

# CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Minutes of Meeting held at the  
Emmanuel Centre, Cliffe Woods  
On Thursday 13 July 2017



**PRESENT:** Cllrs Lynne Bush -Vice Chair, Annette Cooper (AC), Sandra Fenney (SF), Ron Naughton-Dean (RND), Vivienne Walton (VW), Peter Clements (PC), Phil Stanley (PS).  
Parish Clerks Chris Fribbins (PO), Mrs Sue Hibbert (RFO)  
The meeting opened at 7.30 pm.

NO	ITEM
33.0	<b>APOLOGIES FOR ABSENCE</b> Cllr Sue McDermid – holiday, Cllr Joan Darwell – busy/Cliffe fayre, Cllr Derek Graves – busy, Cllr Fred Harper - holiday, Cllr Jim Wenban - work, Faith Eysers, Ray Letheren, <b>ACCEPTED</b>
34.0	<b>DECLARATIONS OF INTEREST</b> - Cllr Fenney declared interest in planning application MC/17/2015 The Evening Star
35.0	<b>APPROVAL OF MINUTES OF MEETING HELD ON 08/06/2017-</b> Proposed Cllr Stanley, seconded Cllr McNaughton-Dean <b>AGREED</b>
36.0	<b>ADJOURNMENT</b> - None
	<b>MATTERS ARISING FROM MEETING HELD ON 08/06/17</b> (See action list with minutes)
37.0	<b>REPORT: CLERKS</b>
37.1	<b>Correspondence</b> - e-mails distributed through the month
37.2	<b>Matters dealt with since last meeting</b> (verbal report at meeting)
37.3	<b>Use of the Buttway Surfaced Area</b> A request has been received from “Pizza Me Pizza You” (a family business, 5* food hygiene rated and eco-friendly business), seeking permission to park at the Buttway on one or two evenings a week for the sale of gourmet wood fired pizzas to residents for a few hours. They are willing to pay 10% or takings to the Parish Council. <b>Parish Council decision is not to allow request.</b> Proposed Cllr Walton, seconded Cllr Clements <b>AGREED with one abstention.</b>
37.4	<b>Six Bells – Request for use of the Buttway Surfaced Area</b> Requesting use of the Surfaced and Grass area for our Classic Car and Bike show once a month on a Thursday evening (third Thursday) and suggesting a meeting to “discuss the matters which have been raised and come up with a solution”. <b>Parish Council agrees for Clerks’ PO/RFO to meet with landlady. Clerk (PO) to circulate outcome by e-mail.</b>
37.5	<b>Councillor Resignation/Notice of Vacancy</b> A letter of resignation has been received from Cllr. Gary Clark and the Notice of Vacancy (Cliffe Woods Ward) displayed on the notice board (closing date 27th July). This is an addition to the vacancy notice for Cliffe Village Ward (closing date 10th July). As these are two different wards, they cannot be combined and there is a potential for two by-elections. Confirmation of whether an election to be confirmed.
38.0	<b>Annual Report 2016/2017</b> Files have now been sent to the external auditor and they are dealing with it. (there are two opportunities for public rights to inspect the accounts – now and after it returns from the, External Auditor).
39.0	<b>REPORT: FINANCE &amp; GENERAL PURPOSES (Cllr Fenny/Clerk (RFO/PO)</b>

