



## CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Minutes of Meeting held at the  
Emmanuel Centre, Parkside, Cliffe Woods  
On Thursday 10<sup>th</sup> November 2016

**PRESENT:** Cllrs Sue McDermid-Chair, Lynne Bush-Vice Chair (LB) (Vice Chair), Peter Clements (PC), Sandra Fenney (SF), Derek Graves (DG), Fred Harper (FH), Ron Naughton-Dean (RND), Phillip Stanley (PS), Vivienne Walton (VW), Jim Wenban (JW), Ian Petrie (IP) Gary Clarke (GC)  
Five members of the public  
Parish Clerks Chris Fribbins (PO), Mrs Sue Hibbert (RFO)

The meeting opened at 7.30 pm.

NO		ITEM
1.0	88.0	<b>APOLOGIES FOR ABSENCE</b> Cllrs Ray Letheren (RL)-Unwell, Gill Moore (GM)-Personal, Joan Darwell (JD)-Unwell, Faith Evers (FE)-Unwell Accepted
2.0	89.0	<b>DECLARATIONS OF INTEREST - None</b>
3.0	90.0	<b>APPROVAL OF MINUTES FOR PARISH COUNCIL MEETING</b> Minutes of the Council Meeting on 13/10/16 were moved as a true record. <b>Proposed Cllr Naughton-Dean, Seconded Cllr Bush - ALL AGREED.</b>
4.0	91.0	<b>ADJOURNMENT</b> Cliffe Woods Pre-school – Wendy Snowdon and Lisa Jones outlined issues with long-term provision of the pre-school. School have offered five-year lease of land, pre-school actively fundraising for the new building. Medway Council, Strood Rural Ward councillors' details to be sent to pre-school by Clerk PO.
5.0	92.0	<b>MATTERS ARISING FROM MINUTES OF MEETING ON 13/10/16</b>
		Items attached on Appendix MA1611
6.0	93.0	<b>REPORT: CLERKS</b>
	93.1	<b>Correspondence List</b> circulated
	93.2	<b>Matters dealt with since the last meeting</b> The clerk (PO) reported that handover/introduction with RFO underway. Councillor Gary Clarke signed and read out Declaration of Acceptance of Office and was countersigned by the Clerk PO. The Declaration of Pecuniary Interests also needs to be completed by GC and returned to the Clerk PO.
7.0	94.0	<b>REPORT: FINANCE &amp; GENERAL PURPOSES</b>
	94.1	<b>Finance Report</b> October Budget Monitoring Report attached. No overall issues. A notice of 2015/2016 HMRC underpayment has been received. This has been tracked down to a payment made and cleared in July 2015 (£301.46) –STILL awaiting confirmation and allocation to our account and the withdrawal

	of a £7.40 interest charge. VAT Reclaim received (1/4/16-30/9/16) £624.91 Grant Received from Locality for NHP - £5,340 (Ear Marked Reserve established)		
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. <b>Proposed Cllr Walton, seconded Chair AGREED.</b>		
94.3	<b>Approval of the following payments</b> (*includes VAT) – detailed report of income and expenditure circulated. <b>Proposed Cllr Petrie, seconded Cllr Wenban AGREED</b>		
	Chris Fribbins (Salary, RFO, Expenses, Mileage, Home Allowance, - PAYE) £632.39		
	Chris Fribbins (EE Dongle Oct)	£20.20	*£3.37
	Chris Fribbins (Parish Phone Oct)	£7.99.	*£1.33
	Chris Fribbins (Black toner)	£67.59	*£11.27
	Dave Clark (Salary, Mileage, Expenses, Overtime, - PAYE)	S/O Balance	£299.80 £108.20
	Spectrum (Poster board for events)	£96.00	*£16.00
	D P Wright (Remembrance Day wreath) Cheque nnnnnn	£20.00	
	ICO (Data protection renewal)	£35.00	
	Cliffe Memorial Hall (Annual grant 6 months)	£2,500.00	
	Cliffe Woods Community Association (Annual grant 6 months)	£2,500.00	
	Kent County Supplies (2 x black sacks) direct debit	£34.56	*£5.76
	Volker Highways	£520.52	*£86.75
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?) <b>Draft budget December, Precept by end Jan - Action ALL</b>		
94.5	<b>Draft Terms of Reference for Neighbourhood Plan Steering Group</b> – Final version approved <b>proposed Cllr Bush, seconded Cllr Naughton-Dean AGREED.</b>		
94.6	<b>Playground Inspection</b> Concerns raised about the Breakdown Truck – corrosion (identified in annual inspection). Plate to cover this has now been fitted by Cllr Wenban, Longer term may need replacing.		

