

Open Spaces Sub-Committee - Terms of Reference

Name: Open Spaces Sub-Committee

Background

The Open Spaces Sub-committee (OSSC) is responsible for looking after all Open Spaces within Thame civic parish.

Members

Core Members:

- Cllr Paul Cowell (Chair of CLR)
- Cllr Linda Emery (Deputy)
- Cllr Catherine Jones
- Cllr Helena Richards
- Cllr Adrian Dite
- Cllr Helena Fickling
- Mandy Sturdy (Town Clerk)
- Andrea Oughton (Operations Manager)

The core group may invite additional non-voting community members / professionals to attend specific meetings as appropriate. If any community member is unable to attend a meeting, they can nominate a substitute to represent their area.

Secretarial support (agendas, meeting notes, circulation of information) is provided by Town Clerk / Operations Manager.

Quorum is 4 members of the group, including 2 Councillors and 1 officer.

Goals

To ensure any work done on open spaces is done in accordance with any environmental policies of the Council and the Green Living Plan.

To deliver the refurbishment of Elms Park

Scope / Jurisdiction

To only work on areas within Thame civic parish.

The Council delegates to this Sub-Committee any decisions with a delta cost impact on the Town Council of less than £300,000 with only major decisions to be brought back to Council / Committee for resolution.

To deliver Phases 1 & 2 (as S106 agreement) refurbishment of Elms Park, including removal of existing MUGA and play area and installation of new MUGA and play area, installation of new footpaths/cycleways with bollard lighting, performance area.

Deliverables

The Sub-committee is tasked with delivering to the parent Committee (Community, Leisure and Recreation):

- A costed and time lined action plan, with clear responsibilities, to deliver Phase 1 & 2 of refurbished park.
- Management of that action plan

- 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 within £300k budget

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

Uses Town Council meeting rooms, administration resources and officer time as required. Any funding authorisation is sought from parent Committee or Council. Additional grant funding to be sought from grant funding bodies as relevant.

Governance

As per the Town Council's Standing Order 21.7, sub-committees are subject to Standing Orders 8 (Public Participation), 13 (Rules of Debate) and 27 (Interests).

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, telephone and meetings both actual & virtual, both formally and informally.
- Relevant documentation is stored in the Open Spaces Sub-committee folder on the Town Council IT data store, plus in an e-mail store within the Town Clerk's e-mail folders
- The group will meet at a frequency required to ensure progress as required.
- Sub-groups (with other nominated members) can be created as necessary to progress specific items
- Occasionally reporting back to the parent Committee or Council on progress (via the Chairperson) and whenever it needs additional authority for action.
- The Sub-committee'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 Sub-Committee in the light of additional information, however significant changes require authorisation by the Parent Committee (CLR).

Terms of Reference Agreed by CLR Committee on _____ Minute Reference _____