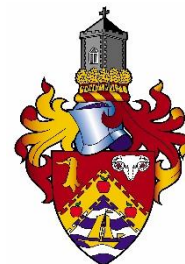


Minutes of Meeting held at The Small Hall, Memorial Hall, Cliffe

PRESENT: Cllrs Ron Naughton-Dean CHAIR(RND), Barry Dibble (BD) – VICE CHAIR, Fred Harper (FH), Vivienne Walton (VW), Andy Keates (AK), Joan Darwell (JD), Anette Cooper (AC), Malcolm McLeod (MM), Peter Clements (PC), Sandra Fenney (SF)



Parish Clerks- Chris Fribbins (PO) and Michelle Dolley (RFO)

This meeting opened at 7:30pm

- | NO | ITEM |
|-----------|---|
| 42 | APOLOGIES FOR ABSENCE
Cllrs Ray Letheren (Unwell), Jim Wenban (Work), Sue McDermid (Injury), Victoria Baxter (Childcare) |
| 43 | DECLARATIONS OF INTEREST - None |
| 44 | APPROVAL OF MINUTES OF MEETING HELD ON – 13/06/19
proposed Cllr Keates, 2 nd - Cllr Fenney- ALL AGREED. |
| 45 | ADJOURNMENT- None |
| 46 | MATTERS ARISING FROM MEETING HELD ON 13/06/19- None |
| 47 | Co-option of Parish Councillors for both Cliffe Village Ward (up to two) and Cliffe Woods (one).
Mr Robert Wyatt was present for the meeting. After a brief presentation and questions based on the circulated CV already sent to councillors, Mr Wyatt was co-opted for Cliffe Village Ward (no objections). Proposed Chair, Seconded Vice Chair – ALL AGREED. He proceeded to read the declaration, which he signed and was countersigned by the Clerk (PO).
1 vacancy remains for Cliffe Woods Ward. |
| 48 | REPORT: CLERKS |
| 48.1 | Matters Dealt with since last meeting –.
A Grant application from Cliffe in Bloom is expected |
| 49 | Report: Chair- Chair reported on the unfortunate accident of Cllr McDermid- He proposed a get well card and gift be purchased, seconded by Cllr Cooper- ALL AGREED. |
| 50 | Governance Working Party (Chair)
Report on recent meeting of the Working Party
The working party had recommended Standing Order and Financial Regulations for adoption as a priority. An amended Draft Standing Orders Update has been circulated. Chair proposed this be circulated for comments/updates etc. (by 31/7) and considered at the August meeting (the next working party is not until September). |
| 51 | Report: Finance & General Purposes 2nd July (Cllr Dibble/Clerks)

Meeting held Tuesday 2 nd July 7:30pm at St Helens House, Buttway, Cliffe

Attendance Cllr Dibble (Chair), Cllr Cooper (Vice Chair), Cllr Naughton-Dean (Parish Chair), Cllr Sandra Fenney, Cllr Wenban, Cllr Walton

Chris Fribbins (Clerk PO), Mrs Michelle Dolley (Clerk RFO)

Apologies Cllr Letheren (unwell), Cllr Darwell (Work), Cllr Keates (Family) |
| 51.1 | Finance Report/ Draft Finance Reports Circulated-
Bank reconciliation, Balances, Council Detail Report- NOTED |

51.2 Annual Return (AGAR)

All documents have now been sent to PKF Littlejohn and displayed on all 5 noticeboards and the parish website.

51.3 Payments to be made-

Cllr Darwell raised an issue with the Buttway Turfing. Cllr Keates raised an issue with the purchase of the goal post sockets/alterations as was not agreed at full council (but had been supported at F&GP and within the Clerk PO's authority level).

