



## **OPEN SPACES PROJECTS: SHEEPCOT COMMITTEE**

### **TERMS OF REFERENCE**

#### **1. Remit and Scope**

To create a fully scoped proposal for the Sheepcot Pavilion refurbishment/replacement and sports facilities in response to the Thirlwall Open Spaces Report and subsequent consultation(s). The final recommendation(s) will be presented to the full council for ultimate approval prior to commencement of building/development works.

#### **2. Appointment of members**

The Committee will be comprised of three councillor members, plus three non-Councillor members of sports clubs (one Goring Robins Football Club representative, one Goring United Football Club representative and one Tennis Club representative), who are appointed by the full council, with a quorum of three (including at least two Councillors)

Non-Councillor members shall meet the eligibility criteria to be a Councillor in the Parish of Goring-on-Thames. Each agrees to abide by the Council's adopted Code of Conduct and Standing Orders, sign a declaration of acceptance of office and return their Register of Members Interest within 28 days of appointment.

A council email address will be provided to each member of this Committee and this address should be used for all business relating to their work on the Committee. Should they use their personal address for committee work, it should be noted that their entire personal mailbox would also be subject to inspection in the event of an information request under GDPR legislation in effect at the time of the request.

A Chair shall be appointed at the first meeting of the Committee, and the first meeting after the annual meeting of the parish council each year after that. The Chair must be a member of the Parish Council.

#### **3. Frequency of meetings**

To hold meetings, as required (at least once each quarter), to support the remit and scope of the Open Spaces Projects: Sheepcot Committee. To keep and approve minutes of meetings and provide regular updates to full council.

All official meetings (meetings at which decisions are made) will be held in suitable locations open to the public, with agendas published and posted in advance of the meetings as required by legislation. All members of the committee will receive an official summons for each meeting.



## **4. Process**

### ***Phase one – pavilion refurbishment/replacement***

- To obtain a pre-planning report from the local authority (this action was previously approved by the council)
- Develop a plan for refurbishment/replacement, obtaining all necessary documentations
- Consult with the community and various stakeholders of the plan and adapt as needed
- Seek planning permission for the works
- To prepare and submit tendering documentation or other quotes.
- Prepare a budget for the project.
- To seek out, prepare and submit grant applications.
- To organise and manage fundraising projects to contribute funding, as needed.

All expenditure to be managed in accordance with the Council Financial Regulations. Approval for the above costs for designs and documentation as fees for planning permission will be approved by the Committee (based on utilising some of the EMR budgeted for this project).

### ***Phase two – sport pitch/facility***

- Engage with the Football Foundation to consider the options/support they will provide to build and maintain an all-weather pitch; agree the terms
- If agreed, follow the Football Foundation process including consultation with the community and various stakeholders of the plan
- Seek and obtain planning permission for the works (the Football Foundation, if we choose to work through their process, will fund up to £35k for the planning permission)
- To prepare and submit tendering documentation or other quotes
- Prepare a final budget for the project.
- To seek out, prepare and submit grant applications.
- To organise and manage fundraising projects to contribute funding, as needed.

## **5. Delegated Authority**

The Committee has the delegated authority to work the proscribed process (above), seeking Council approval for the final plans for each phase.

## **6. Review**

This Terms of Reference document was approved for use at the meeting of the Parish Council on 10<sup>th</sup> March 2025, it shall be reviewed periodically.

Signed:

Dated: 10<sup>th</sup> March 2024

Sonia Lofthouse, Chair of the Council