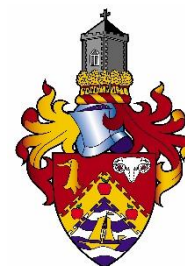


**Minutes of Meeting held at The Emmanuel Centre,  
Parkside, Cliffe Woods, 14<sup>th</sup> February 2019 at 7:30pm**

**PRESENT:** Cllrs Sue McDermid CHAIR, Ron Naughton-Dean (RND) – VICE CHAIR, Barry Dibble (BD), Sandra Fenney (SF), Fred Harper (FH), Vivienne Walton (VW), Annette Cooper (AC), Victoria Baxter (VB), Andy Keates (AK)



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

This meeting opened at 7:30pm

- | <b>NO</b> | <b>ITEM</b>   |
|-----------|---|
| 112       | <b>APOLOGIES FOR ABSENCE</b><br>Jim Wenban (Work), Joan Darwell (Family)  |
| 113       | <b>DECLARATIONS OF INTEREST</b> - None  |
| 114       | <b>APPROVAL OF MINUTES OF MEETING HELD ON – 10/01/19</b><br>proposed Cllr Dibble, seconded Cllr Naughton-Dean- <b>ALL AGREED.</b><br><b>Cllr Harper entered meeting at 7:40</b>   |
| 115       | <b>ADJOURNMENT</b><br>A wHOO Cares representative was present at the meeting to discuss what the organization has been doing within the community. The mainly voluntary based organization currently care for 17 residents within both wards and many more across the Peninsula. Recently expansion plans have been applied for, with a request for funding from The Big Lottery Fund, which they would like to include extra office space within Cliffe/Cliffe Woods. These expansion plans would allow them to operate extra facilities including mental health support.<br>The Parish Council has also been approached for a grant/donation, which is discussed further in the agenda. |
| 116       | <b>MATTERS ARISING FROM MEETING HELD ON 10/01/19-</b><br>Cllr Naughton-Dean has now finished the Standing Order review with Clerk PO and Cllr Cooper to review. The Governance working party is still to be established and all Cllrs have been sent emails.  |
| 117       | <b>REPORT: CLERKS</b>   |
| 117.1     | <b>Matters Dealt with since last meeting –.</b><br>Following on from a member of the public trying to establish a Neighbourhood Watch Scheme, which proved unsuccessful, there has been advances in setting up a PACT Scheme. The scheme would cover both wards and it does take priority from other organizations, such as the Police.   |
| 117.2     | <b>Community Payback (Cliffe Recreation Ground)-</b><br>There has been an approach from the Community Payback Team, on possible projects that they could participate in. It was suggested they could clean the dense vegetation in Cliffe (Recreation Ground) that is not accessible by the Caretaker. Also the possibility of the Allotment Track, if the Parish Council can supply materials and a whacker plate.   |
| 118       | <b>Report: Chair-</b><br>Following the decision to contract a cleaner for the Changing rooms, Chair, Vice Chair and Clerk RFO had a meeting with a <i>Cliffe resident</i> . A formal work agreement was signed by all participants.   |

Relief Caretaker/ Cleaner- Two interested applicants have been sent all relevant information and The Parish Council is awaiting their responses.

Parish News Article-

Clerk RFO Update- The Clerk RFO probationary period has now finished, however continual reviews will be taking place and a further meeting has been scheduled.

Parking Issues in Merryboys Road by new development. - Contact was made by residents living opposite this development regarding the difficulties experienced in getting in and out of their drive.

119

### **Annual Revenue Support for Village Halls (Cliffe and Cliffe Woods)**

The January meeting discussed the continuation of the annual revenue support grant of £5,000 to each of the village halls (Cliffe Memorial Hall and Cliffe Woods Community Centre). Questions were raised about the financial statements produced by the two halls in January and those matters have resolved. There were suggestions that the grant could be removed or reduced (possibly with additional reporting requirements from the hall committees) and a view that the current policy should remain as-is and future payments released.

