllr Walton, Seconded Cllr Letheren - AGREED.
4.0	136.0	ADJOURNMENT None
5.0	137.0	MATTERS ARISING FROM MINUTES OF MEETING ON 12/01/17
		Items attached on Appendix MA1612
6.0	138.0	REPORT: CLERKS RSPB leading on a bid to HLF of £3 million over several years. Has to include projects outside RSPB remit. Stage 1 application by end May with ideas for consideration with costings by 24 Feb. Possibility changing rooms could be submitted, presentation to be circulated Clerk (PO).
	138.1	Correspondence List circulated, noted The Chair had received an email from Cllr Petrie, notifying his resignation due to work pressures. The Clerk(PO) will notify Medway Council of the vacancy and put the required notice on the noticeboards and website.
	138.2	Matters dealt with since last meeting Xmas arrangements – 17 th March @ 6 Bells Cliffe suggested, then first Friday in December and annually. CF to circulate menu and response required in next couple of weeks.
7.0	139.0	REPORT: FINANCE & GENERAL PURPOSES
	139.1	Finance Report January Budget Monitoring Report was distributed - noted. No overall issues. The HMRC underpayment from 2015/16 has been corrected.
	139.2	Banking Arrangements - NatWest Online access and signature forms UNDERWAY, NS&I signatures and drawdown of £10,000 COMPLETE.
	139.3	Income Forecast 0.90p from Allhallows for paper contribution.
		Approval of the following payments (*includes VAT) – detailed report of income and expenditure circulated. Proposed Cllr Naughton-Dean, seconded Cllr Letheren AGREED.
		Chris Fribbins (Salary, Expenses, Mileage, Home Allowance, - PAYE)
		Chris Fribbins (EE Dongle Dec) £15.19 *£2.53
		Chris Fribbins (Parish Phone Dec) £7.99 *£1.33

		Sue Hibbert (Salary, Mileage, Home Allowance, - PAYE)	
		Dave Clark (Salary, Mileage, Expenses, Overtime, - PAYE) S/O Balance	
		Cliffe Memorial Hall – 50% Grant	£2,500
		Cliffe Woods Community Association - 50% Grant	£2,500
		Cllr Darwell – Queens 90 th (previously approved)	£500
		KALC – New Clerk’s Course	£72.00 *£12
		Spectrum Signs – Local Plan/NHP Signage	£72.00 *£12
		Cliffe Tree Services – tree felling/bush trimming	£440.00
		Medway Council – Planning Application	£385
		Young Kent – Affiliation	£99.00
		Jim Boot NHP Project management support	£157.35
139.4		2017/2018 Budget – Budget approved at January meeting. Final details of RLG, CTRS and Band D equivalent received from Medway Council. Precept Demand form has been returned to Medway.	
139.5		Allotment Rents 2017/18 –The Clerk (RFO) circulated a report on possible increases. F&GP agreed to recommend 10% and to include a letter to explain this was in light of low or zero increases in past years. Proposed Cllr Clark, seconded Cllr Naughton-Dean. AGREED with one against.	
139.6		Cliffe Woods Car Park Repairs and Maintenance – Further quotes have been received from Thomas Fabrications – including the further damage to the entry barrier and the Cliffe Small Hall Car Park barrier. A quote (zero cost) for repairing the entry barrier had been received from Trojan Engineering, the father of the individual who had caused the damage. The Clerk(RFO) updated the meeting that Thomas Fabrications could repair small hall memorial car park barrier within the next couple of weeks but Cliffe Woods barriers would be four weeks. Graham Turner of Trojan Engineering has offered £250 towards the repair costs for the damage caused to the entrance barrier by his son. F&GP recommend the modified quote from Thomas Fabrications to enable one contractor to carry out all the works and prevent further delay. Chair proposed acceptance of the modified quote, seconded by Cllr Harper. AGREED with one against.	
139.7		RLG update RLG Outstanding - £2,420 (includes estimated dongle payments to end year, cycle hoops & planning fee for changing rooms) Cycle Parking @ Cliffe Woods – Clerk (PO) to meet with contractor at site tomorrow morning, hand over hoops and agree installation date.	
139.8		S106 Update – Changing Rooms Project Meeting Summary The steering group reviewed progress and confirmed that everything is ready for the submission of a Planning Application. The Memorial Hall Committee had not responded to a request for their views and will be chased. (Update – Mary Hooper had not seen the amended plans. Clerk (PO) to e-mail these so they can be discussed by the committee Friday night. Planning application submitted to prevent further delay). Fund raising options now need to be followed up – on the basis of a £109,000 cost. A further planning application was suggested for the Rugby Club Storage Container and John Alford has agreed to submit on the council’s behalf. Further requests and suggestions have been received from the Rugby Club – further litter and dog poo bins (following complaints from a recent match official) and a sign at the entrance –	

