



Cliffe and Cliffe Woods Parish Council

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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 17th September 2026, 7.30pm 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 – three vacancies for Cliffe Woods Ward**
- 4.0 **Approval of Minutes of Meeting held on 16/07/2026**
- 5.0 **Report: Clerks**
 - 5.1 Request for a memorial bench
 - 5.2 Woodlands Estate cameras
- 6.0 **Report: Chair (Cllr B Dibble)**
- 7.0 **Reports: Finance & General Purposes (Cllr R Wyatt)**
 - 7.1 The F&GP committee met on 11/08/2026. Minutes attached.
 - a) Agreed under F&GP Committee Terms of Reference delegated powers when a full Council meeting was not scheduled. To note:
 - i) Bank Reconciliations for June 2026
 - ii) Receipts and Payments for July 2026
 - iii) July payroll payments
 - iv) Quote for play area gate inspection and report £98+VAT, Safeplay Playground Services Ltd.
 - v) Annual storage room fees £700, Local Loft
 - vi) Replacement parts for play area equipment £107.28, Sutcliffe Play
 - vii) Grant for KSS Air Ambulance, £500
 - viii) Renewal of electricity contract for changing rooms with supplier EDF for 3 years
 - ix) Renewal of Unity Trust Fixed Term Deposit account
 - x) Cliffe play area gate closed for safety reasons
 - xi) Amended Grant Application form agreed
 - 7.2 The F&GP committee met on 08/09/2026. Minutes attached.
 - b) The following were recommended to be agreed by full Council
 - i) Bank reconciliations for July 2026
 - ii) Receipts and payments for August 2026
 - iii) Cliffe Rec annual pitch hire
 - iv) Cliffe changing rooms cleaning to be managed by Cliffe Crusaders
 - v) Cliffe play area gate closure as at Item 10.2
 - vi) Cliffe Woods allotments additional standpipes
 - vii) To open a 35 day Nat West account with interest

- c) Other items of note (no decisions required):
 - i) NALC confirmed the NJC national pay rise approved at 3.3% backdated to 1/4/2026
 - ii) Annual renewal of insurance with Zurich under a long term agreement
 - iii) AGAR 2025-26 completed with no questions or matters raised.

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

The Planning Committee met on 27/08/2026. Minutes attached.

8.1 **Applications received:**

a) **MC/26/1646 - Land To The East And West Of Church Street Cliffe**

Details pursuant to condition 41 (Design and layout of pitches, courts and pavilion) on appeal decision APP/A2280/W/22/3313673 (MC/22/0254) - Outline application with all matters reserved except for (access) for a residential development of up to 250 dwellings and a mixed-use community hub together with associated infrastructure including public open space and community facilities comprising a replacement sports ground and pavilion, with accesses from Church Street, Cooling Road and Buttway Lane

b) **MC/26/1542 - Land To The East And West Of Church Street Cliffe**

Details pursuant to condition 22 (Remediation Scheme) 23 (Approved Remediation Scheme) on planning permission MC/22/0254 (Appeal refs APP/A228/W/22/331 3673) - Outline application as above development.

c) **MC/26/1467 - Land To The East And West Of Church Street Cliffe**

Reserved matters application for Appearance, Landscaping, Layout and scale (Sports Ground and Pavilion phase only) on planning permission MC/22/0254 (appeal decision ref: APP/A2280/W/22/3313673) as above development.

d) **MC/26/1465 - Land To The East And West Of Church Street Cliffe**

Reserved matters application for Appearance, Landscaping, Layout and scale (250 Housing Phase only) on planning permission MC/22/0254 (appeal decision ref: APP/A2280/W/22/3313673) as above development.

e) **MC/26/1466 - Land To The East And West Of Church Street Cliffe**

Reserved matters application for Appearance, Landscaping, Layout and Scale (Mixed-use community hub phase only) on planning permission MC/22/0254 (appeal decision ref: APP/A2280/W/22/3313673) as above development.

f) **MC/26/1459 - Land To The East And West Of Church Street Cliffe**

Details pursuant to condition 32 (Drainage) on planning permission MC/22/0254 - Appeal reference APP/A2280/W/22/3313673 - Outline application as above development.

g) **MC/26/1719 – Land to the East and West of Church Street Cliffe**

Details pursuant to condition 15 (Travel Plan) on planning permission MC/22/0254 and appeal allowed ref: APP/A2280/W/22/3313673- Outline application as above development.

h) **MC/26/1723 – Land to the East and West of Church Street Cliffe**

Details pursuant to condition 12 (details of the highway works- town roads) on planning permission MC/22/0254 for Outline application as above development.

8.2

Ongoing developments/issues:

- a) **S106 Sporting facilities in Cliffe Woods** – Awaiting response from Medway Council re decision on use of funding for sports facilities in Cliffe Woods.
- b) **Homes England proposal for former Chattenden Barracks** - Agreed to monitor development. Further online consultation planned.
- c) **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. Comments sent from Planning Chair on 6/7 prior to end of consultation period.
- d) **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, to be monitored.

- 9.0 **Report: Cliffe Woods Car Park Resurfacing Project** (Cllrs. C Fribbins, F Harper)
- 10.0 **Report: Council Assets** – includes Allotments, Play Areas, Changing Rooms, Bus Shelter, Car Park and Buttway (Cllrs. P Clements, R Wyatt, Clerk/PO)
- 10.1 Allotment access road parking (Allotment Committee/Clerk/PO)
- 10.2 Cliffe play area gate (Cllr J Wenban)
- 10.3 Request to use the Buttway grassed area for Fireworks Night event parking (Cllr J Darwell)
- 10.4 Rugby pitch lighting (Cllr J Wenban)
- 11.0 **Report: Other Committees/Panel**
- 11.1 Footpaths and Common Land (Cllr H Johnson)
- 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 Rural Liaison Committee (Cllr R Wyatt)
- 12.5 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott) (Cllr S McDermid)
- 12.6 Police Liaison (Cllr H Johnson)
- 12.7 Events
- 13.0 **Other Reports** – to be handed to the Clerk for next meeting 15/10/2026 at Emmanuel Centre, Cliffe Woods.

Alex Jack, Clerk/PO, 10/09/2026