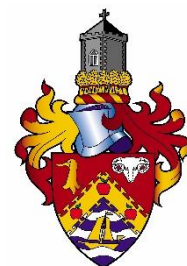


**Minutes of Meeting held at Small Hall, Cliffe Memorial Hall,
Church St, Cliffe**



PRESENT: Cllr Ron Naughton-Dean (RND) – VICE CHAIR, Victoria Baxter (VB), Barry Dibble (BD), Fred Harper (FH), Ray Letheren (RL), Vivienne Walton (VW), Jim Wenban (JW), Peter Clements (PC)

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

This meeting opened at 7:30p.m

- | NO | ITEM |
|-----------|---|
| 64 | APOLOGIES FOR ABSENCE
Cllr Sue McDermid CHAIR(Illness), Joan Darwell (Work), Annette Cooper (Holiday), Andy Keates (Personal), Sandra Fenney (Unwell) - all agreed |
| 65 | DECLARATIONS OF INTEREST - None |
| 66 | Councillor Co-Options – There are three vacancies (1xCliffe Woods, 2xCliffe). No expressions of interest received for this meeting. |
| 67 | APPROVAL OF MINUTES OF MEETING HELD ON - 11/10/18
proposed Cllr Letheren, seconded Cllr Walton AGREED. |
| 68 | ADJOURNMENT
Two Cliffe residents were present at the meeting and discussed an overnight nuisance problem, that the Parish Council were already aware of, based on previous correspondence with them. The situation was described as getting worse, by eggs purportedly thrown at their house, following altercations with several parked cars and the individuals smoking, drinking alcohol and playing loud music late at night outside their house- along the Buttway. They suggested to the Parish Council if chains could be installed to effectively 'fence off' that area of parking. They have also kept a diary and recorded events from CCTV, they have installed to combat this and reported to the Police.
Cllr Walton suggested writing a letter to Medway Council, which was seconded by Cllr Baxter, with the Chair also suggesting they write also to the Ward Councillors. This will be an on-going issue, that will be referred back to Finance and General Purposes to discuss a resolution to this. |
| 69 | MATTERS ARISING FROM MEETING HELD ON 11/10/18- None |
| 70 | REPORT: CLERKS |
| 70.1 | Correspondence - e-mails distributed through the month |
| 70.2 | Christmas Social – RFO to send email to all councillors to get responses. |
| 70.3 | Matters Dealt with since last meeting –.Nothing further to add. |
| 71 | Small Hall Barrier Incident (Following discussions at F&GP)
Following F&GP discussions about the damage to the barrier after an accident, Chair has said we need to arrange an interview and fact-finding log must be scheduled. KALC has also been contacted for legal advice on the matter as it was an employee on council business at the time of accident. Cllr Dibble proposed we report the incident to our insurance company |

following the interview and address any further action necessary, Cllr Walton seconded this- **ALL AGREED.**

72 **Establishment of Personnel Advisory Committee (terms of reference circulated and recommended by F&GP)**

Recommend the establishment of the Personnel Advisory Committee on the basis of the terms of reference- Cllr Walton proposed, Cllr Dibble seconded- **ALL AGREED**

73 **Establishment of the Governance Working Party (recommended by F&GP)**

Formal establishment of the ad-hoc Governance Working Party is recommended. The terms of reference are to review the policies, terms of reference, the Standing Orders and Financial Regulations, consult with parish councillors as necessary, and make recommendations to the Finance and General Purposes Committee or the Council on their amendment or adoption. The working party to be open to all councillors. Cllr Baxter proposed, seconded by Cllr Dibble- **ALL AGREED**

