



GORING-ON-THAMES PARISH COUNCIL

Open Spaces Projects:

Signage Working Group

TERMS OF REFERENCE

1 Remit

- To create a fully scoped proposal for Signage in response to the Thirlwall Open Spaces Report to include:
 - Seeking quotes for chosen design(s)
 - Obtaining planning permission if required
 - Seeking funding and where applicable applying for grant funding
 - To organise and manage fundraising projects to contribute funding, if needed.
- Where applicable, to work with the other stakeholders, to facilitate individual project, including conducting consultations with user groups.

2 Frequency of Meetings

To hold meetings, public if required, to support the remit and scope of the Open Space Project Signage Working Group.

3 Appointment of Members

The working group will be comprised of four councillor members, who are appointed by the full council, with a quorum of three.

A chairman shall be appointed at the first meeting of the Working group, and the first meeting after the annual meeting of the parish council each year after that.

4 Process

- Pursue the project as detailed in this ToR and conduct any appropriate consultations, investigations, quote seeking and funding seeking required in the process of forming a final recommendation on the project.
- Formal proposal for the full scoped project including funding to be approved by Full Council.

5 Scope

- Where required to define the brief for a professional, expert report from a suitably qualified consultant.
- To advise the council on the choice of consultant and the most appropriate procurement process.
- To obtain advice and information on behalf of the Council from the planning authority



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- To obtain and evaluate evidence of the views of residents at large and of special interest groups, including but not limited to groups representing the immediate residents to any project.
- To consider and make recommendations on the timing and methods of funding of any works the committee recommends, and the Council approves, including pursuing any grant applications.
- Having regard to the results of the items above to recommend to the Council the most appropriate course of action.
- To make regular progress reports to the Full Council

6 Review

This Terms of Reference document was approved for use at the meeting of the Parish Council on 12th July 2023, it shall be reviewed periodically.

Signed:

Dated: 10th July 2023

_____, Chair of the Council.