Receipt's for June/July		
VAT Repay	£1,047	
Allotment Rents	£280.90	
Bank Interest	£5.94	
Insurance Claim Excess Refund	£250.00	
Payments		
Payments	Description	Amount
190701- Chris Fribbins	Clerk PO Salary, Home Allow, Mileage	
190702- Michelle Dolley	Clerk RFO Salary, Home Allow, Mileage	
190703- John Davies	Caretaker Salary, Mileage	
190704- Andrew Norton	Youth Worker Salary	
190705 Vonage	Parish Phone	£9.25*
190707 HMRC	HMRC PAYE ¼	£710.60
190708 Amazon	Caretakers Storage	£57.24*
190709 Norse	Buttway Turfing	£168.00*
190710 12PAY	License Renewal	£79.20*
190711 Keep It Personal	Chairs Present	
190712 Community Land Use	NHP Consultant	£525.00
190713 Safeplay	Playground Inspection	£402.00*
190714 Jim Boot	NHP Consultant	£149.85
190715 It's a goal posts	Goal Post Sockets X2	£112.97*
190716 St Helens Church	Annual Grant	£1,000
190717 Mike's Main Drain	Buttway Clearance	£275.00*
190718 Instaprint	NHP Printing	£81.00*
190719 Fasthosts	Clerks Email Subscription	£66.00*

*Includes VAT (reclaimable)

Proposed by Cllr Walton, Seconded by Cllr Dibble- **1 Abstention, 9 Agreed- AGREED**

51.4 Changing Room Update (Cllr Naughton-Dean/Clerk PO)

Changing Room Update (Cllr Naughton-Dean/Clerk PO) General Update

A site meeting was held with Mr Tom Fenney and a suggestion was made to apply an improved flooring solution during the summer months. A quote from Polycoat flooring is being obtained for the flooring issues (other quotes will be required). Cllr Wenban has also visited the site with the Clerk (PO) and a tiler. The changing rooms have been measured checked for issue (the toilets and drain outlet will need to be raised slightly). A sample tile was bought to the meeting along with an estimate of £5000 for the installation of porcelain tiles – to be reviewed at F&GP.

It was also noted that the annual renewal for the electricity contract is due at the beginning of August. Clerk RFO is reviewing It was also suggested that quotes be sought for the changing rooms to have its own separate water meter installed so usage could be separated from the allotments for billing purposes.

The Clerk (RFO) will be compiling a spreadsheet to identify changing room income and running costs, along with Cllr Cooper, for reporting at future F&GP Committee meetings.

51.5 Relief Caretaker/Relief Cleaner to appoint

No further interest currently so the position is still vacant. This will be advertised again and put on the website and extended social media pages.

51.6 Parish Council Vacancies

There has been an enquiry about a possible co-opt from Robert Wyatt (4 Station Road, Cliffe) details have been circulated. The applicant will be invited to attend the next full council meeting. There are currently two vacancies (one in Cliffe Village and one in Cliffe Woods).

51.7 The Buttway

Grass Surface/Vehicle Parking Entrance – Permanent strengthening of the main vehicle entry/exit will need to be done after the Summer Fete as it will need to be left to allow grass to re-grow and fencing of the grassed area is agreed.

Overnight nuisance – Three fencing/bollard quotes have been received and were discussed. Based on the supplied three quotes, it was recommended that the Findlay Fencing quote be accepted, Cllr Darwell requested that a detailed visual be obtained from the fencing company. Cllr Naughton-Dean proposed Findlay Fencing as our preferred supplier based on the current quote (£1,440 inc VAT), Cllr Dibble amended this proposal to £1500 inc VAT, seconded by Cllr Walton to allow some contingency - **ALL AGREED**

Drainage- Mike's Maindrain have been and probed (with camera) the drains to find the cause of the constant flooding in that area. The recommendation is that the tarmac surface would need to be opened to provide a permanent fix (report awaited). This issue will be added to the Parish Council's long term planning due to cost.