39.1	<b>Finance Report</b> June report circulated. Qtr. 1 forecast budget/spend report for 2017/2018 was discussed as there have been some significant expenditure items that were not budgeted. No major issues at present as still early in financial year but budget will need to be closely monitored.																																																			
39.2	<b>Receipts and payments</b>  <b>To note income below received</b> <table><tr><td>Groundwork UK</td><td>NHP grant</td><td>£7,649.00</td></tr><tr><td>Various</td><td>Allotment rents</td><td>£93.30</td></tr><tr><td>Allhallows PC</td><td>Paper contribution</td><td>£2.50</td></tr><tr><td>NatWest</td><td>Bank interest</td><td>£0.28</td></tr></table>	Groundwork UK	NHP grant	£7,649.00	Various	Allotment rents	£93.30	Allhallows PC	Paper contribution	£2.50	NatWest	Bank interest	£0.28																																							
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	<b>To seek approval of the following payments (*includes VAT) – detailed report of income and expenditure circulated</b>  <table><tr><td>Chris Fribbins</td><td>Clerk salary, home allowance, mileage – PAYE</td><td>£</td></tr><tr><td>Chris Fribbins</td><td>Norton subscription renewal</td><td>£79.99*</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>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>James Boot</td><td>NHP May meeting/June workshop/mileage</td><td>£434.70</td></tr><tr><td>Xerox</td><td>Refund for 3 x brother toners</td><td>-£157.00*</td></tr><tr><td>Xerox</td><td>Magenta toner</td><td>£91.98*</td></tr><tr><td>Cllr Lynne Bush</td><td>Re-imbursement for DC leaving gift</td><td>£50.00</td></tr><tr><td>HMRC</td><td>Employee PAYE Apr-Jun</td><td>£635.80</td></tr><tr><td>Mr Mower</td><td>Lawnmower &amp; Power trim service (£49 per item + parts)</td><td>£98.00</td></tr><tr><td>Carol Hassell</td><td>Cllr Moore funeral spray</td><td>£48.00</td></tr><tr><td>STG</td><td>Changing rooms building regs. plan fee</td><td>£402.84</td></tr><tr><td>Local Loft</td><td>Archive storage</td><td>£520.00</td></tr><tr><td>James Boot</td><td>NHP June meeting/housing workshop/mileage</td><td>£464.70</td></tr></table> <b>PAYMENTS APPROVED, proposed Cllr Naughton-Dean, seconded Cllr Walton - AGREED</b>	Chris Fribbins	Clerk salary, home allowance, mileage – PAYE	£	Chris Fribbins	Norton subscription renewal	£79.99*	Sue Hibbert	Clerk salary, home allowance, mileage – PAYE	£	Mike Johnson	Caretaker pay, mileage, petrol – PAYE	£	Andrew Norton	Youth worker salary	£	Vonage	Parish phone	£8.50*	EE	Dongle	£15.56*	James Boot	NHP May meeting/June workshop/mileage	£434.70	Xerox	Refund for 3 x brother toners	-£157.00*	Xerox	Magenta toner	£91.98*	Cllr Lynne Bush	Re-imbursement for DC leaving gift	£50.00	HMRC	Employee PAYE Apr-Jun	£635.80	Mr Mower	Lawnmower & Power trim service (£49 per item + parts)	£98.00	Carol Hassell	Cllr Moore funeral spray	£48.00	STG	Changing rooms building regs. plan fee	£402.84	Local Loft	Archive storage	£520.00	James Boot	NHP June meeting/housing workshop/mileage	£464.70
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39.3	<b>Cliffe Woods Car Park Repairs and Maintenance</b> –Repairs to both entrances complete, contractor has returned to adjust the (moveable) exit barrier after problems opening for the Cliffe Woods Fete - COMPLETE																																																			
39.4	<b>RLG update</b> RLG Outstanding - £7,271 (previous underspend + 2017/18 £4,840). Buttway Fencing agreed. Changing Rooms (with possible virement from Youth - Ear Marked Reserves) – <b>Virement from Youth EMR of approx. £2,100 to Changing Rooms EMR - AGREED.</b> Proposed Cllr Walton, seconded Cllr Stanley.																																																			
39.5	<b>S106 Update – Changing Rooms Project</b> <b>Meeting Summary</b> <b>Attendance - Sandra Fenney (Chair), R Naughton-Dean, Vivienne Walton, Chris Fribbins Clerk (PO), Sue Hibbert (RFO), John Evans (Chair Memorial Hall Committee)</b> <b>Planning Permission/Building Control</b> - John Alford has completed the detail drawings and I submitted for Building Control approval. The fee has been authorised by Cllr Fenney and Naughton-Dean under delegated powers granted at the June and has been paid (£402.84). <b>Fund Raising –</b> Football Foundation Grant followed up by Clerk(PO). Some design changes are required and a Football Development Plan required from the clubs. It could not be considered until October.																																																			

