



Cliffe and Cliffe Woods Parish Council

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

MINUTES

Minutes of the Meeting held on Thursday 12th October 2023, 7:30 pm at the Small Memorial Hall, Church St, Cliffe ME3 7PU

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

Council Staff Present: Alex Jack – Clerk PO

238 **Apologies for Absence**

Apologies were received from Cllr P Clements and Assistant Clerk/RFO Lissi Watt.

It was proposed by Cllr K Kentell and seconded by Cllr F Harper that apologies be accepted. **All agreed.**
Cllr J Wenban was absent.

239 **Declarations of Interest**

Ongoing declarations are published on the parish council website. No new declarations of interests or lobbying were made.

240 **Co-option – Currently three vacancies, one in Cliffe Village Ward and two in Cliffe Woods Ward.**

Mrs Sara Stapleton attended for possible co-option to the Cliffe Woods Ward. After a brief introduction and any questions from Councillors, Mrs Stapleton was asked to leave the room whilst Councillors voted.

It was proposed by Cllr R Wyatt and seconded by Cllr K Kentell that Mrs Stapleton be invited to join the Parish Council. 9 agreed, 2 abstentions, **carried.**

Cllr C Fribbins arrived at 7.40 pm.

Cllr S Stapleton was welcomed and signed the Acceptance of Office form.

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

No members of the public attended.

241 **Approval of Minutes of Meeting held on 14/09/23**

It was resolved to accept the Minutes as a true reflection of the prior meeting.

242 **Matters Arising from Minutes of Meeting on 14/09/23**

Action: Clerk to liaise with the Under 7's team seeking a pitch.

Action: Assistant Clerk/RFO to book Health & Safety courses for both Clerks.

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

Proposed 2024 Meeting Dates – The Clerk advised of ongoing difficulties with bank reconciliation when the F&GP committee meeting falls before the 5th of the month and the need to move meetings accordingly. In order that consistency can be maintained for both Councillors and public attendance it was suggested that meeting dates be moved for 2024 and advance notice of full PC meetings continue to be advertised on our noticeboards, website and also added to our Facebook page.

It was proposed by Cllr C Fribbins and seconded by Cllr K Kentell that F&GP committee meetings are held on the second Tuesday, full PC meetings on the third Thursday and Planning committee meetings remain on the last Thursday of the month. 11 agreed and 1 abstention.

Action: Clerk to book dates with halls.

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

Cllr B Dibble apologised to the members of the F&GP committee and in particular to Cllr J Wenban for the misunderstanding that occurred at the last committee meeting due to incorrect information received regarding DBS checks and their validity.

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

Cllr R Wyatt gave a verbal report on the following business conducted at the recent F&GP meeting.

The F&GP committee met on 03/10/23 at St Helens House, Cliffe.

- a) To note financial reports (to 30/09/23)
The council reviewed financial reports for all transactions that took place in September 2023.
- b) To note and consider Payments and Receipts and approve, as necessary.
It was proposed by Cllr V Walton and seconded by Cllr A Cooper that the payments listed as payments for approval be authorised for payment. 11 agreed, 1 abstention, **carried**.
- c) Recommendations from F&GP Committee
 - i) Employee solicitor's fees – it was proposed by Cllr R Wyatt and seconded by Cllr F Harper that the fees be increased by £100+VAT to £350+VAT. 10 agreed, 2 abstentions, **carried**.
 - ii) Guy Fawkes event insurance – cover confirmed under current policy.
 - iii) DBS checks to be carried out for Councillors and staff as per existing policy requirements.
 - iv) Clerk/PO cloud data access for Rialtas (allotments) – it was proposed by Cllr R Wyatt and seconded by Cllr C Fribbins that an additional licence be obtained at a cost of £300 pa. 11 agreed, 1 abstention, **carried**.

Action: Clerk to obtain DBS checks.

Action: Assistant Clerk/RFO to purchase additional Rialtas licence.

- d) Other items of note from F&GP Committee (no decisions required)
 - a) The Draft 2024/2025 budget is being prepared and will be discussed in further detail at the next F&GP committee meeting. Cllr R Wyatt asked that the meeting start earlier at 7pm on this one occasion to allow time for all business to be conducted and not overrun.

Action: F&GP committee members to note earlier start time for meeting on 7/11.

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

Cllr R Wyatt reported that a site meeting has been requested with the 2 local Police Officers to discuss anti-social behaviour on our Recreation Ground at Cliffe, date to be advised.

The Clerk read out a letter received from a local resident regarding the vehicles illegally using the Recreation Ground and the safety and nuisance issues caused.

The Clerk reported that the Parish Council lawnmower has been repaired and returned to the container storage. Cllr Cooper's husband, Richard was thanked for kindly agreeing to cut the allotment grass.

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

Cllr R Wyatt reported that the allotment rules had now been updated, some notice to tend letters had been sent and all plots were taken.

Action: Clerk to post updated Rules on the noticeboard at the allotment site and circulate to all Councillors for information.

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

The planning committee met on 28/09/23 at the Emmanuel Centre, Cliffe Woods, report circulated.

