



Cliffe and Cliffe Woods Parish Council

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

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Mrs Alex Jack, Clerk/PO and Miss Lissi Watt, Assistant Clerk/RFO

To all Parish Councillors, you are summoned to attend the meeting of Cliffe and Cliffe Woods Parish Council to be held on **Thursday 15th June 2023, 7:30 pm at the Small Memorial Hall, Church St., Cliffe ME3 7PU**

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 – Currently three vacancies, one in Cliffe Village Ward and two in Cliffe Woods Ward.**
- 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.
4.1 Introduction from David Brett, Community Police Officer for the Hoo Peninsula.
- 5.0 **Approval of Minutes of Meeting held on 11/05/23**
- 6.0 **Matters Arising from Minutes of Meeting on 11/05/23**
- 7.0 **Report: Clerks (Clerk/PO & Assistant Clerk/RFO)**
- 8.0 **Report: Chair (Cllr Dibble)**
- 9.0 **Annual Governance and Accountability Return 2022/23 (Assistant Clerk/RFO)**
9.1 To consider the report from the Internal Auditor (Roxana Brammer)
9.2 To approve the Annual Governance Statement 2022/23
9.3 To approve the Accounting Statement for 2022/23
9.4 To note the dates of Public Rights/Inspection
- 10.0 **Report: Finance & General Purposes (Cllr Wyatt/Assistant Clerk/RFO)**
The F&GP committee met on 06/06/23 at St Helens House, Cliffe.
a) To note financial reports (to 31/05/23)
b) To note and consider Payments and Receipts and approve, as necessary.
c) Recommendations from F&GP Committee
i) Cliffe Crusaders RC to install gate into compound next to Changing Rooms for storage of scrum machine.
ii) Agree in principle to allow request for planning permission for flood lighting over rugby pitch.
iii) Full refund to Smiths Funfair of £500 pitch deposit.
iv) AGAR as item 9.0 above.
d) Other items of note from F&GP Committee (no decisions required)
- 11.0 **Report: Allotments (Cllrs Clements/Letheren/Wyatt/Clerk/PO)**
- 12.0 **Report: Planning Committee (Cllr Fribbins)**
The Planning Committee met on 01/06/23 at the Emmanuel Centre, Cliffe Woods.

12.1 Planning applications received:

- a) MC/23/1161 - Woodpeckers, Mortimers Avenue, Cliffe Woods ME3 8JT. Conversion of garage to habitable room. **Comments:** no objection, sufficient car parking on frontage.
- b) MC/23/1170 - 59 Brewer Road, Cliffe Woods ME3 8HY. Construction of a two storey side extension and relocation of boundary fence to side. **Comments sent prior:** Concern regarding the height of the boundary fence adjacent to footpath/road and lack of details online prevent adequate assessment.
- c) MC/23/1106 – Land at Town Rd, Town Rd, Cliffe Woods. Homeowners pack - to enable change to the proposed landscaping to remove pond and replace with small traditional orchard. **Comments:** Technical matter for Medway Planning Officers.
- d) MC/23/1029 – Land at Town Rd, Town Rd, Cliffe Woods. Landscape management plan - 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. **Comments:** Technical matter for Medway Planning Officers.
- e) MC/23/1085 – Land at Town Rd, Town Rd, Cliffe Woods. Travel plan - 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. **Comments:** Technical matter for Medway Planning Officers.
- f) MC/23/0335 – Land south of Buckland Rd, Cliffe Woods. Details pursuant to condition 3 (turning) on planning permission MC/21/3045 - change of use of land for the provision of allotments, associated landscaping, open space and access. **Comments:** Technical matter for Medway Planning Officers.
- g) MC/21/3073 – Cliffe Woods Community Centre, Parkside, Cliffe Woods ME3 8HX. Construction of part single/ part two storey extension to front, single storey extension to front and single storey extension to rear. **Note:** This has finally been granted permission (submitted 21/10/21!).
- h) MC/23/0744 – Woodpeckers, Mortimers Ave., Cliffe Woods ME3 8JT. Application for a Lawful Development Certificate (proposed) for conversion of garage into habitable room. **Note:** This application has been refused, replaced with planning application MC/23/1161 see 12.1 (a) above.
- i) MC/22/1713 – Land South of View Rd, Cliffe ME3 8UE. Construction of 50 retirement homes comprising of 42 apartments and 8 bungalows with communal facilities, electric scooter store and management offices with associated parking, landscape improvements and on-site allotments. **Note:** This application was approved on 10/5/23 and the decision notice has now been issued.

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

12.3 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) **2 Tennyson Ave, Cliffe Woods**
- e) **Draft Local Plan**

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

14.0 **Report: Other Committees**

14.1 Footpaths and Common Land – Cllr Cooper

14.2 Personnel Committee – Cllrs Fenney & Wyatt

15.0 **Report: Other Bodies**

15.1 Cliffe and Cliffe Woods Community Trust – Cllrs Fribbins/Kentell

15.2 Cliffe Woods Community Association Liaison – Cllr Walton

15.3 Cliffe Memorial Hall – Cllrs Darwell/Fenney

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

15.5 Rural Liaison Committee – Cllr Wyatt

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

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

15.8 Events

16.0 **Other Reports** – Other items to be handed to the Clerk for the next meeting on **13/7/23, 7.30pm at the Emmanuel Centre, Cliffe Woods**

Mrs Alex Jack, Clerk/PO 8/6/23