



# 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 10<sup>th</sup> August 2023, 7:30 pm at the Small Memorial Hall, Church Street, 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.**  
**Adjournment** (Members of the public can put questions to the Parish Council and raise issues, (30 minutes max, limit of 10 minutes per person).
- 4.0 **Approval of Minutes of Meeting held on 13/07/23**
- 5.0 **Matters Arising from Minutes of Meeting on 13/07/23**
- 6.0 **Report: Clerks (Clerk/PO & Assistant Clerk/RFO)**
- 7.0 **Report: Chair (Cllr Dibble)**
- 8.0 **Report: Finance & General Purposes (Cllr Wyatt/Assistant Clerk/RFO)**  
The F&GP committee met on 01/08/23 at St Helens House, Cliffe.
  - a) To note financial reports (to 31/07/23)
  - b) To note and consider Payments and Receipts and approve, as necessary.
  - c) Recommendations from F&GP Committee
    - i) Delegated powers to approve staff monthly wage payments and HMRC direct debits
    - ii) Caretaker/Groundsman
    - iii) CCTV upgrade
    - iv) Assistant Clerk/RFO permanent position
    - v) Funding request for Cliffe bonfire event
    - vi) Memorial Hall drains – further work
  - d) Other items of note from F&GP Committee (no decisions required)
    - i) Memorial Hall request to site a storage container to rear of car park and provide paved area rear of hall.
- 9.0 **Report: Allotments (Cllrs Clements/Letheren/Wyatt/Clerk/PO)**
- 10.0 **Report: Planning Committee (Cllr Fribbins)**  
The planning committee met on 27/07/23 at the Emmanuel Centre, Cliffe Woods. Report circulated.
- 10.1 Planning applications received:
  - a) **MC/23/1493 Land South of View Road Cliffe Woods Rochester** - Construction of 68 residential dwellings including affordable housing, associated vehicular parking, landscaping, open spaces, drainage and earthworks and formation of a new access from View Road. Details Pursuant, technical details. **No comments required.**

- b) **MC/23/1462 Land Rear Of 56-60 Town Road Cliffe Woods ME3 8JJ** - Construction of a detached dwelling with associated parking, cycle storage, boundary treatment and landscaping - resubmission of MC/22/1836. **No comments required.**
- c) **MC/23/1106 Land at Town Road Town Road Cliffe Woods Rochester (Redrow Development)** - Variation of condition 1 of planning permission MC/21/1287 to enable change to the proposed landscaping to remove pond and replace with small traditional orchard. **No comments required.**
- d) **MC/23/1522 Caravan 2 Squirrels Drey Well Penn Road Cliffe Rochester Medway ME3 7SD** - Application for a Lawful Development Certificate (proposed) for changing the location of the existing caravan so that it sits at a 90 degree angle to where the existing unit is sited and the proposal comprises using land for stationing a residential caravan and occupying it for independent residential accommodation on land that has been used this way for more than 10 years. (No material change of use involved.) **Comment to be raised:** The developments on this site do need to be investigated and regulated. If the Planning Authority is minded to approve the LDC, it should apply to the caravan only and not the definition of the site for residential purposes with a full planning application (removal of PD rights if necessary).
- e) **MC/23/1570 Land Adjacent To 3 Swingate Avenue Cliffe ME3 7QZ** - Part retrospective - Construction of a detached, three-bedroomed dwelling incorporating a dormer to rear, single-storey extension to rear and single-storey extension to front. **Comment to be raised:** The reasons for the refusal of the original application were partly down to over-development of the plot. This application has increased the size of the development. If the planning authority is not minded to request the return of the development to its approved state, there are still issues with the parking provision. Two spaces are indicated but are very tight and would not conform to the standards in the Cliffe and Cliffe Woods Neighbourhood Plan so further work should be requested to provide the required car parking spaces. Frosted windows may be required where the new windows overlook the neighbouring properties.
- f) **TPA/23/1499 Boundary Between 16 And 14 Wharf Lane Cliffe ME3 7UE** - T1 - Sycamore - Fell and replace. **Comment to be raised:** It is important that a replacement tree is planted and maintained for at least 5 years to ensure it becomes established.
- g) **MC/23/1247 7 Wharf Farm Wharf Lane Cliffe ME3 7UE** - Retrospective application for engineering works to facilitate a single-storey extension to lower ground floor together with decking and steps to the rear. **Comment to be raised:** The C&CWPC have raised the issue of properties on this side showing garden areas, or potentially extending into the RAMSAR site to the North – this does need to be investigated and action taken if necessary.

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

10.3 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**

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

12.0 **Report: Other Committees**

12.1 Footpaths and Common Land – Cllr Cooper

12.2 Personnel Committee – Cllrs Fenney, Wenban & Wyatt

13.0 **Report: Other Bodies**

13.1 Cliffe and Cliffe Woods Community Trust – Cllrs Fribbins/Kentell/Walton

13.2 Cliffe Woods Community Association Liaison – Cllr Walton

13.3 Cliffe Memorial Hall – Cllrs Darwell/Fenney

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

13.5 Rural Liaison Committee – Cllr Wyatt

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

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

13.8 Events

14.0 **Other Reports** – Other items to be handed to the Clerk for the next meeting on **14/09/23, 7.30pm at the Emmanuel Centre, Parkside, Cliffe Woods**