



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

To all Parish Councillors, you are summoned to attend the meeting of Cliffe and Cliffe Woods Parish Council to be held on **Thursday 13th July 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 three vacancies, one in Cliffe Village Ward and two in Cliffe Woods Ward.**
- 4.0 **Adjournment** (Members of the public can put questions to the Parish Council and raise issues, (30 minutes max, limit of 10 minutes per person). Technically not part of the parish council meeting.
- 5.0 **Approval of Minutes of Meeting held on 15/06/23**
- 6.0 **Matters Arising from Minutes of Meeting on 15/06/23**
- 7.0 **Report: Clerks (Clerk/PO & Assistant Clerk/RFO)**
- 8.0 **Report: Chair (Cllr Dibble)**
- 9.0 **Report: Finance & General Purposes (Cllr Wyatt/Assistant Clerk/RFO)**
The F&GP committee met on 04/07/23 at St Helens House, Cliffe.
 - a) To note financial reports (to 30/06/23)
 - b) To note and consider Payments and Receipts and approve, as necessary.
 - c) Recommendations from F&GP Committee
 - i) To pay HMRC quarterly by direct debit
 - ii) Employer pension contributions to be 3%
 - iii) CCTV at Village Club to be reviewed and extended to Rec area
 - iv) Accept quote from Structural Steel Consultancy Ltd. For swing repairs
 - v) Postpone Lee family funfair until pitch repaired
 - vi) Accept quote from Norse for repairs to both pitches
 - vii) Purchase 2 x bleed control kits and stickers for existing defibrillator cabinets
 - viii) Appoint internal auditor for 2023/24 year
 - ix) Appoint Health & Safety Consultant for one off visit/procedure advice
 - d) Other items of note from F&GP Committee (no decisions required)
- 10.0 **Report: Allotments (Cllrs Clements/Letheren/Wyatt/Clerk/PO)**
- 11.0 **Report: Planning Committee (Cllr Fribbins)**
 - 11.1 Planning applications received:
 - a) **TPA/23/1131 – 7 Archery Close, Cliffe Woods ME3 8HN** T5 - Oak - Crown reduction and thin. Finished crown dimensions of height 15 meters above ground level and 6 meters crown radius measured from stem removing 2 meters of growth from height of tree and 2 meters of growth from radial spread all round. Thin canopy by 30%. T6 - Oak - Crown reduction and thin. Finished crown

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- b) **MC/23/1170 – 59 Brewer Rd, Cliffe Woods ME3 8HY** Construction of a two storey side extension and relocation of boundary fence to side. **Comment:** No further details provided.
- c) **TPA/23/1338 – 39 View Rd, Cliffe Woods ME3 8JQ** T1 Oak - Reduce height by 2m. Current height 14m leaving at 12m. Reduce radial spread East by 2m; 7m leaving at 5m, West by 1m; 6m leaving at 5m, South by 2m; 7m leaving at 5m and North by 1m; 6m leaving at 5m. Crown lift to 5m from ground level.
- d) **MC/23/1411 - 7 Reedham Crescent Cliffe Woods Rochester Medway ME3 8HT** Construction of a single storey rear extension, demolition of the conservatory and a reduction in ground level of the patio. **Comments required by 20/7/23.**
- e) **MC/22/1960 - St Helens House And Cobblecove House Buttway Lane Cliffe Rochester ME3 7PY** Change of use of non residential area of building to residential use, and adaptation of existing residential dwelling and creation of second new residential dwelling, formation of new amenity areas, car parking and associated infrastructure. **Comment:** Application withdrawn.
- f) **MC/22/1713 – Land South of View Rd, Cliffe Woods ME3 8UE** Construction of 50 retirement homes comprising 42 apartments and 8 bungalows with communal facilities, electric scooter store and management offices with associated parking, landscape improvements and on-site allotments.
- g) **20230678 – Land South of Two Gates Hill, Town Rd, Higham, Gravesend, Kent** Use of land for the stationing of 20 caravans for occupation by seasonal agricultural workers. **Comments to Gravesham Borough Council by 19/7/23.**

11.2

Planning applications received after publication of the Parish Council Agenda: **tba**

11.3

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) **Draft Local Plan**

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

- a) Appointment of Trustees for next 4 year term

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 – Report from meeting 21/6/23 circulated

14.7

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

15.0

Other Reports – Other items to be handed to the Clerk for the next meeting on **10/08/23, 7.30pm at the Small Memorial Hall, Church St, Cliffe**