



# Cliffe and Cliffe Woods Parish Council

17 Graveney Close, Cliffe Woods, Rochester, Kent ME3 8LB

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

Minutes of the meeting of Cliffe and Cliffe Woods Parish Council held on **Thursday 18<sup>th</sup> January 2024, 7.30 pm at the Emmanuel Centre, Parkside, Cliffe Woods ME3 8HX**

## MINUTES

Councillors Present: Barry Dibble (Chair), Robert Wyatt (Vice Chair), Chris Fribbins, Joan Darwell, Sandra Fenney, Ken Kentell, Sue McDermid, Annette Cooper, Vivienne Walton, Sara Stapleton.

Council Staff Present: Alex Jack – Clerk PO  
Lissi Watt – Assistant Clerk/RFO

### 291 **Apologies for Absence**

Cllrs J Wenban, R Letheren & P Clements sent their apologies. Cllr F Harper was absent.

It was proposed by Cllr S Stapleton and seconded by Cllr V Walton to accept apologies, **all agreed**.

### 292 **Declarations of Interest**

Cllr C Fribbins – Cliffe Woods Community Association, Cllrs. K Kentell, C Fribbins, V Walton – Cliffe and Cliffe Woods Community Trust, Cllr S Stapleton – Esquire Developments.

Cllr V Walton notified the council of her membership of Cliffe and Cliffe Woods Community Association.

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

No current interest.

### **Adjournment**

PC Richard Jones of Kent Police attended as a named officer for the area. He spoke on the presence of marked and unmarked patrols in the area and reminded the community that his contact details are on the Kent Police website. There is also a tool called 'My Community Voice' online that can be used for contacting the police regarding local issues. His email address is also on the parish council website. PC Jones also spoke regarding the local recreation ground and the ongoing antisocial behaviour taking place there. The police are looking at the future use of drones to enable the following of offenders using vehicles to get away across fields. Some successes have happened on the recreation ground with offenders being caught.

### 294 **Approval of Minutes of Meeting held on 14/12/23**

It was proposed by Cllr R Wyatt and seconded by Cllr S Fenney to accept the minutes pending minor changes. **All agreed.**

### 295 **Matters Arising from Minutes of Meeting on 14/12/23**

Item 284 from the last minutes was raised. Decision under item 298 below.

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

The Clerk reported she attended a course on churchyard management.

The RFO reported that a schedule to review policy and procedure has been put together and policy and procedure review will initially take place at F&GP to be ratified at following full council meetings.

#### 296.1 **KALC Community Awards 2024**

Nominees were discussed and a final recipient agreed. Certificate to be presented at the Annual Parish Meeting in April.

**Action:** Clerk to advise KALC accordingly.

### 297 **Report: Chair (Cllr Dibble)**

No report given.

**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)  
Financial reports for December were reviewed and noted. (Annex 1)
- b) To note and consider Payments and Receipts and approve, as necessary.  
None on this agenda.
- c) Recommendations from F&GP Committee
  - i) NorthStar IT support package to be renewed as required.  
It was proposed by Cllr R Wyatt and seconded by Cllr S Fenney that the recommendation to authorise payment for a 10 hour prepaid support IT support package be accepted. All agreed to accept F&GP recommendation.
- d) Other items of note from F&GP Committee
  - i) It was agreed that all organisations seeking a grant apply annually by current Council policy.
  - ii) The Clerk advised that The Six Bells PH are happy to site a defibrillator outside. Unfortunately, a grant will now not offer an entirely free defibrillator though some funding remains for a slightly discounted defibrillator. It was raised that there are currently 3 sited in Cliffe Woods and 3 sited in Cliffe. It was proposed by Cllr R Wyatt and seconded by Cllr V Walton not to pursue the funding for a discounted defibrillator. **All agreed.**

**Regarding item 284 of prior minutes:**

In ratification of the decision made under item 284 of the last minutes, and given the precept demand paperwork was sent late by Medway Council;

It was proposed by Cllr V Walton and seconded by Cllr C Fribbins that the decision made prior to set the precept at £87,513 (being the 2024/25 budget deficit amount) be ratified based on the new information of the band D equivalent being £43.60. 8 for, 1 against. **Carried by majority.**

The precept request form was duly signed by the Chairman, Vice Chair and Clerk PO.

