



# Cliffe and Cliffe Woods Parish Council

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

Minutes of the meeting of Cliffe and Cliffe Woods Parish Council held on **Thursday 16<sup>th</sup> May 2024, 7.30 pm at the Emmanuel Centre, Parkside, Cliffe Woods ME3 8HX**

## MINUTES

Councillors Present: Barry Dibble (Chair), Robert Wyatt (Vice Chair), Chris Fribbins, Sandra Fenney, Ken Kentell, Sue McDermid, Ray Letheren, Vivienne Walton, Peter Clements, Jim Wenban. Joan Darwell arrived at 8pm

Council Staff Present: Alex Jack – Clerk PO

### 1 **Apologies for Absence**

Cllr A Cooper has resigned, Cllr F Harper sent apologies. Cllr B Dibble gave apologies on behalf of Assistant Clerk/RFO Lissi Watt. It was proposed by Cllr R Wyatt and seconded by Cllr V Walton to accept apologies, **all agreed**.

### 2 **Declarations of Interest**

Cllrs C Fribbins, V Walton – Cliffe Woods Community Association, Cllrs. K Kentell, C Fribbins, V Walton – Cliffe and Cliffe Woods Community Trust, Cllr K Kentell – Cliffe Bowls Club, Cllr J Darwell – Cliffe Memorial Hall

### 3 **Co-option** – Currently two vacancies; one in Cliffe Village Ward, two in Cliffe Woods Ward.

No interest at this time.

**Adjournment** (Members of the public can put questions to the Parish Council and raise issues. (30 minutes max, limit of 10 minutes per person) – No members of public present.

### 4 **Approval of Minutes of Meeting held on 21/03/24**

It was proposed by Cllr C Fribbins and seconded by Cllr R Wyatt to accept the minutes, **all agreed**.

### 5 **Matters Arising from Minutes of Meeting on 21/03/24**

None.

### 6 **Report: Clerk/PO**

None.

### 7 **Report: Chair (Cllr Dibble)**

- a) The Chair reported on a confidential staff matter which is awaiting final outcome.
- b) Cllr C Fribbins was asked to leave the room whilst another confidential matter was discussed. The matter was proposed by Cllr B Dibble, seconded by Cllr S McDermid, **all agreed**. Cllr C Fribbins returned to the meeting.

### 8 **Report: Finance & General Purposes (Cllr Wyatt)**

The F&GP Committee met on 09/04/24 at St Helens House, Cliffe and was attended by full committee.

- a) To note financial reports (to 31/03/24)  
To note and approve Payments and receipts for April 2024 under delegated powers as no Parish Council meeting in April.
- b) To note and consider Payments and Receipts and approve, as necessary.  
It was proposed by Cllr B Dibble and seconded by Cllr S Fenney that the invoices be authorised for payment, **all agreed**.
- c) Recommendations from F&GP Committee
  - i) Updated Standing Orders to be agreed at the Annual Parish Council Meeting
  - ii) Grants Policy and Terms to be agreed at the Annual Parish Council Meeting
  - iii) Grants Events application form to be agreed at the Annual Parish Council Meeting

- d) Other items of note from F&GP Committee
  - i) Cllr C Fribbins has completed 40 years of continuous service to the Parish Council since 1984.
  - ii) Quotes to be obtained for Cliffe Woods car park potholes and disabled space relining. Quote has now been obtained and it was proposed by Cllr J Wenban, seconded by Cllr S Mc Dermid that this be accepted, **all agreed**.  
**Action:** Clerk to instruct contractor to commence work as soon as possible and to ask for the yellow lines to be hot lining application.
  - iii) Quotes to be obtained for securing the Recreation Ground, Cliffe and other H&S works required in the parish. A quote has been received for metal barriers and fencing at the Recreation Ground, a second one requested.  
**Action:** Clerk to obtain 2<sup>nd</sup> quote.

