



Cliffe and Cliffe Woods Parish Council

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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 22nd February 2024, 7.30 pm**
at the Small Memorial Hall, Church St, Cliffe ME3 7PU

MINUTES

Councillors Present: Barry Dibble (Chair), Robert Wyatt (Vice Chair), Chris Fribbins, Joan Darwell, Sandra Fenney, Ken Kentell, Sue McDermid, Ray Letheren, Vivienne Walton, Peter Clements, Jim Wenban

Council Staff Present: Alex Jack – Clerk PO

306 **Apologies for Absence**

Cllrs F Harper, A Cooper, S Stapleton and Assistant Clerk/RFO Lissi Watt sent their apologies.
It was proposed by Cllr R Wyatt and seconded by Cllr V Walton to accept apologies, **all agreed**.

307 **Declarations of Interest**

Cllrs C Fribbins, V Walton – Cliffe Woods Community Association, Cllrs. K Kentell, C Fribbins, V Walton – Cliffe and Cliffe Woods Community Trust, Cllr K Kentell – Cliffe Bowls Club, Cllr J Darwell – Cliffe Memorial Hall

308 **Co-option** – Currently two vacancies; one in Cliffe Village Ward, one in Cliffe Woods Ward.
No interest at this time.

Adjournment

Two members from the Cliffe Memorial Hall and Events Team attended and advised their proposed arrangements for an event to be held on 8/6 to commemorate the 80th anniversary of D-Day. A full report was circulated together with a flyer for the event. Permission was requested to hold the event on the Cliffe Recreation Ground. See Item 313 c) ii) below.

309 **Approval of Minutes of Meeting held on 18/01/24**

It was proposed by Cllr R Wyatt and seconded by Cllr K Kentell to accept the minutes, 9 for, 2 abstentions, **carried**.

310 **Matters Arising from Minutes of Meeting on 18/01/24**

None.

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

None.

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

None.

a) Meeting dates

The change to the 2024 meeting dates was discussed and in order to standardise dates to better encourage public attendance it was proposed by Cllr C Fribbins and seconded by Cllr K Kentell that full parish council meetings are held on the third Thursday of every month, with F&GP Committee meetings held on the Tuesday of the week prior and Planning Committee meetings to be held on the last Thursday of the month. These dates have been booked for this year with the exception of May and August. To be discussed and reviewed at the AGM in May.

Action: Clerk to re-book dates accordingly for May and August.

b) Meeting frequency

It was noted that the Parish Council could meet less frequently, having a summer and winter recess. To be discussed further at F&GP Committee meeting.

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

The F&GP Committee met on 13/02/24 at St Helens House, Cliffe and was attended by Cllrs. R Wyatt (Chair), K Kentell (Vice Chair), B Dibble, J Wenban, R Letheren, S Fenney, J Darwell and Clerk PO.

- a) To note financial reports (to 31/01/24)
Financial reports for January were reviewed and noted (Annex 1). Cllr C Fribbins requested the report showing earmarked reserves be added to future reports.
Action: RFO to include.
- b) To note and consider Payments and Receipts and approve, as necessary.
It was proposed by Cllr R Wyatt and seconded by Cllr V Walton to approve, **all agreed**.
- c) Recommendations from F&GP Committee
 - i) To rest the pitches on the Recreation Ground for one year by delaying funfair return.
After discussion it was proposed by Cllr R Wyatt and seconded by Cllr V Walton to accept the recommendation and for this to be reviewed at this time next year and decide whether or not the funfairs may return.
Action: Clerk to advise funfairs accordingly.
 - ii) Further to the request during the Adjournment for use of the Recreation Ground for a D-Day event, it was proposed by Cllr K Kentell and seconded by Cllr V Walton to support the event on the condition that no vehicles are taken onto the pitches, 10 for, 1 against, **carried**.
- d) Other items of note from F&GP Committee (no decision required)
 - i) Personnel Committee to be changed to a Working Party or Panel, with Terms of Reference amended accordingly, to be decided at the AGM in May – noted.

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

The Clerk advised allotment invoices to be sent out shortly with the majority by email. Type 1 aggregate was delivered for the approach road potholes.

Report: Planning Committee (Cllr Fribbins)

The Planning Committee met on 25/01/24 and was attended by Cllrs. C Fribbins (chair), F Harper, S McDermid, A Cooper and two members of the public. Planning report circulated with an additional report circulated at the meeting (Annex 2).