**Action: RFO** to submit application to Medway Council by the end of January.

299

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

It was reported that an electrician had now completed a safety check on the containers. The light that is staying on will be addressed as part of resulting works.

300

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

Nothing to report regarding allotments. It was noted that invoices will be going out a month ahead of the payment due date, at the end of March.

301

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

## 301.1 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**.

#### 301.2 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**.
- d) **MC/24/0033 - Woodfield, Cooling Common, Cliffe, Rochester, Medway** - Conversion of existing detached garage and pool house to create a four bedroom dwelling with single storey extensions to the East elevation under hipped pitched roofs and the creation of a habitable roof space with new dormer window; creation of new single storey entrance hall to West elevation beneath a new pitched roof.

#### 301.3 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**

### 302 **Report: Cliffe and Cliffe Woods Neighbourhood Plan (Cllr Fribbins)**

Trenport developers have requested a meeting regarding the neighbourhood plan.

### 303 **Report: Other Committees**

#### 303.1 Footpaths and Common Land – Cllr Cooper

Nothing to report.

#### 303.2 Personnel Committee – Cllrs Fenney, Wenban & Wyatt

No items to report.

### 304 **Report: Other Bodies**

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

Cllr K Kentell gave a verbal report that included Trenport's failure to comply with planning agreements. This is being dealt with by Medway Council under planning enforcement.

#### 304.2 Cliffe Woods Community Association – Cllr Fribbins

Cllr Fribbins reported there is an issue with heating in the hall, boilers needed to be replaced and now the pump has failed. Ian Downes has been working hard to rectify the issue. Air source pump heating paid for by a grant struggles to provide heat during the winter. Standby radiators are available but they are expensive to run. A new pump is going to cost £1250. Lottery funding for new heating is being looked into.

#### 304.3 Cliffe Memorial Hall

Christmas dinner went well with 90 diners sitting for a 3 course lunch, coffee mornings are still well attended, the Santa parade and bonfire evening were successful.

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

No meeting held

304.5 Rural Liaison Committee – Cllr Wyatt

No meeting held

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

No meeting held

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

Cllr S Fenney gave a verbal report. The memory café to be starting again, 2 staff have sadly left, 'health, care for people in housing debt and loneliness issues', ECOP is open 8am – 5pm and replaces e consult. Staff absences have caused some clinics to close.

Minutes of last meeting went on the PC website.

**Action: Cllrs Fenney & McDermid** to request notice from PPG for the council noticeboards.

305 **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**

The meeting was closed at 21:18

*Lissi Watt*

Assistant Clerk & RFO to the Council.

14/02/2024

Signed as a correct record of proceedings:

Chairman:

Date:

#### Annex 1

08/01/2024

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Current/Reserve Account

Cash Received between 01/12/2023 and 31/12/2023

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
29/12/2023		INCOI	Bank Interest	76.98
Total Receipts				76.98

Date: 08/01/2024

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Time: 17:52

Current/Reserve Account

List of Payments made between 01/12/2023 and 31/12/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/12/2023	Vonage	20231201	16.41		Parish Phone
01/12/2023	Thomas Fabrications Ltd	20231202	300.00		Carpark Gate Repairs
01/12/2023	NorthStar IT	20231203	328.74		MS 365, emails, antivirus
11/12/2023					
14/12/2023	Safeplay	20131204	462.00		Play Park Safety Inspection
14/12/2023	DBS Services	20231205	90.40		Staff DBS Checks
14/12/2023	Morrisons	20231206	10.00		DecemberMeeting Refreshments
14/12/2023	Asda	20231207	33.95		Christmas Meeting Refreshments
15/12/2023					
21/12/2023	British Gas	20231208	269.86		Changing Rooms Utilities

Total Payments	4,056.35
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