The F&GP Committee met on 14/05/24 at St Helens House, Cliffe and was attended by Cllrs R Wyatt, K Kentell, B Dibble, S Fenney, J Darwell, J Wenban.

- e) To note financial reports (to 30/04/24).
- f) To note and consider Payments and Receipts for May 2024. It was proposed by Cllr R Wyatt, seconded by Cllr K Kentell that payments be made, **all agreed**
- g) Recommendations from F&GP Committee
  - i) To add Northstar IT monthly payment as a direct debit. This was proposed by Cllr B Dibble, seconded by Cllr K Kentell, **all agreed**.  
**Action:** Clerk/PO
  - ii) An information gathering type survey is put on social media to obtain patients' feedback regarding Highparks Medical Practice. This was proposed by Cllr B Dibble, seconded by Cllr J Wenban, 8 for, 1 against, 2 abstentions, **carried**.  
**Action:** Cllr B Dibble, Clerk/PO
- h) Other items of note from F&GP Committee (no decisions required)
  - i) Clerk/PO has S101 delegation of powers under LGA 1972 which provides authority when the Council are without an RFO and to delegate to another officer, as required.
  - ii) Cllr C Fribbins is compiling the finance reports in the absence of the Assistant Clerk/RFO.

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**Report: Council Assets (Cllrs Kentell/Letheren/Wenban/Wyatt/Clerk/PO)** – includes Allotments, Play Areas, Changing Rooms, Bus Shelter, Car Park and Buttway

Cllr R Wyatt advised there is plot availability and applications for plots are welcomed. Signage has been put up banning quad and off road bikes on the recreation ground and new fire extinguishers and signage put inside the containers as advised by H&S inspection.

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**Report: Planning Committee (Cllr Fribbins)**

The planning committee met on 28/03/24 and was attended by Cllrs. C Fribbins (Chair), K Kentell and J Wenban.

10.1 Planning applications received and responded to under delegated powers as no Parish Council meeting in April.

- a) **MC/24/0430** | Application for a non-material amendment to planning permission MC/22/3020 and revised plot submissions for the two consented affordable flat blocks comprising of 15x separate flats to be replaced with 15x affordable houses. In addition there have been amendments to the road surfacing materials used in three parts of the site, as well as the Weinerberger Arizona yellow brick proposed to be replaced with Ibstock Multi cream stock | **Land At Town Road Cliffe Woods ME3 8JL**
- b) **MC/24/0332** | Details pursuant to conditions 13 (Archaeological Evaluation Report) on planning permission MC/21/1694 - 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. | **Land South Of View Road Cliffe Woods**
- c) **MC/24/0340** | Details pursuant to condition 22 (Cycle Parking) on planning permission MC/21/1694 for 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. | **Land South Of View Road Cliffe Woods**
- d) **MC/24/0506** | Construction of a first floor side and single storey rear extension | **11 Marsh Lane Cliffe ME3 7UQ**
- e) **MC/24/0512** | Construction of a single storey extension and partial conversion of existing garage to habitable room | **Blackmoore Barn Pond Hill Cliffe ME3 7QS**
- f) **MC/24/0552** | Application for a Lawful Development Certificate (proposed) for construction of a single storey rear extension and part conversion of garage into habitable room | **Maple Cottage Merryboys Road Cliffe Woods ME3 7TP**
- g) **MC/24/0563** | Construction of a single storey front extension and single storey extension to side | **Squirrel Lodge Mortimers Avenue Cliffe Woods ME3 8JT**
- h) **MC/24/0563** | Construction of a single storey front extension and single storey extension to side | **Squirrel Lodge Mortimers Avenue Cliffe Woods ME3 8JT**
- i) **MC/24/0608** | Details pursuant to condition 33 (Climate Change Verification Report) of planning permission MC/21/1694 - 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. | **Land South Of View Road Cliffe Woods**

