

CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Minutes of Meeting held at the
Small Hall, Memorial Hall, Cliffe



PRESENT: Cllrs Lynne Bush -Vice Chair, Annette Cooper (AC), Sandra Fenney (SF), Ron Naughton-Dean (RND), Vivienne Walton (VW), Fred Harper (FH), Phil Stanley (PS), Jim Wenban (JW), Faith Eysers (FE), Ray Letheren (RL), Derek Graves (DG), Joan Darwell (JD), Andy Keates (AK).
Parish Clerks Chris Fribbins (PO), Mrs Sue Hibbert (RFO)

The meeting opened at 7.30 pm.

NO	ITEM
47.0	APOLOGIES FOR ABSENCE Cllr Sue McDermid – unwell, Cllr Peter Clements – work, ACCEPTED
48.0	DECLARATIONS OF INTEREST - Vice Chair, Cllr Bush declared interest in planning application MC/17/2533 14 Wharf Lane, Cliffe, as the houses are on land that previously belonged to her.
49.0	Councillor Co-Options After the formal notice of vacancies were displayed on all five noticeboards and on the parish website, there have been no calls for an election for either vacancy and the parish council is now able to co-opt. Co-option is in the power of the parish council. The council agreed to co-opt, proposed Cllr Naughton-Dean, seconded Cllr Wenban. Andy Keates was co-opted to the Cliffe vacancy by a majority of 10 with 1 abstention. Cllr Keates joined the meeting after reading and signing the declaration of office.
50.0	APPROVAL OF MINUTES OF MEETING HELD ON 13/07/2017- after small amendment to item 35, proposed Cllr Graves, seconded Cllr Stanley AGREED.
51.0	ADJOURNMENT - None
	MATTERS ARISING FROM MEETING HELD ON 13/07/17 (See action list with minutes)
52.0	REPORT: CLERKS
52.1	Correspondence - e-mails distributed through the month
52.2	Matters dealt with since last meeting (verbal report at meeting)
52.3	Six Bells – Request for use of the Buttway Surfaced Area Requesting use of the Surfaced and Grass area for our Classic Car and Bike show once a month (April to September) on the third Thursday. Issues were discussed with the Six Bells (PO/RFO and Cllr Naughton-Dean in attendance) and approval to continue granted on that basis. Cllr Darwell requested that we confirm in writing items that need to be managed by the pub and that if the car park should be required for any other use on the same night as the show or at the weekend, this will need to be negotiated between the parish council and the pub. Proposed Cllr Letheren, seconded Cllr Stanley AGREED.
52.4	Anti-Social Behaviour Issues (Cliffe) – There have been issues at the recreation ground and allotments – concentrating around the youth shelter (but not exclusively). A mini meeting with the youths and a small group of councillors (4) to be arranged to discuss issues. Proposed Cllr Bush, seconded Cllr Walton, AGREED – both volunteered, others required.
53.0	Annual Report 2016/2017 External auditor to sign off report with one small exception.
54.0	REPORT: FINANCE & GENERAL PURPOSES (Cllr Fenny/Clerk (RFO/PO)

