



Minutes of Meeting held at the Emmanuel Centre, Parkside, Cliffe Woods

On Thursday 9 November 2017

PRESENT: Cllrs Sue McDermid (SMc) - Chair, Ron Naughton-Dean (RND) – Vice-chair, Annette Cooper (AC), Vivienne Walton (VW), Ray Letheren (RL), Peter Clements (PC), Phillip Stanley (PS), Andy Keates (AK), Derek Graves (DG), Barry Dibble (BD), Jim Wenban (JW), Sandra Fenney (SF). Joan Darwell (JD) 7.40pm.

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

The meeting opened at 7.30 pm.

| NO | ITEM |
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| 91.0 | APOLOGIES FOR ABSENCE Fred Harper - unwell |
| 92.0 | DECLARATIONS OF INTEREST - None |
| 93.0 | 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 are now able to co-opt. Co-option is in the power of the parish council. If the person qualifies as a councillor, they can be co-opted. The council, however, does not have to co-opt and can choose any qualifying candidate. |
| 93.1 | Cliffe Village – Two Vacancies. |
| 93.2 | Councillor Declaration – Following the co-option of Cllr Dibble at the October meeting, the declaration was read and signed by him and the Clerk (PO). |
| 93.4 | Vice-Chair Vacancy – Cllr Naughton-Dean put himself forward for the position of Vice-chair, proposed by Cllr Walton, seconded by Cllr Graves AGREED. Cllr Naughton-Dean read the declaration of office which was signed by him and the clerk (PO). |
| 94.0 | APPROVAL OF MINUTES OF MEETING HELD ON 12/10/2017- proposed Cllr Stanley, seconded Cllr Dibble AGREED. |
| 95.0 | ADJOURNMENT – David and Sylvia Wolfson attended the meeting to find out more about planning. |
| | MATTERS ARISING FROM MEETING HELD ON 12/10/17 (See action list with minutes) |
| 96.0 | REPORT: CLERKS |
| 96.1 | Correspondence - e-mails distributed through the month |
| 96.2 | Matters dealt with since last meeting (verbal report at meeting) |
| 96.3 | Cliffe Anti-Social Behaviour – (including update on meeting held with Police/Medway Council) – Storage Container damage – working party to risk assess assets and look at insurance. Cllr Naughton-Dean, Letheren and both clerks. |
| 96.4 | Xmas Social – agreed as 1 st Friday in December, which this year is 1 st . Venue to be circulated to councillors if no up take will not go ahead. |
| 96.5 | 1st World War End November 2018 – possibility of a beacon. Cost estimate needed asap to be considered for 2018/19 budget. |
| 97.0 | REPORT: FINANCE & GENERAL PURPOSES (Cllr Fenney/Clerks (RFO/PO)) |
| 97.1 | Finance Report – Monthly reports circulated. |
| 97.2 | Receipts and payments (circulated) To note income below received |
| | Black Lion FC Football pitch rent £260.00 |
| | Allhallows PC SLCC/ALCC membership contribution 58.1% £97.02 |
| | Allhallows PC Paper contribution £2.50 |