		<p>Sport England Community Asset Fund – application rejected (Cllr Fenney to chase for reasons).</p> <p>Kent County Playing Fields Association – request to be submitted (limited funds available) (RFO)</p> <p>Big Lottery Fund – Reaching Communities – rejected as sport project.</p> <p>Veolia Fund – There may be another funding window later in the year, but no grant available currently.</p> <p>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).</p> <p>There have been investigations into the procedure for taking out a loan to fill the funding gap. This would need to be paid back from the Precept. Loan repayment can be scheduled over a number of years (estimates based on 10 and 25 year). The Public Works Loan Board is government backed and secure way to borrow money and is used by many Parish and Town Councils (and larger authorities) to spread the financial impact of large projects. <b>Scope of impact on precept and individual parish council tax (Band D) report circulated by RFO</b> (Depending on amount and number of years for re-payment – the cost ranged from 1p to about 8p per week). Consultation with residents must be evidenced.</p> <p>There has been feedback from councillors who would not support a loan, some that want further time for fund raising. The funding gap means that work should not start, otherwise grants will not be available. There is a risk that we could lose the Rugby Club as they need certainty on the provision of changing rooms (with toilets and showers). Use of the football pitches remain limited as youth/adult teams are unable to play league fixtures at the ground without changing rooms.</p> <p><b>Build Phase</b> – 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.</p> <p><b>The council is asked to consider:</b></p> <p><b>a)</b> If the project should continue (and if so at what timescale); YES, with commitment for changing rooms to be built for the start of next year's season. <b>Proposed by Cllr Bush, seconded by Cllr Fenney - AGREED with one abstention.</b></p> <p><b>b)</b> That the option of a loan be considered and consultation with residents be carried out in the Annual Report – Clarion. Optional terms (amount and repayment period). <b>NOT AGREED – Proposed Cllr Naughton-Dean, seconded Cllr Bush.</b></p> <p><b>c)</b> <b>Further grants be sought</b> (but noting that the scope for large amounts is limited and the timescale for the project is likely to be extended into 2018) <b>ALL AGREED</b></p>
39.6	<b>Staffing of Youth Clubs</b>	Visible evidence of DBS has now been provided COMPLETE
39.7	<b>Risk Assessment Review</b>	Clerk (RFO) to organise meeting with Cllr Cooper to explain and carry out the financial review for April-June quarter.
39.8	<b>Toilets and Bus Shelter – Cliffe Buttway</b>	Following the decision of the parish council to not take on the toilets, Medway Council were informed (along with the MP and Medway Councillors (Strood Rural). Noel Filmer of Medway Council has written to inform the parish that funding for the next two years has been identified and they will remain open. COMPLETE
39.9	<b>Parish Council By-Election</b>	Medway Council are being chased for the invoice for the April Cliffe Woods By-Election.
39.10	<b>Family Fun Fair</b>	They are supplying some rides for the 2017 Cliffe Fayre and are interested in the possibility of young children's fun fair in 2018.
39.11	<b>Caretakers Duties</b>	Only one applicant (Michael Johnson) an interview is planned for the 12th July and will be reported to the council meeting – with recommendation. If appointed there will be a vacancy