51.8 Cliffe Play Area - Annual inspection report received and circulated.

The report raised several issues. The most urgent of which was the matting at the bottom of the majority of the equipment. Some play equipment has limited matting left, due to grass growing over the top of it, and some is not sufficient enough to comply with latest regulations. Clerk RFO, will be obtaining quotes to replace matting within Cliffe Play Park as required.

Also mentioned were the steel plates on some of the older equipment, which Cllr Wenban will be inspecting and reporting what needs doing. Issues were also raised with the gates into the Play Area, including the Village Club which continues to be a problem.

A quote has been received for the refurbishment of the Tractor (£1,500)- Proposed by Cllr Dibble, Seconded by Cllr Walton- **ALL AGREED**. The multi-play equipment is being refurbished already (chequer plate welding £350, other refurbishment may also necessary).

51.9 Cliffe Recreation Ground-

On Friday 28.06.19 an incident was recorded on the parish CCTV. A youth vandalised the rugby posts and the crossbar had been dislodged. This was reported to Cliffe Crusaders and it was fixed the next day.

Pitch Invoices will be sent out by 07.07.19, along with the 'responsible adult letters', which were approved at the previous meeting, requesting details of the adult's name and contact number, which will correspond with the signing book that will be placed in the Changing Rooms. There will also be a fourth team now using the pitch, after all football parties agreed on match day times.

Black Lion Football Club also requested that the goal post be moved, in order to make the pitches wider/longer to correspond with the older teams' regulations. Quotes have now been sourced for these., but after a site meeting with the football clubs it was agreed to leave the work until the next season has finished (to allow maximum time for the grass to recover – the lines for the pitch will be change to make the pitch wider. The goal sockets and net replacements have been ordered already, following the support of F&GP, within the Clerk's authority and deemed urgency by the football clubs

for the coming season, and will be stored in the container – the work to install them (Clark/Clayton) has been deferred to 2020).

The Skate park was also inspected, and a quote has been received for the remedial works. However, as this quote was extensive Cllr Naughton-Dean proposed that this be deferred and added to the Parish Councils, longer financial plans, seconded by Cllr Fenney- **ALL AGREED**

51.10 Allotments

The last two remaining plots have now been taken.

There was also another report of a knife and baseball bat being found along the boundaries of the allotments and skatepark. Unfortunately, whilst these were being reported on the phone, someone had put their hand through and retrieved the items.

It was also noted that there is a leaking tap and a piece of old piping by the front entrance that is protruding from the ground. The leaking tap has now been repaired.

51.11 AOB (notified before, or at the start of the meeting)

- **Cliffe Woods Youth Shelter-** One corner has been damaged/broken away. It has also been painted in what appears to be black gloss paint. Cllr Wenban is going to inspect and report as necessary.

- **Summer Activities-** The June meeting approved a grant of £1,000 towards the Medway Council Summer Activities (£500 per ward – Cliffe Village and Cliffe Woods), on the basis that BOTH villages were covered in the programme. Publicity also needed to be improved (and the parish council could help through the website and Facebook pages. When the programme of events was published, Cliffe Woods was not included.

There had been discussions with the provider, but there were not sufficient funds available for both villages (the parish council had donated £2,000 in the previous year the funds available from other source was also limited) and as attendance at Cliffe Woods was much lower, they had made the decision to cover Cliffe only (with children needing to be transported from Cliffe Woods to Cliffe). F&GP had discussed this and suggested that the £1,000 not be paid due to the lack of events in Cliffe Woods. Cllr Wenban also suggested that based on the feedback from last year, the proposed grant money for these activities could be used elsewhere- for example the Playpark. Cllr Naughton Dean proposed the withdrawal of the donation due to discussed issues above, seconded by Cllr Fenney- 10 AGREE, 1 ABSTENTION- AGREED. Cllr Dibble also suggested putting an article on social media explaining the situation.

- **Community Resilience-** A booklet has been published on our website.

