



Cliffe and Cliffe Woods Parish Council

17 Graveney Close, Cliffe Woods, Rochester, Kent ME3 8LB

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Parish Clerks: Mrs Alex Jack, Clerk/PO and Mrs Helen Symmons, Locum RFO

To all Parish Councillors, you are summoned to attend the meeting of Cliffe and Cliffe Woods Parish Council to be held on **Thursday 20th March 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.**
Adjournment (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 20/02/25**
- 5.0 **Matters Arising from Minutes of Meeting on 20/02/25**
- 6.0 **Report: Clerks**
6.1 APM 17/4
- 7.0 **Report: Chair (Cllr B Dibble)**
- 8.0 **Report: Finance & General Purposes (Cllr Wyatt/Clerk/RFO)**
The F&GP committee met on 11/03/25 and was attended by Cllrs. R Wyatt (Chair), K Kentell (Vice Chair), J Darwell, B Dibble, S Fenney, J Wenban & both Clerks. Minutes attached.
To note financial reports (to 28/02/25):
 - a) Recommendations to full Council from F&GP Committee
 - i) Bank Reconciliation for January 2025
 - ii) Receipts and Payments for February 2025
 - iii) Terms of Reference for Personnel Panel
 - iv) Application Form and Standard Terms and Conditions of Use for Council Land Policy
 - v) Investment Strategy
 - vi) Reserves Policy
 - vii) Tree survey quote from Alltree Consultancy
 - viii) Deposit account options
 - ix) Earmarked Reserves reviewed for year end
 - x) Fixed Assets reviewed for year end
 - xi) Clerk/PO appraisal outcome
 - xii) Proposal for staff arrangements
 - b) Other items of note from F&GP Committee (no decisions required)
 - i) Quotes to be received for concrete litter bin on the Recreation Ground, Cliffe
 - ii) Bank reconciliation checks for September and December 2024 completed with no issues.
 - iii) Allotment rent invoices have been sent out for 2025/26.
- 9.0 **Report: Council Assets (Cllrs Kentell/Letheren/Wenban/Wyatt/Clerk/PO)** – includes Allotments, Play Areas, Changing Rooms, Bus Shelter, Car Park and Buttway.
- 10.0 **Report: Planning Committee (Cllr Fribbins)**
The planning committee met on 27/02/25 and was attended by Cllrs. C Fribbins (Chair), F Harper, K Kentell, S McDermid. Minutes attached.

10.1 Applications reviewed:

- a) **MC/25/0341 - 66 Reed St, Cliffe ME3 7UJ** – Construction of a single storey extension to rear. No comments required.
- b) **MC/25/0313 – Land South of View Rd, Cliffe Woods** - Construction of 68 residential dwellings, details pursuant to condition 17. No comments required.
- c) **MC/25/0299 – Waterlane House, 4 View Rd, Cliffe Woods ME3 8JQ** – Construction of a detached dwelling with associated parking, details pursuant to conditions 3, 4, 5, 6 & 7. No comments required.
- d) **MC/25/0281 – 88 Reed St, Cliffe ME3 7UJ** – Construction of a first floor extension to the garage and conversion of the garage into a two storey granny annexe. No comments required.
- e) **MC/25/265 – Oast Cottage, Station Rd, Cliffe ME3 7RU** – Construction of 3 rear facing former windows in the loft to make it habitable. No comments required.
- f) **MC/25/0231 – Land South of View Rd, Cliffe Woods** – Construction of 25 dwellings with associated landscaping, parking, earthworks and new vehicular access from View Rd, details pursuant to condition 17. No comments required.
- g) **MC/25/0230 – Land South of View Rd, Cliffe Woods** - As above, details pursuant to condition 14. No comments required.
- h) **MC/25/0228 – Land South of View Rd, Cliffe Woods** – As above, details pursuant to condition 8. No comments required.
- i) **MC/25/0227 – Land South of View Rd, Cliffe Woods** - As above. No comments required.

10.2 Application outside Parish:

- a) **MC/25/0006** - Outline application with some matters reserved (appearance, landscaping, layout and scale) for demolition of existing buildings, the erection up to 800 dwellings (use class C3), 2-Form Entry primary school, mixed use local centre (use class E and F2), retirement living (use class C2), associated works and public open space. Approval is sought for the principal means of vehicular access from Lower Rochester Road and Higham Road, **Land Off Lower Rochester Road, Wainscott**. Objection sent.