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| | | Opia Ltd Samsung Printer cashback | £100.00 |
| | | To seek approval of the following payments (*includes VAT) – detailed report of income and expenditure circulated | |
| | | Chris Fribbins Clerk salary, home allowance, mileage - PAYE | £ |
| | | Sue Hibbert Clerk salary, home allowance, mileage PAYE | £ |
| | | Mike Johnson Caretaker pay, mileage, petrol – PAYE | £ |
| | | Andrew Norton Sept hours | £ |
| | | Vonage Parish phone | £10.32* |
| | | EE Dongle | £15.56* |
| | | Printerland 3 x colour toners | £238.68* |
| | | KCS 2 x boxes black refuse sacks | £39.24* |
| | | Community Land Use NHP planning consultant 1st t | £378.80 |
| | | Martins Remembrance wreath | £20.00 |
| | | It's a Goal Replacement football goals (£1108.26 quote) | £1,152.99* |
| | | Chris Fribbins Vandalised wing mirror replaced | £274.98* |
| | | Cllr Walton Key tags | £6.99 |
| | | Re-imbursement to CF for vandalised wing mirror proposed Chair, seconded Cllr Dibble – AGREED with 1 against. PAYMENTS APPROVED, proposed Cllr Stanley, seconded Cllr Letheren - AGREED | |
| 97.3 | RLG update | RLG Outstanding – The balance has been used for Small Hall Barrier and Recreation Bollard enhancements. | |
| 97.4 | S106 Update – Changing Rooms Project Meeting Summary | Attendance - Cllrs S Fenney, R Naughton-Dean, Vivienne Walton, S McDermid, A Keates (Ray Swatton CWCFC, Steve Allen CCRFC, Chris Fribbins Clerk (PO), Sue Hibbert (RFO) The Clerk (PO) reported that there had been 11 tender submissions for the construction of the changing rooms, these had been analysed and scored in the basis of criteria circulated for comment before councillors saw any tenders (Cllr Keates had suggested an additional criterion for site security following problems on the recreation ground, which was added). After discussing the criteria and browsing the bids, they were analysed from position 11 up to position 1 – It was agreed to exclude all but the top three and to circulate the top three details, prepare a questionnaire before selection of the preferred bidder. The tender process will allow the grant application to the Leader Programme to be submitted. The grant application to the Veolia Environmental Trust (£50,000) will be decided at the end of November and announced in early December. | |
| 97.5 | Financial Risk Assessment Review | - Cllr Cooper has carried out the Quarter 2 review and draft report is with (RFO) for comments. Final version to be circulated to all councillors. | |
| 97.6 | Parish Council By-Election | Barry Dibble co-opted into the Cliffe Woods vacancy. At the October meeting Cllr Bush resigned and since the meeting Cllr Evers resigned meaning two vacancies in Cliffe Village. As the expiry dates for the ‘call for elections’ were different so two notices had to be displayed. These positions can now be filled by co-option as the period for calling an election has expired in both cases. | |
| 97.7 | Relief Caretaker | – There are two applicants, to be interviewed asap. (Put back from week beginning 6/11). | |
| 97.8 | Play Park Repairs | – Medway Norse have indicated that the yellow gate needs welding to slow down the closing speed and a quote of approximately £1,100 has been received for new gate. Cllr Keates has found only one relevant health and safety regulation ROSPA 5 second ruling which gate complies with. Cllr Keates to forward ROSPA regulation to Clerk (RFO) for forwarding onto inspector who requested gate speed be slowed down. Parish Council and parents using the park do not want the gate speed slowed down as it would make it easier for a child to run out of the gate into the road. It was suggested that the rotator be left for the time being and Cllr Wenban has arranged for a new scramble net to be supplied by Sandford. | |

