



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

To all Parish Councillors, you are summoned to attend the meeting of Cliffe and Cliffe Woods Parish Council to be held on **Thursday 22nd January 2026, 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 two vacancies for Cliffe Woods Ward

4.0 Approval of Minutes of Meeting held on 20/11/2025

5.0 Report: Clerks

5.1 KALC Community Awards 2026

6.0 Report: Chair (Cllr B Dibble)

7.0 Report: Finance & General Purposes (Cllr R Wyatt/Clerk/RFO)

The F&GP committee met on 9/12/2025 and 13/1/2026. Minutes attached.

- a) To be agreed by full Council:
 - i) Bank Reconciliations for October and November 2025
 - ii) Receipts and Payments for November and December 2025
 - iii) Community group use of Council green space assets to be subject to existing Council Land Standard Terms and Conditions of Use.
- b) Other items of note (no decisions required):
 - i) Cliffe Woods car park repairs were carried out on 24/12, relining awaited.
 - ii) Tree replanting in Cliffe to go ahead within agreed budget once further information received.
 - iii) Quote for boundary repairs at The Buttway, Cliffe from Structural Steel Consultancy for £272.50 + VAT agreed to proceed.
 - iv) Cliffe Play Areas annual safety inspection was reviewed and no action required.
 - v) Allotment invoices for 2026/27 to be sent in February for payment by year end.

8.0 Budget 2026-2027

To approve the draft Budget, as circulated.

9.0 Precept 2026-2027

To approve the recommended precept demand of £97,290.65.

10.0

Report: Planning Committee (Cllr C Fribbins)

The planning committee met on 27/11/2025.

10.1 Applications/consultation requests received:

- a) **MC/25/2293 - 17 Turner Street Cliffe Rochester Medway ME3 7QL** - Application for a Lawful Development Certificate (proposed) for conversion of garage to a habitable room. **Decision – refusal.**
- b) **MC/25/2388 – Land South of Higham Rd, Cliffe** – Request for EIA screening opinion for outline application for residential development.
- c) **MC/25/2454 – Land South of Buckland Rd, Cliffe** – Details pursuant on condition 4 (boundary treatment, 7 (tree and hedge protection) and 18 lighting on planning permission MC/23/0531 – Construction of 44 dwellings together with access, public open space, landscaping and associated works.
- d) **MC/25/2491 – Land South of Buckland Rd, Cliffe** – Details pursuant to condition 5 (landscape timetable) on planning permission MC/23/0531, as c) above.
- e) **MC/25/2188 – Land South of Buckland Rd, Cliffe** – Details pursuant to condition 19 and 21 (cycle storage) on planning permission MC/23/0531, as c) above.
- f) **MC/25/2492 – Land South of Buckland Rd, Cliffe** – Details pursuant to condition 12 (suds) and 14 (CSWMP) on planning permission MC/23/0531, as c) above.
- g) **MC/25/2503 – 157 Church St, Cliffe ME3 7QB** – Part change of use of ground floor storage area and shower/wc to extended beauty salon (Class E) with associated external alteration. **Comments sent:** Concerns regarding traffic/parking, residents have raised concerns with Parish Council. overuse of existing property already approved for cafe, bakery, House in Multiple Occupation, Beauty Salon.
- h) **MC/25/2196 – 37 Englefield Crescent, Cliffe Woods ME3 8HD** - Construction of single storey extension to front with pitched roof over and conversion of garage into a habitable room. **Decision - approved.**

10.2 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. PC suggestion for improvement to byway between Cliffe and Cliffe Woods for cycle use was referred to Medway Council Footpaths Officer who met with Cllr R Wyatt onsite to assess area. See report at 13.1 a) below.
- c) **Redrow 1** – Letters sent to residents and to Parish Council re tree removal and change to works site entrance added to our website and social media. Concern raised by Esquire Management Committee re condition of trees on their boundary forwarded to relevant parties.
- 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 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.
- f) **One way system between Cliffe and Cliffe Woods and Higham**, this is a Gravesend 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 (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).
- h) **Gleeson pre planning consultation for Land South of Higham Road, Cliffe** – 95 new homes. Public meeting held on 15/1 at Cliffe Memorial Hall.

11.0 **Cliffe Woods Car Park Resurfacing Project** (Cllrs. C Fribbins, F Harper) – further volunteers required to form Working Party.

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

12.1 Damage to Cliffe Recreation Ground (Cllr H Johnson)

13.0 **Report: Other Committees/Panel**

13.1 Footpaths and Common Land (Cllr R Wyatt) - site meeting with Stacey McGregor re RS84/A

13.2 Personnel Panel (Cllrs. V Walton, J Wenban, R Wyatt)

13.3 Social and Digital Media (Cllrs. D Bishop, C Fribbins)

14.0 **Report: Other Bodies**

14.1 Cliffe and Cliffe Woods Community Trust (Cllrs. D Bishop, C Fribbins, K Kentell, V Walton)

14.2 Cliffe Woods Community Association (Cllr V Walton)

14.3 Cliffe Memorial Hall (Cllr J Darwell)

14.4 Brett's Liaison (Cllrs. J Darwell, C Fribbins, K Kentell, R Letheren, S McDermaid, J Wenban)

14.5 Rural Liaison Committee (Cllr R Wyatt)

14.6 Kent Association of Local Council (KALC) (Medway) (Cllr K Kentell)

14.7 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott) (Cllr S McDermaid)

14.8 Police Liaison (Cllr H Johnson)

14.9 Events

15.0 **Other Reports** – to be handed to the Clerk for next meeting 19/02/2026 at Emmanuel Centre, Cliffe Woods.

Alex Jack, Clerk/PO, 16/01/2026