120

### **Report: Finance & General Purposes (Clerk (PO))**

Meeting held Tuesday 4th February, 7pm at St Helens House, Buttway, Cliffe

Attendance Cllr Naughton-Dean (Vice Chair), Cllr McDermid, Cllr Cooper, Cllr Keates, Cllr Dibble

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

Apologies Cllr Wenban (work/early start of committee), Cllr Letheren (illness) Cllr Fenney (Illness)

120.1 **Finance Report-** reports circulated

Draft reports circulated as of 31/01/2019

120.2 **Receipt's and Payments** (circulated)

Receipts January 2019	Amount	
VAT Return to 30-12.18	£1,002.24	
Stackhouse Poland	£160.00	
<b>Payments made</b>		
190201- Chris Fribbins	Clerk PO Salary, Mileage, Home Allow, -PAYE	
190202- Michelle Dolley	Clerk RFO Salary, Mileage	
190203- John Davies	Caretaker Salary, Mileage, -PAYE	
190204- Andrew Norton	Youth Worker Salary	
190205- Vonage	Parish Phone	£9.25*
190206- Community Land Use	NHP Planning Consultant	£1050.00
190207 Jim Boot	NHP Consultant	£429.40
190208 Changing Room Cleaner	Changing Rooms Cleaner	£119.24
190209 Printerland	Clerk PO Printer Parts	£60.60*
190113 HMRC	PAYE ¼	£694.79
190112 Clark Clayton	Final 2.5% Retention	£2952.99*
190114 Cliffe Memorial Hall	2 <sup>nd</sup> Half Annual Grant	£2500
190115 Cliffe Woods Community Association	2 <sup>nd</sup> Half Annual Grant	£2500

Business Stream	Aug-Feb Water Bill	£470.43
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\*VAT items

Proposed- Cllr Naughton-Dean, Seconded- Cllr Dibble- ALL AGREED

120.3 **Council Budget 2019/20–**

The January Council meeting agreed the budget and precept. An updated budget report was circulated to reflect the changes agrees with updates to the Current Year ACTUAL figures (to 31/1/19) Only two months remain to the financial year end 30/3/19. The precept demand form has now been sent to Medway Council by the Clerk RFO.

120.4 **Insurance Claims –**

There are two settled claims and work agreed on the other- with settlement upon receipt of invoice to insurers.

a) Fire damage to container and equipment – Final settlement agreed and paid £4,441.65. Arrangements to remove container and damaged contents underway. Mr Mower will collect damaged mowers/trimmer and quote for replacement mower/trimmer. It was recommended that we purchase a hand-held trimmer, however the risk assessment will need to be reassessed as they can kick-up excess materials when in operation.

b) Small Hall Barrier Damage – Work completed claim (£410-£250 excess = £160) – additional signing to be investigated to make it more visible. Insurance company say they will be following up with the third parties insurance for the claim and uninsured loss.

c) Entrance Barrier Cliffe Woods – Work authorised plus an additional strengthening (additional signing being investigated to make it more noticeable). Possible vehicle identified – Clerk(PO) has spoken to the Mini-Mart at Cliffe Woods. Police will not chase. Medway CCTV not working (still!), a resident's CCTV could not identify number plate and is now over-written. Thomas Fabrications has provided a quote and we are awaiting them to complete works. The claim will be paid on submission of the invoice.

120.5 **Changing Rooms Project –**

Final certificate issued and final 2.5% paid.

Quotes to be sought for a floor coating to be carried out in the summer holidays/end of season.

The plaque is with the printers (Sign Studios) due any day.

The 'Officials' lettering has also now been rectified. It was also recommended that boot scrapers are purchased once the season is over.

120.6 **Parish Councillor Election**

3 vacancies (2 Cliffe Village and 1 Cliffe Woods)

Not aware of any co-options at February meeting. Nomination papers for 2019 are now available upon request and need to be completed by end March (Clerk(PO) can advise).

