

# CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Minutes of Meeting held at Cliffe Small Memorial Hall

Thursday 05 February 2009

## PRESENT

Councillors K Kentell (Chair), C Fribbins (Vice Chair), S Burns, L Bush, T Copsey, J Corrigan, J Darwell, G Moore, M Smith, L Wicks

Mr G Meeser (Parish Clerk)

## ABSENT

Councillor M Emblin

The meeting opened at 7.30 pm.

NO	ITEM	ACTION BY
1.0	<b>APOLOGIES FOR ABSENCE</b> Councillors D Cunningham (work), J Keates (private commitments) and J Wenban (work). Accepted	
2.0	<b>DECLARATIONS OF INTEREST</b> None	
3.0	<b>BRETT COMMUNITY LIAISON</b> (Councillor Wicks declared an interest and left the room) Mr Mike Courts gave presentation covering following topics: i. Replacement planning application for Brett landscaping traffic and proposal of gateway+features and 20mph speed limit through Cliffe Woods; ii. Planning application proposing to infill Salt Lake; iii. Planning application for additional open storage  A discussion on the various topics ensued. Councillor Fribbins indicated that the Parish Council will support any reasonable plans and proposals, but reserves its position on any planning application(s).  The Chairman thanked Mr Courts for his time and contribution.	
4.0	<b>ADJOURNMENT</b> Messrs Paul Fenney and Steve Scott from Cliffe Royals Football Club [CRFC] attended. They enquired about provision of changing rooms and washing facilities (particularly the latter) at Cliffe Recreation Ground. Issue had been discussed in past, but progress had apparently stalled. Confirmed that provision of changing rooms in capital projects expenditure programme for 2009/10. Project needs to be driven from CRFC side . suggested that two or three members of CRFC form committee and liaise with Parish Council through Clerk	
5.0	<b>APPROVAL OF MINUTES</b> Minutes of meeting held on 08 January 2009 approved as presented	
6.0	<b>MATTERS ARISING</b>	
6.1	<b>Clothing and Safety Equipment – New Caretaker</b> (see January item 4.6): Cllr Keates absent from meeting . report to be held over until March	Cllr Keates
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6.2	<b>Rural Liaison Fund Bids</b> (see January item 4.7): Mr Peter Bown of Medway Council has advised that result of bids will be forthcoming %hopefully by end of February+	
6.3	<b>Cliffe Woods Cleansing Responsibilities: Car Park, Shop Fronts, Green Space</b> (see January item 4.9): Email messages received from Mrs Julie Neesam and Mr Robert Lucas of Medway Council confirming that responsibilities as follows: i. Car park (excepting iii below) . Parish Council ii. Shop fronts . Medway Council Cleansing Services iii. Area one metre around recycling banks . Medway Council Cleansing Services iv. Green spaces between shops/car park and Town Road (B2000) . Medway Council Green Spaces  Re iv above, litter picking presently done only at times of grasscutting. Medway Council has been informed that this arrangement unsatisfactory and more regular %pick+required. Mr Lucas advised that inspections had shown absence of any litter problem, but undertook to do further spot checks in future and take remedial action if necessary.  Anyone observing litter problem re ii, iii and iv above is requested to take photographs (preferably digital) and forward to Clerk, so that suitable representations to Medway Council can be made	All (to note)
6.4	<b>Village Club: Request for Reinstatement of Ground Damaged by Delivery Vehicles</b> (see January item 4.10): %letter of appreciation+ duly sent to Secretary of Club	
6.5	<b>Revision of Standing Orders</b> (see January item 4.11): Clerk advised that draft almost ready, but certain advice had to be sought from KALC and response still awaited	Clerk