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| 97.9 | Outdoor Gym Equipment – The Clerk(PO) has contacted Medway Council and they now report that there was no s106 in place for Adult Gym Equipment. |
| 97.10 | Youth Shelter - The Youth Shelter has now been removed and a concrete base left (there was a little damage to the base that Cllr Letheren has repaired). |
| 97.11 | <p>Vandalism to Cliffe Recreation Ground & Allotments</p> <p>a) There was a period of almost a month where they had been criminal damage to parish council assets (and the Allotments, Memorial Hall, St Helens School, and a haystack), with a series of nightly bonfires. The key issues for immediate repair are:</p> <p>b) Skate Park (quote for £3,500 to repair received, although concrete may be supplied by Brett's free of charge) – Suggested that this be left for two months, although some fire damage may need to be rubbed down and painted to reduce and protect from rust. A wide age-range well uses this equipment.</p> <p>c) Benches – Assessed that a claim for one bench to be made.</p> <p>d) Football Crossbar – recommended that both sets of goals be replaced – one cross bar broken, beyond repair. Quotes received from two companies. It appears the parish council is under insured for the goal posts, but only one can be claimed in any case (Clerk RFO/PO following up as an urgent item and the two football clubs cannot play home fixtures until posts are replaced, authority to pay will be needed at the council meeting – agreed see payments schedule above). The older crossbars/uprights to be scrapped.</p> <p>e) Security Patrols – Quotes had been received for patrols (and with a dog handler team). Prices would be £15 for each patrol (two probably required as a minimum), £25 per hour (£200 per shift) for a dog handler team. – due to cost and probable effectiveness, recommended no action.</p> |
| 97.12 | NHP Budget – The Clerk(RFO) has prepared an indicative budget to complete the Neighbourhood Plan – Some parish council input is expected, although the majority has been raised by grants from Locality and Medway Council. The final stages are paid for by Medway Council as the planning authority. |
| 97.13 | Annual Appraisals are now required for Clerk (PO), delayed from August and Clerk (RFO) anniversary of appointment – Cllr input required. |
| 97.14 | 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. |
| 97.15 | Budget Strategy – The strategy, including ideas for the 2018/19 budget will be required from all councillors in November for the Clerk (RFO) to provide draft figures for consideration in the December meetings and final approval in January. |
| 98.0 | REPORT: ALLOTMENTS |
| 98.1 | <p>Allotments – General Report – Clerk (RFO), Cllrs Letheren, Clements</p> <p>Further issues with Anti-Social behaviour during the month, 1 tenant has given up their plot with potentially 4 more doing so shortly. Thanks to Alan McColley for helping clear and store parish council equipment from the damaged storage container.</p> |
| 99.0 | REPORT: PLANNING |
| 99.1 | The following planning applications comments were circulated and sent as per our Standing Orders as they were due prior to this meeting |
| | <p>MC/17/1867 WESTCOURT FARM HOUSE, SALT LANE, CLIFFE, ROCHESTER, ME3 7ST</p> <p>Listed Building consent for replacement of existing timber framed single glazed windows. No comment, left for Medway's Heritage Officer</p> <p>MC/17/3453 26 NORTH ROAD, CLIFFE, ROCHESTER, ME3 7UH</p> <p>Construction of a single storey extension to side - demolition of existing extension</p> <p>REQUEST FOR ELEVATIONS TO BE SENT.</p> <p>MC/17/3475 2 MANOR FARM COTTAGES, WEST STREET, CLIFFE, ROCHESTER,</p> |