120.7 **Clerk (RFO) Update.**

Chair, Vice Chair, Cllr Fenney and Clerk RFO met on the 11.02.19 as the initial probation period had ceased. Clerk RFO had officially passed the probation and continues with new targets set and another review on a 3-monthly basis.

120.8 **Relief Caretaker/Cleaner**

Following up on initial interest, all parties were sent the relevant information and The Parish Council are awaiting responses.

120.9 **The Buttway and Line Marking**

Drainage Issues- Issues in corner of 'car parking' area (photos circulated). Clark Clayton will be supplying a quote for an extended soakaway a further quote was being sought via the Caretaker. No feedback yet. NORSE have also visited and may quote. The Parish Council caretaker also has a contact, which the Clerk PO will meet with on 15.02.18.

Overnight nuisance – Further actions to be agreed.

120.10 **Trees/Hedges Cliffe Memorial Hall/Recreation Ground**

A tree surveyor has been asked to provide a quote for a tree inspection report for the Recreation Ground/Small Hall Car Park – site visit carried out 28/10 (report/quote awaited) Clerk PO is chasing for the report.

120.11 **Recreation Ground Pitches and Buttway Grass**

Grass renovation/levelling action plan/quote still awaited.

NORSE have visited and suggested works to the Buttway and the Football/Rugby pitches. Buttway now very bad where cars go onto the grass – strengthening and re-seeding required (could be out until June) Quote from NORSE for pitches (Vert-Draining) and Buttway Grass received and approved by Clerk PO

120.12 **AOB –**

**a) Village Hall Grants-**

Following on from previously in the agenda-

Cllr Keates proposed the Parish Council continues with the annual revenue support for both villages. Cllr Naughton-Dean proposed to amend the agreement, so it includes a provision of submitted annual audited financial statements and the grant is acknowledged within them. Cllr Dibble seconded this- MAJORITY DECISION (2 Not agreed)

**b) wHOO Cares Grant Application-**

A donation based on the number of residents that use their services across the peninsula has been requested. Currently stands at 17 residents across both wards. Cllr Dibble proposed we recommend the council gives a one-off donation/grant of £500, which was seconded by Cllr McDermid AGREED. Following on from the above Cllr Dibble proposed the grant with Cllr McDermid seconding- ALL AGREED.

121 **REPORT: ALLOTMENTS**

A further plot has been allocated and there are some changes planned as one of the tenants has passed away. Inspections still to be scheduled with Cllr Clements and Clerk (RFO). The Clerk (RFO) has been on-site with Cllr Cooper and there has been some plot changes and the one new tenant. Clerk RFO has also arranged another site meeting with Cllr Clements on 18.02.19

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

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

**MC/19/0058 Land West Of Merryboys Farm House Cooling Common Cliffe Woods ME3 7TP**

Details pursuant to condition 18 on planning permission MC/17/3572 for Outline application for six self-build detached houses with all matters reserved except access and landscaping

Suggest No Comment as details pursuant to permission already granted.

**MC/19/0003 51 Brookmead Road Cliffe Woods Rochester Kent ME3 8HL**

Application for non-material amendment to planning permission MC/18/2317 - to change the front extension roof from gable end to hipped end

Minor material amendment is assessed by planning officers and either granted or refused in which case a full planning application can be made. Suggest No Comment

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

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

Appears to be a just the addition of some further documents (originally posted in October 2018)  
Suggest No Comment required

**MC/19/0220 30 Milton Avenue Cliffe Woods Rochester Medway ME3 8TP**

Variation of condition 2 to allow a minor material amendment to planning permission MC/17/3590 for changes in design due to foul sewer access.

Minor material amendment is assessed by planning officers and either granted or refused in which case a full planning application can be made. Suggest No Comment

**MC/18/3664 Land Adj The Bungalow Rye Street Farm Rye Street Cliffe Rochester Medway ME3 7UD**

Change of use of agricultural land to residential and construction of a single storey bedroom extension

Suggestion – No objection as this is just to clarify agricultural/residential boundary due to the extension and is a minor internal amendment.

