



Cliffe and Cliffe Woods Parish Council

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

☎ 01634 566166

✉ clerk@cliffeandcliffewoods-pc.gov.uk

Parish Clerk: Mrs Alex Jack, Clerk/PO

To all Parish Councillors, you are summoned to attend the meeting of Cliffe and Cliffe Woods Parish Council to be held on **Thursday 20th June 2024, 7.30 pm at the Small Memorial Hall, Church Street, Cliffe ME3**

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 four vacancies; one in Cliffe Village Ward, three 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 Meetings held on 16/05/24

4.1 Annual Parish Council Meeting

4.2 Parish Council Meeting

5.0 Matters Arising from Minutes of Meetings on 16/05/24

5.1 Annual Parish Council Meeting

5.2 Parish Council Meeting

6.0 Report: Clerks (Clerk/PO)

7.0 Report: Chair (Cllr B Dibble)

8.0 Report: Finance & General Purposes (Cllr Kentell)

The F&GP committee met on 11/06/24 at St Helens House, Cliffe, attended by Cllrs.B Dibble, J Darwell, S Fenney, K Kentell & non committee member Cllr C Fribbins

- a) To note financial reports (to 31/05/24)
- b) To note and approve Payments and Receipts for May 2024.
- c) Recommendations from F&GP Committee
 - i) Electricity contract for the Changing Rooms to be changed to EON on a fixed 1 year contract.
 - ii) Updated Financial Regulations 2024 to be reviewed by full Council.
- d) Other items of note from F&GP Committee (no decisions required)
 - i) Online banking access requested for Cllr C Fribbins to cover for Clerks.
 - ii) Agreed for St Helen's Church to renew yellow hatching at the Buttway.
 - iii) Assistant Clerk/RFO vacancy to be advertised.
 - iv) Draft AGAR was reviewed, see Item 9.0.
- e) Highparks Medical Practice – patient survey options

9.0 Report: AGAR 2024/25 (Cllr Fribbins)

To be reviewed, agreed and signed for submission.

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

11.0 Report: Planning Committee (Cllr Fribbins)

The planning committee meeting on 30/5/24 was cancelled as no new applications were received.

11.1 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 still to be arranged (possibly June).
- b) Redrow, Town Rd, Cliffe Woods – Development progressing with many occupied already. Modified landscaping being carried out.
- c) Esquire 2, 68 homes, South of View Rd, Cliffe Woods – Further details pursuant received. Construction access is onto Town Road, development underway.
- d) Esquire 3, 25 homes off of View Rd, Cliffe Woods (previously 50 retirement homes) – Planning application submitted to Medway Planning Committee 29/5/24 with a recommendation of approval with conditions (including over 55 age restriction) – now approved.
- e) Local Plan – additional Regulation 18 (infrastructure) to be carried out, the Draft Plan, inspector's review, ten adoption delayed until 2026. Infrastructure workshops being held with residents and then general public/parish and Medway Councillors.
- f) Neighbourhood Plan – Nothing further the effectiveness of the plan in Medway Planning to be tested (the next major application will be Trenport details).

Further applications/issues since meeting:

11.2

- a) **MC/24/0984** - 23 Round Top Close, Cliffe Woods ME3 8GZ - Retrospective application for the construction of a detached outbuilding to rear. **Comments by 25/6.**
- b) **MC/24/0985** – 23 Round Top Close, Cliffe Woods ME3 8GZ – Retrospective application for installation of roof lights to front and rear to provide living accommodation within roof space. **Comments by 2/7.**

12.0 **Report: Other Committees/Panel**

12.1 Footpaths and Common Land – Cllr Wyatt

12.2 Personnel Panel – Cllrs Fenney, Walton & Wyatt

13.0 **Report: Other Bodies**

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

13.2 Cliffe Woods Community Association – Cllrs Fribbins/Walton

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 **18/07/24, 7.30pm at the Emmanuel Centre, Parkside, Cliffe Woods**