



Cliffe and Cliffe Woods Parish Council

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

www.cliffeandcliffewoods-pc.gov.uk

clerk@cliffeandcliffewoods-pc.gov.uk

Tel: 01634 566166

Parish Clerks: Mrs Alex Jack & Mrs Michelle Dolley

To all Parish Councillors, you are summoned to attend the meeting of Cliffe and Cliffe Woods Parish Council to be held on **Thursday 10th November 2022, at 7:30 pm in the Emmanuel Centre, Parkside, Cliffe Woods.** *Face coverings are not required in indoor public places including Community Centres/Village Halls but are suggested in particular for any vulnerable persons.*

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 - There are a total of three vacancies, one vacancy in the Cliffe Woods Ward and two in the Cliffe Village Ward.** They can be filled by co-option and run to May 2023 only.
- 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 13/10/22**
- 6.0 **Matters Arising from Minutes of Meetings**
- 7.0 **Report: Clerks (Clerk PO/RFO)** To receive a verbal report on issues dealt with since the last meeting, not on the Agenda
 - 7.1 Approval of parish council meeting dates for 2023 previously circulated.
- 8.0 **Report: Chair (Cllr Dibble)** To receive a verbal report
- 9.0 **Report: Finance & General Purposes (Cllr Wyatt/Clerks)**
 - a. To receive a report and recommendations of the F&GP meeting held 01/11/22 at St Helens House, Cliffe
 - b. To note financial reports (to 31/10/22)
 - c. To note and consider Payments and Receipts and approve as necessary.
 - d. Recommendations from F&GP Committee
 - i. Parish Council banking details
Recommended addition of Mrs Alex Jack to signing authorities, contact details for account to change accordingly including debit card to be arranged
 - e. Other items of note from F&GP Committee (no decisions required)
- 10.0 **Report: Allotments (Cllrs Clements/Letheren/Clerk(RFO))** To receive a verbal report on the allotments. The Clerk (RFO) will update the council on allotment rents received and outstanding and any actions to be taken
- 11.0 **Report: Planning Committee (Cllr Harper)** The Committee met via Zoom on 27/10/22 and was attended by Cllrs Harper (Chair), Cooper, Kentell, McDermid, Wyatt & Mr Fribbins
 - 11.1 Planning applications received:
 - a. **MC/22/2480 - Land at Town Road Cliffe Woods Rochester Medway ME3 8JL**
Application for a non-material amendment to planning permission MC/21/1287 to replace the formerly proposed pond with a mini orchard comprising of 4 cherry trees and 5 apple trees
Comment: None

b. **MC/22/2438 - 43 North Road Cliffe Rochester Medway ME3 7UH**

Construction of a single storey wrap around extension - demolition of existing garage.

Comment sent prior: The Parish Council would want to ensure that adequate on-site parking remains to be provided as the site is adjacent to the hammer-head at the end of North Road.

c. **MC/22/2329 - St Helens Cottages 1 Buttway Lane Cliffe Rochester Medway ME3 7QT**

Construction of a single storey and basement extension to rear.

Comment sent prior: The Parish Council, as the neighbouring land owner of The Buttway, has the following observations/queries: The proposal is to excavate to form the basement. There is no specific reason given for this. There has been archaeological investigations very close to the site in recent years (pre covid). How will access to the site for excavation and soil removal be arranged (bearing in mind Parish Council's ownership)? What is the purpose of the extension element outside of the main building curtilage?

11.2 Planning applications received after publication of the Planning Committee and the Parish Council Agenda:
tba

11.3 Other planning issues:

- a) **Trenport Land, Cliffe** - Outline planning application for access has been refused by Medway Planning, planning appeal expected. Refusal decision notice not yet published.
- b) **MC/21/1287 Redrow (Gladmans) site west of Town Road** – Planning application approved, site issues and development concerns continue to be raised with Medway Council. S278 Highways Design issues being followed up, including potential road closure/diversions.
- c) **Esquire – MC/21/1694 (Orchard) south of View Road** – Although approved decision notice has not yet been published.
- d) **2 Tennyson Avenue** – Reported to Medway Council (Planning Enforcement).
- e) **Draft Local Plan** – Medway are now planning to return to Regulation 18 which will delay the plan until early 2025.

12.0 **Cliffe and Cliffe Woods Neighbourhood Plan (Cllrs Cooper/Darwell/Harper/McDermid/Mr Fribbins)**

Awaiting a response from the Planning Inspector who is carrying out the examination of the Neighbourhood Plan. Chasing Medway Council for an update.

13.0 **Report: Other Committees**

13.1 Footpaths and Common Land – Cllr Cooper

13.2 Youth Liaison – Cliffe Woods – No Cllrs at present (to be appointed), Clerk RFO & Mr Fribbins

13.3 Personnel Committee – Cllrs Dibble, Fenney, Walton & Clerks (as necessary)

14.0 **Report: Other Bodies**

14.1 Cliffe and Cliffe Woods Community Trust – Cllr Kentell/Mr Fribbins

14.2 Cliffe Woods Community Association Liaison – Cllr Walton

14.3 Cliffe Memorial Hall – Cllrs Darwell/Fenney

14.4 Brett's Liaison - Meeting on 26/10/22 was cancelled - Cllrs Darwell/Kentell/Letheren/McDermid/Wenban/
Mr Fribbins

14.5 Rural Liaison Committee – Cllr Wyatt

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

14.7 Police Liaison Committee & Councillor/Police Surgeries/PACT Cliffe Woods Liaison – Cllr Wyatt

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

14.9 Events

15.0 **Other Reports**

Other items to be handed to the Clerk for the next meeting on 15th December 2022 at 7:30 pm in the Small Hall, Memorial Hall, Cliffe.