315.1 Planning applications received:

- a) **MC/23/2750 Construction of two storey extension to side; dormer windows to front and rear together with the formation of a hip to gable roof extension to form an annex, 8 New Road Cliffe ME3 7SL**
Two members of public present regarding this application and asked and answered questions regarding the application.
The Parish Council have concerns with the proposal as submitted. The two storey extension is a separate dwelling with its own front door. The plans indicate that the extension is higher than the existing bungalow. As a separate dwelling the living space is very cramped so planning conditions would be required to tie occupation of the annexe to the main building and to remove any Permitted Development Rights on the annex if it is to be permitted. Comments sent.
- b) **MC/24/0033 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 a creation of a habitable roof space with new dormer window; creation of a new single storey entrance hall to West elevation beneath a new pitched roof, Woodfield, Colling Common, Cliffe Woods, ME3 3 7TJ**
Development is at the end of Colling Common and part of a site already in use as a residential property and ribbon development along Colling Common so effectively sub-dividing the plot into two properties sharing the same access to the road. NO OBJECTION
- c) **TPA/24/0059 T3 Holly Fell, The Coachhouse, Rectory Road, Cliffe, ME3 7RP**
NO OBJECTION
- d) **MC/24/0093 Installation of 2 heritage style roof lights to both elevations to facilitate a loft conversion for additional living accommodation in roof space, 10 Courtshole Farm, Pond Hill ME3 7QS**
Property is part of the Courtshole Farm development. No issues with proposal NO OBJECTION
- e) **MC/24/0101 Details pursuant to condition 6 (schedule of materials) on planning permission MC/19/0287 - Outline planning permission with some matters reserved (appearance landscaping layout and scale) for up to 225 residential dwellings including up to 25% affordable housing, introduction of structural planting and landscaping, informal public open space and children's play area, surface water flood mitigation and attenuation, vehicular access point from Town Road and associated ancillary works, Land At Town Road Town Road Cliffe Woods Rochester**

Details pursuant to Redrow Development (there are a reduced number of properties from initial detailed application). NO OBJECTION

- f) **MC/23/2733 Construction of a part two/part single storey extension to rear - demolition of existing single storey rear extension and conservatory. Perry Hill Farm Perry Hill Cliffe Rochester Medway ME3 7TX** - Site is top end of Perry Hill on a large site. NO OBJECTION

315.2

Planning matters:

- a) **Trenport Application** – Approach to Parish Council regarding implication of C&CW Neighbourhood Plan on their plans for further planning submissions.

A draft set of suggestions distributed to Parish Councillors regarding suggested details for discussion/agreement.

- i) Use of the community facility
- ii) Local Housing need
- iii) Quality of development – re-assurance for you.
- iv) Phasing
- v) Delivery of infrastructure – they want to do the road improvements first and also start to lay out the playing fields.
- vi) Use of the playing fields.

Suggestions for discussion discussed and no further ideas raised at this time.

- Initial thoughts are to stress the Design Code attached to the Neighbourhood Plan (addressing 3) - could add cost to development and impacts its economic viability)
- Use of community facility (consult with mini mart about a transfer of shop across the road to the larger site). Suggestions about community facilities could conflict with the Village Club and Memorial Hall, Medical Facilities with the Doctor's surgery across the road (1)
- Local Housing need - Community Led housing for local residents and those with attachments to the village (housing remains in community ownership when residents sell their portion. (2)
- Road improvements to be conducted first (include widening of roads to allow 2 lanes of traffic and car parking for residents (5) (get the benefits up front in case development has economic issues)
- Need to understand what their thinking is re. phasing (otherwise west side of road first as Playing field developed before East side). (4).

Further discussions on (vi) - potential s106 contributions to fencing off/securing our Recreation Ground and their site from motor bikes/quads etc. And making good footpath and entrance from Church Street. Potential use by Rugby and Football, Cricket All weather surface area for training and limited hours evening use. Changing facilities/pavilion to be adequate for use of the Parish pitches as well - two changing rooms (home and away minimum but could be two home and two away to allow both Parish Pitches to be used - if football as smaller than Rugby (current changing rooms could become parish office/store/meeting room).

315.3 Planning applications received after planning meeting and Annex 2:

- a) **MC/24/0237 Details pursuant to condition 14 (materials) on planning permission MC/21/1694** for 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 Rochester Kent
Details pursuant regarding materials – unlikely to be any objection (Esquire2)
- b) **MC/23/2752 Construction of a two storey extension to side - demolition of existing garage. 44 View Road Cliffe Woods Rochester Medway ME3 8UA**
Concerns raised regarding parking situation on site previously. Medway Planning Officer has reported that the proposal meets C&CW NP and Medway Parking requirements, Although there appears to be an additional commercial use on the site (a salon), this does not have planning permission and needs to be reported to Planning Enforcement but the impact of this cannot be considered as part of this application, although this adds to the Parking requirements and adds potential for on-street parking! Comments sent.