- j) **MC/23/2733** | Construction of a part two/part single storey extension to rear - demolition of existing single storey rear extension and conservatory. | **Perry Hill Farm Perry Hill Cliffe ME3 7TX - WITHDRAWN**

**APPLICATIONS NOTED, no representations required.**

10.2

Major Developments

- a) **Trenport - 250 Dwellings East and West of Church St Cliffe** – Contact made with the consultants for the next stage of Planning Applications. Face to Face meeting to be arranged (possibly late April, but now probably late May).
- b) **Redrow - Town Road**, Development progressing, only minor details pursuant.
- c) **Esquire 2 - 68 Homes South of View Road** Further details pursuant received. Construction access being constructed onto Town Road, site cleared (including orchard).
- d) **Esquire 3 - 25 Homes off of View Road** (previously 50 retirement homes) Planning application not yet submitted to Planning Committee.
- e) **Local Plan** – additional Regulation 18 (infrastructure) to be carried out, the Draft Plan, inspector's review, then adoption 2025. B
- f) **Neighbourhood Plan** - Nothing further, the effectiveness of the plan in Medway Planning to be tested (the next major application will be Trenport details).

10.3

Further applications/issues since meeting

- a) Medway Council have agreed to remove the s106 commitment, in **Esquire 2**, for affordable housing as this prevents potential funding from Homes England for the same housing. Commitment given by Esquire to build affordable housing to original approve if funding fails.
- b) **MC/24/0352** | Construction of an extension to existing detached garage and part conversion into habitable room | **Blackmoore Barn Pond Hill Cliffe ME3 7QS - WITHDRAWN BY APPLICANT**
- c) **MC/24/0512** | Construction of a single storey extension and partial conversion of existing garage to habitable room | **Blackmoore Barn Pond Hill Cliffe - ME3 7QS WITHDRAWN BY APPLICANT**
- d) **22/00009/ENFORC | Appeal against | Merryboys House Merryboys Road Cliffe Woods ME3 7TP - APPEAL PARTLY ALLOWED**
- e) **MC/23/2733** | Construction of a part two/part single storey extension to rear - demolition of existing single storey rear extension and conservatory. | **Perry Hill Farm Perry Hill Cliffe ME3 7TX - WITHDRAWN BY APPLICANT**
- f) **MC/24/0776** | Application for a non-material amendment to planning permission MC/21/3073 for the Reduction of roof height to rear extension, incorporating a mono-pitched roof | **Cliffe Woods Community Centre Parkside Cliffe Woods ME3 - NEW**
- g) **MC/24/0744** | Outline application with some matters reserved (appearance, landscaping and layout) for construction of a detached dwelling - demolition of existing garage | **1 View Road Cliffe Woods ME3 8JQ - NEW**
- h) **MC/24/0609** | Raising the roof height of the existing double garage to accommodate new roller doors with recessed fittings | **30 Brookmead Road Cliffe Woods ME3 8HJ - NEW**
- i) **MC/24/0750** | Application for non-material amendment to planning permission MC/22/0254 (Allowed on appeal reference APP/A2280/W/22/3313673) - for amendments to the wording of conditions number 1 (reserved matters), 7 (archaeology) 9 (CEMP), 10 (S278 Cooling Road RBT), 21 (contamination), 22 (contamination), 26 (road transport noise), 32 (drainage), 34 (drainage) and 54 (air quality emissions) - See covering letter for full details. | **Land To The East And West Of Church Street Cliffe - WILL NEED TO BE REVIEWED.**

10.4

The planning committee met on 25/04/24 and was attended by Cllrs C Fribbins (Chair), F Harper, S McDermid, K Kentell and A Cooper.

