



Open Spaces Projects:

Playgrounds Working Group

TERMS OF REFERENCE

1 To produce proposals for Full Council approval for Bourdillon and Gardiner playgrounds

- To create a fully scoped proposal for the:
 - **Bourdillon Field Playground**
 - **Gardiner Playground**
- To include:
 - Seeking outline proposals to inform future Invitation to Tender(s)
 - Obtaining quotes, including timescales and contract terms, to assist selecting recommended design(s) and supplier(s)
 - Obtaining planning permission if required
 - Seeking funding and where applicable applying for grant funding
- To consult with the other stakeholders, including conducting consultations with the public at large, parents and special interest groups.
- Proposals to include evaluation of access points, boundary's, suitable seating & shade, paths and signage.

2 Frequency of Meetings

To hold meetings, public if required, to support the remit and scope of the Bourdillon / Gardiner Playgrounds Working Group.

3 Appointment of Members

The working group will be comprised of three councillor members, who are appointed by the full council, with a quorum of three which must include two Council members. The Working group may also recommend for co-option up to four non-councillor members who are electors of the Parish of Goring-on-Thames for Full Council approval.

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 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 regular updates and motions to be brought to the Council for approval.

5 Scope

- Where required, to define the brief for professional, expert reports from suitably qualified consultants.
- To decide the most appropriate procurement process.
- To make regular progress reports to the Full Council.
- To keep a written record of the times, places and attendees of each WG meeting, together a brief summary of topics discussed and any resulting actions.
- To provide a written report of WG activities to each full Council.
- To obtain advice, information and planning permission from the planning authority as appropriate.
- To obtain and evaluate evidence of the views of residents at large and of special interest groups, including but not limited to people with disabilities, the school and parents.
- 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 8 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 14th October 2024, it shall be reviewed periodically.

Signed:

Dated: 14 October 2024

_____, Chair of the Council.