248.1 Planning applications received:

- a) **MC/23/1671** Advertisement consent for the installation of one internally illuminated totem sign - **Land at Town Road, Cliffe Woods ME3 8JL**. Sign is to advertise properties already in place.
Comment sent: Illumination should have limited hours of operation and limited duration. Reason: limited impact on neighbouring residential properties and distract for highways traffic.
- b) **MC/23/1710** Application for a Lawful Development Certificate (proposed) for installation of a ground floor window to front and rooflight to existing dormer window to side - removal of existing ground window to side and chimney - **The Challenge, Ladyclose Avenue Cliffe Woods ME3 8JL**. No impact, no comment required.
- c) **MC/23/1821** Variation of condition 1 (Plans) on planning permission MC/21/1287 For a minor material amendment and plot substitutions for different house types and a revised layout of the

scheme, particularly for planting layout - **Land at Town Road, Cliffe Woods ME3 8JLT**. Request by Redrow to tweak their agreed plans in regard to landscaping/open space and some replacement of some house types with another equivalent. Housing numbers remain unchanged. Further details on changes to landscaping proposals, including replacement of hedging where trees were removed on road frontage (this affected 36 previously submitted plans!).

- d) **MC/23/1846** Detail pursuant to condition 30 (cycle path) on planning permission MC/19/0287 - **(Redrow) Land at Town Road, Cliffe Woods ME3 8JL**. Plans show the connection to Buckland Road, adjacent to new allotment access. No comment required.
- e) **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**. There is a history of planning approval for this site, but no extra car parking for the additional property, only 3 parking bays are shown, so appears to be deficient. **Comment sent:** Approval should only be granted on provision of off-street parking. Reason: Location of development with potential highways issues.
- f) **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 is to be articulated with the addition of pitched roof dormers – **Woodfield, Cooling Common, Cliffe ME3 7TJ**. 'Farmyard layout' existing outbuilding to have a minor extension and converted to residential, no issues with car parking in the courtyard. No comment required.
- g) **MC/23/1876** Details pursuant to condition 28 (surface water varification report) on planning permission MC/19/0287 - **Land at Town Road, Cliffe Woods ME3 8JL**. Technical matter for planning officers. No comment required.

248.2 Planning applications received after publication of the Parish Council Agenda – none.

248.3 Other planning issues:

Cllr C Fribbins gave a verbal report as follows:

- a) **MC/22/0254 (Trenport Appeal) Land to the east and west of Church Street, Cliffe** – response from Inspector still awaited.
- b) **MC/21/1287 Redrow site, Oakleigh Fields, Town Road, Cliffe Woods** – roadworks are continuing on Town Rd and will recommence from 23/10 for 5 nights between 2000 and 0500 hrs.
- c) **MC/21/1694 Esquire development, View Road, Cliffe Woods** – no update.
- d) **Draft Local Plan** – a response to Regulation 18 has been compiled. Regulation 19 refers to the 2024/25 Draft Plan. Proposed sites noted within the Land Availability Report from Medway Council. These are not approved or included in the 2024 Local Plan. Cllr C Fribbins will draft and submit a proposal re the extra sites for houses.

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

Cllr C Fribbins reported that he had met with Medway Councillors and officers to update them which went well. Lorraine Hart has produced a helpful checklist for officers. New applications are being monitored for compliance with our Neighbourhood Plan as planning policy should be abided by for our area. Other areas are now also developing a Plan.

250 **Report: Other Committees**

250.1 Footpaths and Common Land – Cllr A Cooper reported that the footpath which had builder's rubbish had been partly cleared but some remain, and she has advised Medway Council.

Cllr J Darwell reported that the land at the bottom of Pond Hill, Cliffe where the Guy Fawkes event is to take place is unregistered land.

250.2 Personnel Committee – Cllrs Fenney, Wenban & Wyatt. No report.

251 **Report: Other Bodies**

251.1 Cliffe and Cliffe Woods Community Trust – Cllrs Fribbins/Kentell/Walton. Cllr K Kentell reported that the field at Cliffe Woods owned by the Trust requires ploughing and seeding before it can be rented out.

Cllr C Fribbins reported that the wood from the fallen trees behind the Esquire development requires clearing.

252.2 Cliffe Woods Community Association Liaison. Cllr V Walton reported that the building work for their extension is ongoing. Bookings are continuing for planned event nights.

253.3 Cliffe Memorial Hall – Cllrs Darwell/Fenney. Cllr J Darwell reported on Christmas events that are to take place.

254.4 Brett's Liaison - Cllrs Darwell/Fribbins/Kentell/Letheren/McDermid/Wenban. No report.

- 255.5 Rural Liaison Committee – Cllr R Wyatt reported on the recent meeting where issues with the Lower Thames crossing, and M2 Jct.1 were raised. At the extra local meeting reports were given regarding Medway Deangate consultation, Whose Hoo and the Local Plan. Cllr B Dibble requested that the Minutes from these meetings be circulated once available.

Action: Clerk/Cllr Wyatt to circulate Rural Liaison Committee Minutes to Councillors.

- 256.6 Kent Association of Local Council (KALC) (Medway) – Cllrs Harper/McDermid. No report.

- 257.7 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott) —Cllrs Fenney/McDermid. Cllr S McDermid reported that the Memory Café held at the Emmanuel Centre, Cliffe Woods on 28/9 was well attended and positive feedback received. It is hoped this can be repeated if funding found.

- 258.8 Events. Cllr J Darwell reported on the Guy Fawkes event taking place on 4/11 at Pond Hill, Cliffe. Flyers will be delivered to both villages.

Cllr B Dibble reported that the Santa Parade in Cliffe Woods will also go ahead again on Christmas Eve.

- 259 **Other Reports** – Other items to be handed to the Clerk for the next meeting on **16/11/23, 7.30pm at the Emmanuel Centre, Parkside, Cliffe Woods**

The meeting was closed at 9:30 pm

Signed as a correct record of proceedings:
Chairman:

Date:

Mrs Alex Jack, Clerk PO, 16/10/23