		for a relief caretaker. <b>Recommendation appointment of Mike Johnson to the permanent caretaker role subject to a six-month probationary period.</b> Proposed Cllr Bush, seconded Cllr Fenney – <b>AGREED with one abstention.</b> <b>Vacancy for relief caretaker to be advertised,</b> proposed Cllr Naughton-Dean, seconded Cllr Clements - <b>AGREED</b>
39.12		<b>Fencing/bollards at the Buttway</b> – Quotes have been received from Straightline Fencing and Meopham Fencing. <b>F&amp;GP Recommend quote from Meopham Fencing be accepted.</b> (details of quotes in the F&GP minutes). <b>Recommendation AGREED,</b> proposed Cllr Fenney, seconded Cllr Stanley
39.13		<b>Play Park Repairs</b> – Clerk (RFO) and Cllr Wenban had visited the play park and agreed actions in response to the annual inspection report. Some work is underway. The Clerk (RFO) had contacted the inspector to query the statement that the entrance/exit gates be adjusted to be slower closing (worry about children ‘escaping’). The inspector’s recommendation up-held as there was a chance of injuring a child because of the speed of closure (Cllr Wenban to adjust) The Village Club to be notified to do similar to their access gate. The safety surface on some equipment has been ‘picked at’ and needs to be repaired. Clerk (RFO) to identify contractor for works. The fault with the cargo net connections on the Sutcliffe Leisure equipment had been reported to them, a reply is awaited. Severely damaged benches to be removed. Youth Shelter has been further damaged by fires and replacement/removal needs to be considered at budget time, proposed Cllr Fenney, seconded Cllr Walton - <b>AGREED.</b>
39.14		<b>Outdoor Gym Equipment</b> – Still to be considered, the current financial position would mean that the reserves would need to be used for match funding. <b>Budget for 2018/19?</b>
39.15		<b>Cliffe Recreation Ground/Small Hall Barrier Damage</b> Recommended that the quote from Thomas Fabrications to install two missing bollards and replacement four existing plastic bollards be accepted. Proposed Cllr Fenney, seconded Cllr Naughton-Dean - <b>AGREED</b> <b>Recommended that the quote from Thomas Fabrications to fix the Small Hall Car Park Barrier by accepted.</b> (figures on F&GP minutes). Proposed Cllr Naughton-Dean, seconded Cllr Stanley - <b>AGREED</b>
39.16		<b>Football and Rugby Pitch Hire Charges 2017/18</b> <b>Recommended that the pitch hire charges be increased to £260 per team per year for 2017/18, noting that a further review would be needed if the changing rooms were completed.</b> Proposed Cllr Fenney, seconded Cllr Walton - <b>AGREED</b>
39.17		<b>Flowers for GM at Cliffe Fayre</b> This year’s Cliffe Fayre will honour Cllr Moore. A display of photographs and memory book will be available in the lady chapel of St Helen’s. There was a request from Cllr Darwell for F&GP to consider paying for two floral displays estimated at £40 each. F&GP acknowledged once again the loss of their colleague whose knowledge and hard work for the parish council and village will be very missed, however preference is to contribute to a more permanent memorial, therefore <b>F&amp;GP recommendation is not to pay for the floral displays but to contribute later towards a memorial plaque in the village or something similar.</b> <b>Recommendation AGREED,</b> proposed Cllr Naughton-Dean, seconded Cllr Walton.
40.0		<b>REPORT: ALLOTMENTS</b>
40.1		<b>Allotments – General Report</b> – Clerk (RFO), Cllrs Letheren, Clements, Evers Rents now received, although there have been some plots given up recently. Vandalism still a major issue. Look at possible site meeting with PCSO, Cllr Clements and Stanley. Cllr Stanley to raise issue at next Rural Liaison meeting.

41.0		<b>REPORT: PLANNING</b>
	41.1	The following planning applications comments were circulated and sent as per our Standing Orders as they were due prior to this meeting
		<p><b>MC/17/1845 LAND REAR OF 56-60 TOWN ROAD, CLIFFE WOODS, ROCHESTER, ME3 8JJ</b></p> <p>Construction of a detached chalet bungalow with parking and access via Milton Avenue. Bungalow is behind 60 &amp; 58 Town Road (semi-detached bungalows on the shop side of the Milton Road/Town Road junction, accessed from Milton Road. Garden area is behind the larger 56 Town Road).</p> <p>Concern raised about the location of the access (on the curve of the access road to the rear if the shops/doctors)</p> <p><b>MC/17/1834 WESTCOURT FARM, SALT LANE, CLIFFE, ROCHESTER, ME3 7ST</b></p> <p>Construction of two open fronted agricultural buildings (farm down Salt Lane near Bretts Yard, agricultural buildings)</p> <p>No objection</p> <p><b>MC/17/1691 18 WENTWORTH DRIVE, CLIFFE WOODS, ROCHESTER, ME3 8UL</b></p> <p>Construction of a two-storey rear extension</p> <p>No objection</p> <p><b>MC/17/1598 2 VIEW ROAD, CLIFFE WOODS, ROCHESTER, ME3 8JQ</b></p> <p>Construction of two storey side extensions to facilitate conversion of five-bedroom dwelling to 2 three-bedroom dwellings with associated parking</p> <p>The Parish Council object to the planning application as submitted. The council had concerns about parking and the layout of the previous application (between 2 and 4 View Road) although this was granted permission.</p> <p>This application will further develop a site previously allocated to two detached properties into a much denser row of semi-detached properties and creating a terraced feel that is not appropriate for this location. Its location is a gateway site into Cliffe Woods and this an over-development of the site.</p> <p><b>MC/17/1924 47 REEDHAM CRESCENT, CLIFFE WOODS, ROCHESTER, ME3 8HT</b></p> <p>Construction of two storey front/side extension and garage conversion together with a single storey extension to rear - demolition of existing conservatory</p> <p>The effect on the neighbouring property (45 Reedham) does need to be reviewed. The parish council would also want to see that sufficient car parking in provided.</p>
	41.2	The following planning applications have been circulated to the planning committee (and other councillors). A response is due after this meeting.
		<p><b>MC/17/2015 THE EVENING STAR, 128 CHURCH STREET, CLIFFE, ROCHESTER, ME3 7PY</b></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><b>Concerns</b> – 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><b>Changed to OBJECTION, proposed Cllr Bush, seconded Naughton-Dean – AGREED with one abstention.</b></p> <p><b>MC/17/2249 CLIFFE WOODS PRIMARY SCHOOL, VIEW ROAD, CLIFFE WOODS, ROCHESTER, ME3 8UJ</b></p>