6.6	<b>Planting of Christmas tree on Cliffe village green</b> (see January item 4.14): Due to factors of <i>inter alia</i> , maintenance costs, potential height of tree and non-ownership by Parish Council of land forming the green, it was resolved at FGPC meeting on 03/02/09 not to go ahead. Confirmed.	Clerk
6.7	<b>Cerebral Palsy Care &amp; Learning Services [CPCLS]: Relaunch 25/02/09</b> (see January item 4.16): Clerk provided CPCLS and Cllr Corrigan with necessary information regarding this event. Cllr Corrigan unable to remember receiving it . Clerk to re-send	Clerk
6.8	<b>“Rutting” Damage to Cliffe Village Green by Lorries</b> (see January item 4.18): Ruts have been infilled with suitable filler but small area at top of green (close to Church Street) was not done and ruts still being formed. Medway Council to be asked to rectify	Clerk
6.9	<b>Possible Reduction in Size of Cliffe Village Green</b> (see January item 4.18) (Further to item 6.8 above) Medway Council advised that if Parish Council bears cost, work can be done fairly quickly, whereas long and unspecified timescale if costs to be borne by Medway Council. Estimate of costs have been requested . awaiting response	Clerk
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6.10	<b>Freedom of Information Act: Updated Publications Scheme</b> (see January item 4.20): Cllr Fribbins confirmed that this information now on Parish Council website	
6.11	<b>New Caretaker, Mr Dave Clark – Contract of Employment</b> (see January item 4.25) See item 11.4 below	
6.12	<b>Cliffe Woods Car Park – Disabled Bay</b> (see January item 4.26): Estimate of £173.45 received from Medway Council for thermoplastic marking of bay and provision of disabled sign. To be accepted. Proposed by Cllr Copsey, seconded by Cllr Moore	Clerk
6.13	<b>Speedwatch</b> (see January item 7.1.1) See item 7.0 below	Clerk
6.14	<b>Noticeboards</b> (see January item 7.2) Mr Danny Buckle of BTB Contractors to be asked to provide further detail re his recent estimate for this work. Check to be made with Medway Council planning to ensure that larger noticeboards on Buttway and at Cliffe Woods shops not in breach of any planning regulations	Clerk
6.15	<b>Relief Cover for Caretaker</b> (see January item 7.3) Mr Roger Durham ( resident of Cliffe Woods) expressed interest in post. Was visited by Chairman and has been advised that his services likely to be required shortly when Mr Dave Clark (Caretaker) will be off work for short period. Mr Clark was requested to contact Mr Durham to make necessary arrangements for accompanied walk around Parish to learn the ropes+ Clerk to check on current position with Mr Clark	Clerk
6.16	<b>Allotments</b> (see January item 9.1) Clerk confirmed that non cultivation+letters sent to two allotment holders at request of Cllr Keates	
6.17	<b>New Recreation Area (Ball Park)</b> (See January item 9.2) No report because Cllr Keates absent. To be carried over to March	Cllr Keates
6.18	<b>Children's Play Area</b> (See January item 9.3) Cllr Wicks reported that all matters still in progress.  Cllr Fribbins advised that Cliffe Children's Committee [CCC] being invited to Parish Council meeting on 05/03/09. Clerk to place on agenda. Cllr Wicks requested contact details for Mrs Donna Haselden of CCC . Clerk to provide	Clerk
6.19	<b>Parish Plan:</b> (See January item 10.4) See item 9.0 below	
6.20	<b>Proposals for Speed Limit and Traffic Calming</b> (See January item 15.1) See item 3.0 above	
6.21	<b>Lighting of Ball Court:</b> (See January item 17.1) Considerable confusion re alleged undertaking by Medway Council to meet lighting costs. Clerk has discussed at length with Mr Fred Dowler, Secretary of Village Club, but Mr Dowler unable to clarify. He (Mr Dowler) undertook to look into matter further and advise Clerk of position. No further action to be taken if no response forthcoming	

