

## CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Minutes of Meeting held at the  
Emmanuel Centre, Cliffe Woods  
On Thursday 9 March 2017



**PRESENT:** Cllrs Sue McDermid-Chair, Gary Clark (GC), Peter Clements (PC), Faith Evers (FE), Sandra Fenney (SF), Derek Graves (DG) – 8.40, Fred Harper (FH) – 7.45, Ron Naughton-Dean (RND), Ray Letheren (RL) - 8.30, Phillip Stanley (PS) Jim Wenban (JW).

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

The meeting opened at 7.30 pm.

| NO  |       | ITEM   |
|-----|-------|--|
| 1.0 | 147.0 | <b>APOLOGIES FOR ABSENCE</b><br>Lynne Bush (LB) - holiday, Vivienne Walton (VW) – holiday, Gill Moore (GM) – family, Joan Darwell (JD) – unwell - ACCEPTED   |
| 2.0 | 148.0 | <b>DECLARATIONS OF INTEREST</b> - None   |
| 3.0 | 149.0 | <b>APPROVAL OF MINUTES FOR PARISH COUNCIL MEETING</b><br>Minutes of the Council Meeting on 9/02/17 were moved as a true record. <b>Proposed Cllr Naughton-Dean, Seconded Cllr Clements - AGREED.</b>                       |
| 4.0 | 150.0 | <b>ADJOURNMENT</b><br>None   |
| 5.0 | 151.0 | <b>MATTERS ARISING FROM MINUTES OF MEETING ON 09/02/17</b>   |
|     |       | Items attached on Appendix MA1703  |
| 6.0 | 152.0 | <b>REPORT: CLERKS</b>  |
|     | 152.1 | <b>Correspondence List</b> circulated, noted   |
|     | 152.2 | <b>Matters dealt with since last meeting</b> (verbal report at meeting) Christmas arrangements – 17 <sup>th</sup> March @ 6 Bells Cliffe. Councillors to e-mail by end of tomorrow if interested in going.                 |
|     | 152.3 | <b>Grass Verge Damage</b> – Concern about damage to grass verges – Medway Council have a general policy of not repairing due to the likelihood of damage continuing. MHS have been contacted about their responsibilities. |
| 7.0 | 153.0 | <b>REPORT: FINANCE &amp; GENERAL PURPOSES</b>  |
|     | 154.1 | <b>Finance Report</b><br>February Budget Monitoring Report attached. No overall issues. NOTED  |
|     | 154.2 | <b>Banking Arrangements</b> - NatWest Online access and signature forms – read only online access granted – Debit Card required to submit payments.  |
|     | 154.3 | VAT refund due.  |
|     |       | <b>Approval of the following payments</b> (*includes VAT) – detailed report of income and expenditure circulated. <b>Proposed Cllr Letheren, seconded Cllr Stanley AGREED.</b>   |
|     |       | Chris Fribbins (Salary, Expenses, Mileage, Home Allowance, - PAYE)   |
|     |       | Chris Fribbins – VONAGE Parish Phone £10.81 *£1.80   |
|     |       | Sue Hibbert (Salary, Mileage, Home Allowance, - PAYE)  |
|     |       | Dave Clark (Salary, Mileage, Expenses, Overtime, - PAYE) S/O<br>Balance  |
|     |       | Mike Johnson – Caretaker Cover hours, mileage, -PAYE   |

