



**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 22<sup>nd</sup> January 2026, 7.30 pm at the Emmanuel Centre, Cliffe Woods ME3 8HX**

## PC MINUTES

**Councillors present:** Barry Dibble (Chair), Robert Wyatt (Vice Chair), Peter Clement, Joan Darwell, Chris Fribbins, Fred Harper, Harry Johnson, Ray Letheren, Sue McDermid, Vivienne Walton, Jim Wenban

**Council staff present:** Alex Jack - Clerk/PO, Helen Symmons - Clerk/RFO, Parveen Comparat - Assistant Clerk

- 228 **Apologies for Absence**  
Cllrs. D Bishop, K Kentell sent apologies. Reasons for absence were given and it was proposed by Cllr J Wenban, seconded by Cllr V Walton that apologies be accepted, **all agreed**. Cllr F Eyes was absent.
- 229 **Declarations of Interest**  
Cllrs. C Fribbins, V Walton – Cliffe and Cliffe Woods Community Trust, Cliffe Woods Community Association  
Cllr J Darwell – Cliffe Memorial Hall
- Public Participation**  
No members of the public attended.
- 300 **Co-option – Currently two vacancies for Cliffe Woods Ward**  
No interest at this time.
- 301 **Approval of Minutes of Meeting held on 20/11/2025**  
Proposed Cllr C Fribbins, seconded Cllr R Letheren, 9 in favour, 2 abstentions, **carried**.
- 302 **Report: Clerks**  
302.1 KALC Community Awards 2026  
Clerk/PO advised nominations received. Secret ballot was taken and a nominee chosen. Award to be presented by the Chair at the Annual Parish Meeting in April.  
302.2 Clerk/PO updated the meeting on complaints received regarding illegal and disruptive parking on yellow lines in Merryboys Rd, Cliffe Woods around school drop off times and where grass verges are being destroyed. Medway Council parking enforcement have attended the site and issued fines and will continue to monitor. Bollards are to be installed to prevent verge parking.
- 303 **Report: Chair (Cllr B Dibble)**  
No report.
- 304 **Report: Finance & General Purposes (Cllr R Wyatt/Clerk/RFO)**  
The F&GP committee met on 9/12/2025 and 13/1/2026 and Cllr R Wyatt gave a verbal overview of the following:  
a) Recommendations to full Council:  
i) Bank Reconciliations for October and November 2025, proposed Cllr R Wyatt, seconded Cllr J Wenban, **all agreed**.

- ii) Receipts and Payments for November and December 2025, proposed Cllr R Wyatt, seconded Cllr J Wenban, **all agreed**.
  - iii) Community group use of Council green space assets to be subject to existing Council Land Standard Terms and Conditions of Use. Following further discussions it was proposed by Cllr B Dibble, seconded by Cllr J Wenban to apply the Terms to all green space use, 10 in favour, 1 objection, **carried**.
  - iv) Tree replanting in Cliffe – this had previously been agreed with a total budget of £500. Cllr R Wyatt advised costs had now risen and proposed another £100 be spent to ensure good quality trees were purchased, with a revised total spend of £600. Proposed Cllr H Johnson seconded Cllr R Letheren, **all agreed**.
- b) Other items of note (no decisions required):
- i) Cliffe Woods car park repairs were carried out on 24/12, relining to be completed, **noted**.
  - ii) Quote for boundary repairs at The Buttway, Cliffe from Structural Steel Consultancy for £272.50 + VAT was agreed to proceed and the works had now been completed, **noted**.
  - iii) Cliffe Play Areas annual safety inspection was reviewed and no action required, **noted**.
  - iv) Allotment invoices for 2026/27 to be sent in February for payment by year end, **noted**.

305 **Budget 2026-2027**

To approve the draft Budget, as circulated. Proposed Cllr H Johnson, seconded Cllr S McDermid, **all agreed**.

306 **Precept 2026-2027**

To approve the recommended precept demand of £97,290.65, with a Band D increase of 0.9%/39p for the year. Proposed Cllr V Walton, seconded Cllr F Harper, **all agreed**.

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

The planning committee met on 27/11/2025. Cllr Fribbins gave a verbal overview on the applications and development issues as below.

307.1 **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**.

Cllr J Darwell left the meeting.

307.2 **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 below.

Cllr J Darwell returned to the meeting.