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| | | <p>ME3 7TQ Retrospective application for the construction of an entrance porch to front and single storey rear extension NO OBJECTION, but comment made about retrospective element.</p> <p>MC/17/3499 171 CHURCH STREET, CLIFFE, ROCHESTER, ME3 7QB Outline application with some matters reserved (appearance, landscaping, layout, and scale) for construction of three 3-bedroomed dwellings. NO OBJECTION</p> <p>MC/17/3373 16 ASHWOOD CLOSE, CLIFFE WOODS, ROCHESTER, ME3 8HQ Conversion of garage to habitable accommodation and alteration of flat roof to pitched roof NO OBJECTION</p> <p>MC/17/3599 CLIFFE WORKS, NORTH SEA TERMINAL, SALT LANE, CLIFFE, ME3 7SX Town and Country Planning Act (Environmental Impact Assessment) Regulations 2017 - request for a screening opinion for the construction of a 100m x 50m concrete segments factory building (5,000 sqm floor space) for the manufacture of pre-cast concrete segments, including a concrete batching plant and open storage land totalling 5.12 hectares along with an extended rail head on land currently consented for use as an open block storage area associated with the use of a concrete block manufacturing plant permitted under planning permission MC2000/1400 – Technical issue for Medway Council, currently feel acceptable if rail/river used exclusively.</p> <p>MC/17/3541 BUCKLAND FARM HOUSE, BUCKLAND ROAD, CLIFFE, ROCHESTER, ME3 7RT Construction of a single storey timber garden room to replace existing conservatory – NO OBJECTION</p> |
| | 99.2 | <p>The following planning applications have been circulated to the planning committee (and other councillors). A response is due after this meeting.</p> |
| | | <p>MC/17/3572 LAND WEST OF MERRYBOYS FARM HOUSE, COOLING COMMON, CLIFFE WOODS Construction of six houses with associated parking, access, and landscaping (issue with limited road access and ribbon development)</p> <p>MC/17/3623 LAND ADJACENT TO 2 HALE ROAD, CLIFFE WOODS, ROCHESTER, ME3 8HG Construction of a 4-bedroomed detached dwelling with associated parking (there had been pre-planning consultation and there needs to be a check that there have not been any alterations) – NO OBJECTION</p> <p>MC/17/3590 30 MILTON AVENUE, CLIFFE WOODS, ROCHESTER, ME3 8TP Construction of a two-storey side/rear extension and vehicle access and hardstanding to front garden area - demolition of garage (subject to sufficient off-road parking, suggest no objection).</p> |
| | 99.3 | <p>Further planning applications notified following the Planning Committee, publication of the initial agenda and the meeting.</p> |
| | | <p>MC/17/3776 LAND ADJACENT TO 12 COOLING ROAD, CLIFFE, ROCHESTER, ME3 7RY Outline application with all matters reserved for construction of 2x four bedroom detached dwellings with associated parking Agreed to refer to the Planning Committee for a decision as this has only just be received.</p> |
| | 99.4 | <p>Other Planning Issues</p> |
| | | <p>MC/16/3742 LAND SOUTH OF VIEW ROAD, CLIFFE WOODS, ROCHESTER (Simpkins) 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 at the October Medway Planning Committee this was refused.</p> <p>MC/16/3669 LAND OFF TOWN ROAD, CLIFFE WOODS (Gladmans) Outline planning application with some matters reserved (appearance, landscaping, layout</p> |

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| | | 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). |
| 100.0 | | Reports: OTHER COMMITTEES |
| | 100.1 | Footpaths and Common Land – General Report – Cllrs Harper and Darwell. Damage to RSPB gates |
| | 100.2. | C&CW Neighbourhood Plan Steering Group – General Report – Clerks. Low response rate (14%) to HNS but affordable housing needs identified. |
| | 100.3 | Youth Liaison – General Report - Cliffe Woods – Cllr Walton, Cliffe Youth Club Clerk(PO) circulated – nothing further on Cliffe. |
| 101.0 | | REPORT: OTHER BODIES |
| | 101.1 | Cliffe and Cliffe Woods Community Trust – Lynne Bush confirmed as representative. |
| | 101.2 | Cliffe Woods Community Centre Liaison – General Report – Cllr Walton – report circulated. |
| | 101.3 | Cliffe Memorial Hall – Vacant - The committee is looking for additional trustees – a replacement council liaison will be required. |
| | 101.4 | Brett's Liaison – Cllr McDermid/Clerk(PO), - No meeting scheduled until 2018. |
| | 101.5 | Rural Liaison Committee – Cllr Stanley (December meeting changed to January 2018). |
| | 101.6 | Kent Association of Parish Councils (Medway) – Cllr Stanley attended to e-mail report to chair. |
| | 101.7 | Police Liaison Committee – Cllr Stanley to attend Police Surgery. |
| | 101.8 | Patient Participation Groups (Cliffe – Vice Chair, Cliffe Woods – Chair) – Cliffe nothing to report, Cllrs asked to consider being representative if a patient. Cliffe Woods January meeting. |
| | 101.9 | Friends of North Kent Marshes Cllr Darwell – nothing to report. |
| | 101.10 | Other Reports |
| 102.0 | | Other items to be handed to the Clerk for the next meeting scheduled on 14th December 2017 in the Emmanuel Centre, Parkside, Cliffe Woods. - None |

