



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 21st August 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.**
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 17/07/2025**
- 5.0 **Update of matters from previous Meetings**
 - 5.1 Deferred decision on venue of ordinary meetings (Clerk/PO)
- 6.0 **Report: Clerks**
- 7.0 **Report: Chair (Cllr B Dibble)**
- 8.0 **Report: Finance & General Purposes (Cllr R Wyatt)**

The F&GP committee met on 12/08/2025 and was attended by Cllrs. R Wyatt (Chair). J Darwell, B Dibble, K Kentell, J Wenban. Clerk/PO and Assistant Clerk. Minutes attached.

To note and agree financial reports (to 31/07/2025) as attached.

 - a) To be agreed by full Council:
 - i) Bank Reconciliation for June 2025
 - ii) Receipts and Payments for July 2025
 - iii) Quote for additional solar light at Cliffe Woods car park
 - iv) Quote for barrier post at Cliffe Recreation Ground
 - v) Annual review of pitch fees
 - vi) IT Policy
 - vii) Replacement noticeboard at The Buttway, Cliffe
 - b) Other items of note (no decisions required):
 - i) Asset disposal of 2 x non working laptops held in the storage room
 - ii) Allotment water leak repaired and leakage allowance claimed
 - iii) Damaged posts at The Buttway to be assessed for repair
- 9.0 **Report: Planning Committee (Cllr C Fribbins)**

The planning committee met on 31/07/2025 and was attended by Cllrs. C Fribbins (Chair), F Harper, K Kentell, S McDermid, J Wenban. Minutes attached.
- 9.1 **Applications received**
 - a) **MC/25/1347** - 8 New Rd, 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. **Comment sent: Medway Council Planning to ensure this use is tied to the main building and not separate usage.**
 - b) **MC/25/1362** – Land South of Woodview House, Perry Hill, Cliffe ME3 7TX – Application for permission in principle for the construction of a minimum of one and a maximum of three self-build residential units. **Comment: No objection.**

- c) **MC/25/1359** – Land South of Buckland Rd, Cliffe Woods - Application for a non material amendment on planning application MC/23/053 to change only plots 32-42. **Comment: No issues.**
 - d) **MC/25/1473** - Ashlyns, Mortimers Ave, Cliffe Woods ME3 8JT - Alteration and extension to existing dwelling. **Comment: No issues.**
 - e) **MC/25/1456** – 10 Hilton Rd, Cliffe Woods ME3 8LA - Application for a non material amendment on planning application MC/24/1924 to change in reduction in the width of the outbuilding. **Comment: No issues.**
 - f) **MC/25/1404** – Land at Town Rd, Town Rd, Cliffe Woods - Details pursuant to condition 24 (CEMP) on planning permission MC/19/0287 –. Details pursuant. **Comment: No issues.**
- 9.2 **Applications received after the meeting**
- a) **MC/25/1523** – St Helen's Church, Buttway La, Cliffe - Construction of single storey part rear extension to provide enclosed porch and toilets for the church. **Comments by 20/8.**
- 9.3 **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 a Parish Council meeting to discuss further.
 - c) **Redrow 2** – Development approved by Medway Council. No further information.
 - d) **Esquire 1 – Woodlands, Town Rd, Cliffe Woods** – Onsite meeting held re issues with bordering trees/planning commitments – see MC/25/0917.
 - e) **Esquire 2 – 68 homes, Land South of View Rd, Cliffe Woods** – Nothing further.
 - f) **Esquire 3 – 25 homes, Land off View Rd, Cliffe Woods** – Nothing further
 - g) **Neighbourhood Plan** – Effectiveness of the Plan was tested on a major application which is Trenport and Medway did not apply all the NP policies.
 - h) **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.
 - i) **Medway Local Plan 2014** – Reg. 19 Consultation. Any feedback required ASAP for a response before 11/8. 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).
 - j) **Gravesham Planning** proposing 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). No formal consultation with the parish, no further details to be monitored.
 - k) **SGN gas works and Town Rd closure** – works postponed, awaiting new date.
- 9.4 **Alliance of Hoo Peninsular Parishes (AHPP)** to discuss whether to join the Alliance. (Cllrs. B Dibble, C Fribbins)
- 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. S Fenney, 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) (Cllrs S Fenney, S McDermid)
 - 12.8 Events
- 13.0 **Other Reports** – to be handed to the Clerk for next meeting 18/9/2025 at Emmanuel Centre, Cliffe Woods.