		there were no further dog poo bins and waste bins had been vandalised within hours of placing. Further investigation required into signing request. It was noted that the Rugby Club had been fund raising for floodlights. GC confirmed Floodlight is moveable to wherever club are training. SF to e-mail Clerk (PO) with football clubs change of details. Clerk(PO) to liaise with GC on site to look at storage and signage and liaise with football clubs re: entrance signage and confirm siting for next meeting.
	139.9	Staffing of Youth Clubs New Job Description created for Cliffe Woods position and displayed on-line and on noticeboards. No further update.
	139.10	Cliffe Fayre Funding Request – Now paid.
	139.11	S.A.V.E Request for Funding - A letter had been received from the group asking the council to consider funding their fight against the Gladmans Development. F&GP had concerns and the Clerk(PO) has followed up with the KALC adviser. Although there is power under s137, the amount of money that can be spent is limited. It is very unlikely that any grant source would be available for this issue and there will be due diligence issues with the governance of the S.A.V.E. group. The council has submitted its concern about this development, and if it is refused by Medway Council and Gladmans lodge an appeal, it would be possible for the council to agree to make representations to any inquiry or request for written submissions. Letter to be put together by Chair and Clerk(PO) on behalf of the Parish Council not supporting the request for funding in its present format (Letter will be circulated before being sent by the chair). Proposed Chair, seconded Cllr Walton. AGREED
	139.12	Smith's Fun Fair A request had been received from Smiths for a fun fair to be held in May (15th to 21st May 2017, operating 19th to 21st, leave 22nd) on the same basis as last year (£600 donation and £500 returnable damage waiver). It was suggested that, if approved, the donation could be allocated to the Changing Room project. Chair proposed fair returning on same terms and conditions as last year, seconded Cllr Naughton-Dean. AGREED
	139.13	Medway Local Plan Publicity for February events Cllr Darwell had received a quote for the change of lettering on the display boards for the February events. This had been approved by the Clerks (as identified in the Financial Regulations due to the timing of the event). £72 (including VAT of £12)
	139.14	Caretakers Duties Dave Clark had requested a review of his duties from April 1st. The Chair/Vice Chair and Clerk(RFO) to work on preferred option of job-share for the short term, with a view to advertising for one person to carry out the role, long term.
8.0	140.0	REPORT: ALLOTMENTS
	140.1	Allotments – General Report – Clerk (RFO), Cllrs Letheren, Clements, Evers The interest in two vacant plots (tenancy agreements issued) have not been followed up with payment and signed forms. Mrs Susan Prescott has given up her plot and Cllr Clements is looking after it in the interim. Rent rise – discussed in F&GP report Maintenance of trees and bushes at the western end of the allotments is scheduled to be carried out at half-term.
9.0	141.0	REPORT: PLANNING
	141.1	The following planning applications comments were circulated and sent as per our Standing Orders as they were due prior to this meeting: None
	141.2	The following planning applications have been circulated to the planning committee (and other councillors). A response is due after this meeting.
		MC/17/0279 ORCHARD BOURNE, COOLING STREET, CLIFFE, ROCHESTER, ME3 7UB Construction of a pitched roof double garage to front (15/2/17) Planning Committee recommend

