



Cliffe and Cliffe Woods Parish Council

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Mrs Alex Jack, Clerk/PO and Miss Lissi Watt, Assistant Clerk/RFO

To all Parish Councillors, you are summoned to attend the meeting of Cliffe and Cliffe Woods Parish Council to be held on **Thursday 18th January 2024, 7.30 pm at the Emmanuel Centre, Parkside, Cliffe Woods ME3 8HX**

AGENDA

1.0 Apologies for Absence

2.0 **Declarations of Interest** Disclosable Pecuniary Interests under the Code of Conduct for Parish Councils. *A councillor, who declares a pecuniary interest may not participate in discussion or vote on the matter. If an interest is not declared at the outset of the meeting, it should be disclosed as soon as the interest becomes apparent Dispensation may be requested in writing to the Clerk (Proper Officer) who under certain circumstances will allow a councillor to speak and vote on the matter.*

3.0 Co-option – Currently two vacancies; one in Cliffe Village Ward, one in Cliffe Woods Ward.

Adjournment (Members of the public can put questions to the Parish Council and raise issues, (30 minutes max, limit of 10 minutes per person).

4.0 Approval of Minutes of Meeting held on 14/12/23

5.0 Matters Arising from Minutes of Meeting on 14/12/23

6.0 Report: Clerks (Clerk/PO & Assistant Clerk/RFO)

6.1 KALC Community Awards 2024

7.0 Report: Chair (Cllr Dibble)

8.0 Report: Finance & General Purposes (Cllr Wyatt/Assistant Clerk/RFO)

The F&GP committee met on 09/01/24 at St Helens House, Cliffe.

- a) To note financial reports (to 31/12/23)
- b) To note and consider Payments and Receipts and approve, as necessary.
- c) Recommendations from F&GP Committee
 - i) Northstar IT support package to be renewed as required.
- d) Other items of note from F&GP Committee (no decisions required)
 - i) It was agreed that all organisations seeking a grant apply annually by current Council policy.

9.0 Report: Council Assets (Cllrs Kentell/Letheren/Wenban/Wyatt/Clerk/PO) – includes Allotments, Play Areas, Changing Rooms, Bus Shelter, Car Park and Buttway

10.0 Report: Allotments (Cllrs Clements/Letheren/Wyatt & Clerk/PO)

11.0 Report: Planning Committee (Cllr Fribbins) – no meeting due to Christmas break. Planning Report in lieu of meeting circulated.

11.1 Planning applications received:

- a) **MC/23/2689** Construction of a single storey rear extension and first floor side extension. **11 Marsh Lane Cliffe ME3 7UQ** - no issues, **no comments required.**
- b) **MC/23/2719** Conversion of an existing barn into a residential dwelling with associated parking, fencing and amenity area. **Jems Barn Kirk Lane Cooling Street Cliffe ME3 7UR** - Kirk Lane is an existing private track off of Colling Street. This is a conversion of an existing barn that is currently in use for storage by the neighbouring residential property. The site is not visible from Cooling Street. As this is an existing building and the proposal is to limit the impact on neighbouring properties, no objection is suggested and **no comments required,**
- c) **MC/23/2266** Details pursuant to condition 16 (EV charging) of planning permission MC/21/1694 - Construction of 68 residential dwellings including affordable housing, associated vehicular parking, landscaping, open spaces, drainage and earthworks and formation of a new access from **View**

- Road. Land South Of View Road Cliffe Woods** - This is Esquire 2, which has planning permission, this is just a detail pursuant to the approval. **No comment required.**
- d) **MC/23/2583** Application for a Lawful Development Certificate (Proposed) for Groundworks to dig hole for 20 foot shipping container to be buried 300mm under ground level **29 Rookery Crescent Cliffe ME3 7RH** - This is related to g) below and is a full planning proposal is for a Garden Room accessed by stairs from the residential property. An unorthodox proposal, but subject to adequate 'development control' does not give rise to any issues, could this present a precedent for future applications? **No comment required at this time.**
 - e) **MC/23/2769** Construction of a first floor side and rear extension with associated external alterations **Heathcliff Cottage Well Penn Road Cliffe ME3 7SD** - Proposal does not extend the footprint of the existing dwelling and no objection is suggested and **no comments are required.**
 - f) **MC/23/2752** Construction of a two storey extension to side - demolition of existing garage. **44 View Road Cliffe Woods ME3 8UA** - The proposal removes the existing garage and access to the side of the property, removing car parking. This proposal increases the residential use of the property. **Objection** due to lack of on-site parking and would lead to additional on-street parking on View Road, a key spine route through the village of Cliffe Woods.
 - g) **MC/23/2794** Proposed engineering works to facilitate shipping container to be sunk beneath ground level together with the construction of stairs and railings to the rear **29 Rookery Crescent Cliffe ME3 7RH** - see d) above.
 - h) **CAN/23/2825** T365 - Sycamore - Remove deadwood T380 - Sycamore - Reduce radial width over neighbouring property by 1-2m removing approximately 4-5 No. 80-100mm diameter 2nd and 3rd order branches to leave approximately 6m radial width in this direction and cut back to natural target collars T381 - Sycamore - Reduce radial width over neighbouring property by 1-2m removing approximately 4-5 No. 80-100mm diameter 2nd and 3rd order branches to leave approximately 6m radial width in this direction and cut back to natural target collars **St Helens Church Church Street Cliffe** - Tree is in conservation area, but maintenance required. **No objection or comment required.**

11.2

Planning applications received after Planning Report:

- a) **MC/23/2276 – 2 Bluegates Place, Cliffe ME3 7ET** – conversion of double garage to single garage to facilitate additional living space. No issues as car parking on site. **No comments required.**
- b) **MC/23/2750 – 8 New Road, Cliffe ME3 7SL** – Construction of two storey extension to side of property; construction of dormer windows to front and rear to facilitate additional living accommodation within loft space; formation of a hip to gable roof extension; dedicated entrance to make independent dwelling. **Any comments required by 24/1/24.**
- c) **MC/24/0043 – 2 New Road, Cliffe ME3 7SL** – Conversion of garage into a habitable space. **Any comments required by 1/2/24.**

11.3

Other planning issues:

- a) **MC/22/0254 (Trenport) Land to the east and west of Church Street, Cliffe**
- b) **MC/21/1287 Redrow site, Oakleigh Fields, Town Road, Cliffe Woods**
- c) **MC/21/1694 Esquire development, View Road, Cliffe Woods**
- d) **Medway Local Plan 2040**

12.0

Report: Cliffe and Cliffe Woods Neighbourhood Plan (Cllr Fribbins)

13.0

Report: Other Committees

13.1

Footpaths and Common Land – Cllr Cooper

13.2

Personnel Committee – Cllrs Fenney, Wenban & Wyatt

14.0

Report: Other Bodies

14.1

Cliffe and Cliffe Woods Community Trust – Cllrs Fribbins/Kentell/Walton

14.2

Cliffe Woods Community Association – Cllr Fribbins

14.3

Cliffe Memorial Hall

14.4

Brett's Liaison - Cllrs Darwell/Fribbins/Kentell/Letheren/McDermid/Wenban

14.5

Rural Liaison Committee – Cllr Wyatt

14.6

Kent Association of Local Council (KALC) (Medway) – Cllrs Harper/McDermid

14.7

Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott) —Cllrs Fenney/McDermid

14.8

Events

15.0

Other Reports – Other items to be handed to the Clerk for the next meeting on **22/02/24, 7.30pm at the Small Memorial Hall, Church St, Cliffe**

Mrs Alex Jack, Clerk PO, 11/01/2024