7.0		<b>SPEEDWATCH</b> Email message from PCSO Sue Fill considered re possible locations for manning of <i>Speedwatch</i> . After some discussion it was decided not to initiate or join any <i>Speedwatch</i> scheme, mainly through lack of anyone willing to assume overall responsibility. Proposed by Cllr Smith, seconded by Cllr Corrigan. PCSO Fill to be advised	Clerk
8.0		<b>TRANSPORT ISSUES</b> Cllr Burns (at the same time declaring an interest) reported on Medway Council's intention to impose a £75 charge from 01/04/09 for persons accompanying disabled passengers on public transport. (A free %ompanion pass+currently exists).  Cllr Wicks advised that he is aware of this matter in his capacity as a Medway Councillor, and will clarify the situation with Medway Council and come back to Cllr Burns. It was also suggested that the Cliffe Parochial Charity may be able to assist with %disabled companion+transport costs	Cllr Wicks
9.0		<b>PARISH PLAN</b> No report because Cllr Cunningham absent. To be carried over to March	Cllr Cunningham
10.0		<b>REPORT – CLERK</b>	
	10.1	<b>Correspondence</b>	
		10.1.1 No: 0902/01 From: Joy Adkins, Secretary, Cliffe Royals Football Club Subject: Cliffe Recreation Ground . Dog fouling and emergency access  Dog fouling . request for %o fouling+notices to be looked into and quotations obtained. Medway Council dog warden to be requested to keep watch on area  Emergency access . Clerk advised that he had already informed Ms Adkins that keys to emergency access gate held by emergency services	Clerk
		10.1.2 No: 0902/02 From: Mr Ron Pellatt, 37 Swingate Avenue, Cliffe Subject: Request for traffic calming and litter complaint  Traffic calming . request to be referred to Medway Council on Mr Pellatt's behalf  Litter complaint . path concerned appears to be public highway . Medway Council to be requested to clear. (See also item 10.4 below)	Clerk
		10.1.3 No: 0902/05 From: Mary Hooper, Treasurer, Cliffe Memorial Hall Subject: Grants to Cliffe Memorial Hall from Parish Council  Cllr Fribbins requested that letter be scanned and emailed to him	Clerk
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	<p>10.1.4 No: 0902/06 From: Medway Council (Catherine Smith, Rural Strategy Manager) Subject: Rural Housing Needs Survey</p> <p>Parish Council is prepared to be joint signatory to letter accompanying survey, depending on content of letter</p> <p>Parish Council is prepared to schedule next <i>Clarion</i> to co-incide with distribution of survey. Medway Council to be requested to share delivery costs</p>	Clerk
10.2	<p><b>Revised Meeting Dates</b> April meeting (Annual Parish meeting) to be on <u>Thursday 16 April</u> at Clerk's request. No regular Parish Council meeting in April.</p> <p>Annual Parish meeting in April to take place at Cliffe Woods School, not Cliffe Memorial Hall as per regular schedule. Clerk to advise school and CMH of change</p> <p>June meeting to be moved from first Thursday of month ( 04 June) to second <u>Thursday (11 June)</u>, because European elections due on 04 June and Small Memorial Hall is a polling station</p>	All (to note) & Clerk
10.3	<p><b>Saxon Shore Way [SSW] Long Distance Footpath</b> Medway Council to be contacted re lack of SSW waymarking through Parish, particularly as this footpath appears prominently in latest Medway Tourist Guide</p>	Clerk
10.4	<p><b>Litter</b> Medway Council to be contacted re amount of litter on and alongside various roads and footpaths in parish. Anyone wishing a specific location to be included in letter to Medway Council, should email Clerk with details <u>on or before 15 February</u></p>	All & Clerk
11.0	<b>REPORT – FINANCE AND GENERAL PURPOSES</b>	
11.1	<p><b>Payments by cheque</b> The following cheque payments were approved:</p> <p>#2093 G Meeser, Parish Clerk Salary and expenses . January 2009</p> <p>#2094 D Clark, Caretaker Wages and expenses . January 2009</p> <p>#2095 HMR&amp;C PAYE deductions . January 2009</p> <p>#2097 - £422.82 Thames Self Storage Container hire . February . October 2009</p> <p>#2098 - £40.00 K Kentell Chairman's allowance 2008/09</p>	

