



**Cliffe and Cliffe Woods Parish Council**  
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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 19<sup>th</sup> February 2026, 7.30 pm at the Emmanuel Centre, Cliffe Woods ME3 8HX**

## MINUTES

**Councillors Present:** Robert Wyatt (Vice Chair in the Chair), David Bishop, Peter Clements, Joan Darwell, Chris Fribbins, Fred Harper, Harry Johnson, Sue McDermid, Vivienne Walton, Jim Wenban  
**Council Staff Present:** Alex Jack – Clerk P/O, Parveen Comparat – Assistant Clerk

- 313 **Apologies for Absence**  
Cllrs. B Dibble (Chair), K Kentell, R Letheren sent apologies. Reasons for absence were given and it was proposed by Cllr J Wenban, seconded by Cllr S McDermid that apologies be accepted, **all agreed**. Cllr F Eyers was absent.
- 314 **Declarations of Interest**  
Cllrs. C Fribbins, D Bishop, V Walton – Cliffe and Cliffe Wood Community Trust  
Cllrs. C Fribbins, V Walton – Cliffe Woods Community Association  
Cllr J Darwell – Cliffe Memorial Hall
- Public Participation**  
4 members of the public attended.
- 315 **Cllr H Johnson moved a motion to change the order of business to accommodate public interest, seconded by Cllr R Wyatt. It was resolved by unanimous vote that Agenda Item 12.9 a) Events - Cliffe Memorial Hall Fun Day 27/6/2026 be moved to be heard immediately after Public Participation and for Agenda Item 8.1 i) Planning – MC/25/0194 – Land to the left Eternal Lake Nature Reserve, South of Higham Rd and East of Buckland Rd, Buckland Rd, Cliffe be moved to be heard immediately after Item - Cliffe Memorial Hall Fun Day 27/6/2026.**
- 316 **Cliffe Memorial Hall Fun Day 27/6/2026**  
Application Form to Hold an Event on Council Land received. It was proposed by Cllr H Johnson, seconded by Cllr D Bishop to agree the event could take place, 8 in favour, 2 abstentions, **carried**.
- 317 **MC/25/0194 – Land to the left Eternal Lake Nature Reserve, South of Higham Rd and East of Buckland Rd, Buckland Rd, Cliffe** – Outline application with some matters reserved for the 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 draining systems, landscaping, infrastructure and earthworks.  
Cllr C Fribbins (Planning Chair) reported on the application with facilities and Local Plan being the main issues. A draft Parish Council objection had been produced for consideration by Councillors. This would be reviewed at the next Planning Committee Meeting on 26/2/2026 and, once agreed, would be submitted to Medway Council planning.
- 318 **Co-option – two vacancies for Cliffe Woods Ward** - No interest at this time.

- 319 **Approval of Minutes of Meeting held on 22/01/2026**  
Proposed by Cllr J Wenban, seconded by Cllr V Walton, 9 in favour, 1 abstention, **carried.**
- 320 **Report: Clerks**  
319.1 Medway Council highways – potholes. It was reported numerous emails with photographs had been sent to Medway Council, Ward Councillors and local MP regarding this issue. Residents had also continually reported. Some urgent work has now taken place but further needed and to be of a good standard to withstand the traffic conditions. Situation would be monitored and further action taken, as required.
- 2 members of the public left the meeting.
- 321 **Report: Chair (Cllr R Wyatt)**  
No report.
- 322 **Report: Finance & General Purposes (Cllr R Wyatt/Clerk/PO)**  
The F&GP committee met on 10/2/2026. Minutes circulated. Cllr R Wyatt gave a verbal overview of the following:
- a) Recommendations to full Council:
    - i) Bank Reconciliations for December 2025, proposed Cllr R Wyatt, seconded Cllr H Johnson, **all agreed.**
    - ii) Receipts and Payments for January 2026, proposed Cllr H Johnson, seconded Cllr D Bishop, **all agreed.**
    - iii) Risk Register and Risk Management Review as amended in F&GP Minutes 10/2  
Clerk itemised the following concerns and amendments raised:  
*Concerns regarding the number of policies recommended and that stringent risk management may adversely limit Council activities.*  
Risk Register –  
*Staffing Issues/Health & Safety – It was raised that Council do not have a H&S advisor to undertake a homeworking assessment of staff. A freelance person could be approached.*  
*Council Matters/Communication - It was agreed an annual newsletter could be produced following the APM in 2026 and thereafter in advance of the APM.*  
*Social Media sub committee not required.*  
*Council Matters/Governing Documents – Clerk/PO to review CCTV, H&S policies. Chair to review Communications & Engagement, Safeguarding policies.*  
Proposed Cllr R Wyatt, seconded Cllr C Fribbins to accept the Risk Register with the above amendments and the Risk Management Review, 8 in favour, 2 abstentions, **carried.**
    - iv) Replacement of Police sign at small hall car park entrance and installation of dog fouling signage on Recreation Ground. Cllr H Johnson advised he would look at suitable sign wording and forward to Clerk/PO for costings at the next F&GP Committee meeting. Deferred.
- 323 **A motion to exclude press and public and move into closed session was proposed by Cllr R Wyatt, seconded by Cllr H Johnson, all agreed. It was resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion re Confidential Items 324 b) i) and ii) below where publicity would be prejudicial to the nature of the business discussed. Item 324 b) i) for reasons of personal data, Item 324 b) ii) for entering into legal process.**  
2 members of the public left the meeting.
- 324 b) Confidential item
  - i) Council policy item  
Proposed Cllr R Wyatt, seconded Cllr H Johnson, **all agreed.**
  - ii) Abandoned vehicle and Buttway parking issues discussed and are ongoing.
- 325 **Return to Open Session**  
The Council resolved to conclude the confidential session and return to the main agenda at 21:05.

