

## MELBOURN PARISH COUNCIL

### TERMS of REFERENCE: Melbourn Play Parks Working Party

**PURPOSE:** To set out the responsibilities, restrictions and limitations of operation of the Play Parks Working Party

**SCOPE:** This document covers all those activities related to the design and refurbishment of The Moor Play Area

**DEFINITIONS:** **Melbourn Play Park Working Party – ‘MPPWP’**  
**Melbourn Parish Council Maintenance Committee ‘the Committee’**  
**Melbourn Parish Council – ‘the Council’**  
**Melbourn Parish Councillors – ‘Councillors’**  
**Members of the Melbourn Play Park Working Party – ‘Members’**  
**Clerk to Melbourn Parish Council – ‘the Clerk’**

#### 1. Membership & Controls

1.1 The PPWP will consist of five Councillors and up to three members of the public.

1.2 Non-Councillor members will not have voting rights.

1.3 The Clerk will advertise as needed for members of the public to join the PPWP.

1.4 The MPPWP will elect a chair and vice chair from among its Councillor members. In the absence of the chair or vice chair at a meeting the PPWP will elect any Councillor member to act as chair for that meeting.

1.5 The MPPWP will need a minimum of three Councillor members in attendance in order to be deemed quorate, and in such circumstances at least three must have voting rights.

1.6 The MPPWP may invite interested non-members, experts or contractors to attend meetings.

1.7 Meetings will not be publicised in advance inviting the public to attend. Note: It is not usual for Working Parties to hold public meetings.

1.8 The MPPWP will remain active for the duration of the project to refurbish The Moor Play Area.

1.9 The MPPWP will refer any proposed expenditure to the Maintenance Committee for discussion and ultimately to Full Council for decision. The PPWP has no authority to approve expenditure.

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### 2. Reporting

2.1 Notes of meetings of the MPPWP will be made available to and noted at meetings of the Maintenance Committee.

2.2 Following due research and public consultation to make a clear report and recommendations to the Maintenance Committee for consideration and approval.

2.3 Decisions taken by the Maintenance Committee will be recorded and published in the minutes, which are available to the public.

### 3. Terms of reference

3.1 To engage with the Maintenance Committee with regard to the provision of outdoor play facilities, particularly the refurbishment of The Moor Play Area.

3.2 To engage with suppliers of play equipment with regard to design and supply of new play equipment for The Moor Play Area.

3.3 To engage the public and to seek their views with regard to the choice and layout of new equipment for The Moor Play Area.

3.4 To oversee and manage the project to refurbish and refit The Moor Play Area which will be funded by s106 funds.

3.5 To ensure that the project is delivered on budget.

3.6 To make regular reports via the Maintenance Committee to Council on progress and expenditure.

3.6 To seek opportunities to publicise and communicate the project progress to the general public, on finalisation of the design, while the works disrupt and prevent Play Park access and also at project completion.

**Document Approval:**

**(Chair to Melbourn Parish Council)**

**Date of approval :**

Review Policy: Six monthly