94.7	<p><b>Cliffe Small Hall Car Park/Cliffe Woods Car Park</b> – Cllr Graves has suggested repairs to the entrance and exit barriers and has sought quotes (initial estimate c. £4,000). Cllrs Naughton-Dean, Graves and Walton have also been firming up requirements and getting quotes from 6 suppliers. Four have responded, one outstanding due to illness. To be reported to the next F&amp;GP meeting for recommendation (decision at next full Parish Council meeting).</p> <p>The Small Hall Barrier has been adjusted by Cllr Wenban.</p>
94.8	<p><b>Small Works – Contractors</b> – There has been interest shown by BTB Electricals (also to do general work) and R A Jack (Builders and decorators) – Clerk (PO) has asked for quotes for some outstanding works – Potholes in car parks, fixing supporting pole on the Buttway Noticeboard (probable that a bus reversed into it) – Cllr Letheren is also planning to extend the length of this noticeboard (it is one of the busiest).</p>
94.9	<p><b>Rural Liaison Grant update</b></p> <p><b>RLG Outstanding</b> - £3,162</p> <p><b>Cycle Parking @ Cliffe Woods</b> – Medway Council have approved. Loops have arrived. Awaiting quotes for installation.</p> <p><b>Defibrillators</b></p> <p>Both have now arrived - one has been delivered to the Cliffe Woods Community Association, the other to Kent Fire and Rescue Service – Cliffe Fire Station. Signage and ambulance service to be arranged. Publicity in Village Voices.</p> <p>Ideas required for use of outstanding RLG money – <b>Action All</b></p>
94.10	<p><b>S106 Update – Changing Rooms Project</b></p> <p><b>Matters Arising</b></p> <p>The Clerk(PO) had briefed John Alford about the proposal and he was in attendance.</p> <p>Cllr R N-D had followed up access to the Contractor Portal (Kent Business Portal) but unable to get any help, will chase.</p> <p>Clerk(PO) had contacted Medway Council Planning and was advised that a Temporary Planning Permission was recommended for the mobile shower unit.</p> <p><b>Meeting Summary</b></p> <p>John Alford suggested that a brick building would be preferred and foundations would be constructed to take a second floor, in any case, for future expansion. He agreed to draw up a design for the next meeting (29/11). He would also deal with the planning application and building control at no cost to the council. This could then be costed so that the council was aware of the additional funds that would need to be raised.</p> <p>There was a tree that could present an issue and it was recommended to remove that as soon as possible.</p> <p>The Rugby Club reported that they no longer had need for the mobile shower unit as there were only about 8 games to the end of the season (early April).</p> <p>In order to get building in place for next season, John Alford suggested that the planning application would need to be submitted by February 2017.</p> <p>They also requested support to install sleeves in the ground for their floodlighting poles that were</p>

		used on training evenings. Planning implications will need to be investigated. <b>Proposed Cllr Walton, Seconded Cllr Fenney APPROVED.</b>
	94.11	<b>Staffing of Youth Clubs</b> There had been one expression of interest, but the person had not turned up at the Cliffe Youth Club as expected. Vacancy to be followed up in Village Voices and additional sources by the Youth Club Committee.
	94.12	<b>Cliffe Fayre Funding Request (Queen's 90<sup>th</sup> Birthday)</b> Still awaiting receipts from Cllr Darwell (following approval at July council meeting (up to £500) as she has been busy on work and family issues.
8.0	95.0	<b>REPORT: ALLOTMENTS</b>
	95.1	Allotments – General Report – Clerk (RFO), Cllrs Letheren, Clements, Eysers The two vacant plots that were proving difficult to get local tenants are now under offer and awaiting payment. Break-in at Allotments appeared to be search for wood to burn on the recreation ground (some shed doors had also been smashed). Reported to 101 (Police) but response to say no action to be taken due to limited fence damage – followed up with PCSO.
9.0	96.0	<b>REPORT: PLANNING</b>
9.1	96.1	The following planning applications comments were circulated and sent as per our Standing Orders as they were due prior to this meeting:
		<b>MC/16/3854121 CHURCH STREET, CLIFFE, ROCHESTER, ME3 7PY</b> Construction of single storey extension to rear to provide WC and extended kitchen - demolition of existing lean to. <b>No Objection</b> <b>MC/16/4197 15 ENGLEFIELD CRESCENT, CLIFFE WOODS, ROCHESTER, ME3 8HB</b> Application for a Lawful Development Certificate (proposed) for the construction of a single storey rear extension – No consultation <b>MC/16/3736 THAMESIDE TERMINAL FORMER CONOCO SITE, SALT LANE, CLIFFE, ME3 7SU</b> Details pursuant to conditions 1 and 4 of MC/14/1896 - Retention of Plots 1, Part 2 and 8 for haulage and/or platform hire use with associated parking along with approximately 0.4ha of open storage – relayed to landscaping etc. – <b>No Objection (11/11)</b> <b>MC/16/4287 THE OLD RECTORY, RECTORY ROAD, CLIFFE, ROCHESTER, ME3 7RP</b> Retrospective listed building consent for internal alterations to facilitate conversion of house into 2 dwelling houses – <b>No Objection (14/11)</b>
9.2	96.2	The following planning applications have been circulated to the planning committee (and other councillors). A response is due after this meeting.
		<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 (24/11)
		<b>MC/16/4370 2 VIEW ROAD, CLIFFE WOODS, ROCHESTER, ME3 8JQ</b>