**Report: Planning Committee (Cllr C Fribbins)**

The Council resumed public business.

The Planning Committee met on 29/1/26. Minutes circulated. Cllr C Fribbins gave a verbal overview on the applications and ongoing issues as below:

**326.1 Applications received:**

- a) **MC/25/2388 – Land South of Higham Rd, Cliffe** – Request for EIA screening opinion for outline application for residential development. No comment.
- b) **MC/25/2491 – Land South of Buckland Rd, Cliffe** – Details pursuant to condition 5 (Landscape timetable) on planning permission MC/23/0531. No comment.
- c) **MC/25/2492 - Land South of Buckland Rd, Cliffe** - Details pursuant to condition 12 (Suds) and 14 (CSWMP) on planning application MC/23/0531 as b) above. No comment.
- d) **MC/25/2454 – Land South of Buckland Rd, Cliffe** – Details pursuant to condition 4 (Boundary Treatment) and 18 (Lighting) on planning application MC/23/0531 as b) above.
- e) **MC/26/0061 – Land South of Buckland Rd, Cliffe** – Details pursuant to condition 15. (CEMP) on planning permission MC/23/0531. No comment.
- f) **MC/26/0078 – Land South of Buckland Rd, Cliffe** – Details pursuant to condition 16 (air quality) and 14 (CSWMP) on planning permission MC/23/0531. No comment.
- g) **MC/26/0051 – 91 View Rd, Cliffe Woods** – Construction of a single storey front extension and garage conversion. No comment.
- h) **MC/26/0097 – 24 Millcroft Rd, Cliffe ME3 7QN** – Construction of a single storey extension to front to incorporate a porch – demolition of existing. No comment.
- i) **MC/26/0194 – Land to the left Eternal Lake Nature Reserve, South of Higham Rd and East of Buckland Rd, Buckland Rd, Cliffe** – Outline application with some matters reserved for the 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. As reported at Item 317 above.

**326.2 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.
- 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.
- 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 (Frindsbury 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.

- 327 **Report: Cliffe Woods Car Park Resurfacing Project** (Cllrs. C Fribbins, F Harper)  
Cllr F Harper reported he had met with a contractor and was awaiting a resurfacing quote. Other contractors to be contacted for a quote. Clerk/PO will request Volker to return to hot pitch the joints to the recent tarmac patch repair and for the relining.
- 328 **Report: Council Assets** – includes Allotments, Play Areas, Changing Rooms, Bus Shelter, Car Park and Buttway (Cllrs. P Clements, R Wyatt, Clerk/PO)
- 328.1 Cllr P Clements requested type 1 stones be purchased for the allotment approach road, as previously. Proposed Cllr P Clements, seconded Cllr V Walton, **all agreed**.
- 328.2 Cllr R Wyatt advised the elm trees and water bags had been delivered and asked for volunteers to help plant at the Play Area.
- 329 **Report: Other Committees/Panel**
- 329.1 Footpaths and Common Land (Cllr R Wyatt) – no report.
- 329.2 Personnel Panel (Cllrs. V Walton, J Wenban, R Wyatt) – no report.
- 329.3 Social and Digital Media (Cllrs. D Bishop, C Fribbins)
- a) To discuss social media and its usage (Cllr H Johnson)  
The importance of social media was discussed and the benefits and pitfalls highlighted.
- 330 **Report: Other Bodies**
- 330.1 Cliffe and Cliffe Woods Community Trust (Cllrs. D Bishop, C Fribbins, K Kentell, V Walton) – no report.
- 330.2 Cliffe Woods Community Association (Cllr V Walton) – it was reported drain quotes are being received, a suggestion from InPost to site parcel boxes considered and the Ukraine fundraising event on 20/2 and Summer Fete on 20/6 to take place.
- 330.3 Cliffe Memorial Hall (Cllr J Darwell) – it was reported Coffee Mornings are going well, there is a Cockney Night on 28/2, the Santa Parade raised £420 for Medway Food Bank charity and hall maintenance work by the volunteers continues.
- 330.4 Brett's Liaison (Cllrs. J Darwell, C Fribbins, K Kentell, R Letheren, S McDermid, J Wenban) – no report.
- 330.5 Rural Liaison Committee (Cllr R Wyatt) – no report.
- 330.6 Kent Association of Local Council (KALC) (Medway) (Cllr K Kentell) – no report.
- 330.7 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott) (Cllr S McDermid) – no report.
- 330.8 Police Liaison (Cllr H Johnson) – it was reported the advisory group are monitoring off road bike issues as well as drug issues locally.
- 330.9 Events
- a) Cliffe Memorial Hall Fun Day 27/6/2026 – as reported at Item 316 above.
- 331 **Other Reports** – to be handed to the Clerk for next meeting 19/03/2026 at Emmanuel Centre, Cliffe Woods – none.

The meeting closed at 9.25 pm and the Chair thanked everyone for attending.

Alex Jack, Clerk/PO, 23/02/2026

**Signed as a true record of proceedings:**

**Chair** ..... **Date** .....