		<p>NO OBJECTION BUT BUILDING LINE TO BE CHECKED.</p> <p>MC/17/0289 42 TENNYSON AVENUE, CLIFFE WOODS, ROCHESTER, ME3 8JG Construction of two storey side and rear extensions including roof alterations and canopy to front - demolition of existing side and rear extensions (16/2/17) Planning Committee recommend NO OBJECTION</p> <p>MC/17/0258 2 BURGH COTTAGES, NEW ROAD, CLIFFE, ROCHESTER, ME3 7SN Construction of a part single part 2 storey rear extensions (demolition of existing rear extension) (15/2/17) Planning Committee recommend NO OBJECTION</p> <p>MC/17/0149 29 CARDENS ROAD, CLIFFE WOODS, ROCHESTER, ME3 8TU Construction of first floor extension and conversion of garage to facilitate habitable living accommodation (13/2/17) Planning Committee recommend CONCERN ABOUT PARKING ARRANGEMENTS ON THE JUNCTION</p> <p>MC/16/5176 17 CHANCERY ROAD, CLIFFE, ROCHESTER, ME3 7TL Application for Lawful Development Certificate (proposed) for installation of dormer to rear and roof lights to front to facilitate loft conversion (No Consultation) – Planning Committee discussed and some concern about mass and impact on neighbours, to be reviewed if a planning application is required. PARISH COUNCIL TO SUGGEST PLANNING APPLICATION SHOULD BE REQUIRED.</p> <p><i>Recommendations moved Cllr Harper, Seconded Cllr Naughton-Dean AGREED.</i></p>
	141.3	Further planning applications notified following the publication of the initial agenda and the meeting. Tba.
	141.4	Other Planning Issues
		<p>Medway Local Plan Medway Local Plan – Strategy not specific sites at this stage. There will be a public exhibition on Saturday 18th February at the Cliffe Memorial Hall, in the morning (Followed by a NHP workshop on 25th February in the morning). The council's view on the strategy is requested after the exhibition. Cllr Harper/Clerk(PO) to put together a draft response and circulate to others before submission by 5pm March 6th 2017</p>
10.0	142.0	<p>Car Parking Review – Cliffe Woods</p> <p>A site meeting between the Chair, Clerk(PO) with Medway Council, held Tuesday 7th February to review the Parish Council concerns. Tennyson Avenue restriction to stay at 15m, but will be 20m on junctions with bus routes. Restrictions needed on both sides of the road at Parkside/Milton Avenue and View Road (bend). Error on one restriction needs to be re-advertised and changes could include restriction at the mini roundabout at Cliffe (Newlands Corner). Possibility that further restriction suggestions for Cliffe will be looked next week.</p>
11.0	143.0	<p>Rookery Lodge Demolition and Site Redevelopment Proposals (update)</p> <p>Nothing further to report – no planning application submitted yet.</p>
12.0	144.0	Reports: OTHER COMMITTEES
	144.1	Footpaths and Common Land – General Report – Cllr Moore
	144.2	C&CW Neighbourhood Plan Steering Group – General Report - Clerks
	144.3	Youth Liaison – General Report - Cliffe Woods – Cllr Walton, Cliffe Youth Club Clerk(PO).
13.0	145.0	REPORT: OTHER BODIES
	145.1	<p>Cliffe and Cliffe Woods Community Trust – there has been a request to confirm the Parish Council nominees for three trustee positions in their committee (the council is entitled to nominate up to three, each serves for four years). Current parish trustees, who do not have to be councillors, are Cllr Bush, Ken Kentell, who chairs the trust currently, and Chris Fribbins.</p> <p>Agreed that Cllr Bush, Mr Kentell and Mr Fribbins be confirmed for a further four years.</p>