		Variation of condition 2 to allow a minor material amendment to planning permission MC/15/3679 to construct dormer window in rear roof slope and raise rear gable height to accommodate a room in the loft. (17/11)
		<b>MC/16/4380 BUDDYS VIEW, PERRY HILL, CLIFFE, ROCHESTER, ME3 7TY</b> Part change of use of land to facilitate the stationing of two additional caravans (18/11) <b>Concern noted.</b>
		<b>MC/16/4410 16 ROOKERY CRESCENT, CLIFFE, ROCHESTER, ME3 7RH</b> Application for Lawful Development Certificate (proposed) for the conversion of loft space with dormer roof extension (No consultation)
		<b>MC/16/4419 16 VIEW ROAD, CLIFFE WOODS, ROCHESTER, ME3 8UA</b> Construction of a single storey rear extension and summer house - demolition of existing conservatory
		<b>MC/16/4435 8 HILTON ROAD, CLIFFE WOODS, ROCHESTER, ME3 8LA</b> Construction of a dormer window to rear and installation of roof lights to front to provide additional living accommodation within roof space and construction of a 2m high boundary wall and gate to front/side  <b>Decision on above 6 applications deferred to next Planning Committee</b>
9.3	96.3	Further planning applications notified following the publication of the agenda and the meeting- NONE.
9.4	96.4	<b>Other Planning Issues</b>
		<b>MC/16/4154A289 FROM FOUR ELMS ROUNDABOUT TO MEDWAY TUNNEL INCLUDING FOUR ELMS ROUNDABOUT, SANS PAREIL ROUNDABOUT, ANTHONYS WAY ROUNDABOUT, FRINDSBURY HILL, AND ADJACENT ROADS AND LAND</b>  Highway improvements to the A289 from Four Elms Roundabout to Medway Tunnel including Four Elms Roundabout, Sans Pareil Roundabout, Anthonys Way Roundabout, Frindsbury Hill, and adjacent roads and land comprising of road widening, enlarging and realigning the three roundabouts, installation of a pedestrian/cycle path, two footbridges and a new traffic signal junction on Frindsbury Hill  <b>Concern noted regarding impact on our residents.</b>
9.5	96.5	<b>Date of next Planning Committee:</b> Thursday 24 <sup>th</sup> November 2016, Small Hall, Memorial Hall.
10.0	97.0	<b>Rookery Lodge Demolition and Site Redevelopment Proposals (update)</b>  A planning application for the demolition of the existing building and site redevelopment for 13 dwellings was expected at the end of October. No update as yet.
11.0	98.0	<b>Reports: OTHER COMMITTEES</b>
	98.1	<b>Footpaths and Common Land</b> – Cllr Moore had reported, before the meeting, Fly tipping Allens Hill RS80 cleared. RS84A (Perry Hill) concern expressed about water flowing from Buddy’s View site, fly-tipping and vegetation encroaching on path. <b>Vice Chair to report to Medway Council.</b>
	98.2	<b>Youth Liaison Committee</b> – (Cllr Walton/Clerk PO)  (a) Four families helping Youth Club, holding off advertising for Youth Worker until January. Clubs going well although both need help.  (b) Discussion around misuse of Youth Shelter in the Cliffe Recreation ground and whether it should be removed or not. Cllr Clements proposed its removal, but no seconder. <b>Cllr Clements view that the decision of the Council to let the Youth Shelter carry on and be abused in the way it is, is very wrong, and is noted for these minutes.</b>

