



## **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 four 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 councillor members.

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 Chair shall be elected 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. Meetings**

To meet, as required.

The Assistant Clerk or Clerk will minute all meetings of the Committee and minutes will be submitted to the Parish Council at the next meeting for adoption.

### **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 carry out the above, seeking full council approval for the final plans for each phase Scope

## **6. Review**

This Terms of Reference document was approved for use at the meeting of the Parish Council on 12 May 2025, it shall be reviewed periodically, at least once per council term.

Signed:

Dated: 12 May 2025

\_\_\_\_\_, Chair of the Council