315.4

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**

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

Nothing further at this time.

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Report: Other Committees

317.1 Footpaths and Common Land – Cllr Cooper

The Clerk read a report from Cllr Cooper noting that issues with fallen trees and subsidence along RS84, RS84A and RS51 have been reported to Stacey McGregor, footpaths officer at Medway Council who will attend and report back. Potholes and missing cats' eyes on the B2000 between Cliffe Woods and Mockbeggar Farm, have already been reported to Medway Council with replies stating due to budget restrictions these cannot be addressed until the new budget year. It was further noted that a van had accidentally driven off Town Road by the new Redrow housing development and a crash barrier may need to be considered.

Action: Clerk to contact Medway Council departments accordingly.

317.2 Personnel Committee – Cllrs Fenney, Wenban & Wyatt

Nothing to report.

318 **Report: Other Bodies**

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

Cllr K Kentell reported an urgent appeal had been received and £500 of food vouchers given to a family. Donation requests had been received from schools. Work on the fields was to be addressed.

318.2 Cliffe Woods Community Association – Cllrs Fribbins/Walton

It was reported that the heating pump had been replaced however the heating problems remain and there has been no heat for 3 weeks. Extension works are continuing. Events have continued as planned due to portable heaters being available.

Cllr Dibble enquired when the CWCA trustees would be holding a residents' meeting to advise them of developments of the organisation and its assets? Several residents had expressed an interest in getting involved but no progress appeared to have been made despite there being mild unrest on social media.

318.3 Cliffe Memorial Hall – Cllr Darwell

It was reported that events have taken place and further are being planned. Cllr Darwell requested an advance from the events budget to pay for items on the D-Day event. Payment was deferred until the amount of the advance had been confirmed.

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

No meeting held

318.5 Rural Liaison Committee – Cllr Wyatt

No meeting held

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

It was reported that there was a meeting on 21/2. There is a new KALC clerk and representative. Seven parish councils were represented, and various local issues discussed including planning, roads and anti social behaviour experienced across the county.

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

It was reported that a pre meeting was held to discuss agenda items for the meeting to be held on 25/4. Cllr McDermid requested that the Practice Manager forward any Minutes or reports direct to the Parish Council Clerk so that they may be included on our website.

319 **Other Reports** – Other items to be handed to the Clerk for the next meeting on **21/03/24, 7.30pm at the Emmanuel Centre, Parkside, Cliffe Woods** – none.

The meeting was closed at 21:18

Mrs Alex Jack, Clerk PO, 26/02/2024

Signed as a correct record of proceedings:

Chair:

Date:

Annex 1

January 2024 Payments & Receipts

Date: 13/02/2024

Time: 15:29

Cliffe & Cliffe Woods Parish Council

Current/Reserve Account

List of Payments made between 01/01/2024 and 31/01/2024

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
02/01/2024	Vonage	240101	10.25		Parish Phone
02/01/2024	SLCC Enterprises Ltd	240102	54.00		Clerk Training
05/01/2024	St Helens Church PCC	240103	1,500.00		Graveyard Maintenance
08/01/2024	Cliffe Woods Community Assoc	240104	5,000.00		Grant
15/01/2024					
19/01/2024	British Gas	420105	260.74		Changroom Utilities
19/01/2024					
25/01/2024					
26/01/2024	Business-Stream	240106	419.72		Changrooms Water
31/01/2024	R Beams	240107	147.10		Rialtas Business Service
31/01/2024	Cliffe Memorial Hall	240108	5,000.00		Grant
Total Payments			14,825.84		

13/02/2024

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Current/Reserve Account

Cash Received between 01/01/2024 and 31/01/2024

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
31/01/2024		2401Inc1	Interest	77.61
Total Receipts				77.61

Annex 2

Cliffe and Cliffe Woods Parish Council Planning Committee Thursday 22nd February 2024 Additional February Report

Changes to the dates of Parish Council meetings means that more Planning Applications are potentially submitted in the Parish and submission target dates are reached.