54.1	Finance Report – July report circulated, no issues at present. Transfer of approx. £2,100 from Youth earmarked reserves to Changing Rooms earmarked reserves agreed last month, has been done.																																																																						
54.2	Receipts and payments To note income below received <table> <tr> <td>Cliffe Memorial Hall</td><td>Contribution for ACRK subscription renewal</td><td>£50.00</td></tr> <tr> <td>Allhallows PC</td><td>Paper contribution</td><td>£2.50</td></tr> <tr> <td>P O'Neill</td><td>Allotment 6a</td><td>£30.30</td></tr> <tr> <td>NatWest</td><td>Interest</td><td>£0.23</td></tr> </table>		Cliffe Memorial Hall	Contribution for ACRK subscription renewal	£50.00	Allhallows PC	Paper contribution	£2.50	P O'Neill	Allotment 6a	£30.30	NatWest	Interest	£0.23																																																									
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	<p>To seek approval of the following payments (*includes VAT) – detailed report of income and expenditure circulated</p> <table> <tr> <td>Chris Fribbins</td><td>Clerk salary, home allowance, mileage - PAYE</td><td>£</td></tr> <tr> <td>Sue Hibbert</td><td>Clerk salary, home allowance, mileage PAYE</td><td>£</td></tr> <tr> <td>Mike Johnson</td><td>Caretaker pay, mileage, petrol – PAYE</td><td>£</td></tr> <tr> <td>Mike Johnson</td><td>Petrol re-imbursement</td><td>£6.61*</td></tr> <tr> <td>Mike Johnson</td><td>Litter picker</td><td>£15.99*</td></tr> <tr> <td>Andrew Norton</td><td>Youth worker salary</td><td>£</td></tr> <tr> <td>Vonage</td><td>Parish phone</td><td>£8.50*</td></tr> <tr> <td>EE</td><td>Dongle</td><td>£15.56*</td></tr> <tr> <td>Fasthosts</td><td>Domain server renewal</td><td>£87.11*</td></tr> <tr> <td>Southern Water</td><td>Allotment water bill Apr-Jul</td><td>£460.92</td></tr> <tr> <td>KCS</td><td>black refuse bags x 200</td><td>£17.70*</td></tr> <tr> <td>Printerland UK</td><td>Samsung Printer</td><td>£319.68*</td></tr> <tr> <td>BR Stacey</td><td>Repairs to ballpark & chainlink gate</td><td>£135.00</td></tr> <tr> <td>M&M</td><td>Playpark wet pour repairs</td><td>£540.00*</td></tr> <tr> <td>KCS</td><td>Photocopier paper</td><td>£22.80*</td></tr> <tr> <td>RBS software</td><td>Alpha accounting package maintenance</td><td>£139.20*</td></tr> <tr> <td>RBS software</td><td>Allotments package maintenance</td><td>£139.20*</td></tr> <tr> <td>Medway Council</td><td>June election expenses</td><td>£4,014.00*</td></tr> <tr> <td>Mike Grimes</td><td>Skate park inspection & maintenance</td><td>£980.00</td></tr> <tr> <td>Cllr Jim Wenban</td><td>Materials for swing repairs</td><td>£80.00</td></tr> <tr> <td>NALC</td><td>LCR magazine subscription x 3</td><td>£51.00</td></tr> <tr> <td>Jim Boot</td><td>NHP consultant July/Aug/mileage</td><td>£224.70</td></tr> <tr> <td>KCS</td><td>Safety wellingtons for MJ</td><td>£15.30*</td></tr> </table> <p>PAYMENTS APPROVED, proposed Cllr Naughton-Dean, seconded Cllr Walton - AGREED</p>		Chris Fribbins	Clerk salary, home allowance, mileage - PAYE	£	Sue Hibbert	Clerk salary, home allowance, mileage PAYE	£	Mike Johnson	Caretaker pay, mileage, petrol – PAYE	£	Mike Johnson	Petrol re-imbursement	£6.61*	Mike Johnson	Litter picker	£15.99*	Andrew Norton	Youth worker salary	£	Vonage	Parish phone	£8.50*	EE	Dongle	£15.56*	Fasthosts	Domain server renewal	£87.11*	Southern Water	Allotment water bill Apr-Jul	£460.92	KCS	black refuse bags x 200	£17.70*	Printerland UK	Samsung Printer	£319.68*	BR Stacey	Repairs to ballpark & chainlink gate	£135.00	M&M	Playpark wet pour repairs	£540.00*	KCS	Photocopier paper	£22.80*	RBS software	Alpha accounting package maintenance	£139.20*	RBS software	Allotments package maintenance	£139.20*	Medway Council	June election expenses	£4,014.00*	Mike Grimes	Skate park inspection & maintenance	£980.00	Cllr Jim Wenban	Materials for swing repairs	£80.00	NALC	LCR magazine subscription x 3	£51.00	Jim Boot	NHP consultant July/Aug/mileage	£224.70	KCS	Safety wellingtons for MJ	£15.30*
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54.3	Cliffe Woods Car Park Repairs and Maintenance –Repairs to both entrances complete, contractor has returned to adjust the (moveable) exit barrier after problems opening for the Cliffe Woods Fete – COMPLETE. New sign required – person who damaged it identified and offered to pay. Cllr Graves to forward contact details to Clerk RFO as there has been no response to date to two e-mails sent.																																																																						
54.4	RLG update RLG Outstanding - £7,271 (previous underspend + 2017/18 £4,840). Buttway Fencing agreed. 2016/17 underspend to be moved to Changing Rooms project.																																																																						
54.5	S106 Update – Changing Rooms Project Meeting Summary Attendance - Sandra Fenney (Chair), R Naughton-Dean, Chris Fribbins Clerk (PO), Sue Hibbert (RFO), Gary Clark (Cliffe Crusaders RFU). Planning Permission/Building Control – Building Approval agreed – additional cost when site visit to examine/check work when work underway. Fund Raising – <i>Football Foundation Grant</i> followed up by Clerk(PO). Some design changes are required and a Football Development Plan required from the football clubs. It could not be considered until October. Funding from rugby also required. <i>Sport England Community Asset Fund</i> – application rejected.																																																																						