- **Cliffe Woods Mill Stone-** The growth around the Mill Stone needs to be strimmed/cut for the stone to be visible again, but this is a dangerous location (adjacent to road and needs at least two people to attend for safety).

52 **REPORT: ALLOTMENTS- Cllr Clements, Letheren**

Clerk RFO reports that all allotment plots are now allocated, with a waiting list. There are still some plots that have not been paid their 2019/20 rent have received eviction notices. The leaking tap has now been fixed.

53 **REPORT: - Planning Committee- (Cllr Harper/Clerk (PO)) Both March and April Planning Meetings**

53.1 The following planning applications comments were circulated and sent as per our Standing Orders as they were due prior to this meeting:

MC/19/1455 Land North Of Merryboys Road Cliffe Woods Kent ME3 7TP

Outline application with all matters reserved except for access for the construction of six self-build detached dwellings with access from Merryboys Road, associated landscaping and groundworks - Resubmission of MC/18/2351

Objection – north of Merryboys Road where development has been resisted. Road limited width and capacity. Negative precedent allowing new developments on that side of the road. Self-build plots have already been approved further up the road

MC/19/1485 12 Cooling Road Cliffe Rochester Medway ME3 7RY

Construction of a 3x bedroom detached dwelling together with associated landscaping and parking and a two storey rear extension to existing dwelling together with associated parking to front.

There appears to still be an issue over site ownership as it is shown as Trenport land in other maps. The Parish Council's previous concerns still apply.

The policy of the parish council would have been to object to this site as being outside the Cliffe Village envelope as defined in the Medway Local Plan 2003, but appreciate that the government planning policy has effectively removed this restriction due to the age of the local plan and lack of a five-year land supply..

The council would still have concerns about setting a precedent for ribbon development along this road as it very narrow along most of its length and with the need for some households to park in the road so adequate off road parking would be necessary. The size of the building is too prominent in that location.

The current views of that part of Cliffe (from the B2000 Station Road approach to Cliffe) should also be protected where possible and landscaping to the rear of these new properties should include significant tall trees to shield the back of the houses.

MC/19/1340 Land Adjacent to Kia-ora Station Road Cliffe Rochester Medway ME3 7RN

Construction of 4 pairs of semi-detached 3 bed dwellings with carports and associated landscaping

Object to this as inappropriate back-land development, being the edge of the hamlet and outside the confines of both villages, visually prominent from the Cliffe direction and will give that area an appearance of a much larger group of houses/settlement. There does not appear to be adequate parking for this and those previously approved adjacent to this site.

MC/19/1527 29 Englefield Crescent Cliffe Woods Rochester Medway ME3 8HD

Application for a Lawful Development Certificate (Proposed) for the construction of a single storey entrance porch to the front elevation set back from the projecting integral garage building line. Replacement of the existing flat roof over the existing projecting garage with a new pitched roof, extending over the proposed porch. **No Objection**

MC/19/1534 Land at Cliffe Rochester Kent

Town and Country Planning Act (Environmental Impact Assessment) Regulations 2017 - request for a scoping opinion for residential development of up to 500 dwellings, land extension to primary school, replacement sports ground, additional playing fields, landscaping, cycleway and pathways, vehicular access and associated infrastructure.

At this time it is just a request for a scoping opinion in the need for an environmental impact analysis and what would be the scope of that document. A holding response has already been sent about the need for an EIA, and Appropriate Assessment and Mitigation measures as it is near to SSSI/RAMSAR sites. There will be major concern from local residents and initial details have been published in the parish council website.

A meeting (open to councillors and the NHP Steering Group) was held with Trenport in April 2018, but nothing since. Previous meetings had also suggested land transfers for open space and an extended recreation ground to replace the existing APCM ground. A road would be built to take traffic away from the top of Station Road, across Cooling Road and into their development. Indications in the supplied document seem to support this as the basis for their development but we

will not know until an Outline Application is submitted or consultation is carried out. The indication is that it would take 10 years to build-out.