11.2	<b>Report on Current Financial Situation</b> Cllr Wicks gave monthly account of Parish Council finances, as provided by Clerk at FGPC meeting on 03/02/09	
11.3	<b>Possible Application for Lottery Grant to Finance Parish Plan:</b> No decision yet made on whether to go ahead with Parish Plan. To be considered if decision made to proceed.  See also item 9.0 above	
11.4	<b>Employment Contract for Mr Dave Clark, Caretaker</b> Cllr Janet Keates (with assistance from Clerk) had drawn up a draft employment contract for Mr Clark, together with associated documentation including Health & Safety policy (the latter on advice from Cllr Keates's husband Mr Andy Keates, who is qualified H & S Adviser). It was intention that all documentation be examined and approved at FGPC meeting on 03/02/09. In the event only H & S was discussed, and matter ended in stalemate (Direct conflict between advice given by Mr Andy Keates and by Cllr Corrigan on certain aspects of H & S).  Clerk reported on Cllr Keates's behalf that she (Cllr Keates) had contacted Health and Safety Executive [HSE] on day after FGPC meeting (i.e. 04/02/09) who confirmed that advice given by Mr Andy Keates was correct. HSE will confirm in writing within ten days.  Clerk expressed concern that employment contract for caretaker had still not been finalised after considerable delays. Cllr Wicks thereupon proposed (seconded by Cllr Fribbins) that draft contract as prepared by Cllr Keates, be accepted. Clerk expressed concern that said contract had not been examined in detail by either FGPC or present meeting, but it was pointed out that it had been seen by Cllrs Wicks and Fribbins and had been given a %od of approval+by Local Councils Adviser at KALC.  Clerk to now finalise draft contract for Mr Clark's signature, with H&S documentation to follow when confirmation received from HSE.	Clerk
11.5	<b>Date of Next Finance &amp; General Purposes Committee Meeting:</b> Tuesday 03 March 2009, Cliffe Woods Primary School, 8pm	FGPC (to note)
12.0	<b>REPORT – RECREATION GROUND AND ALLOTMENTS</b>	
12.1	<b>Allotments</b> Cllr Smith reported on recent break-ins and vandalism at allotments site. Police to be requested to establish a presence by doing regular %walk around+patrols	Clerk
12.2	<b>New Recreation Area (Ballpark)</b> No report	
12.3	<b>Children's Play Area</b> No report	
9.4	<b>Recreation Ground (Cliffe)</b> No report	
13.0	<b>REPORT - PLANNING</b>	
13.1	<b>Planning applications:</b> Cllr Fribbins presented the following planning applications with proposed comments and they were approved:  6	