		<p><i>Kent County Playing Fields Association</i> – request to be submitted (limited funds available) (RFO)</p> <p><i>Veolia Fund</i> – Application made for £50,000 and has passed stage 1. Stage 2 submission to be completed but a decision will not be made until December 2017.</p> <p><i>Leader Programme (Kent Downs and Marshes)</i> – application for £41,000 has passed the initial stage and a full application now needs to be submitted (by 10/8) for a decision in September (PO/RFO), although the relevant committee meets every other month. (letters of support required from the football and rugby clubs, the Memorial Hall, Village Club and Mini-Mart, Additional fundraising will be done when we have a major grant approval.</p> <p>Gary Clark confirmed that the new proposed date of the build is likely to mean that the main rugby team will have to identify alternative facilities as league notification is at the end of the season.</p> <p>Signs/Storage Container – PO has been in contact with Medway Planning to discuss and a site meeting can be held – with an upfront cost of £72.60 for an hour. <i>(50% applies and invoice required for a parish council)</i>. John Alford suggested putting in a plan for the additional storage container and just paying the planning fee - to be considered. Site meeting with Medway planning agreed, proposed Cllr Walton, seconded Cllr Stanley.</p>
54.6	Risk Assessment Review	<p>Clerk (RFO) met with Cllr Cooper to carry out the financial review for April-June quarter. Focus on Allotment income and some improvements will be made to linking cash payments to individuals in future.</p>
54.7	Parish Council By-Election	<p>Medway Council invoice (and VAT invoices) awaited, but cost reported as £3,498,01 (after VAT reclaimed).</p>
54.8	Relief Caretaker – Vacancy to be advertised.	
54.9	Fencing/bollards at the Buttway	<p>The quote from Meopham Fencing be accepted. (details of quotes in the F&GP minutes). 50% needed to be paid up-front due to cost of materials (on payment listed for approval) no longer required.</p>
54.10	Play Park Repairs – Cllr Wenban had carried out the majority of the work.	<p>There are still issues with the inspector's statement that the entrance/exit gates be adjusted to be slower closing (worry about children 'escaping'). Further advice to be sought. The Village Club to be notified to do similar to their access gate (new staff were not aware of their 'ownership').</p> <p>The safety surface on some equipment has been 'picked at' – an M&M quote received (see details in F&GP minutes) Proposed Cllr Naughton-Dean, seconded Cllr Walton - AGREED</p> <p>Ballpark fencing & play are chain-link gate + (allotment fencing slats to be added) – quote from BR Stacey (details on F&GP minutes) Ball park fencing AGREED, proposed Cllr Naughton-Dean, seconded Cllr Walton. Cllr Letheren and Wenban to repair to chain-link gate.</p> <p>The fault with the cargo net connections on the Sutcliffe Leisure equipment had been reported to them, reply was not satisfactory and will be followed up (Cllr Wenban/RFO). A severely damaged bench had been removed. Recommended that the Youth Shelter issues be discussed further (see 7.4).</p>
54.11	Outdoor Gym Equipment – Still to be considered, the current financial position would mean that the reserves would need to be used for match funding. Council agreed to consider for the 2018/19 Budget. Match funding position to be clarified (PO).	
54.12	Cliffe Recreation Ground/Small Hall Barrier Damage - Awaiting dates for work (one steel bollard had been recovered). There have been a number of incidents of criminal damage to the allotments and the rugby pitch and posts.	
54.13	Football and Rugby Pitch Hire Charges 2017/18 - Invoices to be sent (RFO)	

