



GORING-ON-THAMES PARISH COUNCIL

Open Spaces Projects: Sheepcot Pavilion Working Group TERMS OF REFERENCE

1 Remit

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

2 Frequency of Meetings

To hold meetings, as required, to support the remit and scope of the Open Spaces Projects: Sheepcot Pavilion Working Group. To keep notes of meetings and provide regular updates to full Council.

3 Appointment of Members

The Committee will be comprised of three councillor members, plus three non-Councillor, members of sports clubs, 1 Goring Robins Football Club representative, 1 Goring United Football Club representative and 1 Tennis Club representative, who are appointed by the full council, with a quorum of three.

Non-Councillor members shall meet the eligibility criteria to be a Councillor in the Parish of Goring-on-Thames.

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



4 Delegated Authority

Open Spaces Projects: Sheepcot Pavilion Working Group has delegated authority to:

- Pursue the project as detailed in this ToR and conduct on behalf of the full council any appropriate consultations, investigations, quote seeking and funding seeking required in the process of forming a final recommendation on the project. On approval of these terms by full council the Clerk is given delegated authority to spend funds for these purposes within a budget as set by the full council.
 - Formal proposal for each stage of 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
- 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, the elderly and disabled people and parents and carers of young children.
- 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 5 items above to recommend to the Council the most appropriate course of action.

6 Review

This Terms of Reference document was approved for use at the meeting of the Parish Council on 10th July 2023, it shall be reviewed periodically.

Signed:

Dated: 10th July 2023

Colin Ratcliff Chair of the Council