		<p>Relocation and erection of a modular building on stands to provide pre-school facilities Recommendation required – <b>No Objection proposed Cllr Naughton-Dean, seconded Cllr Walton</b></p> <p><b>MC/17/2210 56A ROOKERY CRESCENT, CLIFFE, ROCHESTER, ME3 7RH</b></p> <p>Application for Lawful Development Certificate (Proposed) for the construction of a dormer to side and roof light to side to facilitate further living accommodation within the roof space.   No consultation</p> <p><b>MC/17/2040 THE BUNGALOW RYE STREET FARM RYE STREET ROCHESTER, ME3 7UD</b></p> <p>Lawful Development Certificate (existing) for use of building as a single residential unit No consultation</p>
	41.3	<p>Further planning applications notified following the Planning Committee, publication of the initial agenda and the meeting.</p>
		<p><b>MC/17/2306 - 8 HILTON ROAD, CLIFFE WOODS, ROCHESTER, ME3 8LA</b></p> <p>Construction of 2m maximum height boundary wall with pillars and gate to front - resubmission of MC/16/4435 Recommendation required (could defer to Planning Committee if required)</p>
	41.4	<p><b>Other Planning Issues</b></p>
		<p><b>MC/17/0410 ROOKERY LODGE, THATCHERS LANE, CLIFFE, ROCHESTER, ME3 7RG</b></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, no committee date. (the redevelopment of the garage site for two properties opposite has been approved)</p> <p><b>MC/16/3742 LAND SOUTH OF VIEW ROAD, CLIFFE WOODS, ROCHESTER (Simpkins)</b></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><b>MC/16/3669 LAND OFF TOWN ROAD, CLIFFE WOODS (Gladmans)</b></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 (planning committee to approve)</p> <p>Thanks to the Clerk (PO) for responding on behalf of the Parish Council.</p>
42.0		<p><b>Car Parking Review – Cliffe Woods/Cliffe</b> - 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>
43.0		<p><b>Clarion – Annual Report</b> - This is in progress and it is aimed to deliver in July. Articles needed asap.</p>
44.0		<p><b>Reports: OTHER COMMITTEES</b></p>
	44.1	<p>Footpaths and Common Land – General Report – Cllr Darwell, Cllr Harper. No report</p>

## Minutes of Meeting 13/07/17

	44.2	C&CW Neighbourhood Plan Steering Group – General Report – Clerks. Report to be circulated.
	44.3	Youth Liaison – General Report - Cliffe Woods – Cllr Walton, Cliffe Youth Club Clerk(PO)
45.0		<b>REPORT: OTHER BODIES</b>
	45.1	Cliffe and Cliffe Woods Community Trust – Cllr Bush. Report to be circulated.
	45.2	Cliffe Woods Community Centre Liaison – General Report – Cllr Walton – Vote carried to sell land.
	45.3	Cliffe Memorial Hall – Cllr Bush - No report
	45.4	Brett's Liaison – Cllr McDermid/Clerk(PO), - No meeting
	45.5	Rural Liaison Committee – Cllr Stanley – Meeting next week.
	45.6	Kent Association of Parish Councils (Medway) – Chair/Cllr Harper April meeting held. Report circulated.
	45.7	Police Liaison Committee – Cllr Stanley - Meeting missed due to breakdown of communication, Clerk PO to find out contact.
	45.8	Patient Participation Groups (Cliffe – Vice Chair, Cliffe Woods – Chair) – Councillors unable to attend Cliffe Woods meeting and no meeting at Cliffe.
	45.9	Hoo Peninsula Landscape Partnership Bid (Heritage Lottery Fund) – Expression of interest submission to the Heritage Lottery Fund went in on time.
	45.10	Friends of North Kent Marshes Cllr Darwell
	4511	Other Reports
46.0		<b>Other items to be handed to the Clerk for the next Meeting scheduled on 10<sup>th</sup> August 2017 in the Small Hall, Memorial Hall, Cliffe</b>