54.14	Damage to Rugby Pitch - Damage not covered by insurance (no 'surfaces' cover). Pitch refurbishment contractor contacted to get an estimate of 'repair', if required. RFO to chase police for an update. PO to investigate and report on legal options available to the council. F&GP recommend pursuing civil criminal damage, if police are not progressing.
55.0	REPORT: ALLOTMENTS
55.1	Allotments – General Report – Clerk (RFO), Cllrs Letheren, Clements, Evers Issues with condition of some plots to be followed up. Loose dogs an issue. Concerns about vandalism from Youth Shelter, break-in of sheds again and some produce has been stolen. Some change of ownership of plots – two vacant plots remain including one 'difficult' plot.
56.0	REPORT: PLANNING
56.1	The following planning applications comments were circulated and sent as per our Standing Orders as they were due prior to this meeting
	<p>MC/17/2015 THE EVENING STAR, 128 CHURCH STREET, CLIFFE, ROCHESTER, ME3 7PY</p> <p>Conversion of existing Public House into two 3-bedroomed terraced houses with micro pub and a 2-bedroomed flat above and construction of two 3-bedroomed semi-detached houses with associated parking</p> <p>Over-development of the site. No car parking provided for micro-pub. Residential access from front (limited and low footway – access to and from school etc.). Car park access limited to one car width (and generating standing or reversing traffic on Church Street).</p> <p>MC/17/2249 CLIFFE WOODS PRIMARY SCHOOL, VIEW ROAD, CLIFFE WOODS, ROCHESTER, ME3 8UJ</p> <p>Relocation and erection of a modular building on stands to provide pre-school facilities</p> <p>No objection</p> <p>MC/17/2306 - 8 HILTON ROAD, CLIFFE WOODS, ROCHESTER, ME3 8LA</p> <p>Construction of 2m maximum height boundary wall with pillars and gate to front - resubmission of MC/16/4435</p> <p>Objection – The council are concerned about the height of the frontage wall and gate and the impact on the openness of the street scene.</p> <p>MC/17/2533 14 WHARF LANE, CLIFFE, ROCHESTER, ME3 7UE</p> <p>Construction of four 4-bedroomed detached dwellings with associated parking - revised application to re-locate due to sewer easement line</p> <p>No objection, although appropriate conditions from MC/15/4374 Construction of four 4-bedroomed detached dwellings with associated parking 14 Wharf Lane, Cliffe, ME3 7UE be applied (especially condition 14 on the making up of the road from Reed Street)</p> <p>MC/17/2601 ST HELENS COTTAGES, 2 BUTTWAY LANE, CLIFFE, ROCHESTER, ME3 7QT</p> <p>Construction of conservatory to rear</p> <p>No objection</p> <p>MC/17/2498 31 CARDENS ROAD, CLIFFE WOODS, ROCHESTER, ME3 8TU</p> <p>Construction of a single storey rear extension together alterations to existing porch with conversion of garage to facilitate additional habitable space</p> <p>No objection, but sufficient accessible on-site car parking needs to be confirmed.</p>
56.2	The following planning applications have been circulated to the planning committee (and other councillors). A response is due after this meeting. None
56.3	Further planning applications notified following the Planning Committee, publication of the

