

Ferry Land and Rectory Gardens Working Group

TERMS OF REFERENCE

1. Remit

- To develop options for improving the utility and infrastructure at the Ferry Lane and Rectory Gardens Spaces taking account of the Thirwall Open Spaces Review. Activity to include:
 - o Developing proposals in consultation with interested parties.
 - o Seeking quotes for chosen design(s)
 - o Obtaining planning permission if required
 - o Seeking funding and where applicable applying for grant funding in conjunction with the Finance Committee
- Where applicable, to work with the other stakeholders

2. Frequency of meetings

To meet monthly or as required.

3. Appointment of members

The working group will be appointed by council and comprise of at least three councillors. In addition the working group will seek membership from 2 members of the public, ideally representatives from either the local boating clubs, fishermen and/or music groups. Quorum will be three members.

4. Delegated authority

The Working Group has delegated authority to pursue the project as detailed in this ToR. For the avoidance of doubt, it has no delegated authority to contract with third parties or to commit the Council to any expenditure.

5. Scope

- The scope is restricted to the Parish Council land at Rectory Gardens and Ferry Lane. To avoid overlap with either Environment Working Group and/or the Traffic Management Committee, the scope is restricted to developing plans for capital expenditure and physical infrastructure improvements on the sites. The Working Group will keep the Chairs of the other working groups and committees informed of their activity where there is potential for overlap, or potential knock on consequences.
- 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
- To consider and make recommendations on the timing and methods of funding of any works the Working Group recommends, and the Council approves, including pursuing any grant applications.

6. Review

This Terms of Reference document was approved for use at the meeting of the Parish Council on 12th January 2024, it shall be reviewed periodically.

Signed:

Dated: 11th February 2024

A Smith, Chair to the Council