



Playing Field

Working Party Terms of Reference

Adopted on (date)

Original signed (Chairman)

Date	Details of any revision

Schedule of review: (date)

The PC consulted with the village and produced a Village Plan.

One of the recommendations of the plan, page 12 is to:-

"Develop a plan to relocate the Sports Fields and Playground closer to the village and upgrade the facilities to the highest possible standards. This should include a new pavilion, with changing rooms and provide a modern community owned space for meetings and gatherings. Or, if relocation proves unattainable, to redevelop and upgrade at the existing site."

Authority

These terms of reference set out the membership, remit responsibilities and reporting arrangements of the Playing Field Working Party (PFWP).

The PFWP is appointed by, and responsible to, Easton on the Hill Parish Council (PC). The PC may vote, at any time to change the role of the PFWP. (Can this be deleted?)

Membership

The PFWP will consist of:

3 appointed Parish Councillors

7 village residents

Representatives from other organisations may be invited to a meeting to offer expertise and guidance.

The PFWP will appoint a Chairman and a Secretary at the first meeting.

Resolutions of the PFWP will be made by majority agreement by show of hands of those present and voting. The Chair has a casting vote if required.

Quorum of a meeting will be minimum 4 members which must include 1 Parish Councillor.

Record of proceedings

Meetings will be held monthly in the Village Hall. (Where possible)

Written minutes will be taken at every meeting and circulated by the secretary within 7 days.

An agenda will be approved by all members with requests for agenda items being submitted to the secretary 7 days prior to the meeting to enable the secretary to produce and circulate the agenda. A copy of the minutes will be sent to the clerk of the PC to be included with associated paperwork for PC meetings, no later than the last Friday in the month.

A report will also be produced bi-monthly and sent to the clerk highlighting progress made and plans for moving forward, presented to the PC no later than the last Friday in the month.

The Minutes are to be seen by the Chairman prior to being submitted to the clerk of the PC (could this be added?) (or should we submit them to the PC once they have been approved at the following meeting)?

Responsibilities

1. Consider the Village Plan
2. Gauge opinion of the residents of EOTH of the playing field
3. Gauge opinion of the residents of EOTH of the bridleway
4. To consider all individual areas that make up the playing field, which consist of:
 - a. Car park
 - b. Block building
 - c. Play equipment
 - d. Footpath (concessionary?)
 - e. Football field
 - f. Cricket pitch
 - g. Cricket pavilion and associated buildings
5. To further consider the future of the playing field in its current location or to move to another suitable location within the village boundary
 - a. Potential sites
 - b. The costs the move may incur
 - i. Purchase of new site/sale of current site - ownership?
 - ii. Land transfer of new site/current site - costs
6. To submit an initial report to the Parish Council at the April 2019 meeting and then every 2 months thereafter
7. To provide an agenda and any relevant papers to be circulated 1 week prior to the date agreed at the previous meeting
8. To provide minutes within 7 days
9. To ensure that meetings run smoothly, members are expected to abide by the following rules
 - a. Members to read all circulated reports etc
 - b. Discussions to follow the planned agendas
 - c. Show respect by listening to others and not interrupting
 - d. Identify actions following discussions and the member(s) to follow up these actions
 - e. Address items through the chair?

10. All Members of the PFWP will consider the rules and guidelines followed by the Parish Council and endeavour to follow the PC Code of Conduct in its dealings
11. The PFWP are to endeavour to cost any recommendations
12. The PC are expected to assist the PFWP to source expert external advice when requested as soon as practicable
13. The PFWP will contact Northants ACRE for assistance
14. The recommendations are to be submitted to the Parish Council by the last Friday in October to be included in paperwork for the November PC meeting
15. The PC are to review these recommendations AND make a decision within 1 month on the recommendations that require financial commitment by the Parish Council
16. The PFWP will NOT consider title of the playing field. (Can this be added?)

Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on