		initial agenda and the meeting.
		<p>MC/17/2723 2 Tennyson Avenue, Cliffe Woods, Rochester, ME3 8JF</p> <p>Construction of a rear extension and garage conversion with additional parking (response due by 25/8/17).</p> <p>Objection –details to be discussed at next planning meeting. Proposed Cllr Harper, seconded Cllr Graves agreed.</p>
	56.4	Other Planning Issues
		<p>MC/17/0410 ROOKERY LODGE, THATCHERS LANE, CLIFFE, ROCHESTER, ME3 7RG</p> <p>Demolition of existing buildings and construction of 8 x two-bedroomed and 4 x three-bedroomed houses with associated refuse, parking and access (site 1) – Parish Council Objected, approved at the August 2nd Medway Council Planning committee. (the redevelopment of the garage site for two properties opposite has been approved)</p> <p>MC/16/3742 LAND SOUTH OF VIEW ROAD, CLIFFE WOODS, ROCHESTER (Simpkins)</p> <p>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 - Objected, no committee date</p> <p>MC/16/3669 LAND OFF TOWN ROAD, CLIFFE WOODS (Gladmans)</p> <p>Outline planning application with some matters reserved (appearance, landscaping, layout and scale) for up to 225 residential dwellings (including up to 25% affordable housing), introduction of structural planting and landscaping, informal public open space and children's play area, surface water flood mitigation and attenuation, vehicular access point from Town Road and associated ancillary works – Objected – Medway Planning Committee refused permission with a recommendation to strengthen the reasons for refusal. The statement of case for the parish council will be submitted before the council meeting (draft circulated to planning committee before submission) – RULE 6(6) designation applied for by PO and granted. This allows the parish council to be represented at the inquiry (November 28th for 6 days) and see all papers produced by the appellant and Medway Council and call witnesses if required. Confirmation required. Clerk (PO) to represent parish council at the appeal. Proposed Cllr Harper, seconded Cllr Letheren - AGREED</p>
57.0		<p>Car Parking Review – Cliffe Woods/Cliffe</p> <p>Awaiting advertising of further restrictions and adoption. Mark Johnson had been on extended medical leave and has now returned to work so will be actioning these.</p>
58.0		<p>Clarion – Annual Report - This is in progress and it is aimed to deliver in August now. Articles can still be submitted. Housing Needs Survey to be sent out at same time.</p>
59.0		Reports: OTHER COMMITTEES
	59.1	Footpaths and Common Land – General Report – Cllr Darwell, Cllr Harper. 4-6 View Road footpath impassable.
	59.2	C&CW Neighbourhood Plan Steering Group – General Report – Clerks. Workshops complete, timetable circulated, work to start on draft plan.
	59.3	Youth Liaison – General Report - Cliffe Woods – Cllr Walton, Cliffe Youth Club Clerk(PO)
60.0		REPORT: OTHER BODIES
	60.1	Cliffe and Cliffe Woods Community Trust – Cllr Bush. Nothing to report.
	60.2	Cliffe Woods Community Centre Liaison – General Report – Cllr Walton
	60.3	Cliffe Memorial Hall – Cllr Bush – Nothing to report

	60.4	Brett's Liaison – Cllr McDermid/Clerk(PO), - October meeting
	60.5	Rural Liaison Committee – Cllr Stanley – recent meeting, report to be circulated.
	60.6	Kent Association of Parish Councils (Medway) – Chair/Cllr Harper. No meeting
	60.7	Police Liaison Committee – Cllr Stanley the committee meets on an ad-hoc basis and have moved to the Hoo Village Hall, Pottery Road. Disappointed with PCSO being moved again.
	60.8	Patient Participation Groups (Cliffe – Vice Chair, Cliffe Woods – Chair) – No meetings
	60.9	Friends of North Kent Marshes Cllr Darwell
	60.10	Other Reports
61.0		Other items to be handed to the Clerk for the next Meeting scheduled on 14 September 2017 in the Emmanuel Centre, Parkside, Cliffe Woods.

Meeting closed at 9.00 pm

18/08/17sh/cf

Signed by..... Chairperson and dated.....

