



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, Mrs Helen Symmons, Clerk/RFO
and Mrs Parveen Comparat, Assistant Clerk

Minutes of the meeting of Cliffe and Cliffe Woods Parish Council held on **Thursday 21st May 2026 at the Emmanuel Centre, Cliffe Woods ME3 8HX** following the Annual Parish Council Meeting starting at 7pm

MINUTES

Councillors present: David Bishop, Peter Clements, Barry Dibble, Chris Fribbins, Harry Johnson, Ken Kentell, Ray Letheren, Vivienne Walton, Jim Wenban, Robert Wyatt
Council staff present: Alex Jack, Clerk/PO, Helen Symmons, Clerk/RFO

- 14.0 **Apologies for Absence**
Cllrs. J Darwell, F Harper, S McDermid sent apologies. The reasons for the apologies were given and it was proposed by Cllr V Walton, seconded by Cllr D Bishop that the apologies be accepted. **ALL AGREED.**
- 15.0 **Declarations of Interest**
Cllrs. C Fribbins, V Walton – Cliffe Woods Community Association
Cllrs. D Bishop, C Fribbins, K Kentell, V Walton – Cliffe and Cliffe Woods Community Trust
- Public Participation**
No members of the public attended.
- 16.0 **Co-option – three vacancies for Cliffe Woods Ward**
No interest at this time.
- 17.0 **Approval of Minutes of Meeting held on 19/03/2026**
Proposed by Cllr D Bishop, seconded by Cllr K Kentell. **ALL AGREED.**
- 18.0 **Report: Clerks**
No report.
- 19.0 **Report: Chair (Cllr B Dibble)**
Chair reported on changes to staffing arrangements which meant the Assistant Clerk role currently held by Mrs Parveen Comparat was no longer required. Councillors thanked her for the work she had carried out during her probationary period and wished her success in future work roles.
- 20.0 **Reports: Finance & General Purposes (Cllr R Wyatt, Clerk/RFO)**
20.1 Cllr R Wyatt gave a verbal overview on the items below.
The F&GP committee met on 14/4/2026 and the following were agreed under F&GP Committee Terms of Reference delegated powers when a full Council meeting was not scheduled
- i) Bank Reconciliations for February 2026
 - ii) Receipts and Payments for March 2026

- iii) Quote for Skatepark repairs £1200+VAT Safeplay Playground Services Ltd. Repairs were carried out on an urgent basis.
- iv) Grant funding request from CWCA £1480 for Christmas Panto 19/12/2026
- v) Grant funding request from Cliffe Memorial Hall £1500 for Armed Forces Day/Summer Fair 27/6/2026 agreed on condition copy accounts received before 30/4/2026, which were subsequently received.
- vi) Signage for Cliffe Recreation Ground & The Buttway, Ray Dor Signs total £480+VAT, 2 signs, + £12.50 delivery, The Sign Studio Ltd £70, 2 signs, fitted. All signage now received.
- vii) Annual fire alarm servicing containers and changing rooms £81 + VAT, E K Fire Services
- viii) Cleaning contract with Pacific Cleaning Solutions Ltd. agreed for changing rooms £17.50ph + consumables
- b) The following items to be **NOTED**:
 - i) Bleed Control Kits x 2 purchased for defibrillators £85 + VAT each, now fitted.
 - ii) Cliffe Memorial Hall tenancy advice remit from solicitors following a meeting with hall committee, to be arranged
 - iii) City Fibre access request for The Buttway, Cliffe agreed, date awaited.
 - iv) External audit with Lionel Robbins completed
 - v) Request from Cliffe Woods Colts FC for Rounders Day at Cliffe Rec on 18/7 with stalls agreed

20.2 The F&GP committee met on 12/5/2026.

- c) The following were recommended to be agreed by full Council
 - i) Bank reconciliations for March 2026
Proposed by Cllr D Bishop, seconded by Cllr H Johnson. **ALL AGREED.**
 - ii) Receipts and payments for April 2026
Proposed by Cllr R Wyatt, seconded by Cllr H Johnson. **ALL AGREED.**
 - iii) Transfer of £38,000 to CCLA account following receipt of the precept was **NOTED.**
 - iv) Purchase of a field maple hedge for the Cliffe Memorial Hall grounds, Hedges Direct £104.58 – Proposed by Cllr R Wyatt, seconded by Cllr D Bishop, 2 in favour, 5 against, 3 abstentions, proposal **FAILED.**
 - v) Agreement to cancel August full council meeting to provide a councillor summer break
Proposed by Cllr V Walton, seconded by Cllr H Johnson, 9 in favour, 1 abstention, **CARRIED.**
- d) The following items were **NOTED**:
 - i) Audit fees paid to internal auditor, Lionel Robbins £210
 - ii) Urgent repair of Play Area gate, Structural Steel £502.92
 - iii) Medway Norse to continue grass cutting for all Parish Council recreation grounds FOC, renewal quote for litter picking/groundworks awaited.
 - iv) 2 staff appraisals had taken place.

21.0

Annual Governance & Accountability Return 2025/26 (AGAR) (Clerk/RFO)

The Clerk/RFO gave a verbal overview and advised on the following:

- a) Internal Auditor Reports – Council considered and actioned the Reports.
- b) Cllrs. reviewed the Internal System of Control to support responses to the Annual Governance Statement. Proposed by Cllr D Bishop, seconded by Cllr J Wenban. **ALL AGREED.**
- c) Annual Governance Statement – Cllrs. considered and agreed each accounting statement read by the Clerk/RFO. Proposed by Cllr H Johnson, seconded by Cllr K Kentell. **ALL AGREED.** The Clerk and Chairman signed the Statement after the resolution.
- d) Accounting Statement – proposed by Cllr R Wyatt, seconded by Cllr R Letheren to approve Section 2 Accounting Statements as certified by the RFO. **ALL AGREED.** The Chair signed the Statement after the resolution.
- e) The dates of the Exercise of Public Rights (3rd June – 14th July 2026) were **NOTED.**

- f) Appointment of Internal Auditor – the RFO recommended that Lionel Robbins be re-appointed internal auditor for 2026/27. Proposed by Cllr C Fribbins, seconded by Cllr K Kentell, 9 in favour, 1 abstention, **CARRIED**.

