



## **CLIFFE AND CLIFFE WOODS PARISH COUNCIL**

### **WORKING PARTY TERMS OF REFERENCE**

#### **Name**

Resurfacing of the Cliffe Woods car park project

#### **Membership**

Any number of Parish Council members with input from other partners and residents.

#### **Purpose**

The Cliffe Woods car park is in urgent need of resurfacing due to extensive potholes and structural weakness caused by the underlying clay subsoil. Current patch repairs are short-lived and uneconomical. A long term solution is required involving complete excavation, sub-base stabilisation, and resurfacing, with an estimated lifespan of 20-25 years. The works are essential to ensure safety, accessibility and usability for residents and visitors.

#### **Proposed Works**

The works are to follow professional geotechnical and civil engineering guidance across 4 phases and the Working Party will investigate the following to be carried out for recommendation to Council.

##### Phase 1 – Site Investigation

The commission of a geotechnical survey to assess clay depth, ground stability and water table followed by the preparation of a drainage plan.

##### Phase 2 – Groundworks & Sub-Base Stabilisation

The excavation of existing damaged surface with groundworks according to civil engineering recommendations. Construction of drainage channels and soakaways, as required.

##### Phase 3 – Resurfacing

Resurfacing to be according to civil engineering recommendation. Painting of bay markings, disabled spaces and pedestrian walkways.

##### Phase 4 – Completion & Enhancements

The provision of entrance/exit barriers, bollards, kerbing, energy efficient LED lighting, signage, salt bin, rubbish bins, recycling bins and community noticeboard, as required.

#### **Finances**

The Working Group will seek 3 competitive tenders plus a performance bond for recommendation to Council.

To investigate sources of funding which may include:

Parish Council reserves, S106 contributions/Medway Council, National Lottery Community Fund, community fundraising and local sponsorship, Public Works Loan Board.

### **Project Timeline**

To start once Working Party constituted with a target completion date of end 2026.

### **Meetings**

Meetings will be called as required in order to discuss the project. Meetings will be held either at the Emmanuel Centre or the Cliffe Woods Community Hall, subject to hall availability. There will be no quorum. A Chair will be elected by the Working Party attendees and re-elected at the Annual Parish Council Meeting.

### **Delegated Powers**

There are NO delegated powers for the Working Party. Under Section 101 of Local Government Act 1972, Council can only delegate authority to a Committee or Officer of Council.

### **Remit**

This Working Group will be the first reference for matters relating to this project and the Chair or Clerk will advise the Council at the monthly full Council meeting on progress, reports and recommendations. It has no decision making powers.

*The issue of pre-determination at the decision making meeting (the council meeting) should be avoided, although in accordance with Section 25 of the Localism Act 2011 which provides in essence that 'a decision maker is not to be taken to have ...a closed mind when making the decision just because ...the decision maker had previously done anything that directly or indirectly indicated what view the decision maker took or ,,might take in relation to that matter ...'.*

### **Declaration of Interests**

The Cliffe and Cliffe Woods Parish Council Code of Conduct applies to this meeting (e.g. declaration of interests).

### **Records**

All meetings will be attended by the Clerk or nominated Officer and minutes taken and other records kept.

These Terms of Reference were adopted by the Parish Council at their meeting on 18/9/2025