



CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at the Cliffe Woods Primary School, Cliffe Woods
On Thursday 6th October 2011

PRESENT

Cllrs. Chris Fribbins (Chairman) (CF), Ken Kentell (Vice Chairman) (KK), Mrs Lynne Bush (LB), Alan Taylor (AT), Dave Green (DG), Ian Petrie (IP), Mrs Lisa Mills (LM), Mrs Margaret Emblin (ME), Robert Hunt (RH), Ray Letheren (RL), Mrs Sue McDermid (SM), Mrs Julie Moss (JM), Colin Elliot (CE), Mrs Joan Darwell (JD)

Parish Clerk: Mrs A Jack and Mrs L Farrelly

The meeting opened at 7.30 pm.

NO		ITEM	ACTION BY
68.0		APOLOGIES FOR ABSENCE Cllrs. Jim Wenban (work), Mrs Sam Collins (work), ACCEPTED	
69.0		DECLARATIONS OF INTEREST AT . Merryboys planning application MC/11/2212; LB . planning application MC/11/1837; KK . Cliffe Woods School Governor; CF/KK/LB . Parochial Charity	
70.0		APPROVAL OF MINUTES Minutes of Parish Council Meeting held on 1 st September 2011 were approved as presented. Proposed CF, Seconded DG ALL AGREED	
71.0	71.1	ADJOURNMENT Mrs Diane Foreman, a Cliffe Woods resident; reported that shooting was occurring whilst walking her dogs along the footpath between Perry Hill farm and the Parochial Field - RS67. Mrs Foreman has reported this to the police but as yet not received any response from the authorities. CF suggested that Mrs Foreman contact Adam Taylor at Medway council to see if she could get this matter resolved. This matter would also be referred to the Footpaths and Common Land Committee.	RL/JD/LM/ DG
	71.2	Mrs Gill Moore passed on a request for a bike play pump track . To be referred to the Youth Liaison Committee.	SM/CE/RH
72.0		MATTERS ARISING FROM MINUTES OF MEETING ON 01/09/11	
	Oct 19.2.7	Claim for the high vis vests and Court costs was served by Medway County Court on 27/08/11. Sutton Safety have not replied to request for payment and the County Court claim form is to be filled in requesting immediate payment and additional costs incurred.	Clerk (PO)
	Mar 83.12	CF will do the sign for the Ball Park as soon as possible.	CF
	May 9.2	Cliffe Play Area repair to scramble net: 2 quotes have now been received, both around £1,000 each. JW suggested another option involving an anchor plate so that the net could be more easily replaced in the future and will look into the costing for this and report back. AT also had a similar suggestion and will liaise with JW for the next meeting.	JW/AT
	Aug 50.1	Cliffe Woods Car Park barrier sign damage: Driver contacted but has disputed incident and would like evidence of CCTV footage and witness details, also vehicle is used by his employees and he is unsure who was driving that day. Clerk (PO) contacted Kent Police and is awaiting	Clerk (PO)