Cliffe and Cliffe Woods Parish Council
Minutes of Meeting 09/02/17

	145.2	Cliffe Woods Community Centre Liaison General Report - Cllr Walton Regular quiz nights and 3 tribute nights coming up.
	145.3	Cliffe Memorial Hall – General Report – Cllr Bush None
	145.4	Brett's Liaison – Cllr McDermid/Clerk(PO), Meeting held 18/1/17 – Willing to help with changing rooms project. They are re-instating Saxon Shore Way earlier than s106 requirement.
	145.5	Rural Liaison Committee – Cllr Stanley NO MEETING, next meeting is March 7th (the open session for all parish councillors has been cancelled).
	145.6	Kent Association of Parish Councils (Medway) - MEETING SCHEDULED FEBRUARY 15th
	145.7	Police Liaison Committee – Cllr Stanley NO MEETING, the committee meets on an ad-hoc basis.
	145.8	Patient Participation Groups (Cliffe – Chair, Cliffe Woods – Vice Chair) NO MEETINGS HELD
	145.9	Hoo Peninsula Landscape Partnership Bid (Heritage Lottery Fund) – Clerk(PO) Met 11 th January/9 th February see Clerk's report
	145.10	Friends of North Kent Marshes Cllr Moore/Darwell – Village Fayre 15 th July. Working with RSPB on Lodge Hill.
	145.11	Other Reports - none
14.0	146.0	Other items to be handed to the Clerk for the next Meeting on 9th March 2017 in the Emmanuel Centre, Parkside, Cliffe Woods.

Meeting closed at 10.30 pm

17/2/17sh

Appendix MA1612

	MATTERS ARISING FROM MINUTES OF MEETING ON 12/1/17	Action By
May 8.3	Rural Liaison Grant 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. Loops received awaiting quote for concreting posts in. Quote accepted (Dec16) Installation to be arranged. Clerk (PO) to meet contractor Friday morning to agree site and hand over hoops.	Clerk PO
May 8.4	Changing Rooms Project 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 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. 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). Planning application has been submitted. Clerk (PO) to send amended drawings to Mary Hooper, and meet GC on site to look at storage and signage. SF to send change of details for football clubs to Clerk (PO) – who will liaise with them regarding Front entrance sign. SF looking at Veolia and Sport England funding opportunities.	Clerk PO/ SF
Jun 21.7	Annual Report – 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	Councillor Surgeries –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. On hold for present time.	Chair/ ALL
Jun 21.9	Staffing of Youth Club – 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. Vacancy to be re-advertised in January. Cliffe Woods vacancy has been re-advertised.	Clerk PO Youth Committee
Jun 25.0	Rookery Lodge Demolition - 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). Still awaiting full planning application to be submitted	Clerk PO Chair Planning Committee
Aug	Cliffe Woods Car Park Barrier Repairs – Cllr Graves had supplied quotes to Cllr	Clerk RFO

Cliffe and Cliffe Woods Parish Council
Minutes of Meeting 09/02/17

53.10	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. Thomas Fabrications have been contacted about revised quote. Trojan Engineering (company responsible for damage) to supply 'no charge' quote and evidence of Public Liability insurance. Revised quote from Thomas Fabrications and Trojan Engineering's donation of £250 towards repair costs agreed.	
Aug 55.1	Allotments – Cllr Clements to follow up investigation into Allotment Holders Committee (constitution, membership, and relationship with council) in due course.	PC
Aug 53.19	Queen's Birthday Event Grant – Receipts required – Cllr Darwell. Authority granted to Clerk (PO) to agree payment of up to £500 on receipt of these. Receipts given to RFO payment to be made asap. Now paid.	Clerk RFO
Sep 66.13	Standing Orders Review – 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	Outline Planning Applications – 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 st October, after November Planning Committee. Not going to November, December, or January committee. Not February, earliest March/April.	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. January meeting to focus on consultation with schools/February workshop. Medway Local Plan 18th Feb, workshop 25th February.	Clerk (PO) NHP
Nov 94.2	Banking Arrangements - 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. Appointment 24 th Jan with NatWest to resolve asap. Change of signatories now in place, another on-line banking application to be submitted when signed by Cllr Bush.	Clerk(RFO)
Feb 138.0	RSPB HLF bid - Stage 1 application by end May with ideas for consideration with costings by 28 Feb. Possibility changing rooms could be submitted, presentation to be circulated Clerk (PO).	ALL
Feb 139.11	S.A.V.E. Request for funding - Letter to be put together by Chair and Clerk(PO) on behalf of the Parish Council not supporting the request for funding in its present format (Letter will be circulated before being sent by the chair).	Chair/Clerk PO
Feb 139.14	Care-taker Duties - Chair/Vice Chair and Clerk(RFO) to work on preferred option of job-share for the short term, with a view to advertising for one person to carry out the role, long term.	Chair/Vice Chair/Clerk RFO