**Ide Parish Council**

**Weir Meadow Working Group**

**Draft Terms of Reference**

**For consideration by Ide Parish Council on 19 July 2017**

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1. **Background**

Ide Parish Council (PC) intends to purchase Weir Meadow from the Church Commissioners (CC) for use as a village sports and recreational facility. The CC is a willing vendor. Negotiations have reached the stage of a price being suggested by the CC. Ide PC’s ambitions for Weir Meadow are set out in Policy IDE05 of its Neighbourhood Plan which is, in June 2017, at the pre-submission consultation stage. The proposed sources of funding for the land are to be the Community Infrastructure Levy (CIL), National Lottery and local fund raising. Proposed sources of funds for development of the site and equipment are to be national and local sporting bodies such as Sport England and the Football Association, and National Lottery.

2. **Purpose of Weir Meadow Working Group (WMWG).**

The working group has been formed to:

A. Immediate:

 - gather ideas for the recreational use of Weir Meadow which meets the needs of

 the village community

 - produce a draft drawn plan for the possible layout of pitches and other facilities

 - assess the strengths and weaknesses of the layout

 - take into account the rural nature of the area, flood risk, access to service

 utilities, parking , safety and other considerations

 - provide a simple plan for the Parish Council to use in its Neighbourhood Plan

B. Medium term:

 - develop, monitor and review a plan to develop sports and recreational facilities

 the Meadow once the Parish Council has acquired it

 - instigate and co-ordinate fund raising for the development and equipping of the

 facility

 - set up a management and financial system and team for running the facility once

 established

 - examine and report to the PC on the pros and cons of setting up a charitable trust

 to run Weir Meadow

3. **Reporting**

The group will report to every Parish Council meeting. These are held six times a year on the third Wednesday of each uneven month, in Ide Village Hall.

4. **Status and responsibilities**

WMWG is a working group of Ide Parish Council. It will act in an advisory capacity to the Parish Council. It has no powers to commit the PC to spending and does not hold decision making powers. The WMWG may liaise with other Parish Councils and consult with other organisations.

The final version of the Terms of Reference shall be subject to approval by the Parish Council at a full PC meeting

**5. Time**

The WMWG will be constituted for an initial period of 18 months. This period may be extended by the Parish Council at a full PC meeting .

6. **Membership**

The WMWG will be formed of representatives of the principal sporting and recreational interests in the village. Additional members may be co-opted to represent other relevant interests in the village.

Maximum total number 12.

At least one Parish Councillor.

Quorum will be three.

The group will appoint a chairman and a secretary.

The membership will be approved by the Parish Council.

7. **Meetings**

Meetings need not be open to the public, publish agendas or keep minutes, as this is not a formal committee; but it is good practice to do each of these.

Meetings will be advertised at least three clear days ahead. They will be open to the public; and draft minutes will be published on the village website.

Meetings will be held after 6pm , two monthly, in Ide Cricket Pavilion, or elsewhere as agreed.

8. **Conflicts of interest**

Members of the group who have a prejudicial interest in a matter on the agenda must declare that interest at the start of the meeting. If the interest is of significant pecuniary value to themselves or the organisation they represent, they must absent themselves from the room for discussion of that item and not vote on that matter.

9. **Expenses**

The group has no budget, and reimbursement for the members’ time will not be made. Food and drink expenses will not be reimbursed. The group may apply to the PC for reasonable out of pocket expenses incurred in the course of the working group’s work.

DRAFT v.2

NCAB

23 June 2017

[Note – these ToRs were discussed and v2 was agreed at the WMWG meeting on 22 June 2017].