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		a response.	
	Aug 51.6	2 emails have been sent to Medway Council asking if there is any funding available for Queen's Diamond Jubilee events next year. Awaiting response.	Clerk (PO)
	Aug 54.2	Photo still needed of Caretaker for the website. Also one needed of JD who will supply her own to CF.	Clerk (RFO)/JD
	Sep 59.1	SM reported that Jim Hancock would pass on any concerns of the Parish Council back to Medway LINK. SM requested any concerns to be emailed to her and she would forward onto Mr Hancock. SM also reported that she has a meeting arranged on Wednesday 19 th October with the Practice Manager of The Parks Medical Practice which includes Cliffe Woods and Wainscott surgeries and again requested any concerns anyone may have she would pass onto at the meeting. SM said she will provide feedback at the next parish meeting.	ALL SM
	Sep 62.3	KK/JW to follow up with quote from ACO landscaping systems for safety flooring around Skate Park.	KK/JW
	Sep 62.4	Gravity has visited the Skate Park to carry out yearly maintenance work. Email has been sent to Gravity to find out the extent of work that was carried out. Awaiting a response . RFO to email and chase.	Clerk (RFO)
	Sep 62.6	Cliffe Recreation Ground . AT reported that the posts are to be installed w/c 10/10/11. AT will confirm works completed at next PC meeting.	AT
	Sep 62.7	AT reported that the probation payback team had carried out the repairs to straighten and re-site the disabled parking sign at Cliffe Woods car park. Letter of thanks to be sent to the team.	Clerk (PO)
	Sep 63.1	Allotments . Clerk PO reported that H Killaly has quit and returned her key. H Devani has contacted the PC to inform that she has moved and working to bring her allotment up to standard. Other reminder letters were sent out to tenants requesting plots to be tended.	
	Sep 64.2	Medway Local development . No comments received but were discussed at planning meeting. Refer to Planning Item 76.2	
73.0		REPORT: CLERK	
	73.1	List of correspondence was emailed, delivered and circulated. Additional correspondence received as follows: 73.1.1 SLCC Membership renewal for Clerks 63.1.2 Invoice from Cliffe Woods Primary School 63.1.3 Email from Heather Marsh regarding S106 funds available for Cliffe play areas. 63.1.4 LB passed on a Tree Consent form for power cables. Approve works upon inspection. Proposed CF Seconded KK. AT will pass consent form upon inspection. 63.1.5 LB passed on a poster advertising a Cliffe Memorial Hall quiz night being held on the 21 st October 2011 63.1.6 CF passed on a notice for the KALC AGM on the 21 st October at Maidstone Town Hall at 12.30pm CF noted on the list of Correspondence an email was received from Mr Gill. In response to his email CF wanted it noted that Medway Council felt there wasn't an issue in regard to the soil movement by Mr Gill in Merryboys Road, Cliffe and noted in the Minutes dated 07/07/11.	AT
	73.2	Clerk (PO) reported on matters arising and dealt with since last meeting, main points to note:	

		<p>73.2.1 Damage to the new rubbish bin at the Ball Park was reported to the Police the day after it was installed. Dave was able to store it in his garage until Cllr. Wenban could reinstall it.</p> <p>73.2.2 Resident Nigel Moore who lives in Pond Hill, Cliffe wrote expressing his thanks to Medway Council on their prompt action in re-siting the dog bin outside his house.</p> <p>73.2.3 Cllr. Emblin raised the issue of the No Dog Fouling signs still not having been replaced at the Cliffe Woods Play Area. Paul Schmoeger was contacted at Medway Council and these have now been put up.</p> <p>73.2.4 The missing cats eyes and white line markings along the B2000 were reported to Medway Council following the last meeting and an engineer rang to advise they would be investigating and dealing with our request.</p> <p>73.2.5 Laura Murphy from Medway Council emailed asking if we would like free No Smoking signs for our play areas. These have been designed as part of a summer competition for children of the area and the winning designs are to be used. The winner comes from Cliffe and the runner up from Grain. She hopes this will also act as a deterrent to adults passing on second hand smoke. Clerk PO has emailed asking for an example of the sign but nothing received back as yet.</p> <p>73.2.6 The padlock on the Cliffe Woods car park barrier was changed by someone unknown and so had to be cut off as the keys did not fit. Cllr Wenban was able to cut it off and another padlock has been fitted and a key given to Peter in the Newsagents. Clerk PO has emailed Medway Council asking who to send a key to for the recycling bins.</p> <p>73.2.7 Cllr. Darwell's name has been added to the LCR subscription list.</p>	JW
74.0		REPORT: FINANCE & GENERAL PURPOSES	
	74.1	Receipts and payments up to date. The bank accounts reconciled to previous month. The Clerk (RFO) has advised we are in line with budget. Total receipts are as follows £1528.50 . RLG; £68.99 . allotment rents; £70.00 . Clarion Advertising.	
	74.2	<p>Approval of the following payments for October:</p> <p>Audit Commission(Audit) £660.00 (Chq. No. 2514)</p> <p>KCC Commercial Services (Stationery) £35.97 (In credit on account)</p> <p>SLCC (Clerk Membership for PO) £106.00 (Chq. No. 2521)</p> <p>Cliffe Woods Primary School (hall hire) £60.00 (Chq. No. 2515)</p> <p>KALC (conference . I Petrie) £72.00 (Chq No. 2516)</p> <p>HMRC (QTR PAYE) £255.46 (Chq No. 2517)</p> <p>Alex Jack (additions and exps for September) £xx (Chq. No. 2518)</p> <p>Laura Farrelly (additions and exps for September) £xx (Chq. No. 2519)</p> <p>Dave Clark (additions and exps for September) £xx (Chq. No. 2520)</p> <p>Alex Jack (September wages) £xx s/o</p> <p>Laura Farrelly (September wages) £xx s/o</p> <p>Dave Clark (September wages) £xx s/o</p> <p>Proposed CF, Seconded JM . ALL AGREED</p>	
	74.3	RLG update: The PC received August claim from Mr Peter Bown. At present there is just over £4000 outstanding. There are a few items earmarked for this . a new sign for the Ball Park and the repair to the scramble net. Peter Bown emailed his thanks to all colleagues as he is retiring. The PO emailed Peter to say thank you on behalf of the Parish Council.	