- 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. Concerns raised by resident regarding mud on Town Road was reported to site and swiftly actioned. Cleaning to be regularly carried out ongoing.
- 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 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).
- h) **Gleeson pre planning consultation for Land South of Higham Road, Cliffe** – 95 new homes. EIA now submitted. Public meeting held on 15/1 at Cliffe Memorial Hall with Marrons and Gleeson representatives. Concerns raised were noted and further consultation to be carried out between developer and Medway Council.

308 **Cliffe Woods Car Park Resurfacing Project** (Cllrs. C Fribbins, F Harper) – further volunteers required to form Working Party. Cllr Fribbins to refer to Volker for costing advice.

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

309.1 **Damage to Cliffe Recreation Ground** (Cllr H Johnson)

Cllr Johnson advised he has been liaising with local police after nuisance off road bikes damaged the Recreation Ground over the Christmas period. Police had attended and the offence was reported and shared on social media. Signage to replace the missing Police sign was suggested and will be added to the next F&GP meeting agenda. The Chair advised he had met with the Vice Chair, Cliffe Woods Colts football manager and a BBC TV reporter to give an interview and the issues with off road bikes were highlighted. The documentary will be on TV, online and radio raising awareness.

310 **Report: Other Committees/Panel**

310.1 **Footpaths and Common Land** (Cllr R Wyatt)

Cllr Wyatt advised he had met with Stacey McGregor from Medway Council and both had walked the RS84/A footpath but there would be no funding provided to clear it unless a horse cannot get through as this is a bridle way. Other footpaths were also surveyed.

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

Chair advised interviews for an Assistant Clerk vacancy had taken place and the Parish Council were pleased to have appointed Mrs Parveen Comparat on 12/1/2026. The meeting welcomed Parveen and wished her success in her new role. Cllr Wyatt advised a yearly appraisal was to be arranged for the Clerk/PO.

310.3 **Social and Digital Media** (Cllrs. D Bishop, C Fribbins) – no report.

311 **Report: Other Bodies**

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

It was reported a meeting had taken place and the land sale to the nursery in Cliffe Woods had been finalised. The nursery is building small huts for the children to use for nature projects. The Trust are looking for further ways to use the limited funding they have available. A foodbank has been suggested and is being looked into.

311.2 **Cliffe Woods Community Association** (Cllr V Walton)

It was reported the Christmas pantomime had a been a big success and it was hoped another could be planned this year. The Parish Council was thanked for their kind grant to support this. Drainage issues continue and are proving expensive to resolve. A concert /meal to raise funds for Ukraine has been organised for 20/2 from 6-11pm. The Dolly Parton show was well received and line dancing lessons are to be introduced. The hall can also be used for wedding receptions.

311.3 Cliffe Memorial Hall (Cllr J Darwell)

It was reported the coffee mornings are very popular and well attended. A Cockney Evening has been organised for February. Wednesday workshops to undertake maintenance are continuing.

311.4 Brett's Liaison (Cllrs. J Darwell, C Fribbins, K Kentell, R Letheren, S McDermid, J Wenban) – no report.

311.5 Rural Liaison Committee (Cllr R Wyatt) – no report.

311.6 Kent Association of Local Council (KALC) (Medway) (Cllr K Kentell) – no report.

311.7 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott) (Cllr S McDermid)

It was reported there had a been a meeting on 21/1 and the Minutes would be sent to the Clerk for the Parish Council website in due course.

311.8 Police Liaison (Cllr H Johnson)

It was reported that engagement events with the local Police were to be encouraged and a 'Coffee with a Cop' suggested. Concerns had been raised by residents regarding drug taking around the shops in Parkside, Cliffe Woods. A speed watch on Town Road has been suggested which Councillors thought would be good to restart. Cllr Johnson advised he would take all suggestions to the local Police and report back.

311.9 Events

The Chair reported the Cliffe Woods Santa Parade had been extremely successful raising over £1000 for their nominated charity, wHoo Cares. He thanked the Cliffe Woods Community Association committee for their help in organising the event.

312 **Other Reports** – to be handed to the Clerk for next meeting 19/02/2026 at Emmanuel Centre, Cliffe Woods – none.

**The meeting was closed at 20:55 and the Chair thanked everyone for attending.**

*Alex Jack*, Clerk/PO, 23/01/2026