10.5

Planning applications received:

- a) Medway Council have agreed to remove the s106 commitment, in **Esquire 2**, for affordable housing as this prevents potential funding from Homes England for the same housing. Commitment given by Esquire to build affordable housing to original approve if funding fails.
- b) **MC/24/0352** | Construction of an extension to existing detached garage and part conversion into habitable room | **Blackmoore Barn Pond Hill Cliffe ME3 7QS - WITHDRAWN BY APPLICANT**
- c) **MC/24/0512** | Construction of a single storey extension and partial conversion of existing garage to habitable room | **Blackmoore Barn Pond Hill Cliffe ME3 7QS - WITHDRAWN BY APPLICANT**
- d) **MC/24/0841** | Construction of a detached annexe | **Blackmoore Barn Pond Hill Cliffe ME3 7QS**
- e) **22/00009/ENFORC | Appeal against | Merryboys House Merryboys Road Cliffe Woods ME3 7TP - APPEAL PARTLY ALLOWED, PARTLY UPHELD**
- f) **MC/23/2733** | Construction of a part two/part single storey extension to rear - demolition of existing single storey rear extension and conservatory. | **Perry Hill Farm Perry Hill Cliffe ME3 7TX - WITHDRAWN BY APPLICANT**
- g) **MC/24/0776** | Application for a non-material amendment to planning permission MC/21/3073 for the Reduction of roof height to rear extension, incorporating a mono-pitched roof | **Cliffe Woods Community Centre Parkside Cliffe Woods ME3 8HX NEW**

- h) **MC/24/0744** | Outline application with some matters reserved (appearance, landscaping and layout) for construction of a detached dwelling - demolition of existing garage | **1 View Road Cliffe Woods ME3 8JQ NEW**
- i) **MC/24/0609** | Raising the roof height of the existing double garage to accommodate new roller doors with recessed fittings | **30 Brookmead Road Cliffe Woods ME3 8HJ**
- j) **TRENPORT MC/24/0750** | Application for non-material amendment to planning permission MC/22/0254 (Allowed on appeal reference APP/A2280/W/22/3313673) - **for amendments to the wording of conditions** number 1 (reserved matters), 7 (archaeology) 9 (CEMP), 10 (S278 Cooling Road RBT), 21 (contamination), 22 (contamination), 26 (road transport noise), 32 (drainage), 34 (drainage) and 54 (air quality emissions) - See covering letter for full details. | **Land To The East And West Of Church Street Cliffe - WILL NEED TO BE REVIEWED**
- k) **MC/24/0801** | Details pursuant to condition 5 (phasing plan) on planning permission MC/22/0254 (Allowed on appeal reference APP/A2280/W/22/3313673) - Outline application with all matters reserved except for (access) for a residential development of up to 250 dwellings and a mixed-use community hub together with associated infrastructure including public open space and community facilities comprising a replacement sports ground and pavilion, with accesses from Church Street, Cooling Road and Buttway Lane. | Land To The East And West Of Church Street Cliffe Rochester
- l) **MC/24/0799** | **Details pursuant to condition 4 (CEMP) on planning permission MC/20/1117** for variation of conditions 2 and 5 on planning permission MC/19/0379 to allow a minor material amendment for siting and design of house 4 - Resubmission of MC/20/0331 | **29 View Road Cliffe Woods ME3 8JQ**

#### 10.6 Major Developments

- a) **Trenport 250 Dwellings East and West of Church St Cliffe** – Contact made with the consultants for the next stage of Planning Applications. Face to Face meeting to be arranged (possibly late April, but now probably late May).
- b) **Redrow Town Road** - Development progressing, only minor details pursuant.
- c) **Esquire 2 68 Homes South of View Road** - Further details pursuant received. Construction access constructed onto Town Road; site cleared (including orchard).
- d) **Esquire 3 25 Homes off of View Road** (previously 50 retirement homes) - Planning application not yet submitted to Planning Committee.
- e) **Local Plan** – additional Regulation 18 (infrastructure) to be carried out, the Draft Plan, inspector's review, then adoption **2026**.
- f) **Neighbourhood Plan** - Nothing further, the effectiveness of the plan in Medway Planning to be tested (the next major application will be Trenport details).