Meeting closed at 9.45 pm

20/11/17sh/cf

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

Appendix MA1707

| | MATTERS ARISING FROM MINUTES OF MEETING ON 12/10/17 | Action By |
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| May 8.4 | <p>Changing Rooms Project Clerk (PO) reported that there had been 11 tender submissions for the construction of the changing rooms, these had been analysed and scored in the basis of criteria circulated for comment before councillors saw any tenders (Cllr Keates had suggested an additional criterion for site security following problems on the recreation ground, which was added). After discussing the criteria and browsing the bids, they were analysed from position 11 up to position 1 – It was agreed to exclude all but the top three and to circulate the top three details, prepare a questionnaire before selection of the preferred bidder.</p> <p><i>Informal meeting held with Clerk(PO)/Cllrs Fenney and Naughton-Dean with John Alford to get him up to speed and seek comments on the tendering evaluation – site visit and follow-up with the top two to be arranged (Perfect Homes and ClarkClayson). Other tenders to be held on file for the time being).</i></p> <p>The tender process will allow the grant application to the Leader Programme to be submitted. The grant application to the Veolia Environmental Trust (£50,000) will be decided at the end of November and announced in early December.</p> <p>Clerk (PO) has had a site meeting with Medway Council Planning and suggestions discussed. Two planning applications required as two regulations – advertising (signage) and building in countryside (Storage container). Details required from rugby club for planning applications from John Alford.</p> | Clerk PO/ SF/ GC |
| 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 |
| Aug 55.1 | Allotments – Cllr Clements to follow up investigation into Allotment Holders Committee (constitution, membership, and relationship with council) in due course. | PC |
| Sep 66.13 Nov 97.14 | <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> <p>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.</p> | Clerk PO/Vice- Chair/Cllr Cooper |
| Sep 68.3 | Outline Planning Applications –Simpkins development refused. Gladmans gone to appeal, response from Parish Council has been sent. RULE 6(6) designation applied for by PO and granted. Clerk (PO) to represented parish council at the Gladmans' appeal starting 28 November. | Clerk PO |
| Oct 86.2 | Neighbourhood Plan – Workshops complete, work to start soon 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 28 November (held) | Clerk (PO) NHP |
| May 8.14 | Football pitch renovation - Vertical drain work still to be carried out. Pitch too dry may possibly be Spring 2018 when work carried out | 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 | Clerk RFO/PO |

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| | 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. (reply received) Project to be dropped for the time being. | |
| Jul 39.11 | Caretaker Duties - Vacancy for relief caretaker has been advertised, two people interested to be interviewed asap. Appointment made | Chair/Clerk RFO |
| Oct 84.8 | Play park repairs – Sandford supplying new scramble net. Cllr Keates to send details of ROSPA 5-second regulation to Clerk RFO for passing onto Playpark inspector. Info supplied | Cllr Keates/Clerk (RFO) |
| Nov 96.3 | Assets & Insurance Cover - Working party to risk assess assets and review insurance. To be carried out as time permits. | Vice-chair/Cllr Letheren/ Clerks PO & RFO. |
| Nov 97.11 | Vandalism to Cliffe Recreation ground & allotments Skate Park – amount and specification of concrete to be obtained to see if Bretts can provide free of charge or at cost. Insurance claims for (1) goal post/bench and (2) lawnmowers to be processed. Older crossbars/uprights to be scrapped. <i>(since meeting lawnmowers recovered)</i> Replacement door/locks for storage container to be obtained from original container supplier. Quote received | Clerk RFO |
| Nov 97.13 | Annual appraisals - required for Clerk (PO), delayed from August and Clerk (RFO) anniversary of appointment – Cllr input required. | Chair/Cllrs |
| Nov 97.15 | 2018/19 Budget Strategy - Ideas for the 2018/19 budget will be required from all councillors in November for the Clerk (RFO) to provide draft figures for consideration in the December meetings and final approval in January. Draft published for December meeting | Clerk RFO/ALL |