



MINUTES

Cliffe & Cliffe Woods Parish Council meeting held on Thursday 11th May 2023 at The Emmanuel Centre, Cliffe Woods at 19:30.

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

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

163. **Apologies for Absence and Non-Attendance**
Fred Harper, Sue McDermid, Annette Cooper – Holiday
Ray Letheren - Unwell

It was proposed by Cllr R Wyatt and seconded by Cllr S Fenney that apologies be accepted.
All Agreed.

164. **Declarations of Interest** Cllr J Darwell and Cllr S Fenney declared they are members of the management committee for the Cliffe Memorial Hall.
Cllr V Walton declared they are a committee member of the Cliffe Woods Community Association.
Cllr C Fribbins declared they are a member of the Cliffe & Cliffe Woods Community Association.

165. **Co-option to fill vacancies**
There are currently 3 vacancies. No interest at present.

The meeting was adjourned for members of the press and public to address the council.
None in attendance.

166. **Approval of Minutes of Meeting held on 16th March 2023**
It was proposed by Cllr C Fribbins and seconded by Cllr R Wyatt to accept the minutes as a correct record of proceedings. Six agreed, one abstention.

167. **Matters Arising from Minutes of Meeting on 16th March 2023**
None.

168. **Report: Clerks**
It was raised by the Clerk that each Cllr must fill out an expenses sheet even if no expenses were incurred during the period leading to elections. DPI to be returned within 28 days.

169. **Report: Chair**
The chair expressed his gratitude to colleagues forming the executive committee, including Cllr R Wyatt, Clerk Alex Jack and Assistant Clerk RFO Lissi Watt. There has been a large amount of work to catch up on after the RFO handover and a lot of work has gone into improvements in progress.

Report: Finance & General Purposes

170.1 The F&GP committee met on 11/04/23 at St Helens House, Cliffe.

a) Financial reports were noted.

b) Payments and Receipts agreed under delegated powers for April meeting were noted.

c) The following recommendations from F&GP Committee were proposed:

i) To consider raising allotment rents by 10% for the 2023/24 year.

After consideration, it was proposed by Cllr R Wyatt and seconded by Cllr V Walton that the allotment rents be increased by 15%. Six agreed, one against.

Action: Staff to implement rise and invoice tenants.

ii) To consider raising pitch hire fees on Cliffe Recreation Ground by 10% for the 2023/24 year.

It was proposed by Cllr R Wyatt and seconded by Cllr K Kentell to raise the Cliffe Recreation Ground hire fees by 10%. All Agreed.

Action: Staff to implement rise.

iii) To create an EMR to cover costs for resurfacing the Cliffe Woods car park.

It was proposed by Cllr K Kentell and seconded by Cllr J Wenban that an EMR be created to save for the costs of resurfacing the Cliffe Woods car park. All Agreed.

It was suggested that the shops and the Drs Surgery adjacent to the car park may wish to contribute to the costs of the car park resurfacing.

d) Other items of note from F&GP Committee (no decisions required).
Noted.

170.2 The F&GP committee met on 02/05/23 at St Helens House, Cliffe.

a) Financial Reports were noted.

b) Payments & Receipts were noted. The Clerk raised that they had paid £300 to the Air Ambulance as agreed, not £250 as had been listed. A receipt had been requested.

It was proposed by Cllr K Kentell and seconded by Cllr J Wenban that payments listed on the May Receipts & Payments Sheet be authorised for payment. All agreed.

c) The following recommendations from F&GP Committee were proposed:

i) Propose to accept Northstar quote from IT report dated 2/5/23 circulated.

After consideration of the IT report, it was proposed by Cllr R Wyatt and seconded by Cllr S Fenney that the quote for the IT package provided by Northstar be accepted. All agreed.

ii) Propose Memorial Hall Committee can proceed with drain lining work, as quoted.

It was proposed by Cllr R Wyatt and seconded by Cllr K Kentell that the insurance company be given 10 working days to respond. If a response is not received the works will go ahead at the expense of Cliffe & Cliffe Woods Parish Council. Further quotes to be obtained if required. All agreed.

d) Update on internal auditor and AGAR

The Assistant Clerk RFO gave a verbal report on the progress of AGAR works and internal audit which took place on the 10th May 23. Report was noted.

e) Other items for information only from the F&GP Committee were noted:

- i) The Clerk/PO successfully completed her 6 month probation period and obtained the agreed salary and SCP uplift.
- ii) Quotes for 2 Bleed Control Boxes, 1 for each village are being obtained by the Clerk.

Action: Clerk to research bleed control box registration with local emergency services.

171.

Report: Allotments

A verbal report was given by the Clerk. The Clerk & RFO are due to meet to invoice the allotment holders before the end of May.

172.

Report: Planning Committee

172.1 The Planning Committee met on 30/03/23 at the Emmanuel Centre, Cliffe Woods, Report from Cllr Harper with full comments circulated.