#### 10.7 Applications since meeting

- a) **MC/24/0792** Construction of a single storey pitched roof garage to the front incorporating the existing integral garage **137 Church Street Cliffe ME3 7PY**
- b) **MC/24/0679** Retrospective application for conversion of former Temperance Hall and latterly Snooker Hall (use class F2) to office space (use class E (C)(iii)) providing hot desk facilities. Work involves internal fit out, replacement of windows, doors and roof together with insertion of 4 roof lights. Provision for disabled access along with disabled toilet. **162 Church Street Cliffe ME3 7QB** Main issue appears to be lack of car parking (not possible on site, not possible on road so relies on Buttway Car Park).

Cllr C Fribbins advised on the above applications.

11 **Report: Cliffe and Cliffe Woods Neighbourhood Plan (Cllr Fribbins)** – nothing further to report.

12 **Report: Other Committees/Panel**

12.1 Footpaths and Common Land – Cllr S McDermid reported that a dumped motorcycle on RS84A had been reported to Police and that they would pursue the VIN plate. Cllr J Darwell reported a deep hole at entrance to RS65.

12.2 **Action:** Clerk to report to Medway Council Highways Officer.

Personnel Panel – Cllrs Fenney, Walton & Wyatt - Nothing to report

13 **Report: Other Bodies**

13.1 Cliffe and Cliffe Woods Community Trust – Cllrs Fribbins/Kentell/Walton – It was reported that a grant request had been received from a children's GB dance team who were travelling to Prague to compete. There are ongoing issues with Esquire Development re tree issues. Signage is being illegally removed from the site.

13.2 Cliffe Woods Community Association – Cllrs Fribbins/Walton – It was reported that planning permission is awaited for further works to the hall. There has been a large water bill. Event planned for 14/6 has good ticket sales to date.

13.3 Cliffe Memorial Hall – Cllr Darwell – It was reported that the Abba event was very well attended. The next main event will be for D Day to be held on 8/6 followed by another in September with a Rolling Stones theme. The Committee are also organising a deep clean of the hall.

- 13.4 Brett's Liaison - Cllrs Darwell/Fribbins/Kentell/Letheren/McDermid/Wenban – no meeting held.
- 13.5 Rural Liaison Committee - Cllr Wyatt – It was reported that there is an Action Plan for Climate Change.
- 13.6 Kent Association of Local Council (KALC) (Medway) – Cllrs Harper/McDermid – It was reported that at the recent meeting 7 Parish Councils were represented. The Chief Executive from KALC attended and gave a presentation on KACL activities. Further report to follow for circulation.
- 13.7 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott) —Cllrs Fenney/McDermid – There was a meeting on 25/4 during which the issues surrounding the Practice and appointments were discussed. The Memory Café has proved very successful, and another is to be held on 19/6 at the Emmanuel Centre where there will be speakers and refreshments served. The Practice Manager to forward the Minutes of the last meeting to the Clerk for addition to the website.

13.8

#### Events

- a) D Day Landing event Family Fun Day at Cliffe Recreation Ground on 8/6. Full details in the flyers being delivered to both villages and on the website and social media pages.
- b) Tribute to Frankie Valli & The Four Seasons at Cliffe Woods Community Association hall on 14/6, Tickets available from Sue on 01634 220864.
- c) A D Day 80 poppy wreath to be purchased from RBL to be taken to St Helen's Church and also for the Fun Day was proposed by Cllr B Dibble and seconded by Cllr R Letheren, **all agreed**.

**Action:** Clerk

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**Other Reports** – Other items to be handed to the Clerk for the next meeting on **20/06/24, 7.30pm at the Small Memorial Hall, Cliffe** – Ongoing issues with Arriva buses 133 service to Cliffe and the school buses.

*Mrs Alex Jack, Clerk PO, 21/05/2024*