Appendix MA1707

	MATTERS ARISING FROM MINUTES OF MEETING ON 10/08/17	Action By
May 8.4	<p>Changing Rooms Project Cllr Fenney had identified some draft costs electricity/water/sewage connections. Fund Raising - Big Lottery Fund – Reaching Communities – rejected as sport project. Veolia Fund – There may be another funding window later in the year, but no grant available currently – confirmed that further funding windows available. Leader Programme (Kent Downs and Marshes) – application for £41,000 has passed the initial stage and a full application now needs to be submitted (PO/RFO). Football Foundation Grant followed up by Clerk(PO). Kent County Playing Fields Association – request to be submitted. Build Phase – Gary Clark has produced a revised costing for the scheme now that planning approval has been given. Cost is c. £109,000 – savings could be made if volunteer labour and free/reduced cost materials can be sourced. Due to revised timescale for build – further grants to be sought. Clerk (PO) to arrange site visit with Medway Planning to look at signage/additional storage container.</p>	Clerk PO/ SF/ GC
Jun 21.7	<p>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. Reports for the Clarion needed asap to be sent out in August. Completed for delivery in September with Housing Needs Survey (NHP)</p>	ALL
Jun 21.7	<p>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.</p>	Chair/ ALL
Jun 25.0	<p>Rookery Lodge Demolition - Parish Council Objected, approved at the August 2nd Medway Council Planning committee. COMPLETE</p>	Clerk PO Chair/
Aug 55.1	<p>Allotments – Cllr Clements to follow up investigation into Allotment Holders Committee (constitution, membership, and relationship with council) in due course.</p>	PC
Sep 66.13	<p>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.</p>	Clerk PO
Sep 68.3	<p>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 31st October, after November Planning Committee. Not going to November, December, or January committee. Not February or March, earliest now April. As yet still no committee date for Simpkins development. Gladmans gone to appeal, response from Parish Council has been sent. RULE 6(6) designation applied for by PO and granted. Clerk (PO) to represent parish council at the Gladmans appeal.</p>	Clerk PO
Oct 86.2	<p>Neighbourhood Plan – Workshops complete, work to start soon on draft plan. Housing needs survey to be sent out with Clarion.</p>	Clerk (PO) NHP

Minutes of Meeting 10/08/17

May 8.8	Risk Assessment Review Clerk (RFO) met with Cllr Cooper to carry out the financial review for April-June quarter. Concentrated on Allotment income and some improvements will be made to linking cash payments to individuals in future. Cllr Cooper has written a short report identifying problem areas.	Cllr Cooper/Clerk RFO
May 8.13	Buttway fencing - Quote from Meopham Fencing agreed – timescale for works to be confirmed. Now COMPLETE	Clerk RFO
May 8.14	Football pitch renovation Vertical drain work still to be carried out. October	Clerk PO/RFO
May 8.16	Outdoor Gym Equipment Further quotes for equipment at 2 sites and details of future maintenance costs to be investigated. Permission to be sought from Medway for potential equipment at Cliffe Woods recreation ground and follow up on funding. Parish council agreed to consider for 2018/19 budget, Clerk PO to clarify match funding position. Medway Council Greenspaces checking s106 terms.	Clerk RFO/PO
Jun 23.16	Bollards at Cliffe recreation ground/small hall car park barrier Quote from Thomas Fabrications agreed, timescale for works to be completed to be confirmed. COMPLETE	Clerk RFO
Jul 36.4	Six Bells – Request for use of the Buttway Surfaced Area Requesting use of the Surfaced and Grass area for our Classic Car and Bike show once a month on a Thursday evening (third Thursday) Issues were discussed with the Six Bells (PO/RFO and Cllr Naughton-Dean in attendance) and approval to continue granted on that basis. Clerk RFO has written to confirm in writing items that need to be managed by the pub.	Clerk PO/RFO
Jul 39.11	Caretaker Duties - Vacancy for relief caretaker to be advertised	Clerk RFO/PO
Jul 39.13	Playpark Repairs – Village Club to be notified about inspection report recommendation that access gate opening/closing be slowed down. Quotes from Contractor for wet pour and ballpark repairs agreed. Timescale for works to be completed to be confirmed. COMPLETE	Clerk RFO
Aug 52.4	Meeting with youth – Small group of councillors to meet with youth and discuss issues. E-mail to be sent to councillors asking for 2 more volunteers.	Clerk RFO
Aug 54.3	Cliffe Woods car park barrier damage – Cllr Graves to forward contact details, letter to be sent. Individual's address confirmed (Town Road) – has agreed to pay for it COMPLETE.	Cllr Graves/Clerk RFO
Aug 54.14	Follow up with police regarding defacing of rugby pitch – Grass has grown and damage is no longer visible. Nothing to claim for.	Clerk RFO