	98.3	<b>Rural Liaison Committee</b> – Next meeting – December 6 <sup>th</sup>
	98.4	<b>Kent Association of Local Councils (Medway Committee)</b> (Chair/Cllr Harper) The committee had discussed general issues around the parishes in Medway. Planned traffic improvements Four Elms, Sans Pareil and Anthonys Way were discussed.  The KALC (county-wide AGM is on the 19 November in Ditton, the Chair will be attending)
	98.5	<b>Police Liaison Committee</b> (Cllr Stanley) – Online survey completed by Cllr Stanley, no notification of date/place of next meeting. Lack of police support on issues with crime to be brought up at the next meeting.
	98.6	<b>Cliffe Woods Community Association</b> (Cllr Walton) – The CWCA have been working to clarify the lease and responsibilities of their tenants (Cliffe Woods Social Club). Volunteer work continuing with maintenance. Social events and quiz nights continuing to raise funds for future extensions of the hall.
	98.7	<b>Cliffe Memorial Hall</b> – (Vice-Chair) The hall were supporting the changing rooms project, in principle. Small hall and kitchen redecorated. Regular quiz night held to raise funds.
	98.8	The Chair proposed that to shorten council meetings, other committee reports are written and given to the clerk to be added to the minutes. These can then be read before the meeting and any questions/queries discussed at the meeting. Seconded Cllr Clements.
12.0	99.0	<b>REPORT: OTHER BODIES</b>
	99.1	<b>Patient Participation Groups</b> (Cliffe Woods-Chair, Cliffe Woods - Vice Chair) – No meetings
	99.2	<b>Neighbourhood Plan Update</b> (Clerk PO) – Regular date for meeting to be agreed. Wednesday appears best choice, although it does not suit all.
	99.3	<b>Friends of North Kent Marshes</b> – (Cllrs Moore/Darwell) Nothing to report.
	99.4	<b>Other Reports</b> – None
13.0	100.0	The Chair proposed that to shorten council meetings, other committee and other body reports are written and given to the clerk to be added to the minutes. These can then be read before the meeting and any questions/queries discussed at the meeting. Seconded Cllr Clements.
14.0	101.0	<b>Other items to be handed to Clerk for next meeting:</b> None

Meeting closed at 10.00 pm

17/11/16 sh

**Next Parish Council Meeting: 8/12/16 Small Hall, Memorial Hall, Church Street, Cliffe**

**Appendix MA1611**

	<b>MATTERS ARISING FROM MINUTES OF MEETING ON 13/10/16</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. <b>Loops received awaiting quote for concreting posts in.</b>	Clerk PO
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. <b>No longer any need for temporary showers. Design to submitted to next steering group. Planning permission needs to be sought by February 2017 to complete for the next football/rugby season.</b>	Clerk PO/ SF
Jun 21.7	<b>Annual Report</b> – Items required from councillors (in particular 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.	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 expected late October). No update as yet.	Clerk PO Chair  Planning Committee
Aug 53.10	<b>Cliffe Woods Car Park/Small Hall Car Park Cliffe</b> – contractor to be identified for potholes. Quotes received to be passed to F&GP. Work to be carried out by Volker	Clerk PO

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53.11	Highways (hopefully in half-term). <b>Work completed, payment for work authorised. CLOSED</b>	
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. <b>One outstanding quote due to illness, recommendations at next FGP meeting.</b>	DG/RN-D
Aug 43.20	<b>DBS (Enhanced)</b> certificates to be arranged for Dave Clark and Cllr Wenban. Forms completed, awaiting certificates. <b>Cllr Wenban has received his, Dave Clark's expected soon.</b>	Clerk PO
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.	JD Clerk <b>RFO</b>
Sep 66.3	<b>Annual Report 2015/16 (Internal/External Audit)</b> – External Audit Report has been put on website and noticeboards with the opportunity for further public inspection. <b>CLOSED</b>	Clerk PO
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 committee.	Clerk PO
Oct 86.2	<b>Neighbourhood Plan</b> – Grant acceptance forms to be completed and Project Manager and Planning Consultation appointed to move project forward. <b>£5,340 Grant received. Regular date for meetings and terms of reference to be agreed at next NHP meeting.</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.	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?) <b>Draft budget December, precept end Jan</b>	ALL

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Nov 94.9	<b>Outstanding RLG money of £3,162 – projects required</b>	ALL
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