	<p>13.1.1. MC2009/0051 . 11 View Road, Cliffe Woods Change of use from annexe used for bed and breakfast business to residential and residential to bed and breakfast accommodation. No objection</p> <p>13.1.2. MC2009/0053 . 19 North Road, Cliffe (Cllr Moore declared an interest) Construction of a two storey side extension. No objection</p> <p>13.1.3 MC2009/0101 . Wharf Farm, Wharf Lane, Cliffe (Cllr Bush declared an interest) Construction of 8 four-bed detached dwellings with associated access drive. No objection in principle, but Planning Authority to be asked to take into consideration unadopted nature of Wharf Lane and damage caused during site clearance to that road and other highway land in area (Swingate Ave/Church St)</p> <p>13.1.3 MC2009/0105 . 23, 25 and 29 View Road, Cliffe Woods Outline application for construction of 5 detached dwellings with access road and associated external works and landscaping. Objection on grounds of loss of trees and impact on remaining trees by building within their crowns</p>	
13.2	<p><b>Wainscott Trading Estate (MC2008/2038)</b> (Comprising land north of plant branch, Islingham Farm Road, ME3 8BD) Application for variation of planning consent conditions to allow development to take place in phases.</p> <p>Development has been phased and development near Cliffe Woods is a later phase. This is to reword conditions to allow Phase 1 to proceed without conditions required for Phase 2</p>	
13.3	<p><b>Mockbeggar Farm Site Meeting:</b> (Conversion of redundant agricultural buildings to B1/B8 uses)</p> <p>Cllr Fribbins attended meeting on behalf of Parish Council and expressed concern regarding traffic on B2000 and the need to avoid any increase. (Planning authority has subsequently determined application -- %approval with conditions+)</p>	
13.4	<p><b>Parish Airport Policy:</b> Following resolutions proposed by Cllr Fribbins and seconded by Cllr Copsey.</p> <p>13.4.1 Parish Council objects to development of proposed third runway at Heathrow on grounds that further hub activities will bring limited economic benefit at great cost to environment. Alternative options such as High Speed Rail Links to London and rest of country should be provided instead of additional runway</p> <p>13.4.2 Parish Council objects to London Mayor's proposals to develop new hub airport in Thames Estuary. Further study, following Government's extensive consultation in 2002, would be very disruptive to local councils and local community groups and lead to further blight</p>	

	on local residents. Mayor's proposals concentrate primarily on estuary/ island runways and flight paths, but do not take account of impact of land based development required to support it . in addition to motorways and rail links, Damaging environmental impact of airport in that location was established and accepted following previous, extensive consultation. An airport is not just runways. (Many businesses - including European and World Hqs -- are located in West London because of location of Heathrow Airport). This would lead to further pressure for additional residential development to feed these businesses and airport	
13.5	<b>Local Development Framework:</b> Requires ongoing monitoring by Paish Council (Some consultation periods have finished in last few weeks)	
13.6	<b>Date of next Planning Committee Meeting:</b> Wednesday 25 February 2009, Cliffe Woods Primary School, 8pm	Planning Committee (to note)
14.0	<b>REPORT – FOOTPATHS AND COMMONLAND</b> No report	
15.0	<b>REPORT – CLIFFE WOODS CAR PARK</b> No report	
16.0	<b>REPORT – RURAL LIAISON</b> No report	
17.0	<b>REPORT – KALC</b> No report	
18.0	<b>REPORT – OTHER BODIES</b> Cllr Kentell attended recent Police Liaison meeting at which it was indicated that according to official statistics, crime in Medway is on the decrease	
19.0	<b>ANY OTHER BUSINESS</b>	
19.1	<b>Conoco:</b> Cllr Darwell expressed dissatisfaction at fact that Parish Council not invited to recent site meeting between Medway Council and Conoco. Cllr Wicks to raise matter with Mr David Harris of Medway Council	Cllr Wicks
19.2	<b>Cliffe Village Fayre 1:</b> Cllr Darwell announced intention to hold Village Fayre in summer 2009 and asked Parish Council to contribute financially to hanging baskets competition+. Financing agreed (proposed by Cllr Smith and seconded by Cllr Kentell) but decision cannot be formally approved because this item was not on agenda. To be placed on agenda and formally approved at Parish Council meeting in March 2009	Clerk (for agenda)
19.3	<b>Cliffe Village Fayre 2:</b> Persuant to item 19.2 above, Clerk reminded Council that permission already granted for landing of helicopter on Recreation Ground on a date in July 2009. Clerk to check on date and advise Cllr Darwell in order that Village Fayre does not clash with this date	Clerk

The meeting closed at 10.15 pm.

gm 27/02/09

**NEXT MEETING:  
THURSDAY 05 MARCH 2009, CLIFFE WOODS PRIMARY SCHOOL, 7.30PM**

