



# Cliffe and Cliffe Woods Parish Council

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To all Parish Councillors, you are summoned to attend the meeting of Cliffe and Cliffe Woods Parish Council to be held **Thursday 14th July 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 is currently one vacancy in the Cliffe Woods Ward. The vacancy has been re-advertised.
- 4.0 **Adjournment** (Members of the public can question 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
  - a) **Approval of Minutes of Meeting held on 16/6/22**
  - b) **Approval of Minutes of Extraordinary Meeting held on 30/6/22**
- 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.
- 8.0 **Report: Chair** – TBA
- 9.0 **Annual Governance and Accountability Return 2021/22** (resubmitted)
  - 9.1 **To consider the report from the Internal Auditor (External)**
  - 9.2 **To Approve the Annual Governance Statement 2021/22**
  - 9.3 **To Approve the Accounting Statements for 2021/22**
  - 9.4 **To Note the Dates for Exercise of Public Rights/Inspection**
- 10.0 **Report: Finance & General Purposes (Cllr Keates/Clerks)**
  - 1) **To receive a report and recommendations of the F&GP meeting held Tuesday 5<sup>th</sup> July 2022 in St Helens House Cliffe**
    - a. To note financial reports (to 30<sup>th</sup> June)
    - b. To note and consider Payments and Receipts as approve as necessary.
    - c. Recommendations from F&GP
      - i. AGAR – special item 9 on council agenda.
      - ii. Car Parks – Agree to progress repairs to Cliffe Small Hall and Cliffe Woods Exit barrier and now Cliffe Woods entry barrier following recent incident.
      - iii. Proposed to seek further quotes for electrical works at the Changing Rooms.
      - iv. Proposal to agree earmarking of Cliffe Woods Platinum Jubilee grant underspend on future items for Cliffe Woods when received.
  - 2) Cllr Keates has requested an item to consider further work on the Asset list, including and further items identified and insurance values/risk assessment in time for the annual insurance renewal.

- 11.0 **Allotments – Cllrs Letheren, Clements, Clerk (RFO) to be confirmed:** 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.
- 12.0 **Report: Planning Committee** (Cllr Harper/Clerk (PO))
- 12.1 The Planning Committee met after the Councils Extraordinary Meeting 30/6/22. Attended by Cllrs Harper, Kentell, McDermid, Cooper, Wenban, Moore  
 Planning applications received:
- a) **MC/22/1552 Land at Town Road, Cliffe Woods, ME3 8JL (Redrow)**  
 Details pursuant to condition 14 (Bat Sensitive Light) – No response required.
  - b) **MC/22/1552 Land at Town Road, Cliffe Woods, ME3 8JL (Redrow)**  
 Details pursuant to conditions 6 (materials), 21 (air quality), and 24 (CEMP) – questions raised about existing operations and allowance for public access to show homes during construction. Hours of construction in new “Construction Environment Management Plan” are 08:00 to 18:00 Monday to Friday, 08:00 to 13:00 Saturdays and no construction on Sundays and Bank Holidays – any urgent additional work to be notified to Medway Council and local residents in advance. Site construction contact details to be published (including on-site notices). Issues with public access to site during construction to be followed up.
  - c) **MC/22/1466 28 Millcroft Road, Cliffe, ME3 7QN**  
 Construction of a two-storey extension to side along with single storey extension to rear – demolition of existing conservatory – No response required
  - d) **MC/22/1605 The Grange, Town Road, Cliffe Woods, ME3 7RL**  
 Construction of a single storey extension to side with link from existing dwelling into outbuilding -No response required.
- 12.3 a) Planning applications received after the publication of the Planning Committee and the council agenda: TBA
- 12.4 **Other Planning Issues :**
- a) **Trenport Land Cliffe – Initial Outline Planning application for ACCESS** (all other matters reserved for future submission when details will be available) see MC/22/0254. The APCM ground has been designated as an Asset of Community Value – if put up for sale, there are six months for the community to purchase.
  - b) **MC/21/1287 Redrow(Gladmans) site West of Town Road** – application approved by Medway Council. Development progressing, with highways and site issues and development concerns being raised with Medway Council.
  - c) **Esquire- MC/21/1694 (Orchard) South of View Road** – No further information or date for a decision. Concerns raised by statutory consultees regarding the Chattenden Woods SSSI which directly borders the site,
  - d) **Draft Medway Local Plan** – awaiting an update as the publication of Draft, and Public Consultation will be further delayed to at least **June/July 2022** with a possibility of regressing to the previous consultation stage if Medway Councillors want a significant change to the proposals. **STILL OUTSTANDING.**
- 13.0 **Cliffe and Cliffe Woods Neighbourhood Plan**
- Medway Council has completed a consultation on our Draft Version. The Steering Group/Parish Council will need to consider any amendments before submitting them to a Planning Inspector (Medway are suggesting after August for this) and then the Steering Group/Parish Council will need to consider the inspector's comments and then proceed to a Referendum. If approved by a majority, it becomes Planning Policy for our area and is considered when future planning applications are submitted. Online meeting is being held with Medway and our Neighbourhood Plan Consultant 15/7/22, feedback on their consultation will be supplied before then plan to share it at the meeting.
- 14.0 **Report: Other Committees**
- 14.1 Footpaths and Common Land – General Report – Cllr Cooper
  - 14.2 Youth Liaison – General Report - Cliffe Woods – Cllr Wyatt, Fribbins & Dolley (Clerks) (no progress to report)
  - 14.3 Personnel Committee – Cllrs Keates, Fenny, Walton + Clerks as necessary – Meeting to be arranged to discuss roles/responsibilities of Caretaker and Cleaner.

15.0 **Report: Other Bodies**

- 15.1 Cliffe and Cliffe Woods Community Trust – Report – Clerk (PO)/Cllr Keates/Kentell
- 15.2 Cliffe Woods Community Centre Liaison – General Report – Cllr Walton
- 15.3 Cliffe Memorial Hall – General Report – Cllr Fenney (a second position is available).
- 15.4 Brett's Liaison – Cllr McDermid, Wenban, Kentell, Clerk (PO). previous annual meeting held 29/9/21.
- 15.5 Rural Liaison Committee – Cllr Keates (met 28/6/22)
- 15.6 Kent Association of Local Councils (Medway) – Cllrs McDermid/Harper (next meeting 20/7/2).
- 15.7 Police Liaison Committee & Councillor/Police Surgeries/PACT Cliffe Woods Liaison – Cllr Wyatt
- 15.8 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott) – Cllrs McDermid/Fenney
- 15.9
- 15.10 Events

16.0 Other Reports

**Other items to be handed to the Clerk for the next meeting on  
11<sup>th</sup> August at 7:30 pm in the Small Hall, Memorial Hall, Cliffe.**

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Chris Fribbins, Clerk (PO)

6<sup>th</sup> July 2022.