



# Cliffe and Cliffe Woods Parish Council

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Mrs Alex Jack, Clerk/PO and Mrs Helen Symmons, RFO

To all Parish Councillors, you are summoned to attend the meeting of Cliffe and Cliffe Woods Parish Council to be held on **Thursday 19th June 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 Meetings held on 15/05/2025**
- 5.0 **Matters Arising from Minutes of Meetings on 15/05/2025**
  - 5.1 Deferred decision on date, time and venue of ordinary meetings
  - 5.2 To consider a summer and winter recess of the full Council meetings (suggested as August and December meetings)
- 6.0 **Report: Clerk & RFO**
- 7.0 **Report: Chair (Cllr B Dibble)**
- 8.0 **Report: Finance & General Purposes (Cllr R Wyatt/RFO)**

The F&GP committee met on 10/06/2025. Minutes attached.  
To note financial reports (to 31/05/2025):

  - a) Recommendations to full Council from F&GP Committee
    - i) Bank Reconciliation for April 2025
    - ii) Receipts and Payments for May 2025
    - iii) System of Internal Control document
  - b) Other items of note from F&GP Committee (no decisions required)
    - i) Cliffe Woods car park solar lights and barriers installed
    - ii) Assistant Clerk appointment and purchase of laptop
    - iii) Tree survey work undertaken
    - iv) Rubbish bin installed at Cliffe Rec
- 9.0 **Report: AGAR 2024/25 (RFO)**
  - a) Internal Auditors Report – to receive and note the Annual Internal Audit Report
  - b) Annual Governance Statement – to consider and resolve each accounting statement (the Clerk and Chairman to sign after the resolution)
  - c) Accounting Statement – to approve Section 2 Accounting Statement (the RFO has certified the Statement and the Chairman is to sign immediately after the resolution)
  - d) Appointment of Internal Auditor – it is recommended that Lionel Robbins be re-appointed internal auditor for 2025/26 under a formalised scope of work.
- 10.0 **Report: Planning Committee (Cllr C Fribbins)**

The planning committee meeting on 29/05/2025 was cancelled due to lack of plans that required discussion.

10.1 Applications received:

- a) **MC/25/1023 - 157 Church Street Cliffe ME3 7QB** - New glazed shopfront to the front (East) elevation, and fire-escape door with ramp to the side (North) elevation beside the existing side entrance. **Café/Bakery Previously Approved**
- b) **MC/25/0616 - 55 Brookmead Road Cliffe Woods ME3 8HL** -Construction of a single storey rear extension to accommodate a washroom and storage space to support disabilities. (site for the extension currently has an existing platform) - **Approved with Conditions**
- c) **MC/25/0917** Details pursuant to condition 7 (Ecological Enhancement) on planning permission MC/24/0430 -variation of condition 1 (approved plans) of planning permission MC/22/3020 - to revise approved layout to accommodate the revised configuration of affordable homes **Land At Town Road Town Road Cliffe Woods Rochester** This is Esquire1, issues with adjacent woodland previously reported to the parish council. Woodland management plan revisited for Esquire to deal with the most risk trees rather than the woodland. Medway informed no land in the ownership of the Parish Council, although report mentions Cliffe and Cliffe Woods Community Trust and the Parish Council.

10.2

Received after the meeting:

- a) **MC/25/1061** - Port View Farm Rye Street Cliffe ME3 7UD - Application under Schedule 2, Part 6 Class A of the Town and Country Planning (General Permitted Development) (England) Order 2015 for the construction of a steel portal framed building for agricultural storage of hay and straw.
- b) **MC/25/0690** - 26 Milton Avenue Cliffe Woods ME3 8TP - Construction of a 2 storey side extension - Demolition of existing conservatory.
- c) **MC/25/0933** - Rye Street Farm Rye Street Cliffe ME3 7UD - Overhead Line (Exemption) (England & Wales) Regulations 2009, Statutory Instrument 2009 No. 640 Electricity, Paragraph 3 (1) - establish effect on the environment.

10.3

Ongoing developments/issues:

- a) **Trenport – 250 dwellings, Land to the East & West of Church St, Cliffe** – No meeting arranged, nothing further.
- b) **Redrow 1 – Oakleigh Fields, Town Rd, Cliffe Woods** – Online teams meetings for development s106 funding for bus service. New timetable introduced.
- c) **S106 Sporting facilities in Cliffe Woods** – PC online teams meeting with Medway Planning Officer to discuss a s106 contribution of £256,000 designated specifically for enhancing sports facilities in Cliffe Woods. PC have submitted a response with a priority of a MUGA and changing rooms refurbishment.
- d) **Redrow 2** – Development approved by Medway Council. No further information.
- e) **Esquire 1 – Woodlands, Town Rd, Cliffe Woods** – Onsite meeting held re issues with bordering trees/planning commitments – see MC/25/0917.
- f) **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.
- g) **Esquire 3 – 25 homes, Land off View Rd, Cliffe Woods** – Nothing further
- h) **Neighbourhood Plan** – Effectiveness of the Plan was tested on a major application which is Trenport and Medway did not apply all the NP policies.
- i) **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. Further online consultation planned.

11.0

**Report: Council Assets** – includes Allotments, Play Areas, Changing Rooms, Bus Shelter, Car Park and Buttway.

12.0

**Report: Other Committees/Panel**

12.1 Footpaths and Common Land (Cllr R Wyatt)

12.2 Personnel Panel (Cllrs. S Fenney, V Walton, J Wenban, R Wyatt)

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

13.0

**Report: Other Bodies**

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

13.2 Cliffe Woods Community Association (Cllr V Walton)

13.3 Cliffe Memorial Hall (Cllr J Darwell)

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

13.5 Rural Liaison Committee (Cllr R Wyatt)

13.6 Kent Association of Local Council (KALC) (Medway) – Councillors tba

- 13.7 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott) (Cllrs. S Fenney, S McDermid)
- 13.8 Events
- 14.0 **Other Reports** – to be handed to the Clerk for the next meeting on 17/07/2025 at the Emmanuel Centre, Cliffe Woods.

*Alex Jack, Clerk/PO 12/06/2025*