MC/19/1587 (Plot 3) Land West of Merryboys Farm House Cooling Common Cliffe Woods Rochester Medway

Application for approval of reserved matters being appearance, layout and scale for Plot 3 pursuant to planning permission MC/17/3572 (Outline application for six self-build detached houses)

No Objection

MC/19/1677 171 Church Street Cliffe Rochester Medway ME3 7QB

Details pursuant to condition 3 (materials) on planning permission MC/19/0269 - Application for approval of reserved matters being appearance, landscaping, layout and scale pursuant to planning permission MC/17/3499 - Outline application with some matters reserved (appearance, landscaping, layout and scale) for construction of three 3-bedroomed dwellings

No Objection

MC/19/1606 Kia-ora Station Road Cliffe Rochester Medway ME3 7RN

Variation of condition 2 on planning permission MC/18/1536 to allow a minor material amendment for alterations to parking layout to front, removal of carports, enlargement of dormer window to front, removal of gable to side elevations and internal alterations to floor layout

Object to the changes proposed to the approved dwelling, it rearranges and limits total parking in order to allow MC/19/1340 to be developed (to which the parish object)

MC/19/1674 10 Sedley Close Cliffe Woods Rochester Medway ME3 8HE

Construction of a two storey extension to side and single storey extension to rear

Clarity required on the indication of two car spaces on the site (alongside the footway) were there is only space for one. If some land is to be built up to the level of the existing drive or the existing drive lowered to the previous lower height, we would expect this to come into the scope of planning.

53.2 Planning Applications Received after the Planning Committee and the Agenda for this meeting

MC/19/1670 59 Brookmead Road Cliffe Woods Rochester Medway ME3 8HL

Construction of a 2 storey side extension

Of a similar design as MC/19/1674 with car parking arrangements. Despite an initial email of support the parish council has concerns about the on-site parking provision.

53.3 Further planning applications notified following the Planning Committee, publication of the initial agenda and the meeting

MC/19/1828 19 Turner Street Cliffe Rochester Medway ME3 7QL

Construction of a single storey extension to rear – NO OBJECTION

MC/19/1825 171 Church Street Cliffe Rochester Medway ME3 7QB

Details pursuant to conditions 10 (contamination), 11 (contamination), 12 (contamination) and 13 (contamination) on planning permission MC/17/3499 - Outline application with some matters reserved (appearance, landscaping, layout and scale) for construction of three 3-bedroomed dwellings – NO OBJECTION

53.4 Other Planning Issues

Medway Local Plan

Consultation on a Draft Plan was planned for the June/July 2019, but has been further delayed until a decision is reached on a Housing Infrastructure Fund bid of £170m (was due Spring 2019) for road and rail improvements and community infrastructure.

MC/16/3669 LAND OFF TOWN ROAD, CLIFFE WOODS (Gladmans)

Cllrs McDermid, Harper and Clerk (PO) attended both days of the High Court hearing. The decision is unlikely to be received until July/August – if Gladmans claims are approved the application will go back to the Minister for re-consideration, if rejected (in full), the application will stand refused (but a new/duplicate application has been submitted, which will need to be considered by Medway Council, but with the High Court decision as key input). (SMcD, FH and CF can update as necessary – brief report added to website/news items)

MC/16/3742 LAND SOUTH OF VIEW ROAD, CLIFFE WOODS (Simpkins)

Planning appeal (written representations) – Appeal allowed (31/12) Full Planning Application awaited.
Double Yellow lines implemented on the View Road bend, paid for by the development.

Land West of Town Road, opposite Merryboys/Town Road Junction

This was approved in April and work is expected to start soon.

Land at Cliffe – The applicant wants to meet with the Parish Council & Neighbourhood Plan Steering Group.

Neighbourhood Plan – Site Allocation

Community-Led Housing

Situation with Redrow and Gladman's applications being monitored and IF approved could provide Local Needs Low-cost/Affordable Housing as identified by the Housing Needs Survey in 2017– needs an external organisation with business skills – Clerk (PO) attended a consultation events in Dover.