74 **Adoption of Policies (as circulated and recommended by F&GP)**

- Donations/Grants/Subsidy Policy – and application form- Cllr Walton proposed, seconded by Cllr Dibble- **ALL AGREED**
- Complaints Procedure- Cllr Walton proposed, seconded by Cllr Baxter- **ALL AGREED**
- Data Protection Policy- Cllr Baxter proposed, seconded by Cllr Harper- **ALL AGREED**
- Councillor's Code of Conduct- Cllr Dibble proposed, seconded by Cllr Baxter- **ALL AGREED**

75 **REPORT: Chair**

- 14 October- Telephone call from a resident to inform me that the millennium sculpture in Cliffe Woods had been damaged again- special thanks to Cllr Letheren for the repairs.
- 17 October - Wrote PC news article for Parish News Magazine.
- 18 October - Meeting re: Medway Council's Local Plan / Neighbourhood Plan with Catherine Smith, Planning Manager, Medway Council.
- 23 October - PC Surgery at Cliffe Woods which was undertaken in my absence by the Vice-Chair, Cllr. Ron Naughton-Dean with assistance from Cllr. Keates.
- 2 November - Telephone call from Pat Leviston requesting Buttway area be cleared of weeds ahead of WW1 Commemorations- this has now been cleared by the Caretaker.

76 **Report: Finance & General Purposes (Cllr Fenney/Clerk (PO))**

Meeting held Tuesday 30th October, 7:30pm at St Helens House, Buttway, Cliffe
Attendance Cllr Fenney (Chair), Cllr Naughton-Dean (Vice Chair),
Cllr Letheren, Cllr Dibble

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

Apologies McDermid (Medical), Wenban (illness), Cooper (holiday) and Keates (family)

76.1 **Finance Report –**

Reports circulated- Draft reports circulated as of 29.10, as month end not until after the F&GP meeting. – updated reports circulated to council.

76.2 **Receipts & Payments (circulated)**

Initial Receipts and Payments circulated and noted, update with salary details will follow at month end.

Minutes of Meeting 08.11.18

To note receipts for October

Leader (Kent Downs and Marshes)	Changing Room Grant	£30,010.07
Allhallows Parish Council	Part Payment for CF SLCC sub	£95.87
Markerstudy Insurance Claim	Small Hall Car Park Barrier	£795.00
Cash	Damage to Small Hall Car Park Barrier	£65.00
Stackhouse Poland	Online Insurance Premium Payment Refund	£380.06
Bank Interest		£7.00

TO APPROVE PAYMENTS FOR NOVEMBER

181101	Chris Fribbins	Clerk PO salary, home allowance, mileage - PAYE	£
181101a	Chris Fribbins	Remembrance Day Wreath (Daves Store)	£20.00
181102	Michelle Dolley	Clerk RFO salary, home allowance, mileage	£
181103	John Davies	Caretaker pay, mileage, petrol - PAYE	£
181003a	John Davies	Shovel Pan	£5.00*
181104	Andrew Norton	Youth worker September 6 hours	£
181005	Claire Bexton	Cleaner/Relief pay	£
181104a	Claire Bexton	Cleaning Supplies	£12.45*
181106	Vonage	Parish Phone	£9.25*
181107	EE	Dongle	£16.20*
181019	Amazon Market Place	Black Sacks-Caretaker	£21.99*
181108	Road Marking Group	Line Marking/CW Car Park/Rec Ground	£495.00 ^s