Meeting closed at 9.30 pm

26/07/17sh

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

**Appendix MA1703**

	<b>MATTERS ARISING FROM MINUTES OF MEETING ON 08/06/17</b>	<b>Action By</b>
May 8.4	<p><b>Changing Rooms Project</b> Cllr Fenney had identified some draft costs electricity/water/sewage connections. <b>Fund Raising</b> - 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. 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. <b>Build Phase</b> – 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. <b>Due to revised timescale for build – further grants to be sought.</b></p>	Clerk PO/ SF/ GC
Jun 21.7	<p><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. <b>Reports for the Clarion needed asap.</b></p>	ALL
Jun 21.7	<p><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></p>	Chair/ ALL
Jun 25.0	<p><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 submitted.</b></p>	Clerk PO Chair  Planning Committee
Aug 55.1	<p><b>Allotments</b> – 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><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.</p>	Clerk PO
Sep 68.3	<p><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. Not February or March, earliest now April. <b>As yet still no committee date for Simpkins development. Gladmans gone to appeal, response from Parish Council has been sent.</b></p>	Clerk PO
Oct	<p>Neighbourhood Plan – Unspent 16/17 grant of £3,981 returned and new grant of</p>	Clerk (PO)



Minutes of Meeting 13/07/17

86.2	£7,649 received. Transport & Economy workshop held on 29 April. Environment & Heritage due 17 June, Housing & Community Facilities 8 July. <b>Housing Needs Survey to be sent to residents.</b>	NHP
Feb 138.0	RSPB HLF bid - Expression of Interest was submitted by deadline of end of May.	Clerk (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. Final advert on noticeboards and website. <b>Mike Johnson appointed subject to six-month probationary period - COMPLETE</b>	Chair/Vice Chair/Clerk RFO

May 8.8	<b>Risk Assessment Review</b> Financial Regulations now updated, Cllr Cooper to carry out interim audit reviews. <b>Meeting arranged to go through audit process for 1<sup>st</sup> quarter of financial year.</b>	Clerk RFO
May 8.13	<b>Buttway fencing</b> <b>Quote from Meopham Fencing agreed – timescale for works to be confirmed.</b>	Clerk RFO
May 8.14	<b>Football pitch renovation</b> Vertical drain work to be carried out after Fun Fair has visited	Clerk PO/RFO
May 8.16	<b>Outdoor Gym Equipment</b> 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.	Clerk RFO/PO
Jun 23.16	<b>Bollards at Cliffe recreation ground/small hall car park barrier</b> <b>Quote from Thomas Fabrications agreed, timescale for works to be completed to be confirmed.</b>	Clerk RFO
Jul 36.4	<b>Six Bells – Request for use of the Buttway Surfaced Area</b> <b>Requesting use of the Surfaced and Grass area for our Classic Car and Bike show once a month on a Thursday evening (third Thursday) and suggesting a meeting to “discuss the matters which have been raised and come up with a solution”. Meeting to be arranged</b>	Clerk PO/RFO
Jul 39.7.	<b>Risk Assessment Review</b> <b>Clerk (RFO) to organise meeting with Cllr Cooper to explain and carry out the financial review for April-June quarter.</b>	Clerk RFO/Cllr Cooper
Jul 39.11	<b>Caretaker Duties - Vacancy for relief caretaker to be advertised</b>	Clerk RFO/PO
Jul 39.13	<b>Playpark Repairs – Village Club to be notified about inspection report recommendation that access gate opening/closing be slowed down.</b> <b>Contractor to be found for wet pour repairs and ballpark/chainlink gate repairs.</b>	Clerk RFO

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