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|        |  | EE Dongle   | £15.19 *£2.53                       |
|        |  | Southern Water – Allotments Water   | £161.14                             |
|        |  | Cllr Darwell – Local Plan/NHP Signage, 4 posts & cable ties   | £15.99                              |
|        |  | KALC – Preparing for the Annual Audit Training (Sue Hibbert)  | £36.00 *£6.00                       |
|        |  | Rural Affairs Conference (Cllr. Naughton-Dean)  | £72.00 *£12.00                      |
|        |  | Sign Studio – Local plan board signage (replacement for February – change of supplier)  | payment authorised in £54.00 *£9.00 |
|        |  | LMC Contracts - Cycle Hoop Installation   | £780.00 *£130.00                    |
|        |  | Jim Boot NHP Project management support   | £502.05                             |
|        |  | AQL – web domain name renewal (every 2 years)   | £132.00 *£22.00                     |
| 154.4  |  | <b>Cliffe Woods &amp; Cliffe Car Park Barrier Repairs and Maintenance</b> – Work scheduled – Small Hall Car park w/e 3/3/17. Cliffe Woods Car Park w/e 10/3/17.   |                                     |
| 154.5  |  | <b>RLG update</b><br><b>RLG Outstanding</b> - £2,420 (includes estimated dongle payments to end year and cycle hoops)<br><b>Cycle Parking @ Cliffe Woods</b> – Installation complete, invoice on this month's payment schedule  |                                     |
| 154.6  |  | <b>S106 Update – Changing Rooms Project</b><br><b>Meeting Summary</b><br>The steering group reviewed progress. Planning application has been submitted and is being uploaded on the Planning System.<br>Fund raising options are now being followed up – based on a £109,000 cost.<br>A further planning application was suggested for the Rugby Club Storage Container and John Alford has agreed to submit on the council's behalf – when details available from Rugby Club.<br>Further requests and suggestions have been received from the Rugby Club –a sign at the entrance and four smaller signs to discourage dog fouling. The Clerk (PO) had met with the Rugby Club to agree positioning of the signs and the container – details now awaited from the Rugby Club for formal approval of the parish council. |                                     |
| 154.7  |  | <b>Staffing of Youth Clubs</b><br>A potential candidate has been identified, although the appointment would need to be made by the parish council.  |                                     |
| 154.8  |  | <b>Risk Assessment Review</b><br>The risk assessment was reviewed – alterations and future actions suggested. Recommended that the updated document be agreed. <b>AGREED</b>  |                                     |
| 154.9  |  | <b>Toilets and Bus Shelter – Cliffe Buttway</b><br>Medway Council have notified the parish council of their intention to close the bus shelter and toilets – and demolish the building. An offer had been made to the parish council to pay a nominal lease/rent payment and to take over the responsibility. The pros and cons of taking on the responsibility was discussed. The notice had arrived after the setting of the 2017/2018 Budget and the precept. Further discussion will take place with Medway Council to identify all the costs – Clerk (RFO)   |                                     |
| 154.10 |  | <b>Parish Council By-Election</b><br>Medway Council Electoral Services have notified that council that in response to the Notification of a Vacancy for the Cliffe Woods Ward (following the resignation of Ian Petrie), 10 Cliffe Woods electors had written in to call an election. The dates for nominations and, if more than one nomination, date for an all-day polling station at the  |                                     |

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|     |        | Cliffe Woods Community Centre are awaited. The Medway Council had estimated c.£2,000 cost to the parish council if there is a polling day.  |
|     | 154.11 | <b>Family Fun Fair</b><br>Cllr Darwell has reported a further request for a fun fair who would like to come to the parish. This would be young child focussed. There would be a fixed payment scheme and would abide by the same conditions as the Smiths Fun Fair (15th to 21st May). Awaiting a formal request.   |
|     | 154.12 | <b>Caretakers Duties</b><br>The Chair/Vice Chair and Clerk(RFO) will be following up a review as requested by the caretaker.  |
|     | 154.13 | <b>S.A.V.E –</b> Chair has put together reply to letter received about funding. As no response from other councillors received, will assume it is ok and send. Any further requests for funding from this group or any others, will need to be for specific purposes and can then be considered by the Parish Council on an individual basis.   |
|     | 154.14 | <b>Fencing/bollards at the Buttway</b> needs repairing – Clerk (RFO) to follow up.  |
|     | 154.15 | <b>Complaint about rubbish</b> at Church and St Helen's House – Clerk (RFO) to check with caretaker if litter picking is carried out in this area.  |
| 8.0 | 155.0  | <b>REPORT: ALLOTMENTS</b>   |
|     | 155.1  | <b>Allotments – General Report – Clerk (RFO), Cllrs Letheren, Clements, Evers</b><br>Further allotments have been vacated and more are expected – notice of rent rise has not been given yet.   |
| 9.0 | 156.0  | <b>REPORT: PLANNING</b>   |
|     | 156.1  | The following planning applications comments were circulated and sent as per our Standing Orders as they were due prior to this meeting: <b>None</b>  |
|     | 156.2  | The following planning applications have been circulated to the planning committee (and other councillors). A response is due after this meeting.   |
|     |        | <b>MC/17/0410 ROOKERY LODGE, THATCHERS LANE, CLIFFE, ROCHESTER, ME3 7RG</b><br>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) (part 1 of 2 Rookery Lodge Redevelopment) – There was concern about the loss of social/sheltered housing and the net reduction of residential units when the emerging local plan requires almost 30,000 homes. The Clerk (PO) will respond.<br><b>MC/17/0518 132 CHURCH STREET, CLIFFE, ROCHESTER, ME3 7PY</b><br>Construction of a two-storey side and single storey rear extension and new roof to existing garage (demolition of existing conservatory) – Recommended NO OBJECTION |
|     | 156.3  | Further planning applications notified following the publication of the initial agenda and the meeting.<br><b>MC/17/0443 GARAGE BLOCK, THATCHERS LANE, (AT JUNCTION WITH SWINGATE AVENUE), CLIFFE, ROCHESTER ME3 7RG</b><br>Demolition of garages and construction of two-storey building comprising 2x (over 55s) 1-bed flats with associated parking and refuse area (site 2) (part 2 of 2 Rookery Lodge Redevelopment) NO OBJECTION<br><b>MC/17/0556 MEMORIAL HALL, CHURCH STREET, CLIFFE, ROCHESTER, KENT, ME3 7PU</b><br>Construction of a detached building for use as changing rooms address was wrong, but now changed. PARISH COUNCIL APPLICATION  |
|     | 156.4  | <b>Other Planning Issues</b>  |