PAYMENTS APPROVED, proposed Cllr Walton. seconded Cllr Baxter - ALL AGREED

- 76.3 Council Budget 2019/20–** The deadline for agreeing the 2019/20 budget is the January 2019 Full Council Meeting. However, the budget strategy and initial ideas are sought at the November meeting, so that a draft budget can be prepared for the December meeting and then any final adjustments can be made for the January Meeting.
Cllr Naughton-Dean recommends including a 3-5year plan. Cllr Dibble recommends Computer/IT budgeting be considered for next year and Chair agreed.
It was also recommended an interim F&GP Budget meeting be arranged (mid-November) to look at initial figures. Councillors input is requested. Chair suggested arranging a working party, proposed by Cllr Clements, seconded by Cllr Dibble- **ALL AGREED**
- 76.4 Changing Rooms Project –**
- a. General Update-** Cleaner has been appointed. The wet/dry Henry vacuum has been purchased and in-use. The hot and cold taps quote has been agreed within the Clerk PO's remit and due to be installed on 2nd or 5th November. The taps have yet to be installed and Cllr Naughton-Dean is going to follow this up. The Architect John Alford was also shown around the inside of the building by the PO
 - b. Snagging list,** previously raised has been completed, just needs to be checked by Cllr Naughton-Dean, which will be done when taps have been installed also.
 - c. Invoice** Cliffe Crusaders will also be receiving a second invoice for their B team by next week as previously identified at F&GP. Invoice has now been issued and will be paid.
- 76.5 Parish Councillor Election**
Three vacancies remain (CW-One, Cliffe Village -two). No candidates have been identified yet.
- 76.6 Clerk (RFO) Update**
Handover is continuing. The 3-month review was also undertaken on 30.10 with Cllr Naughton-Dean (Vice Chair) and Sandra Fenney (Chair). New targets have been set, with the primary focus on the budgeting process. There will also be an allotment inspection taking place soon.
- 76.7 Relief Caretaker/Caretaker**

John Davis has now been appointed with Claire Bexton being appointed relief caretaker/changing rooms cleaner. Employment contracts are required and the one month reviews are to be arranged.

76.8 Play park repairs

SafePlay been asked to quote for a repair to the damaged soft (wet pour safety surfacing). A quote has now been received for £495.00, Cllr Dibble proposed and seconded by Cllr Letheren that the quote be accepted **All Agreed** (*work has now been done*)

76.9 Vandalism to Cliffe Recreation Ground & Allotments

a. CCTV- Reviews and changes will now be looked at for the purposes of Changing Rooms and Steel Containers. It was recommended that this be considered during the 2019/20 budget.

b. Arson Insurance Claim- Has been submitted and passed to the insurers by Came and Company (Brokers) to the insurers (Aviva) and their response is awaited. All details supplied just waiting on settlement figure so that the damaged equipment can be disposed of. A mini-skip has already been authorized for this.

76.10 Allotments

After the incident we have had an update from Kent Police. There is no basis for a prosecution and therefore they are dropping the case. They have been advised of the council position and if the drivers details can be provided – no response to date.

76.11 Cliffe Small Hall Barrier Damage

Since the previous incident, there has been a further one and Thomas Fabrications have been asked to quote for the repair. The latest incident was caused by our caretaker, who was on parish council business.

76.12 Standing Order Review / Financial Regulations / Members Code of Conduct Governance issues

New Governance working party met and made some draft policies/documents which have been circulated. Personnel Advisory Committee - Terms of reference have been circulated.

- Donations/Grants/Subsidy Policy and Draft application form has been circulated.
- Complaints procedure- This is referred to in Standing Orders.
- Data Protection Policy- this is likely to need reviewing given the new GDPR regulations, however it does cover most of it.
- Councillor's Code of Conduct- A key document that needs to be adopted by council.
- Standing Orders and Financial Regulations- Is underway
- It was suggested that a Councillor's Guide be produced for existing and new councillors and consideration given to identifying a 'mentor' for any new councillor.
- A publication scheme is required to identify what the parish council does.

Recommended that the terms of reference and policies be adopted at the November parish council meeting (considered individually)

76.13 The Buttway and Line Marking

Contractor contacted for quote/action plan for Buttway and Recreation Ground pitches and is awaited.

- Yellow Hash Lines- Quote received which will cover the yellow box at the Buttway, yellow box at recreation ground and the Cliffe Woods Car Park (Yellow box, disabled and normal bays). Work is due to start 04.11.18 **COMPLETE**

- Drainage-Two quotes were sought for the drainage issues in corner of car parking area. One has declined to quote and awaiting feedback from Clark-Clayton.

