



Cliffe and Cliffe Woods Parish Council

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Mrs Alex Jack, Clerk/PO, Mrs Helen Symmons, Clerk/RFO
and Miss Sarah O'Donoghue, Assistant Clerk

To all Parish Councillors, you are summoned to attend the meeting of Cliffe and Cliffe Woods Parish Council to be held on **Thursday 18th September 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 three vacancies; two for Cliffe Woods Ward, one for Cliffe Village Ward**
Public Participation 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 21/08/2025**
- 5.0 **Report: Clerks**
- 6.0 **Report: Chair (Cllr B Dibble)**
- 7.0 **Report: Finance & General Purposes (Cllr R Wyatt)**
The F&GP committee met on 09/09/2025 and was attended by Cllrs. R Wyatt (Chair), D Bishop, B Dibble, J Darwell, K Kentell, J Wenban, Clerk/PO. Minutes attached.
To note and agree financial reports (to 31/08/2025).
 - a) To be agreed by full Council:
 - i) Bank Reconciliation for July 2025
 - ii) Receipts and Payments for August 2025
 - iii) Quotes for replacement noticeboard at The Buttway, Cliffe, pending materials used.
 - iv) Review of pitch fees for 2026/27
 - v) Review of allotment fees for 2026/27
 - vi) Quote for electricity timer switches in Changing Rooms, Cliffe
 - b) Other items of note (no decisions required):
 - i) Allotments water leakage claim was rejected by Southern Water.
 - ii) Budget preparation for 2026/27
 - iii) Working Party to be set up to advise on Cliffe Woods Car Park Resurfacing Project (item 9.0).
 - iv) Insurance renewal for 2026/27 with Zurich
- 8.0 **Report: Planning Committee (Cllr C Fribbins)**
The planning committee meeting on 28/08/2025 was cancelled due to no applications to review.
- 8.1 **Applications received**
 - a) **MC/25/1347 - 8 New Road Cliffe ME3 7SL** - Construction of a single storey extension to side incorporating existing with dormers to rear/front to form a habitable loft space to be used as an annexe.
 - b) **MC/25/1724 - Hollyoaks Buttway Lane Cliffe ME3 7QP** - Construction of a replacement single storey rear extension with associated internal alterations and changes to fenestration, demolition of existing conservatory. Construction of a single storey annexe and external store with associated landscaping.

8.2 Ongoing developments/issues

- a) **Trenport – 250 dwellings, Land to the East & West of Church St, Cliffe** – No meeting arranged, nothing further.
- b) **S106 Sporting facilities in Cliffe Woods** – Awaiting response from Medway Council re decision on how funding to be used following Parish Council suggestion of MUGA and refurbished changing rooms on recreation ground. Officers plan to attend the 16/10/2025 Parish Council meeting to discuss further.
- c) **Redrow 1** – Onsite meeting held with Parish Councillors to discuss site access and tree issues. Statements to be received from Redrow for website so residents can receive advance information in the future.
- d) **Redrow 2** – Development approved by Medway Council. No further information.
- e) **Esquire 1 – Woodlands, Town Rd, Cliffe Woods** – Onsite meeting held re issues with bordering trees/planning commitments – see MC/25/0917.
- 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** – Nothing further.
- h) **Neighbourhood Plan** – Effectiveness of the Plan was tested on a major application which is Trenport and Medway did not apply all the NP policies.
- i) **Homes England proposal for former Chattenden Barracks** - Pre planning consultation exhibition held 26/2 attended by Planning Chair. Agreed to monitor development. Further online consultation planned.
- j) **Medway Local Plan 2014** – Reg. 19 Consultation. There did not appear to be any new development proposed (later checks identified new site erroneously described as SR4 150 dwellings North Little Church Rd, west of Town Rd, Cliffe Woods. Land 'extends' Redrow site up to Lillechurch Rd).
- k) **One way system between Cliffe and Cliffe Woods and Higham**, this is a Gravesham proposal to introduce one-way system around Higham and Cliffe Woods (Gore Green Rd towards Higham only and Lower Rochester Rd away from Higham to B2000/Town Rd). It is linked to an expansion of activities at Hoo Junction/Canal Rd. No formal consultation with the parish, no further details or comments raised, to be monitored.
- l) **SGN gas works and Town Rd closure** – works postponed, awaiting new date.
- m) **Development site at bottom of B2000/Lower Rochester Rd (Frindsbuy Extra Parish)**
The outline/access only application has now been submitted. The views of the Parish Council are known - the highways impact on the A289 Wainscott Bypass (from and to London) exacerbate an already heavily congested junction in the morning and evening peak as well as Hollywood Lane/Brompton Farm Rd and especially the Four Elms Roundabout (primary access for our residents to the Hoo Peninsula and Medway Tunnel).

9.0 Cliffe Woods Car Park Resurfacing Project

To set up a Working Party to advise on the above Project, draft Terms of Reference attached to be agreed. Please consider in advance whether you wish to join.

10.0 **Report: Council Assets** – includes Allotments, Play Areas, Changing Rooms, Bus Shelter, Car Park and Buttway (Cllrs. P Clements, R Wyatt, Clerk/PO, Assistant Clerk)

11.0 **Report: Other Committees/Panel**

- 11.1 Footpaths and Common Land (Cllr R Wyatt)
- 11.2 Personnel Panel (Cllrs. V Walton, J Wenban, R Wyatt)
- 11.3 Social and Digital Media (Cllrs. D Bishop, C Fribbins, Assistant Clerk)

12.0 **Report: Other Bodies**

- 12.1 Cliffe and Cliffe Woods Community Trust (Cllrs. D Bishop, C Fribbins, K Kentell, V Walton)
- 12.2 Cliffe Woods Community Association (Cllr V Walton)
- 12.3 Cliffe Memorial Hall (Cllr J Darwell)
- 12.4 Brett's Liaison (Cllrs. J Darwell, C Fribbins, K Kentell, R Letheren, S McDermid, J Wenban)
- 12.5 Rural Liaison Committee (Cllr R Wyatt)
- 12.6 Kent Association of Local Council (KALC) (Medway) (Cllr K Kentell)
- 12.7 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott) (Cllr S McDermid)
- 12.8 Events

13.0 **Other Reports** – to be handed to the Clerk for next meeting 16/10/2025 at Emmanuel Centre, Cliffe Woods.

Alex Jack, Clerk/PO, 10/09/2025