Cllr B Dibble proposed thanks be given to the Clerk/RFO for her efforts in getting the AGAR under control which is very much appreciated, seconded by Cllr H Johnson, **ALL AGREED**.

22.0

Report: Planning Committee (Cllr C Fribbins)

The Planning Committee meetings on 26/3/26 and 30/4/26 were cancelled as no applications to review. Cllr C Fribbins gave a verbal overview on the following applications:

22.1 Applications received since meeting date:

- a) **MC/26/0597 - 9 Chesterton Road, Cliffe ME3 7QX** - Construction of a single storey extension to rear.
- b) **MC/26/0905 – The Bungalow, Perry Hill, Cliffe ME3** – Construction of a 3 bedroomed detached chalet bungalow with attached garage and associated landscaping and parking – Demolition of existing dwelling and associated outbuildings. Comments by 4/6/2026.
- c) **MC/26/0961 – 2 Rectory Cottages, Rectory Road, Cliffe ME3** – Construction of a single storey rear extension. Comments by 11/6/2026.

22.2 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 use of funding for sports facilities in Cliffe Woods. Cllr H Johnson asked if any further update from Medway Council? The Clerk/PO will email and request an update.
- c) **Homes England proposal for former Chattenden Barracks** - Agreed to monitor development. Further online consultation planned.
- d) **Medway Local Plan 2041** – Reg. 19 Consultation. 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. Plan has been submitted but some documents missing.
- e) **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.
- f) **MC/25/0006 – Land off Lower Rochester Rd, Wainscott (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. Appeals Ref 6002071 dated 6/2 sent to Secretary of State to be decided by Public Inquiry.
- g) **MC/21/0185 – Land adjacent to 4 View Rd, Cliffe Woods** – Land illegally cleared and then used as a rubbish dump. Medway Council requested fence and natural habitat to be reinstated.
- h) **MC/26/0194 – Land to the left Eternal Lake Nature Reserve, South of Higham Rd and East of Buckland Rd, Buckland Rd, Cliffe ME3 7RT** – Outline application with some matters reserved for construction of up to 100 residential dwellings including affordable housing with provision of vehicular, pedestrian and cycle access from Higham Rd, public open spaces, sustainable urban drainage systems, landscaping infrastructure and earthworks. Objection sent by the Parish Council on 27/2/2026.

- i) **MC/26/0432 – Westfield, Town Rd, Cliffe Woods ME3 7RL** Construction of three 3-bedroom dwellings with associated access, parking, amenity space and landscaping. Objection sent by the Parish Council on 29/4/2026.

- 23.0 **Report: Cliffe Woods Car Park Resurfacing Project** (Cllrs. C Fribbins, F Harper)
One quote has been received to date. Clerk/RFO will provide a report on the tendering process.
- 24.0 **Report: Council Assets** – includes Allotments, Play Areas, Changing Rooms, Bus Shelter, Car Park and Buttway (Cllrs. P Clements, R Wyatt, Clerk/PO)
- 24.1 Cllr J Wenban reported that following a request to start a junior rugby team and for permanent lighting to be installed on the Recreation Ground at Cliffe, a feasibility study has commenced and any further information will be reported to the Parish Council in due course.
- 24.2 Cllr P Clements reported he had visited the new allotment site in Cliffe Woods with the Clerk/PO. The site is nearly ready for handover but legalities and administration work will need to be done before the plots can be released. Cllr B Dibble suggested a meeting of the Allotment Committee be arranged to work through what may be required.
- 25.0 **Report: Other Committees/Panel**
- 25.1 Footpaths and Common Land (Cllr R Wyatt) – no report.
- 25.2 Personnel Panel (Cllrs. V Walton, J Wenban, R Wyatt) – no report.
- 25.3 Social and Digital Media (Cllrs. D Bishop, C Fribbins) – Cllr D Bishop has attended an AI Course and advised he will look at producing an AI Policy for the Parish Council to adopt.
- 26.0 **Report: Other Bodies**
- 26.1 Cliffe and Cliffe Woods Community Trust (Cllrs. D Bishop, C Fribbins, K Kentell, V Walton) – no report.
- 26.2 Cliffe Woods Community Association (Cllr V Walton) – it was reported that the InPost boxes are soon to be added, ceiling works are ongoing and a new noticeboard to be received. The Summer Fair urgently require bottle donations please.
- 26.3 Cliffe Memorial Hall (Cllr J Darwell) – no report.
- 26.4 Brett's Liaison (Cllrs. J Darwell, C Fribbins, K Kentell, R Letheren, S McDermid, J Wenban) – awaiting confirmation of next meeting date.
- 26.5 Rural Liaison Committee (Cllr R Wyatt) – no report.
- 26.6 Kent Association of Local Council (KALC) (Medway) (Cllr K Kentell) – no report.
- 26.7 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott) (Cllr S McDermid) – no report.
- 26.8 Police Liaison (Cllr H Johnson) – no report.
- 26.9 Events – none.
- 27.0 **Other Reports** – to be handed to the Clerk for next meeting 18/06/2026 at Emmanuel Centre, Cliffe Woods.

The meeting closed at 20:45 and the Chair thanked everyone for attending

Alex Jack, Clerk/PO, 22/05/2026

Signed as a true record of proceedings:

Chair Date