- Overnight Nuisance- A resident of Buttway Lane has been having problems with parked cars on the grass area, late in the evening and has suggested a chain be installed across the grass area and locked overnight.

Apart from the health and safety issues of a chain at low height and the problems of managing the opening and closing when required, the vehicles could still use the tarmacked area instead.

It was recommended the council consider a physical staggered barrier- (collapsible barriers for when the fair comes in) with concrete/wooden cones, which would stop people parking in the grassed area. The opening, closing and impact of this needs reviewing.

76.14 Trees/Hedges Cliffe Memorial Hall/Recreation Ground

Site visit has now taken place and we are awaiting the report to suggest actions and identify costs. Cllr Harper also spoke about the recent KALC advice of regularly inspecting the parish trees for any damage, broken branches etc.

AOB- None

76.15

77.0

REPORT: ALLOTMENTS

Allotments Report- Cllr Clements/Letheren, Clerk (RFO)

One new tenant has not yet completed the agreement or paid the rental due (she had been in hospital).

There have been requests for skips to help in the removal of rubbish/weeds from two tenants – the Cliffe Pre-School were granted permission and they have cleared their new allotment to create a Natural Area. A new tenant has also requested permission for a skip to clear their plot – granted. Due to access these skips must be allocated outside the allotment area (between the ball court and the allotment entrance).

Cllr Clement also said he has applied to Forestry for 250 prickly bushes and if granted, will be distributed to allotment holders.

The Clerk (RFO) will be a familiarization of and carrying out an inspection of the allotment plots during November.

78.0

REPORT:- Planning Committee- Cllr Harper/Clerk (PO)

78.1

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

MC/18/2842 Land North Of Merryboys Road Cliffe Woods Kent ME3 7RL

Construction of a 3-bedroomed detached dwelling and detached double garage

Details delayed on Medway website, but location opposite Wentworth Drive in Merryboys Road.
Objections raised – as proposal for six further along – including prematurity and precedent.

MC/18/2882 3 Bronte Close Cliffe Woods Rochester Medway ME3 8TZ

Construction of single storey rear extension with insertion of roof lights

No Objection

MC/18/2841 The Evening Star 128 Church Street Cliffe Rochester Medway ME3 7PY

Details pursuant to conditions 3 and 4 on planning permission MC/18/1262 - Variation of condition 2 to allow a minor material amendment to planning permission MC/17/4027 conversion of the existing public house into three 3 bedroom houses and construction of two three bedroom houses with associated parking (resubmission of MC/17/2015) to enable the rear roof line to be amended and provide additional living space to the second floor level.

Question raised regarding parking provision if extra living space.

MC/18/2961 Land West Of Town Road Cliffe Woods Rochester Medway ME3 8JX

Construction of ninety-two residential dwellings comprising of thirteen 2-bedroomed, thirty-seven 3-bedroomed, thirty-one 4-bedroomed, three 5-bedroomed dwellings and four 1-bedroomed and four 2-bedroomed apartments (Class C3), provision of 737sqm of employment floorspace to include offices and a nursery (Classes B1 and D1) with associated access, parking, public open spaces (play area), landscaping, new vehicular/pedestrian access from Town Road, provision of a pedestrian crossing, associated drainage, pumping station and earthworks.

Objection raised regarding highway safety/pressure on services/need for environment impact assessment. Now that Gladmans has been refused, there will be more challenges for this application.

MC/18/2945 Merry Boys Farmhouse Cooling Common Cliffe Rochester Medway ME3 7TJ

Variation of condition 9 of planning application MC/11/2881 in order to allow the implementation of external lighting to be installed on site for the purposes of illuminating the Ménage.

Possible problems with lighting glare raised – other housing and the road.