54 REPORT: OTHER COMMITTEES

54.1 Footpaths and Common Land – General Report – Cllrs Harper/Darwell

Fly tipping has been reported to Medway council

54.2 C&CW Neighbourhood Plan Steering Group – General Report – Clerks

Reported on current work and the new planned submission of a Draft Plan (Regulation 14) in the Autumn. There are two public exhibitions taking place in Cliffe (13.07.19) and Cliffe Woods (16.07.19).

54.3 Youth Liaison- General Report- Cllr Walton

Cliffe Woods youth club is now closed due to declining numbers.

54.4 Governance Working Party- Cllr Naughton-Dean

After meeting on the 08.07.19 Clerk PO issued the draft Standing Orders to all Councillors to ensure all feedback is received by 31.07.19

55 REPORT: OTHER BODIES

55.1 Cliffe and Cliffe Woods Community Trust – Report – Cllr Keates, Clerk (PO)

Nothing to report-

55.2 Cliffe Woods Community Centre Liaison – General Report – Cllr Walton

The fete was well attended and support for setting up, running and clearing down after was appreciated. It was appreciated how much work went into the preparation of the event by Cllr Walton.

- 55.3 **Cliffe Memorial Hall – General Report** – Cllr Fenney No meeting to report.
 - 55.4 **Brett’s Liaison** – Cllr McDermid/Clerk (PO). Nothing to report, meeting is now annually.
 - 55.5 **Rural Liaison Committee** – Cllr Naughton-Dean Nothing to report, next meeting late July.
 - 55.6 **Kent Association of Local Councils (Medway)** – Chair/Cllr Harper.
Nothing to report- Next Meeting 24.07.19.
 - 55.7 **Police Liaison Committee & Councillor/Police Surgeries** – Cllr Dibble
Nothing to report
 - 55.8 **Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott)-** Chair/Cllr Fenney
Nothing to report
 - 55.9 **Friends of North Kent Marshes** Cllr Darwell –
Cliffe Fayre was well attended as Cliffe Woods and support for setting up, running and clearing down after was appreciated especially on a very hot day. Thanks were expressed to Cllr Darwell especially for the amount of work before, during and after the event.
- 56 Other Reports – None
- Other items to be handed to the Clerk for the next meeting on 8th August 2019 in the Emmanuel Centre, Parkside, Cliffe Woods at 7:30pm**

Meeting Closed at 21.30

Signed by..... Chair and dated.....

Appendix MA1903

	MATTERS ARISING FROM MINUTES OF MEETING ON 08/02 /18	Action By
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. 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. Initial meeting held, follow up meeting to be arranged when NALC to review/amend new NALC Model new Standing Orders, now received. Review of new Standing Orders, Financial Regulations, Code of Councillor Conduct, committees (including Personnel) other policies and GDPR implications to be carried out by new Governance Sub-Committee/Working Party. Formal agreement for Governance Working Party, Code of Conduct, Creation of Personnel Advisory Committee, Various policies AGREED at November 18 meeting. To be agreed after the election – Draft version circulated for comment</p>	Clerk PO/Vice-Chair/Cllr Cooper
Oct 86.2	<p>Neighbourhood Plan – Workshops complete, work starting 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 held on 28 November. Remaining grant of £3,816 agreed and needs to be spent by 31/3/18. Draft Local Plan has no site allocations in Cliffe or Cliffe Woods, consultation March to May. Steering group to look at site assessments for land in SLAA and any other land that could be developed as part of the Neighbourhood Plan. New Locality Grant bid approved and at a higher level than applied for – runs to 31/3/19. Consultation on potential Draft Version carried out July 2019 – aiming for a Section 14/Draft Plan to be submitted to Medway Council in the Autumn.</p>	Clerk (PO) NHP

