



# 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 16<sup>th</sup> November 2023, 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 and 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 12/10/23**

5.0 **Matters Arising from Minutes of Meeting on 12/10/23**

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

- 6.1 Agreement of 2024 meeting dates, as circulated.
- 6.2 2024 KALC Community Awards Scheme, as circulated.
- 6.3 Christmas refreshments

7.0 **Report: Chair (Cllr Dibble)**

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

The F&GP committee met on 07/11/23 at St Helens House, Cliffe.

- a) To note financial reports (to 31/10/23)
- b) To note and consider Payments and Receipts and approve, as necessary.
- c) Parish Councillor allowances review by Medway IRP
- d) Recommendations from F&GP Committee
  - i) 2024/2025 Budget proposals, as item 9.0.
  - ii) Annual Play Area inspection
  - iii) SSC Ltd estimate for Play Area rear gate replacement
  - iv) New EMR for Events
  - v) Payment of grants for halls (half) and churchyard (total)
  - vi) Accept NALC 2022/23 pay agreement for Clerks
- e) Other items of note from F&GP Committee (no decisions required)
  - i) Creation of working party for Cliffe Recreation Ground protection

9.0 **Report: Annual budget 2024/2025 (ClerkRFO)**

To consider a draft budget for 2024/2025, as circulated.

10.0 **Report: Council Assets (Cllrs Kentell/Letheren/Wenban/Wyatt/Clerk/PO)**

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

**Report: Planning Committee (Cllr Fribbins)**

The planning committee met on 26/10/23 at the Emmanuel Centre, Cliffe Woods, report circulated.

11.1 Planning applications received:

- a) **MC/23/2267 Details pursuant to condition 24 (boundary treatment)** 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**. No issues.
- b) **MC/23/2265 Details pursuant to condition 3 (cat proof fencing)** of planning permission MC/21/1694 - Construction of 68 residential dwellings, as above - **Land South Of View Road Cliffe Woods**. No issues (some questions about effectiveness).
- c) **MC/23/2266 Details pursuant to condition 16 (EV charging)** of planning permission MC/21/1694 - Construction of 68 residential dwellings, as above - **Land South Of View Road Cliffe Woods**. No issues.

11.2

Planning updates:

- a) **MC/23/1849** Construction of a part two/part single storey extension to side - demolition of existing garage - **37 Brookmead Road Cliffe Woods ME3 8HJ - REFUSED** Design issues, parking assessed as sufficient.
- b) **MC/23/1522** Application for a Lawful Development Certificate (proposed) for changing the location of the existing caravan so that it sits at a 90 degree angle to where the existing unit is sited and the proposal comprises using land for stationing a residential caravan and occupying it for independent residential accommodation on land that has been used this way for more than 10 years. (No material change of use involved.) - **Caravan 2 Squirrels Drey Well Penn Road Cliffe ME3 7SD - WITHDRAWN** (may indicate a planning application will need to be made)
- c) **MC/23/1847** Conversion of existing detached garage and pool house to create a single dwelling house with a two storey extension to side, adaptation to the lower roof form, increase in ridge height to provide a new floor. The roof form to be articulated with the addition of pitched roof dormers - **Woodfield Cooling Common Cliffe ME3 7TJ - WITHDRAWN**

11.3

Planning applications received after Planning Meeting:

- a) **MC/23/2391** Construction of a single storey extension to front, side and rear including an integral garage with pitched roof along with extensions to the dormers to front and rear to facilitate extra living space within the roof space. New gated entrance to front with a new boundary wall and alterations to the front facade to intergrate the new wing. - demolition of existing garage - **Graceland Symonds Road Cliffe**.
- b) **MC/23/2433** Construction of a loft conversion with flat roof dormer to rear and small pitched roof dormer and two roof lights to the front - **1 Ham River Hill Cliffe Woods**.

11.4

Other planning issues:

- a) **MC/22/0254 (Trenport Appeal) 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** – Outline comments required on Regulation 18 by end October 2023. Better maps supplied and analysis of call for site distributed. Local Plan discussed in detail and draft to be circulated to Parish Councillors before submission by 31/10/23.

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

- a) Staff member yearly appraisal

14.0 **Report: Other Bodies**

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

14.2 Cliffe Woods Community Association Liaison – Cllr Walton

14.3 Cliffe Memorial Hall – Cllrs Darwell/Fenney

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 **14/12/23, 7.30pm at the Small Memorial Hall, Church St, Cliffe.**

*Mrs Alex Jack, Clerk PO, 08/11/2023*