



# Cliffe and Cliffe Woods Parish Council

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

## MINUTES

Minutes of the meeting held on Thursday 14th September 2023, 7:30 pm at the Emmanuel Centre, Parkside, Cliffe Woods, ME3 8HX

Councillors Present: Barry Dibble (Chair), Robert Wyatt (Vice Chair), Chris Fribbins, Peter Clements, Joan Darwell, Sandra Fenney, Jim Wenban, Ray Letheren, Annette Cooper, Fred Harper, Vivienne Walton.

Council Staff Present: Lissi Watt – RFO & Assistant Clerk  
Alex Jack – Clerk PO

222 **Apologies for Absence**

Cllrs Ken Kentell & Sue McDermid were absent.

It was proposed by Cllr R Wyatt and seconded by Cllr J Wenban that apologies be accepted. All agreed.

223 **Declarations of Interest**

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

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

**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.

225 **Approval of Minutes of Meeting held on 10/08/23**

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

226 **Matters Arising from Minutes of Meeting on 10/08/23**

**Action: Clerk** to discuss parking of Lanes vans with the Ward Cllr.

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

The Clerk raised the purchasing of a wreath for Remembrance Day. It was proposed by Cllr B Dibble and seconded by R Wyatt that a £50 wreath be purchased from the Royal British Legion. Agreed.

A personnel matter was discussed. It was proposed by Cllr R Wyatt and seconded by Cllr V Walton that 50% of the cost of legal advice sought by an employee as presented by the Clerk, be paid by the council. 6 agreed, 3 against.

The RFO raised the potential donation of a refurbished noticeboard for use at the Esquire development. It was resolved to accept the donation.

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

Cllr B Dibble reported that he had examined the H&S report provided by the external consultant. Many items raised have now been resolved or are in the process of being resolved. Some items will need to be prioritised in the next budget.

In order for required risk assessments for Health & Safety compliance to be completed, it was proposed by Cllr B Dibble and seconded by Cllr C Fribbins that the Clerk & RFO both receive health and safety training to a total budget of £150 net per person. All agreed.

**Action: RFO** to book courses as discussed.

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

Cllr R Wyatt and the RFO gave verbal reports on the following business conducted at the recent F&GP meeting.

The F&GP committee met on 05/09/23 at St Helens House, Cliffe.

- a) To note financial reports (to 31/08/23)  
The council reviewed financial reports for all transactions that took place in August 2023.
- b) To note and consider Payments and Receipts and approve, as necessary.  
It was proposed by Cllr C Fribbins and seconded by Cllr R Wyatt that the payments listed as payments for approval be authorised for payment. All agreed.
- c) Recommendations from F&GP Committee
  - i) To appoint Norse for the cleaning at the Changing Rooms, Cliffe  
It was proposed by Cllr R Wyatt that the decision to engage Norse as the cleaning company for the changing rooms as made at the F&GP meeting be ratified by full council. All agreed.
- d) Other items of note from F&GP Committee (no decisions required)
  - a) Internal auditor now appointed.
  - b) CCTV signage to be extended following system upgrade.
  - c) Quotes being obtained for electrical safety work at the Recreation Ground, Cliffe

230

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

Cllr J Wenban gave a verbal report on the ongoing play area refurbishment and related H&S compliance work.

It was reported that broken glass seemed to have been deliberately placed all around the play park. CCTV now covers the play area.

It was reported by the Clerk that Norse have again seeded the recreation ground. The issue of pot holes remaining was addressed with Norse stating they had not quoted for the filling of these holes, instead they left a sack of soil for use by the clubs to fill the holes as was agreed.

An under 7's team are looking for a space to train and have requested the use of the Buttway.

**Action: Clerk** to liaise with the under 7's team.

**Action: Clerk** to book annual play area safety inspection.

231

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

232

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

The planning committee met on 31/08/23 at the Emmanuel Centre, Cliffe Woods, report circulated.

232.1 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.

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

232.3 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**

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

Cllr C Fribbins gave a verbal report.

#### 235 **Report: Other Committees**

- 235.1 Footpaths and Common Land – Cllr A Cooper gave a verbal report. Medway Council now have a Footpath's Officer
- 235.2 Personnel Committee – Cllrs Fenney, Wenban & Wyatt. No report.

#### 236 **Report: Other Bodies**

- 236.1 Cliffe and Cliffe Woods Community Trust – Cllrs Fribbins/Kentell/Walton. Cllr C Fribbins gave a verbal report.
- 236.2 Cliffe Woods Community Association Liaison – Cllr Walton gave a verbal report. Drainpipe repair work about to begin.
- 236.3 Cliffe Memorial Hall – Cllrs Darwell/Fenney. Cllr J Darwell gave a verbal report. Kitchen refurbishment to begin next year if funds allow.
- 236.4 Brett's Liaison - Cllrs Darwell/Fribbins/Kentell/Letheren/McDermid/Wenban
- 236.5 Rural Liaison Committee – Cllr Wyatt
- 236.6 Kent Association of Local Council (KALC) (Medway) – Cllrs Harper/McDermid
- 236.7 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott) —Cllrs Fenney/McDermid
- 236.8 Events

It was discussed that the finances for the Memorial Hall Coronation Event had now been examined and appear to be in order.

It was proposed by Cllr J Darwell and seconded by Cllr S Fenney that the Parish Council organise a small bonfire and fireworks event for the community to celebrate Guy Fawkes. 6 agreed, 3 against, 2 abstentions. Approved by majority.

**Action: Cllr J Darwell** to organise the event on behalf of the council as agreed and to provide a risk assessment for insurance purposes.

#### 237 **Other Reports** – Other items to be handed to the Clerk for the next meeting on **12/10/23, 7.30pm at the Small Memorial Hall, Church Street, Cliffe.**

The meeting was closed at 21:10

Signed as a correct record of proceedings:

Chairman:

Date:

*Lissi Watt, Assistant Clerk & RFO, 19/09/23*