



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 13th October 2022, at 7:30 pm in the Small Hall, Memorial Hall, Church Street, Cliffe.** *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 are a total of three vacancies one vacancy in the Cliffe Woods Ward and two in the Cliffe Village Ward. They can be filled by co-option and run to May 2023 only.
- 5.0 **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.
- 6.0
 - a) **Approval of Minutes of Meeting held on 11/8/22**
 - b) **Approval of Minutes of Extraordinary Meeting held on 30/9/22**
- 7.0 **Matters Arising from Minutes of Meetings**
- 8.0 **Report: Clerks** (Clerk PO/RFO) – To Receive a verbal report on issues dealt with since the last meeting, not on the agenda.
 - a) Alex Jack has accepted the offer of employment as Parish Clerk (PO) and has agreed a start date of October 12th. A handover will be agreed.
 - b) **To note the AGAR External Audit Report** – comments refer to the delay in publishing this year's report and therefor missing the published dates for public consultation – also delayed (will need to be acknowledges in next year's return)
- 9.0 **Report: Chair – TBA**
 - a) The Chair has asked for the details of the council 'Respect and Civility' pledge to be brought to the attention of the council (details circulated to councillors) for consideration and adopting. – previously circulated.
- 10.0 **Report: Finance & General Purposes (Cllr Wyatt/Clerks)**
 - 1) **To receive a report and recommendations of the F&GP meeting held Tuesday 4th October 2022 in St Helens House Cliffe**
 - a. To note financial reports (to 30th September)
 - b. To note and consider Payments and Receipts and approve as necessary.
 - c. Recommendations from F&GP
 - i. Changing Rooms Quotes (Heaters, External Lighting Electrical Inspection etc. Recommendation of approval required for works to ensure it can be carried out before darker evenings and colder weather.
 - d. Other items of note from F&GP (no decisions required)
- 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.

An action plan has been drawn up by the F&GP committee and will be followed up.

12.0 **Report: Planning Committee** (Cllr Harper/Clerk (PO))

12.1 The Planning Committee did not meet in September.

Planning applications received (dealt with under delegated powers or parish council decision):

- a) **MC/22/1890 – Plot 5 Land West of Merryboys Farm House, Cooling Common, Cliffe Woods**
Details pursuant to condition 6 (boundary treatment) on planning permission MC/17/3572 for Outline application for six self-build detached houses with all matters reserved except access and landscaping. No comment
- b) **MC/22/1960 – St Helens House and Cobblecove House, Buttway Lane, Cliffe**
Change of use of non residential area of building to residential use, and adaptation of existing residential dwelling and creation of second new residential dwelling, formation of new amenity areas, car parking and associated infrastructure. No comment
- c) **MC/22/1755 – RSPB Cliffe Pools, Salt Lane, Cliffe**
RSPB Cliffe Pools Nature Reserve Habitat Enhancements. Works include the creation on rills, bunding and bunding repairs and installation of hydrological controls to maintain water levels across the application area. No comment
- d) **MC/22/2016 – 3 New Road, Cliffe**
Neighbourhood consultation application for the construction of a conservatory to rear The details submitted are as follows: The extension will extend beyond the rear wall of the original dwelling by 4.3m The maximum height of the proposed extension from the natural ground level is 3.24m The height at eaves level of the proposed extension measured from the natural ground level is 2.32m No documents were not available at time of planning meeting – Neighbourhood consultation now approved by Medway officers.
- e) **MC/22/2020 – Westfield, Town Road, Cliffe Woods**
Change of use application incorporating part conversion of existing residential garage to sui generis beauty treatment room together with the creation of visitor parking spaces
Comments sent regarding traffic access from B2000.
- f) **MC/22/1888 - 29 Turner Street, Cliffe, Rochester, Medway, ME3 7QL**
No documents available @ 9/10
- g) **MC/22/1891 - 35 Milton Avenue, Cliffe Woods, Medway, ME3 8TS**
Construction of a two storey extension to side- demolition of garage
Objection raised regarding street parking
- h) **MC/22/2165 - Land West of Merryboys Farm House (Plot 6) Merryboys Road, Cliffe Woods**
Variation of condition 2 (drawing numbers) of planning permission MC/21/3356 to reconfigure the approved first floor layout to provide a main family bathroom with vaulted ceiling over, reconfigured bedroom 1 to include a dressing area along with the en-suite; 3 rooflights added over en-suites to bedrooms 1 & 2, see drawing 21-29-P20 A together with roofspace over garage to be boarded to provide an office space with external staircase and 4 rooflights. No comment
- i) **MC/22/2277 – 3 Milton Avenue, Cliffe Woods, ME3 8Js –**
Construction of a dormer to the rear to facilitate loft conversion.- No objection
- j) **MC/22/2286 – Woodpeckers, Mortimers Avenue, Cliffe Woods, ME3 8JT**
Installation of Air source heat pump to side Details now available decision required.
- k) **MC/22/2326 – 75 Reed Street, Cliffe, ME3 7UJ –**
Construction of a garden room to rear – Demolition of garage No comment

