



# Cliffe and Cliffe Woods Parish Council

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Parish Clerks: Mrs Alex Jack, Clerk/PO and Mrs Helen Symmons, Locum RFO

To all Parish Councillors, you are summoned to attend the meeting of Cliffe and Cliffe Woods Parish Council to be held on **Thursday 16<sup>th</sup> January 2025, 7.30 pm at the Emmanuel Centre, Cliffe Woods ME3 8HX**

## 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 for 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 21/11/24

### 5.0 Matters Arising from Minutes of Meeting on 21/11/24

### 6.0 Report: Clerks

6.1 KALC Community Awards 2025

6.2 APCM land, Station Rd, Cliffe

### 7.0 Report: Chair (Cllr B Dibble)

### 8.0 Report: Finance & General Purposes (Cllr Wyatt)

The F&GP committee met on 7/1/25 and was attended by Cllrs. Wyatt (Chair), Dibble, Letheren, Wenban, Fribbins (non Committee member), both Clerks. Minutes attached.

To note financial reports (to 31/12/24):

- a) Recommendations to full Council from F&GP Committee
  - i) Receipts and Payments for November 2024 and December 2024.
  - ii) Additional Councillors required as bank signatories
  - iii) Risk Management Policy, as circulated
  - iv) Risk Register, as circulated.
- b) Other items of note from F&GP Committee (no decisions required)
  - i) Internal control – new system for bank payment authorisation has been implemented.
  - ii) Internal control – bank reconciliation verification will be carried out by Cllr Fenney once she is no longer a bank signatory.
  - iii) Cliffe Play Area yearly safety inspection was reviewed.
  - iv) Budgeted grant payments to be made to St Helen's Church, Cliffe, Cliffe Woods Community Centre and the balance of the grant to Cliffe Memorial Hall.
  - v) Clerk/PO yearly appraisal to be arranged.

### 9.0 Budget 2025/26

To approve the draft Budget, as circulated.

### 10.0 Precept 2025/26

To approve the recommended precept demand of £91,202 and Band D equivalent of £43.56 (£40.60 2024/25) meaning no percentage rise for residents.

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

### 12.0 Report: Planning Committee (Cllr Fribbins)

The planning committee met on 28/11/24 and was attended by Cllrs. Fribbins (Chair), Harper, McDermid & Wenban. There was no planning committee meeting in December due to the Christmas break.

### 12.1 Applications reviewed:

- a) **MC/24/2271** Application for a non-material amendment to planning permission MC/21/0165 for construction of a two storey front extension, two bay windows to front, addition of quoin stones with associated external

alterations **Waterlane House 4 View Road Cliffe Woods ME3 8JQ** – This is new development on site by View Road Bus Stop where some Medway Highways land has been enclosed by the developer and waste arising dumped on land outside the boundary, DCPS have already registered concerns about the density and affect on the street scene (the land ‘capture’ is an issue for Medway Council who identified the issue at a site meeting).

- b) **MC/24/2299** Two storey rear extension **18 Parkside Cliffe Woods ME3 8JP**. No Issue raised.
- c) **MC/24/2321** Construction of single storey extensions both sides and rear, open porch to side, alterations to existing double garage to front, demolition of existing conservatory and construction of a replacement orangery, annexe and shed to rear - part resubmission of **MC/21/1120 14 Tennyson Avenue Cliffe Woods ME3 8JF**. The development use land at the rear of the site – no issues raised.
- d) **MC/24/2377** Application for a non-material amendment to planning permission to **MC/21/1694** for amendment of the plot siting and minor elevation details **Land South Of View Road Cliffe Woods**. Non material amendment an issue for Medway Planning.
- e) Following notification from Frindsbury Extra Clerk of the public consultation for **Land North of Wainscott** - the development of c.800 homes is in land between the B2000 Lower Rochester Road across to Higham Road and up to Bunters Hill Road. Main access appears to be onto the B2000 (access to the bypass – London direction only, secondary access onto ‘traffic-calmed’ Higham Road to Wainscott). There has been no formal notification to C&CW Parish Council as it is outside of the boundaries, but there will be impacts. This is pre-planning consultation that appears to cover most issues including s106 contribution to provide a left turn slip road from the Wainscott bypass to Four Elms Hill. But the two main issues are traffic and there is no mention of doctor facilities (the area is within the boundaries of the Cliffe/Cliffe Woods Highparks Medical Practice) – **WILL NEED TO MONITOR AND COMMENT AS NECESSARY TO ANY PLANNING APPLICATION/S**.

#### 12.2 Ongoing developments/issues:

- a) **Land adjoining 4 View Rd, Cliffe Woods** – possible enforcement action by Medway Council against unauthorised enclosure and dumping of waste materials on land. Further planning application for non material amendment, see 12.1 a) above.
- b) **Trenport – 250 dwellings, Land to the East & West of Church St, Cliffe** – no meeting arranged, although discussions had been held with Medway Council Planning and they have been reminded of need to discuss with Medway Council. No progress at this time.
- c) **Redrow 1 – Oakleigh Fields, Town Rd, Cliffe Woods** – Teams meeting regarding S106 for bus service.
- d) **Redrow 2** – Development approved by Medway Council – nothing further.
- e) **Esquire 1 – Woodlands, Town Rd, Cliffe Woods** – Onsite meeting regarding issues with bordering trees/planning commitments – nothing further.
- f) **Esquire 2 – 68 homes, Land South of View Rd, Cliffe Woods** – nothing further.
- g) **Esquire 3 – 25 homes, Land off View Rd, Cliffe Woods** – as 12.3 a) below.
- h) **Neighbourhood Plan** – Effectiveness of the Plan to be tested on next major application which is Trenport.
- i) **APCM land, Station Rd, Cliffe** – as item 6.2 above.

#### 12.3 Further applications received since meeting:

- a) **MC/24/2169** Details pursuant to condition 6 (Arboricultural Method Statement) on planning permission **MC/24/0279** for Construction of 25 dwellings with associated landscaping, parking, earthworks and new vehicular access from **View Road Land South Of View Road Cliffe Woods**. Details pursuant (Esquire 3) - no comments.
- b) **MC/24/2445** Construction of a single storey rear infill extension **1 Gattons Farm Cottages Cooling Street Cliffe ME3 7UA** – no issues.

#### 12.4 S106 funded improvements:

- a) Public Transport
- b) Sports Facilities, Cliffe Woods

#### 13.0 Report: Other Committees/Panel

- 13.1 Footpaths and Common Land – Cllr Wyatt
- 13.2 Personnel Panel – Cllrs Fenney/Walton/Wyatt
- 13.3 Social and Digital Media – Cllr Bishop

#### 14.0 Report: Other Bodies

- 14.1 Cliffe and Cliffe Woods Community Trust – Cllrs Bishop/Fribbins/Kentell/Walton
- 14.2 Cliffe Woods Community Association – Cllrs Fribbins/Walton
- 14.3 Cliffe Memorial Hall – Cllr Darwell
- 14.4 Brett’s Liaison - Cllrs Darwell/Fribbins/Kentell/Letheren/McDermid/Wenban
- 14.5 Rural Liaison Committee - Cllr Wyatt
- 14.6 Kent Association of Local Council (KALC) (Medway) – Cllrs Harper/McDermid
- 14.7 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott) –Cllrs Fenney/McDermid
- 14.8 Events

#### 15.0 Other Reports – to be handed to the Clerk for the next meeting on 20/02/25 at the Emmanuel Centre, Cliffe Woods.