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|      |       | <p><b>Medway Local Plan –</b></p> <p>The public exhibition was held on Saturday 18th February at the Cliffe Memorial Hall. The council's view is now requested by end April 10 2017.</p> <p>After the meeting the date has been changed again to 17/04/17. The Clerk(PO) to produce a draft with Cllr Harper and distribute to all councillors for comment before submission.</p> <p><b>MC/17/0442 EASTCROFT, TOWN ROAD, CLIFFE WOODS, ROCHESTER, ME3 7RL</b></p> <p>Details pursuant to conditions 3, 5, 6 and 8 of planning permission MC/16/4356 change of use of agricultural buildings to form five separate units comprising of Class B1/B8 use (office/industrial) with associated internal and external alterations.</p> <p><b>MC/17/0640 131 VIEW ROAD, CLIFFE WOODS, ROCHESTER, ME3 8UH</b></p> <p>Application for a non-material amendment to planning permission MC/15/3560 for removal of side garage and reduction of protruding garage to increase driveway parking.</p> <p><b>MC/17/0327 - 32 GRAVENEY CLOSE, CLIFFE WOODS, ROCHESTER, ME3 8LB</b></p> <p>Application for a Lawful Development Certificate (proposed) for construction of a single storey side/rear extension (demolition of existing side projection)</p> |
| 10.0 | 157.0 | <p><b>Car Parking Review – Cliffe Woods/Cliffe</b></p> <p>A further site meeting between the Chair, Clerk(PO) with Medway Council, scheduled for Friday 3rd March to look at Cliffe issues. Medway Council will carry out some informal consultation on proposals in Cliffe and then formal advertising of proposals.</p>  |
| 11.0 | 158.0 | <p><b>Rookery Lodge Demolition and Site Redevelopment Proposals (update)</b></p> <p>Two planning applications now received – see Planning.</p>   |
| 12.0 | 159.0 | <b>Reports: OTHER COMMITTEES</b>   |
|      | 159.1 | Footpaths and Common Land – General Report – Cllr Moore  |
|      | 159.2 | C&CW Neighbourhood Plan Steering Group – General Report - Clerks   |
|      | 159.3 | Youth Liaison – General Report - Cliffe Woods – Cllr Walton, Cliffe Youth Club Clerk(PO)   |
| 13.0 | 160.0 | <b>REPORT: OTHER BODIES</b>  |
|      | 160.1 | Cliffe and Cliffe Woods Community Trust – Meeting scheduled 24 <sup>th</sup> March 2017.   |
|      | 160.2 | Cliffe Woods Community Centre Liaison – General Report circulated– Cllr Walton   |
|      | 160.3 | Cliffe Memorial Hall – General Report circulated – Cllr Bush   |
|      | 160.4 | Brett's Liaison – Cllr McDermid/Clerk(PO), Meeting held 18/1/17  |
|      | 160.5 | Rural Liaison Committee – Cllr Stanley meeting held March 7 <sup>th</sup> . Focus of meeting was policing on the peninsula.  |
|      | 160.6 | Kent Association of Parish Councils (Medway) – Chair/Cllr Harper attended the February 15 <sup>th</sup> meeting (along with the Clerk (PO)).   |
|      | 160.7 | Police Liaison Committee – Cllr Stanley the committee meets on an ad-hoc basis and have moved to the Hoo Village Hall, Pottery Road. There will be a meeting soon.   |
|      | 160.8 | Patient Participation Groups (Cliffe – Chair, Cliffe Woods – Vice Chair)   |
|      | 160.9 | Hoo Peninsula Landscape Partnership Bid (Heritage Lottery Fund) – Clerk(PO) Met 2 <sup>nd</sup> March and further meetings are planned for the Steering Group. There will also be an open session in April to discuss the work so far and look at the probable expression of interest submission to the Heritage Lottery Fund in late May.   |

