

# **TERMS OF REFERENCE FOR TEAM DEVELOPING “CLIFTON FOUR ACRE FIELD PROJECT” ON BEHALF OF CLIFTON UPON TEME PARISH COUNCIL**

## **THE “CLIFTON FOUR ACRE FIELD PROJECT” - TO CREATE GAMES, PLAY AND SUPPORT FACILITIES FOR THE HEALTH AND WELLBEING OF ALL GENERATIONS RESIDING IN THE PARISH OF CLIFTON UPON TEME**

The Parish Council, having approved the initial composition of the Project Team, based on skills and user group representation, has delegated responsibility to the Project Team to develop the above project which will in due course lead to a formal application to MHDC for S106 Funds.

The Parish Council has ultimate responsibility for the implementation of this project based on the relevant recommendations from the Project Team as per the following Terms of Reference.

### **Purpose of the Project Team**

- 1) Identify existing equipment/facilities, their condition, usefulness and any impact arising from current responsibilities of user groups (formal or informal) as part of the proposed project
- 2) Seek initial information on potential facilities in order to identify likely aggregate costs of capital equipment, details of which can be used to assist the consultation process
- 3) Consult with the community to identify the needs of all ages using data from the Neighbourhood Plan plus any existing and/or new data arising from the consultation
- 4) Combining 1), 2) & 3) identify and prioritise equipment and facilities that meet the needs of the community
- 5) Create costings (using “value for money” where relevant), timescales (milestones) and responsibilities arising from 1), 2), 3) & 4) above
- 6) Recommend allocation of funds to each part of the Project from available S106 funds
- 7) Consider time critical smaller projects which could be developed in the short term provided they do not compromise the overall project
- 8) Consider the financial impact of 1 – 7 above in order to identify capacity to develop additional capital projects on same site as part of the initial programme or subsequently.
- 9) Consider/recommend seeking additional funding support/contribution in kind arising from 8) above
- 10) Consider the impact of the capital expenditure on the future annual maintenance costs impacting on the Parish Council budget and the budgets of any relevant users/tenants

### **Outcome**

The Parish Council will be in a position to prepare an application to MHDC for S106 funds.

# Process

## Budgets - preparation and monitoring

- In consultation with the Parish Council, prepare a draft budget for the Project covering
  - Capital costs relating to the proposed equipment and facilities
  - Ongoing maintenance/revenue costs arising
  - Potential revenue income arising
- Create a timetable – action points and milestones – to attach to the Project to assist in the process of reporting to both the Parish Council and the community.

## Compliance and regulatory matters

- Work with the Parish Council to ensure the Project Team are aware of and compliant with any regulatory matters eg H&S, VAT, public liabilities.

## Consultation and communication processes

- Identify appropriate processes (including a referendum?) to ensure the whole community is consulted in the development of all aspects of the Project
  - Ensure all relevant/potential user groups continue to be represented within the project team in order that they can feedback to their groups
  - Maintain regular contact with all households/groups (users and potential users) in the parish with progress reports using all available communication processes to ensure the whole community are aware of project content, timescales and progress.
  - Utilise local expertise to make use of professional skills to the benefit of all aspects of the Project
  - Utilise online and offline mechanisms to ensure the community has access to project development/progress.
  - Maintain contact with the village school (staff and students) to ensure no project overlap arises.

## Reporting to Parish Council

- Implement a monthly reporting process to ensure the Parish Council is kept fully informed of the work of the Project Team

Members of the Project Team	Group Membership	Date joined
Chris Haywood	Parish Councillor	
Michelle Alexander	Parish Council Clerk	
John Wain	Bowls Club	
Helen Wain	BP Hut & Guides/Scouts Groups	
Mark Dayson	Soccer Club	
Paul Wakefield	Tennis Club	
Tony Dipple	S106 Support Grp	
Chris Hurley	S106 Support Grp	
Heather Hurley	S106 Support Grp	

## Terms of Reference agreed by the Parish Council

Signed

Date