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

- 122.3 **Further planning applications notified following the Planning Committee, publication of the initial agenda and the meeting**

**MC/19/0313 Manor Farm West Street Cliffe Rochester Kent ME3 7TH**

Application for non-material amendment to planning permission MC/17/0867 - to remove the patio doors from the proposed west elevation and replace with window panes together with removal of single door from the proposed front elevation and replace with a set of double doors and windows

Suggest No Comment

**MC/19/0316 Land Adjacent To 2 Hale Road Cliffe Woods Rochester Medway ME3 8HG**

Details pursuant to conditions 3 and 4 on planning permission MC/17/3623 for the construction of a 4-bedroomed detached dwelling with associated parking

Suggest No Comment

**MC/19/0287 Land At Town Road Cliffe Woods Rochester Medway ME3 8JL**

Outline planning permission 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.

**MC/19/0004 Manor Farm West Street Cliffe Rochester Medway ME3 7TH**

Details pursuant to conditions 3, 4, 5, 6, 8, 10 and 11 of planning application MC/18/1570 for the conversion of an existing barn into 2 four bedroomed dwellings and the erection of replacement vernacular structures to provide 4 two bedroomed dwellings and a two storey structure providing 4 three bedroomed dwellings along with associated infrastructure, landscape, parking and access.

Suggest No Comment

**MC/19/0269 171 Church Street Cliffe Rochester Kent ME3 7QB**

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.

Deferred to planning meeting

**MC/19/0366 5 Graveney Close Cliffe Woods Rochester Medway ME3 8LB**

Construction of a two storey extension to side

Deferred to planning meeting

**MC/19/0303 Manor Farm West Street Cliffe Rochester Medway ME3 7TH**

Listed building consent application for the construction of a detached single storey outbuilding to facilitate a home office/ yoga studio incorporating a double garage and kitchen & sanitary facilities together with fencing and brick & flint wall surrounding certain parts of the site.

This can be left to the heritage officer of Medway Council.

**Cllr Dibble left the meeting at 21:35**

**122.4 Other Planning Issues**

**Medway Local Plan** The consultation period has now finished, although a further consultation on a Draft Plan is planned for the June/July 2019, after delay to process until a decision is reached on a Housing Infrastructure Fund bid of £170m (decision due Spring 2019).

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

The outline planning application for up to 253 dwellings was refused by Medway Council, and Gladmans Appeal, due to the size of the development the application was 'called in' for the Secretary of State for Housing, Communities and Local Government (the Minister) to make the final decision. The public inquiry was held in November/December 2017 and the inspector recommended Approval. The Minister assessed the application and disagreed with the Inspector and refused the appeal. This would normally have been the end of the process but in late December 2018 Gladmans decided to request a review of the decision in the High Court, asking for the Minister's decision to be quashed. This appeal is related to HOW the decision was made, rather than the planning principles (there was information that came to light after the Inspectors approval – some of it was consulted on, but some was not). It may come down to whether the key additional information (new housing supply figures after changes to the NPPF) was 'government policy' where consultation is not required. Re-application MC/19/0287 (comments by 1/3/19) + Letter from High Court.

Cllr Harper proposed that a meeting be held to discuss the Parish Council's reply further.

**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) – Appeal allowed (31/12) Full Planning Application 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). The applicant has asked if he can meet with the parish council to discuss his application further following the Gladman's refusal. This will go to Medway's Planning Committee in March

### **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.

### **Community-Led Housing**

Clerk(PO) attended a RuralKent seminar on this topic. It is an opportunity to allow a local organisation (outside the parish council) to provide low cost/affordable housing for local residents and those with a link to the village and lock-in the low cost/affordable element for future residents as well. It is something that the parish council could consider supporting – but it is reliant on a third party organisation being formed and coming forward.