MC/18/3058 Kia-ora Station Road Cliffe Rochester Medway ME3 7RN

Details pursuant to conditions 3, 4 and 5 on planning permission MC/18/1536 for the demolition of the existing outbuildings and construction of two semi-detached, 3 bedroom dwellings with associated repositioned vehicular access, parking and amenity space

Technical matter

MC/18/3024 Land West Of Merryboys Farm House Cooling Common Cliffe Woods ME3 7TP

Details pursuant to conditions 8 and 12 on planning permission MC/17/3572 - Outline application for six self-build detached houses with all matters reserved except access and landscaping

Technical matter – details of self-build being submitted

MC/18/2937 40 Wadlands Road Cliffe Rochester Medway ME3 7RD

Construction of a single storey extension to the side/rear to create additional living accommodation - demolition of existing utility room, garage and outbuildings

No objection but request for extension to be linked to main house in planning terms to prevent split in the future without further planning.

MC/18/3134 Land West Of Merryboys Farm House Merryboys Road Cliffe Woods Rochester Medway ME3 7TP

Details pursuant to condition 17 on planning permission MC/17/3572 - Outline application for six self-build detached houses with all matters reserved except access and landscaping

Technical matter – details of self-build being submitted.

MC/18/3141 15 Englefield Crescent Cliffe Woods Rochester Medway ME3 8HB

Application for a lawful development certificate (proposed) for construction of single storey rear extension

No objection

- 78.2 The following planning applications have been circulated to the planning committee (and other councillor. A response is due after this meeting.

TBA

78.3 **Other Planning Issues**

Medway Local Plan

The consultation period has now finished, although a further consultation on a Draft Plan is planned for the end of 2018.

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

The decision by the Minister has now been delayed to **October** due to a technical planning issue (EU decision) expected soon. Technical responses from Gladmans/Medway Council and others have been circulated to the Planning Committee. ***The appeal has been dismissed by the Planning Minister.*** Chair is going to write special 'Thanks' letters (Save Cliffe Woods Campaign)

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

Planning appeal (written representations) decision awaited.

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

Developers have met with the Neighbourhood Plan Steering Group and a subsequent meeting held with Redrow (joint with councillors and the steering group). This would include some employment land and following the discussion some bungalows. No commitment of support has been given or implied at this stage. A public exhibition was held on the 9th July. Initial pre-planning discussions have been held with Medway Planning and it is their intention to submit their full application within a month (possibly when the outcome of the Gladman's appeal is known). **The planning application has now been submitted (MC/18/2961)**

Trenport Land, Cliffe

Agents operating for Trenport have discussed a speculative plan to develop Trenport land (former APCM) on the east of Station Road/Church Street. This would involve the creation of a new road from Station Road, across to Cooling Road and into their site – providing alternate access into Cliffe. The site was indicated for housing only, but the steering group indicated that some mixed development would be needed (retail, sporting replacement, open space and possible employment land). No commitment of support has been given or implied at this stage. No indication of planning application/s were given. Sale notices for some of their land has been spotted (dated 09/2017).

Neighbourhood Plan – Site Allocation

The steering group is looking for some potential sites for the development of local needs housing (including real low cost/affordable, that could even be developed by the parish council to lock in the low-cost element) – Sites have been inspected but no conclusion currently. A meeting with our Planning Consultant and Clerk (PO) with Catherine Smith (Medway Local Plan) has taken place and the particular constraints of the parish are recognised. Details of the next stage of the Local Plan will be discussed with the group in December.

79.0 REPORT: OTHER COMMITTEES

79.1 Footpaths and Common Land – General Report – Cllrs Harper

A meeting was held in the Cliffe Memorial Hall (27th September) to discuss the Rights of Way Improvement Plan (ROWIP) along with other interested parties. Issues were reported and suggestions of where improvements could be made raised. **A formal response from the Parish Council is sought by Monday 3rd December 2018.**

79.2 C&CW Neighbourhood Plan Steering Group – General Report – Clerks Reported on current work.

80.0 REPORT: OTHER BODIES

80.1 Cliffe and Cliffe Woods Community Trust – Report – Clerk (PO) Nothing to report

80.2 Cliffe Woods Community Centre Liaison – General Report – Cllr Walton Still working on getting the covenant removed for the land sale.

