



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 16th June 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.*

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 **Approval of Minutes of Meeting held on 12/5/22**
- 6.0 **Matters Arising from Minutes of Meeting held on 12/5/22**
- 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**
 - 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** 20/6/22 to 29/7/22
 - 94 **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 7th June 2022 in St Helens House Cliffe**
 - a. To note financial reports (to 31st May)
 - b. To note and consider Payments and Receipts as necessary
 - c. Committee Membership – Cllr Letheren has indicated an interest in re-joining the committee. The appointment of committee members is down to the Parish Council.
 - d. Appointment of Internal Auditor (July, October & January) to review accounts etc. This is a requirement of the approved Financial Regulations.
 - e. Personnel Committee need to meet to discuss issues around staffing current and future duties.
 - f. To consider recommendations from F&GP
 - i. AGAR separate item on the agenda as this must be agreed by the council.
- 11.0 **Allotments – Cllrs Letheren, Clements, Clerk (RFO) to be confirmed** To receive a verbal report on the Allotments.

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

12.1 The Planning Committee did not meet in May. Planning applications received:

- a) **MC/22/1198 18 Higham Road Cliffe Rochester Medway ME3 7SJ**
Construction of a single-storey extension to side together with the installation of new boundary fence - demolition of existing detached garage
- b) **MC/22/1278 Land At Town Road Cliffe Woods Rochester Medway ME3 8JL**
Details pursuant to condition 8 (levels) 25 (acoustic measures) 29 (CSWMP) on planning application MC/19/0287 - Outline planning permission with some matters reserved (appearance landscaping layout and scale) for up to 225 residential dwellings including up to 25% affordable housing, 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.
- c) **MC/22/1295 Plot 5 Land West Of Merryboys Farm House Cooling Common Cliffe Woods ME3 7TP**
Details pursuant to condition 2 (materials) on planning permission MC/20/2842 - Application for approval of reserved matters being appearance, layout and scale (plot 5 only) pursuant to planning permission MC/17/3572 - Outline application for six self-build detached houses with all matters reserved except access and landscaping.
- d) **MC/22/1374 Plot 6, Land West Of Merryboys Farm House Merryboys Road Cliffe Woods Rochester Medway ME3 7TP**
Details pursuant to conditions 3 (Material) on planning permission MC/21/3356 - Construction of a 5-bedroom detached dwelling with detached garage and associated landscaping.
- e) **MC/22/1403 The Bradbury Centre View Road Cliffe Woods Rochester Medway ME3 8UJ**
Siting of 4 Portakabin classrooms to provide temporary learning space for a period of 3 years.

12.3 a) 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 being raised with Medway Council to resolve.
- 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.

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.

14.0 **Report: Other Committees**

14.1 Footpaths and Common Land – General Report – to be confirmed

14.2 Youth Liaison – General Report - Cliffe Woods – Cllr Wyatt, Fribbins & Dolley (Clerks)

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

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 Sustainability Committee – Cllr Wyatt and Cler (RFO)

15.10 Events - Platinum Jubilee Reports – Cliffe (Cllr Darwell), Cliffe Woods (Di Harper (Cllr Harper)

16.0 Other Reports

**Other items to be handed to the Clerk for the next meeting on
14th July at 7:30 pm in the Emmanuel Centre, Cliffe Woods.**

Chris Fribbins, Clerk (PO)

10th June 2022.