

Cricket Club Clubhouse Redevelopment Working Group - Terms of Reference - Draft

Name: Cricket Club Clubhouse Redevelopment Working Group

Background

The cricket club have proposed and Thame Town Council has supported that the cricket clubhouse at Church Meadow should be redeveloped. Planning permission and significant funding has been secured, and an independent Project Manager / Employer's Agent (Ridge) has been appointed.

A joint Working Group / Steering Committee is required to oversee the tender and build process, along with all relevant swift decision making, ensuring a correct legal basis and conformance with all funding and planning conditions.

Members:

Core Members:

- Three Town Councillors, including Cllr Nigel Champken-Woods
- Three Cricket Club representatives
- Graham Hunt (Town Clerk) and / or Janine Howells (Asset Manager)
- Simon Keen (Ridge)

Other members may be invited to attend specific meetings as appropriate.

If any member is unable to attend a meeting then they can nominate a substitute to represent their area of representation.

Secretarial support (agendas, meeting notes, circulation of information) is provided by Simon Keen, supported as necessary by Graham Hunt / Janine Howells

Quorum is 4 members of the group, including 2 Councillors and 2 Cricket Club representatives.

Goals:

To deliver a new Cricket Clubhouse completed as far as practicably by the Summer 2018 cricket season.

Deliverables:

The Working Group is tasked with delivering to the parent Committee (Community, Leisure and Recreation) (and to Thame Cricket Club):

- A costed and timelined action plan, with clear responsibilities, to deliver the new cricket clubhouse.
- Management of that action plan, driven by Ridge, with the support of the Working Group
- Swift decisions (including tender decisions), where necessary, by e-mail if necessary
- Conformance with all legal requirements
- Conformance with all planning conditions
- Conformance with all funding conditions

Scope / Jurisdiction

The Council delegates to this Working Group any decisions with a delta cost impact on the Town Council of less than £10,000 with only major decisions to be brought back to Council / Committee for resolution.

The Ridge appointment is to manage the delivery of the new pavilion and management of the Building Contract, with Thame Town Council and the cricket club agreeing the Agreement to Lease, Lease and Partnership Agreement.

Guidance from the Council / Parent Committee

Provided at initial Terms of Reference agreement and at each report back to the parent Committee / Council.

Resources and Budget

Project Management / Chairmanship primarily provided by Ridge in line with their proposal of 30 March 2017 and the associated cross referenced table of project management / scope of service responsibilities.

Funding, has, and continues to be, secured on an ongoing basis.

Uses Town Council meeting rooms, administration resources and officer time as required. Any additional Town Council funding authorisation beyond a change of £10,000 is sought from parent Committee or full Council.

Governance

Decisions to be agreed by consensus, but where necessary by referring back to parent Committee or full Council. i.e. no majority decisions and no casting vote.

Additional Notes

- Methods of work (e.g. consultations, press releases, surveys, progress reports, letters etc) are entirely up to the Working Group to decide
- The Group will communicate through email, phone and meetings, both formally and informally.
- Relevant documentation is stored under Ridge control in a central and accessible location to all. Members will also maintain their own individual e-mail storage.
- The group will meet at a frequency required to ensure progress as required.
- If necessary, the group can meet by e-mail, or by telephone.
- Sub-groups (with other nominated members) can be created as necessary to progress specific items
- Occasionally reporting back to the parent Committee or full Council on progress (via the Chairperson) and whenever it needs additional authority for action
- The Working Group's work is complete when it has achieved all the deliverables to the satisfaction of the parent Committee.

These Terms of Reference may be reviewed and changed as necessary by the Working Group in the light of additional information, with significant changes requiring authorisation by the parent Committee.