



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 Mrs Helen Symmons, 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 16th October 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.

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).
- 3.0 **Co-option – Currently three vacancies; two for Cliffe Woods Ward, one for Cliffe Village Ward**
- 4.0 **Approval of Minutes of Meeting held on 18/09/2025**
- 5.0 **Report: Clerk**
- 6.0 **Report: Chair (Cllr B Dibble)**
- 7.0 **Report: Finance & General Purposes (Cllr R Wyatt)**
The F&GP committee met on 07/10/2025 and was attended by Cllrs. R Wyatt (Chair), B Dibble, K Kentell, J Wenban, Clerk/PO. Minutes attached.
 - a) To be agreed by full Council:
 - i) Bank Reconciliation for August 2025
 - ii) Receipts and Payments for September 2025
 - iii) Grant request from Cliffe Memorial Hall £500 for Guy Fawkes event
 - iv) Annual grant of £1,500 for Emmanuel Centre, Cliffe Woods
 - b) Other items of note (no decisions required):
 - i) AGAR 2024/25 was signed off by the external auditor with no matters raised and the Completion Notice has been published.
 - ii) Allotments water leakage claim was rejected by Southern Water.
 - iii) Remembrance Day wreath £53.50 purchased.
 - iv) Annual grants for CWCA £5,000, Cliffe Memorial Hall £5,000 and St Helen's Church £1,500 to be paid.
 - v) Replacement tree planting in Cliffe to commence in November.
 - vi) Cliffe Woods car park and the Buttway – possible use of external parking management company to be investigated for both sites.
 - vii) Assistant Clerk vacancy advertised.
- 8.0 **Report: Planning Committee (Cllr C Fribbins)**
The planning committee meeting on 25/09/2025 was cancelled due to no applications to review.
- 8.1 **Applications received after meeting:**
 - a) **MC/25/2004 – 4 Woodside Green, Cliffe Woods ME3 8JZ** - Construction of single storey extension to front and first floor extension to rear. Comments by 30/10.
- 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 attending 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) **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.
- e) **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).
- f) **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.
- g) **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. 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)

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)

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 20/11/2025 at Emmanuel Centre, Cliffe Woods.

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