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|      | 160.10 | Friends of North Kent Marshes Cllr Moore/Darwell. No report  |
|      | 160.11 | Other Reports  |
|      | 160.12 | Rural Affairs Conference – Attended by Cllr Naughton-Dean (9 <sup>th</sup> March).   |
| 14.0 | 161.0  | <b>Other items to be handed to the Clerk for the next Meeting on 11<sup>th</sup> May 2017 in the Emmanuel Centre, Parkside, Cliffe Woods, following the Annual Meeting at 7:30pm</b> |

Meeting closed at 10.00 pm

*20/03/17sh/cf*

## Appendix MA1703

|          | MATTERS ARISING FROM MINUTES OF MEETING ON 09/02/17  | Action By                                   |
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| 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. 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. <b>Installation complete and paid this month. COMPLETE</b>   | Clerk PO                                    |
| May 8.4  | <b>Changing Rooms Project</b><br>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). <b>Planning application has been submitted. Clerk (PO) sent amended drawings to Mary Hooper, and meet GC on site to look at storage and signage. SF to send change of contact details of football clubs to Clerk (PO) – who will liaise with them regarding Front entrance sign. SF looking at Veolia and Sport England funding opportunities.</b> | Clerk PO/<br>SF/                            |
| Jun 21.7 | <b>Annual Report</b> – 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 | <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. <b>On hold for present time.</b>  | Chair/<br>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. Vacancy to be re-advertised in January. Cliffe Woods vacancy has been re-advertised. <b>Potential candidate has been identified, appointment would have to be made by Parish Council.</b>   | Clerk PO<br>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 now expected in January). <b>Full planning application for two sites has been submitted and comments</b>  | Clerk PO<br>Chair<br><br>Planning Committee |

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|            | <b>submitted.</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. 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. <b>Revised quote from Thomas Fabrications. Small hall car park carried out, Cliffe Woods barrier has been measured up to start working on soon.</b> | Clerk RFO                        |
| 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                               |
| 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, December, or January committee. <b>Not February or March, earliest now April.</b>  | 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. £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 18 <sup>th</sup> Feb, workshop 25 <sup>th</sup> February held – sessions also held at Cliffe Woods School and the Guides. <b>Further NHP workshops to be agreed at their next meeting.</b>  | Clerk (PO)<br>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 - Agreed. Appointment 24 <sup>th</sup> Jan with NatWest to resolve asap. <b>Change of signatories now in place, Debit Card now required to make payments – forms submitted</b>   | Clerk(RFO)                       |
| Feb 138.0  | <b>RSPB HLF bid</b> - 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) – done. <b>Clerk to report future meetings to the parish council</b>  | Clerk (PO)                       |
| Feb 139.11 | <b>S.A.V.E. Request for funding</b> - 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<br>PO                |
| Feb 139.14 | <b>Care-taker Duties</b> - 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, longer term.  | Chair/Vice<br>Chair/Clerk<br>RFO |