10.3

Ongoing developments/issues:

- a) **Land adjoining 4 View Rd, Cliffe Woods** – possible enforcement action by Medway Council against unauthorised enclosure and dumping of waste materials on land. Dangerous overhanging fence onto pavement reported twice to Medway Council attended to make safe.
- b) **Trenport – 250 dwellings, Land to the East & West of Church St, Cliffe** – No meeting arranged, although discussions held with Medway Council Planning and they have been reminded of need to discuss with the Parish Council as well. Asset of Community Value – land value c. £8m+. We understand a response has been raised by the Residents' Development Group that they will be submitting a bid.
- c) **Redrow 1 – Oakleigh Fields, Town Rd, Cliffe Woods** – Online teams meetings for development s106 funding for bus service. £691k allocated, over 5 years, but now Arriva do not propose a demand responsive solution, Medway have the view that it could be allocated better. Cllr Fribbins and the Chair raised the issues with the current service (supported by Medway Cllrs Turpin and Williams) –
 - Service should extend to Cliffe to assist longer term commercial viability (usage, post s106 money)
 - Problems with frequency and reliability of current service discourage use and encourage use of the car (especially during afternoon and lack of service later in the evening, although recently extended to 7:30pm by Esquire1 s106 funding).
 - 1/2 hourly rather than 1+ hourly encourages use and 'worth waiting' if service missing.The funds available may lead to one or two extra services only - Publicity will be required from Medway/Arriva and the Parish Council.
 - PROPOSAL PUBLISHED.
- d) **S106 Sporting facilities in Cliffe Woods** – Online teams meeting with Clerk, Chair and Vice Chair with Medway Planning Officer to discuss a s106 contribution of £256,000 designated specifically for enhancing sports facilities in Cliffe Woods. Parish Council have submitted a response with a priority of a MUGA and changing rooms refurbishment.
- e) **Redrow 2** – Development approved by Medway Council. No further information.
- f) **Esquire 1 – Woodlands, Town Rd, Cliffe Woods** – Onsite meeting held re issues with bordering trees/planning commitments – nothing further.

- g) **Esquire 2 – 68 homes, Land South of View Rd, Cliffe Woods** – Mud and debris issues on road reported. Site meeting held with Esquire/Parish Council/Ward Cllr on 11/2/25.
- h) **Esquire 3 – 25 homes, Land off View Rd, Cliffe Woods** – Nothing further
- i) **Neighbourhood Plan** – Effectiveness of the Plan to be tested on next major application which is Trenport.
- j) **APCM land, Station Rd, Cliffe** – Community meeting held 25/1/25.
- k) **Homes England proposal for former Chattenden Barracks** Pre planning consultation exhibition held on 26/2 and attended by Planning Chair. Agreed to keep an eye on the development.

10.4 Further applications received since meeting: tba

11.0 **Report: Other Committees/Panel**

- 11.1 Footpaths and Common Land – Cllr Wyatt
- 11.2 Personnel Panel – Cllrs Fenney/Walton/Wyatt
- 11.3 Social and Digital Media – Cllr Bishop

12.0 **Report: Other Bodies**

- 12.1 Cliffe and Cliffe Woods Community Trust – Cllrs Bishop/Fribbins/Kentell/Walton
- 12.2 Cliffe Woods Community Association – Cllrs Fribbins/Walton
- 12.3 Cliffe Memorial Hall – Cllr Darwell
- 12.4 Brett's Liaison - Cllrs Darwell/Fribbins/Kentell/Letheren/McDermid/Wenban
- 12.5 Rural Liaison Committee - Cllr Wyatt
- 12.6 Kent Association of Local Council (KALC) (Medway) – Cllrs Harper/McDermid
- 12.7 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott) –Cllrs Fenney/McDermid
- 12.8 Events

13.0 **Other Reports** – to be handed to the Clerk for the next meeting and AGM on 15/05/25 at the Emmanuel Centre, Cliffe Woods.

Alex Jack, Clerk/PO, 12/03/2025