

# **Thame Football Partnership – Artificial Pitch Working Group - Terms of Reference – Draft**

## **Name: Thame Football Partnership – Artificial Pitch Working Group**

### **Background**

Thame Football Partnership (TFP) has proposed and Thame Town Council (TTC) has supported that Meadow View Park (MVP) is the appropriate site for the Thame Sports Facility Strategy identified additional full size Artificial Pitch.

TFP has executed some initial feasibility work with The Football Foundation and following an initial meeting on 5 December 2018 agreement to move forward was resolved at a Council TTC meeting on 22 January 2019.

TFP is taking the lead in managing the project, but there are various funding requirements and financial advantages in TTC also being directly (though minimally) involved. A separate Partnership Agreement exists to clarify relevant responsibilities.

A joint Working Group / Steering Committee is required to enable swift joint decision making outside of TFP / TTC meetings, while within agreed parameters, ensuring a correct legal basis and conformance with all funding and planning conditions.

### **Members:**

#### Core Members:

- Three Town Councillors: Cllrs David Bretherton, Paul Cowell, Mike Dyer
- Three TFP representatives: Richard Carr, Neal Garnett, Jake Collinge
- Graham Hunt (Town Clerk) and / or Cassie Pinnells (Community Services Manager)

Other members (e.g. representing Football Foundation, Main Contractor, Oxfordshire County Council, Football Association) may be invited to attend specific meetings / engage in specific e-mail discussions 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 as necessary by Graham Hunt / Cassie Pinnells.

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

### **Goals:**

To support the delivery of a new Artificial Pitch at Meadow View Park during the summer of 2019.

### **Deliverables:**

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

- Via TFP - A costed and timelined action plan, with clear responsibilities, to deliver the Artificial Pitch
- Via TFP - Management of that action plan, with the support of the Working Group
- Swift decisions (including tender decisions / scope change decisions), where necessary, by e-mail if necessary
- Conformance with all legal requirements, including relevant updates to leases
- 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.

TFP will manage (possibly via a separate Project Manager, or directly via the appointed Contractor) the delivery of the new Artificial Pitch, with Thame Town Council and TFP agreeing the related Partnership Agreement.

## **Guidance from the Council / Parent Committee**

Provided at initial Council meeting on 22 January 2019, then at initial Terms of Reference agreement and at each report back to the parent Committee / Council.

## **Resources and Budget of the Working Group**

A maximum of £10,000 of TTC Capital Funds for incidental activities that may be required, for example legal costs for creating agreements and updating leases.

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

(The project itself is to be funded through TFP establishing funding opportunities, with support from TTC as relevant, but mainly in securing s106 funds.)

## **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.
- Main documentation is stored under TFP control with TTC keeping copies where relevant in its own file storage. 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.