- MC/23/2750 Construction of two storey extension to side; dormer windows to front and rear together with the formation of a hip to gable roof extension to form an annex, 8 New Road Cliffe ME3 7SL**
Two members of public present regarding this application and asked and answered questions regarding the application.
Planning application has been withdrawn by the applicant.
- Planning Matters**
 - Trenport Application** – Approach to Parish Council regarding implication of C&CW Neighbourhood Plan on their plans for further planning submissions.
A draft set of suggestions distributed to Parish Councillors regarding suggested details for discussion/agreement.
 - Use of the community facility
 - Local Housing need

- 2.a.3. Quality of development – re-assurance for you.
- 2.a.4. Phasing
- 2.a.5. Delivery of infrastructure – they want to do the road improvements first and also start to lay out the playing fields.
- 2.a.6. Use of the playing fields.
- **IN ADDITION:**
 - CEMP - Needs to identify schedule for delivery of materials outside school opening and closing times as well as normal MON-FRI. Saturday and Sunday restrictions.**
 - Importance of liaison with PC and residents' group during development (lessons learnt from Redrow, especially regarding existing highways works).**

This has been submitted to Medway Planning and the response has been welcomed by the Medway Council Planning Manager and suggested that a meeting be arranged with the developer (5/2) no response yet.

3. Further Planning Applications (not available at time of committee and report to Parish Council meeting).

- a) **MC/24/0340 Details pursuant to condition 22 (Cycle Parking)** on planning permission MC/21/1694 for 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 Rochester Kent
No Comment Required
- b) **MC/24/0352 Construction of an extension to existing detached garage and part conversion into habitable room Blackmoore Barn Pond Hill Cliffe Rochester Medway ME3 7QS**
Site is off Pond Hill and to the North of Courtshole Farm
The proposal is to extend and conduct a partial conversion, of a triple detached garage which is sited within the grounds of Blackmoore Farm Pond Hill Cliffe. The current use of the outbuilding is a triple garage, it is single storey with a low pitched roof, the walls are a mixture of red, yellow and white bricks, with grey coloured doors to each of the front of the three garages. The outbuilding is in a very dilapidated state, it has undergone various repairs to the brickwork over the years, which has resulted in a somewhat poor overall appearance. It has no architectural merit at all and is not subject to any listing, or other type of conservation order. It is proposed to extend the garage and as part of this convert one of the three garages into habitable living space, thereby creating a granny annex. Externally it is proposed to reuse the existing red stock bricks, in bricking up the garage door and for use below the floor level. The walls above floor level will have Cedar featheredge cladding finished in black to the match the main dwelling, along with grey painted timber windows and a pair of grey painted timber French doors, with grey slate tiles to the roof, all to match the existing dwelling.
No Comment Required
- c) **MC/24/0239 Details pursuant to condition 15 (architectural details)** on planning permission MC/21/1694 for 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 Rochester Kent
Esquire 2 Development, no comment required
- d) **MC/24/0263 Details pursuant to condition 10 (sustainable drainage)** on planning permission MC/21/1694 for 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 Rochester Kent
Esquire 2 Development, no comment required
- e) **MC/24/0226 Application For a Lawful Development Certificate (Proposed)** For the construction of dormer to rear and roof lights to front to facilitate living accommodation within the roof space Honeysuckle House Merryboys Road Cliffe Woods Rochester Medway ME3 7TP
Site is at the entrance of the 'new' development that backs onto Cliffe Woods Primary School, Technical matter for Medway Council to decide, no comment required.
- f) **MC/24/0279 Construction of 25 dwellings with associated landscaping, parking, earthworks and new vehicular access from View Road Land South Of View Road Cliffe Woods Rochester Kent**

Site is not showing on the Parish Website/Planning Tracker or Medway Council under the Parish Council, this is likely to be due to a lack of post code at this time.

Application supersedes that for 50 retirement homes on the same site, that was granted Planning Permission (on appeal in December 2018) previously and was suspected that this might be happening. This effectively becomes Esquire 3. The Parish Council did have concerns regarding the 'urban nature' of the approved development, but that has now established the area a potential housing now. It uses a similar access as the retirement homes.

Housing mix proposed: 8 x 3-Bed House, 7 x 2-Bed Bungalows, 6 x 2-Bed Bungalows (affordable), 4 x 3-Bed Bungalows.

Principle of development on the site has been established and the proposal is an improvement on the previously approved scheme. It does potentially change the type of occupancy and as such may mean more traffic using the entrance onto View Road. The previous approval was also designed to be more self-supporting, so this development may increase the pressure on existing community infrastructure so a s106 will be required to help expansion of current facilities.

Details of the CEMP will need to identify the issues of access on that bend in View Road and, of possible use the Esquire 2 site for access. Any required road closures or restrictions will also need to be planned carefully as it is a key access point for Cliffe Woods. A liaison with the Parish Council will need to be established, along with the Esquire 2 development.

Cllr Chris Fribbins, Chair Planning Committee