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74.4	<p>Cliffe Play Area: The RFO presented 3 different quotes for a new wet pour surface around the truck area in the Children's Play Area. All 3 quotes were roughly the same in price . around £4,000. The PC does not have this sort of money. RFO will contact Medway Cllrs to see if they may be able to help with a donation toward this repair that is needed. A phone call received from Mr Colm Gregory informing the PC of an accident that took place involving his son and the wooden posts in the Play Area. He asked if the posts could be rounded off to prevent future accidents. It was discussed and agreed that the posts are meant to be square due to the height of them in order for children to jump from one to the other and unfortunately this was a sad incident. The date of the accident is to be ascertained and posted into the accident book by the Clerk (PO). RH to look at the health and safety aspect of the equipment to see if anything could be done.</p>	<p>Clerk (RFO)</p> <p>Clerk(PO) RH</p>
74.5	<p>Projects . Football Changing Rooms: CF had received the drawings from John Liddiard for the new proposed changing rooms on the Memorial Hall. Since these drawings the PC have been approached by the Village Club showing their interest in having changing rooms built onto their premises. A meeting is to be arranged late October with Paul Fenney and John Liddiard to discuss the next steps.</p>	<p>CF/Clerk (RFO)</p>
74.6	<p>Clarion Advertising: The RFO has received four businesses that wish to advertise within the Clarion. The Cliffe Parochial Charity would also like to advertise. CF proposed that as they are a charity that the advertisement could be placed in the Clarion for free. Proposed SM Seconded RH . ALL AGREED.</p>	
74.7	<p>Queen's Diamond Jubilee: A public meeting has been organised for the 26th October at Cliffe Memorial Hall at 7.30pm to discuss future plans for events to be held for the Queen's Diamond Jubilee.</p>	
74.8	<p>County Court Claim . Refer to Item Oct 19.2.7 CF proposed the PC proceed to claim for full payment and additional costs. Proposed CF Seconded RL . ALL AGREED</p>	
74.9	<p>Christmas Tree Festival The PC has been asked if they would like to have another tree at St Helen's Church for the Christmas Tree Festival this year. It was mentioned that JD and Mrs Gill Moore have a tree to donate to the Parish Council. JD is happy to head up this project. Christmas Trees It was suggested that the PO approach Mr Maurice Wright to see if he would kindly donate a couple of trees to the Parish Council for the shops at Cliffe Woods. If this is possible then Mr Bud Baker could be approached to find out costs for erecting the Christmas trees with lights at the shops</p>	<p>JD</p> <p>Clerks</p>
62.10	<p>Date of next Finance & General Purposes Committee Meeting: 1st November 2011, 7.30 pm . Small Memorial Hall, Cliffe (kitchen)</p>	
75.0	<p>REPORT: ALLOTMENTS, RECREATION GROUND & CARETAKER, CHILDREN'S PLAY AREAS</p>	
75.1	<p>Allotments: No report</p>	