80.3 Cliffe Memorial Hall – General Report – Cllr Fenney. Nothing to report.

80.4 Brett's Liaison – Cllr McDermid/Clerk (PO). Nothing to report.

80.5 Rural Liaison Committee – Cllr Naughton-Dean Next meeting 11.12.18

80.6 Kent Association of Local Councils (Medway) – Chair/Cllr Harper. AGM Meeting is in November.

80.7 Police Liaison Committee & Councillor/Police Surgeries – Cllr Dibble The committee meets on an ad-hoc basis and have moved to the Hoo Village Hall, Pottery Road. The monthly surgeries are held in Gun Wharf (at the same date as the Liaison Committee) Issues to be reported/discussed should be passed to Cllr Dibble. Nothing further to add.

80.8 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott)- Chair/Cllr Fenney

Nothing to report

80.9 Friends of North Kent Marshes Cllr Darwell – No report

81 Other Reports -

Other items to be handed to the Clerk for the next meeting scheduled on 13th December 2018 The Emmanuel Centre, Parkside, Cliffe Woods.

Meeting Closed at 21:45

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

Appendix MA1811

	MATTERS ARISING FROM MINUTES OF MEETING ON 08/02 /18	Action By
May 8.4	Changing Rooms Project - Clark/Clayton following up availability and cost of 2 x 20ft storage containers (1 each for rugby and football teams) and 1 x 10ft storage container (for caretaker to be sited in allotments). Contract has been signed with Clark-Clayton, retention of 5% agreed with architect. Vice-Chair will have access, but any decision will need to come through the Clerk (PO), who will liaise with the Chair/Vice-chair (and others as appropriate. VAT registration and Option to Tax completed. Work underway 12-day slippage due to bad weather, but there is likely to be some catching up. Donated concrete and retaining soil in recreation ground has saved about £2k. Progress reports now being produced by RND. Payments made on invoice (delegated power to Clerks). Work now complete subject to snagging. 2.5% of building costs retained until snagging and completion certificate issued by council. John Alford has visited between holidays.	Clerk PO/ SF/ GC/JA RND
Sep 66.13 Nov 97.14	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.	Clerk PO/Vice-Chair/Cllr Cooper
Oct 86.2	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.	Clerk (PO) NHP
May 8.14	Football pitch renovation - Vertical drain work still to be carried out. Pitch too dry may should have been Spring 2018 when work carried out. Delays due to equipment failure. No replies to chasing. An alternative firm approached, and a quote is expected when the pitches have had some rain.	Clerk PO/RFO
Oct 84.8	Play park repairs – New scramble net was collected by Cllr Wenban from Aylesford. Spec. of Skateboard Ramp to be checked and arranged if satisfactory. Work and full annual inspection carried out – Skateboard Park maintenance complete (damaged concrete now fixed) and netting at the Ball Court also completed by Cllr Letheren. Repair of soft surface around one piece of equipment required – Safeplay asked to quote.	Clerk (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. Alternative contractor to be contacted, chair	Clerk RFO/ALL Vice Chair/ClerkPO

	<p>has sent details to clerks – Clerk RFO to follow up.</p> <p>Damaged replacement storage container door to be left as it is for time being. Alternative storage container contact has given quote. 3 storage containers agreed subject to what Clark-Clayton able to source. Location of containers agreed on Rec behind fencing/vegetation close to the Changing Rooms. Clark Clayton have identified a container, donated to the Rugby club – only delivery to pay. One or two further containers to be identified. Free container rejected as not up to standard required. Order for two new containers was raised and delivery has taken place – now in use (and insured)</p>	
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