## **123 REPORT: OTHER COMMITTEES**

123.1 **Footpaths and Common Land** – General Report – Cllrs Harper/Darwell  
Nothing to report

123.3 **C&CW Neighbourhood Plan Steering Group** – General Report – Clerks  
Reported on current work and the new projected completion of December 2019. There is likely to be an implication on costs although the final stages are paid for by Medway Council. Nothing new to report- ongoing

123.4 **Youth Liaison- General Report- Cllr Walton**  
Numbers in the Youth Club have been very low for a considerable amount of time now and the Club may have to close altogether despite trying to increase numbers and identify additional adult help.

## **124 REPORT: OTHER BODIES**

124.1 **Cliffe and Cliffe Woods Community Trust – Report** – Clerk (PO)  
Nothing to report- meeting May

124.2 **Cliffe Woods Community Centre Liaison** – General Report – Cllr Walton

Covenant removal has now been agreed with Medway Council and the sale of the specific land area can be progressed.

124.3 **Cliffe Memorial Hall – General Report** – Cllr Fenney.

Nothing to report.

124.4 **Brett's Liaison** – Cllr McDermid/Clerk (PO).

Nothing to report, next meeting scheduled for March/April 2019.

124.5 **Rural Liaison Committee** – Cllr Naughton-Dean

Nothing to report

124.6 **Kent Association of Local Councils (Medway)** – Chair/Cllr Harper.

Nothing to report

124.7 **Police Liaison Committee & Councillor/Police Surgeries** – Cllr Dibble The committee meets on an ad-hoc basis and has 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.

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

Following the merger, there was an initial joint meeting of both Highcliffe and The Parks Medical Practice, which was attended by both groups. The practice has four sites, Cliffe Woods, Cliffe, Higham and Wainscott and is the fourth biggest in the Medway Clinical Commissioning Group. There are six partners and five salaried GPs.

A new triage system is now in place. Two GPs are on duty between 8.30 and 10.30 am. each morning to respond to urgent calls. They will assess the needs of patients and call them back, offering appointments where appropriate and necessary. Outside of these times the receptionists will offer appointments if available on the same day or as soon as possible. Routine appointments and telephone calls can continue to be requested as normal.

There will be no more Saturday morning appointments available from the end of the financial year. Instead there will be three hubs where patients can be seen, the nearest to us being The Delce in Rochester. Appointments can be booked through the surgeries. Useful for acute conditions but no continuity of care.

Next meeting is scheduled for 21 March at Higham Surgery.

124.9 **Friends of North Kent Marshes** Cllr Darwell –

Nothing to report

125 Other Reports –

**AOB-**

Cllr Baxter organized a support group in the Emmanuel Centre, which has received very good feedback.

There was also a report of an accident outside The Emmanuel Centre/ Shops, due to the pathway being uneven. Clerk PO is clarifying who owns the land, in order to see if work can be done in getting the pathway repaired.

Cllr Harper also reported that the yellow lines have been repainted on the corner of Milton Avenue and View Road, with the white lines due for next year.

**Other items to be handed to the Clerk for the next meeting scheduled on 14<sup>th</sup> March 2019 at The Small Hall, Memorial Hall, Church Street, Cliffe.**



Minutes of Meeting 14.02.19

Meeting Closed at 22:00

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

## Appendix MA1811

	MATTERS ARISING FROM MINUTES OF MEETING ON 08/02 /18	Action By
May 8.4	<b>Changing Rooms Project</b> - 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. <b>Final Certificate and final payment made 18/1/19. COMPLETE</b>	Clerk PO/ SF/ GC/JA RND
Sep 66.13 Nov 97.14	<b>Standing Orders Review</b> – 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. <b>Meeting to be arranged</b>	Clerk PO/Vice-Chair/Cllr Cooper
Oct 86.2	<b>Neighbourhood Plan</b> – 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. <b>Plan adoption start 2020.</b>	Clerk (PO) NHP
May 8.14	<b>Football pitch renovation</b> - 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. Further firms being approached.	Clerk PO/RFO