	75.2	Children's Play Area . No report	
	75.3	Recreation Ground, Skate Park, Ball Court and Caretaker - No report.	
76.0		REPORT: PLANNING	
	76.1	<p>Planning applications: CF presented the following planning applications with proposed comments:</p> <p>MC/11/2212 – Plot 3, Merryboys Stables, Merryboys, Cliffe Woods ME3 7TP . Change of use from Class B1 to residential, including construction of a single storey extension to both side elevation & demolition of front porch . Moved: no objection to change of use of the property but would want to be assured that the removal of the porch is a planning condition that must be completed before planning permission is deemed granted.</p> <p>MC/11/2251 – 1 Higham Road, Cliffe ME3 7SH - Increase in roof height and formation of gable end together with dormer to rear and roof lights to front to facilitate living accommodation in the roof space. . Moved: Minded to support the application but the Parish Council would bring to the attention of the planning authority the severe parking problems in that part of Higham Road.</p> <p>MC/11/1837 – Land at Reed Street/Common Road, Cliffe . Construction of two detached 3 bedroom houses with associated parking. Moved: The Parish Council would object on the grounds of out of character with the area and surrounding countryside. Also concerns are raised as a highway safety issue as lack of pedestrian access from Reed Street/Wharf Lane and traffic tends to be travelling faster on this stretch of the road.</p> <p>MC/11/2402 – Orchard Bourne, Cooling Street, Cliffe ME3 7UB . Construction of a first floor extension to front and side incorporating balcony to front . Moved: No objection</p> <p>MC/11/2279 – 46 Station Road, Cliffe, ME3 7RX . Construction of a vehicle crossover and hard standing . Moved: Object on the grounds of highway safety due to pedestrian access.</p> <p>MC/11/2460 – Salt Lane, Cliffe - Consultation under Electricity Act 1989 . Overhead line . Moved: No comment.</p> <p>MC/11/2363 – 59 View Road, Cliffe Woods ME3 8UF - Construction of a part single storey side and rear extension . Moved: The Parish Council would want the planning authority to ensure that adequate on-site parking remains.</p> <p>Proposed DG, Seconded RL . ALL AGREED</p>	
	76.2	<p>Medway Local Development Framework (LDF) Publication: CF presented a draft response to the Parish council. Approval of response. Proposed LB Seconded KK . ALL AGREED</p>	
	76.3	<p>Lodge Hill Development Brief Consultation: CF presented a draft response to the Parish Council. Approval of response . Proposed LB, Seconded DG . ALL AGREED</p>	
	76.4	<p>Developments at Thameside Terminal : Circulated by email.</p>	
	76.5	<p>Developments at Wharf Lane Farm Site: Responses circulated previously . Five possible breaches (subject to garage application) include encroachment into RAMSAR.</p>	
	76.6	<p>Date of next Planning Committee Meeting: 27th October 2011, 8.00 pm - Small Memorial Hall, Cliffe (kitchen)</p>	
77.0		Report – Other Committees	

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	77.1	Parish Car Parks: No report	
	77.2	Clarion and Website: Clarion to be ready for delivery second week of October to ensure residents are made aware of public meeting and can complete an included questionnaire. Clerk (PO) to contact Richard Jones to arrange delivery.	Clerk(PO)
	77.3	Footpaths and Common Land: No report	
	77.4	Youth Liaison Committee: No report	
78.0		REPORT: OTHER BODIES	
	78.1	Jubilee 2012 & Thinking Big public meeting 26/10/11: CF presented a draft questionnaire to be included in the Clarion to try and get feedback from Cliffe and Cliffe Woods residents with regard to what they would like not only for the Jubilee celebrations but also to see what residents feel the villages are missing in the way of facilities i.e. shops, broadband etc. There was much discussion on both topics and not everyone agreed with some of the wording of some of the questions within the questionnaire. CF to change the wording of some of the questionnaire. Proposed to include questionnaire with Clarion. Proposed CF Seconded JM. In favour . 7 Cllrs, Against 5 Cllrs.	CF
	78.2	Salt Lane Activity: LM reported that the people that were frequenting %Bud Baker's old Yard+have now been removed. There is now a Caretaker at the site.	
	78.3	CF reported that Village SOS is hosting a one day roadshowt in London on the 16 th December. CF has 3 free tickets available if anyone is interested.	ALL
	78.4	Police Liaison: Next Police Liaison meeting is 15/11/11 7pm Hoo.	
67.0		Other Items to be handed to Clerk for next meeting : None	

The meeting closed at 10.30pm.

**NEXT MEETING:
 3rd November 2011 – 7.30 PM – SMALL MEMORIAL HALL, CLIFFE**

13/10/11/lmf