



Cliffe and Cliffe Woods Parish Council

17 Graveney Close, Cliffe Woods, Rochester, Kent ME3 8LB

☎ 01634 566166

✉ clerk@cliffeandcliffewoods-pc.gov.uk

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 22nd February 2024, 7.30 pm at the Small Memorial Hall, Church St, 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 two vacancies; one in Cliffe Village Ward, one 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 18/01/24**

5.0 **Matters Arising from Minutes of Meeting on 18/01/24**

6.0 **Report: Clerks (Clerk/PO & Assistant Clerk/RFO)**

7.0 **Report: Chair (Cllr Dibble)**

7.1 Meeting dates

7.2 Meeting frequency

8.0 **Report: Finance & General Purposes (Cllr Wyatt/Assistant Clerk/RFO)**

The F&GP Committee met on 09/01/24 at St Helen's House, Cliffe.

- a) To note financial reports (to 31/01/24)
- b) To note and consider Payments and Receipts and approve, as necessary.
- c) Recommendations from F&GP Committee
 - i) To rest the pitches on the Recreation Ground for 1 year by delaying funfairs returning
- d) Other items of note from F&GP Committee (no decisions required)
 - i) Personnel Committee to be changed to a Working Party or Panel, with Terms of Reference amended accordingly, to be decided at the AGM.

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

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

The Planning Committee met on 25/1/24 and was attended by Cllrs Fribbins, Harper, Mc Dermid and 2 members of the public.

10.1 Planning applications received:

- a) **MC/23/2750** - Construction of two storey extension to the side; dormer windows to the front and rear together with the formation of a hip to gable roof extension to form an annexe - **8 New Road Cliffe ME3 7SL. Comments sent:** The Parish Council have concerns with the proposal as submitted. The two storey extension is a separate dwelling with its own front door. The plans indicate that the extension is higher than the existing bungalow. As a separate dwelling the living space is very cramped so planning conditions would be required to tie occupation of the annexe to the main building and to remove any Permitted Development Rights on the annex if it is to be permitted.
- b) **MC/24/0033** - Conversion of existing detached garage and pool house to create a four bedroom dwelling with single storey extensions to the East elevation under hipped pitched roofs and the

creation of a habitable roof space with new dormer window; creation of new single storey entrance hall to West elevation beneath a new pitched roof - **Woodfield Cooling Common Cliffe ME3 7TJ. No objection.**

- c) **TPA/24/0059** - T3 - Holly – Fell - **The Coachhouse Rectory Road Cliffe ME3 7RP. No objection.**
- d) **MC/24/0093** - Installation of 2 heritage style rooflights to both side elevations to facilitate a loft conversion for additional living accommodation in roof space - **10 Courtsole Farm Pond Hill Cliffe ME3 7QS. No objection.**
- e) **MC/24/0101** - Details pursuant to condition 6 (schedule of materials) on planning permission 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 - **Land At Town Road Town Road Cliffe Woods. No objection.**
- 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. No objection.**

10.2 Planning applications received after Planning Meeting:

- a) **MC/24/0237** - Details pursuant to condition 14 (materials) 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.**
Comment: Details pursuant regarding materials – unlikely to be any objection (Esquire2)
- b) **MC/23/2752** - Construction of a two storey extension to side - demolition of existing garage. **44 View Road Cliffe Woods Rochester Medway ME3 8UA.** Concerns raised regarding parking situation on site previously. Medway Planning Officer has reported that the proposal meets C&CW NP and Medway Parking requirements. Although there appears to be an additional commercial use on the site (a salon), this does not have planning permission and needs to be reported to Planning Enforcement but the impact of this cannot be considered as part of this application, although this adds to the parking requirements and adds potential for on-street parking!
- c) **MC/24/0279** – Construction of 25 dwellings with associated landscaping, parking, earthworks and new vehicular access from View Road – **Land South of View Road, Cliffe Woods. Comments:** This application (Esquire 3) is a replacement for the approved development of a 50 home retirement complex on the bend of View Road. On its face, this is a reduction from 50 properties to 25, so a reduced housing density. It is likely however that this could generate more vehicle traffic on to View Road as it has its own entrance and does not share the access of the adjacent Esquire development (Esquire 2). This development will have some pressure on the Community Facilities of Cliffe Woods so a S106 contribution should be sought.

10.3 Other planning issues:

- a) **MC/22/0254 (Trenport) Land to the east and west of Church Street, Cliffe** – approach to Parish Council regarding implications of C&CW Neighbourhood Plan on their plans for further planning applications. Draft set of suggestions distributed; no further ideas raised at this time.
- b) **MC/21/1287 Redrow site, Oakleigh Fields, Town Road, Cliffe Woods**
- c) **MC/21/1694 Esquire development, View Road, Cliffe Woods**
- d) **Medway Local Plan 2040**

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 – Cllr Fribbins

13.3 Cliffe Memorial Hall – Cllr Darwell

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 **21/03/24, 7.30pm at the Emmanuel Centre, Parkside, Cliffe Woods**

Mrs Alex Jack, Clerk PO, 14/02/2024