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. No progress on consideration of initial access only submission. The Medway Planning Committee held a committee-only site meeting following the deferral their committee meeting and it is due to be re-considered later in October with a recommendation of approval.
- b) **MC/21/1287 Redrow (Gladmans) site West of Town Road** –The application has now been approved by Medway Council. Development progressing, with highways and site issues and development concerns being raised with Medway Council. S278 Highways Design now signed off – this will incur a number of road closures etc. Initial dates published 3-10/10, 24/10-30/11, 5/12-10/2 (excluding 17/12-2/1)
- c) **Esquire- MC/21/1694 (Orchard) South of View Road** – This has now been approved, subject to comments from English Nature who did have concerns.
- d) **2 Tennyson Avenue** – it appears work has started, without planning permission -reported to Medway Council (Planning Enforcement)
- e) **Draft Medway Local Plan** – awaiting an update as the publication of Draft, and Public Consultation will be further delayed, despite initial plans to publish in October 2021, it is now understood that it will

regress to the previous consultation stage and mean a further delay of approx.. 18 months. **THIS COULD LEAD TO APPLICATIONS AND PLANNING PERMISSIONS IN THE PARISH THAT WOULD HAVE BEEN UNLIKELY TO HAVE BEEN SUBMITTED OR GRANTED IF THERE WAS A PLAN.**

13.0 **Cliffe and Cliffe Woods Neighbourhood Plan**

Awaiting a response from the Planning Inspector who is carrying out the examination of the Neighbourhood Plan. The Clerk (PO) will update the meeting if there is any further progress. The delay in Medway's Local Plan will mean that this is going to be needed to help manage the impact of any further planning applications that may arise.

14.0 **Report: Other Committees**

14.1 Footpaths and Common Land – General Report – Cllr Cooper

14.2 Youth Liaison – General Report - Cliffe Woods – No Cllrs at present (to be appointed at the meeting) Fribbins & Dolley (Clerks) (no progress to report) Personnel Committee – Cllrs Keates, Fenny, Walton + Clerks as necessary – Meeting to be arranged to discuss roles/responsibilities of Caretaker and Cleaner.

14.3

15.0 **Report: Other Bodies**

15.1 Cliffe and Cliffe Woods Community Trust – Report – Clerk (PO)/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 to nominate).

15.4 Brett's Liaison – Cllr McDermid, Wenban, Kentell, Clerk (PO). Date for meeting being arranged.

15.5 Rural Liaison Committee – Cllr Robert Wyatt

15.6 Kent Association of Local Councils (Medway) – Cllrs McDermid/Harper.

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 Events

16.0 Other Reports

**Other items to be handed to the Clerk for the next meeting on
10th November at 7:30 pm in the Emmanuel Centre, Cliffe Woods.**