Planning applications received:

a) MC/23/0573 Quickrells Farmhouse, Church St, Cliffe ME3 7PY – Conversion of garage to annex and construction of log store. Comments sent: Objection, garage close to neighbouring property and could cause privacy and disturbance issues.

b) MC/23/0574 Quickrells Farmhouse, Church St, Cliffe ME3 7PY – Listed building consent for the conversion of garage to annex and construction of log store. Comments sent: Grade 2 listing, suggest decision needed from Medway’s graded building expert.

c) MC/22/1278 Land at Town Rd, Cliffe Woods ME3 8JL – Details pursuant to condition 8 (levels) 25 (acoustic measures) 29 (CSWMP) on planning application MC/19/028 – 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 planning 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. No comment.

d) MC/23/0531 Land south of Buckland Rd, Cliffe Woods – Construction of 45 dwellings (25% of which will be affordable), together with access, public open space and landscaping and associated works. Comments sent: Objection, the Parish Council oppose and consider it unnecessary, would add further strain on village facilities and is unsustainable. Medway Planning Committee asked to refuse.

e) MC/23/0354 Land adjacent to 3 Swingate Ave, Cliffe ME3 7QZ - Details pursuant to condition 3 (materials) and condition 6 (bird bricks) on appeal decision APP/A280/W/18/3214287 for construction of a detached 2-bedroom dwelling (MC/19/1941). No comment.

f) MC/23/0744 Woodpeckers, Mortimers Ave, Cliffe Woods ME3 8JT – Application for a Lawful Development Certificate (proposed) for conversion of garage into habitable room. No documents submitted for a LD Cert. No comment.

g) MC/23/0786 Land at Town Rd, Cliffe Woods ME3 8JL – Application for non-material amendment to planning permission MC/19/0287. To seek amendment to condition 23 to allow for some homes to be occupied prior to S278 works being completed (reasons set out in cover letter). Comments sent: Objection, reasons of safety for residents, cyclists, motorists and pedestrians. Conflict with Local Plan policy T13. No bus stop installed yet, sight lines impeded, no pavement, no time scale to finish works increasing disruptions already felt daily by businesses and residents. Medway Planning Committee asked to refuse.

Verbal reports given. Noted.

172.2 The Planning Committee met on 27/04/23 at the Emmanuel Centre, Cliffe Woods. Report from Cllr Harper with full comments circulated.

Planning applications received:

a) MC/23/0880 12 Ashwood Close Cliffe Woods ME3 8HQ – Conversion of garage to a

habitable room. Comments sent: Objection, we challenge the use of the conversion as a dining room and expect conversion to be an extra bedroom (with wet room off) resulting in only 1 off-road parking space for a possible 4 bedroom property encouraging street parking.

b) MC/23/0531 - Land South Of Buckland Road Cliffe Woods – Construction of 45 dwellings (25% of which will be affordable), together with access, public open space and landscaping and associated works. Comments sent: Objection, the NHP, if approved, classifies the location of the proposed development site as outside the village boundary and must be recognised.

Verbal report given. Noted.

172.3 Further planning applications received after the Parish Council Agenda – tba

Verbal report given. Noted.

172.4 Other planning issues:

a) MC/22/0254 (Trenport appeal) Land to the east and west of Church Street, Cliffe –Public inquiry confirmed as 10am, 16/5/23, Medway Council offices.

b) MC/21/1287 Redrow site, Oakleigh Fields, Town Road, Cliffe Woods

c) MC/21/1694 Esquire development, View Road, Cliffe Woods

d) 2 Tennyson Ave, Cliffe Woods

e) MC/22/1713 Retirement Development, View Rd, Cliffe Woods

f) Draft Local Plan

Verbal report given. Noted

It was proposed by Cllr B Dibble and seconded by Cllr R Wyatt that in principle the Council oppose access to the recreation ground across council owned land from the Trenport development. All agreed.

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

A verbal report was received by Cllr C Fribbins. Report was noted and the news of the Neighbourhood Plan having been overwhelmingly supported and formally adopted by Medway Council was welcomed.

The Parish Council offer their sincere gratitude to Cllr C Fribbins along with the steering group for their dedicated and detailed work on the Cliffe & Cliffe Woods Neighbourhood Plan over the past 8 years.

Action: Clerk to send letters of thanks to those who supported work on the neighbourhood plan.

174. **Report: Other Committees**

174.1 Footpaths and Common Land

No Report.

174.2 Personnel Committee

Cllrs S Fenney & R Wyatt. Noted.

175. **Report: Other Bodies**

175.1 Cliffe and Cliffe Woods Community Trust (Cllrs. Chris Fribbins, Ken Kentell)

Report noted.

175.2 Cliffe Woods Community Association Liaison

The Coronation events held were well attended and very successful. Report noted.

175.3 Cliffe Memorial Hall

Report noted.

175.4 Brett's Liaison

Report noted.

175.5 Rural Liaison Committee
No report received.

175.6 Kent Association of Local Council (KALC) (Medway)
No report received.

175.7 Patient Participation Group
Report noted.

175.7 Events

A report of thanks given to the Parish Council for their support with Coronation Event held was received and noted.

The Parish Council wish to welcome a new Vicar to the village.

176.

Other Reports:

It was proposed by Cllr B Dibble and seconded by Cllr R Wyatt that Cllrs J Wenban and R Letheren be authorised to purchase the items required for play area repairs as required by the yearly inspection report. All agreed.

178.

Date & Time of Next Meeting

15th June 2023 at 7:30 pm. To be held at the Small Memorial Hall, Church St, Cliffe.

The meeting was closed at 21:40

Signed as a correct record of proceedings:

Chairman:

Date:
