

CHURCH CROOKHAM PARISH COUNCIL (CCPC) FACILITIES COMMITTEE TERMS OF REFERENCE

Quorum for Facilities Committee shall be three Councillors

Chair or Vice-Chair of the Facilities Committee may nominate a non-member of the committee to attend a Facilities Committee meeting in the absence of one of its members

1. Management and improvement of the CCPC's recreational facilities

- I. Award and monitor contracts for the maintenance of the Council's facilities
- II. Manage the allotments
- III. Recommend fees for the use of the Council's facilities
- IV. Manage the maintenance of recreation grounds (Including children's play areas), parks allotments and other open spaces
- V. Annually review the facilities available within the parish for the different age groups.
- VI. Make recommendations for improvements that take into account new developments in equipment.
- VII. Initiate and review annual inspection of recreation ground equipment by an outside agency.
- VIII. Initiate and review the results of annual and weekly inspections of the recreation ground equipment
- IX. To consult with local sports groups seeking their contributions and, where appropriate, consult with Church Crookham residents.
- X. The committee is authorised to establish sub-committees and working groups and to appoint advisors as and when necessary to assist in its work.
- XI. To deal with any matter that a meeting of the Full Council considers appropriate to be referred to the Facilities Committee
- XII. Development of policies and procedures for management of formal open spaces including Athletics area, Tennis Courts, Memorial Orchard and Five a side football pitch and allotments.
- XIII. The Committee is empowered to make financial decisions as follows:
 - a. quoted budgeted project and maintenance items relating to recreational areas - up to a limit of £30,000;
 - b. un-quoted budget items up to a limit of £5000
- XIV. To appoint a maximum of three non-councillor members to the Committee from appropriate Sports and Recreation groups within the community, these members would not have voting rights. These appointments would be reviewed annually.

2. Transfer of Playgrounds (LAPS, LEAP and NEAP) to CCPC

- I. Inspection of playgrounds prior to transfer and identify issues and produce a snagging list of items that need to be resolved before the Parish Council would accept the playgrounds.
- II. Work with developers to resolve identified issues prior to handover.
- III. Request the following documentation (where appropriate) for each playground: Play Ground inspection report, tree inspection report, ground contamination report, drainage report, operation and maintenance manual.
- IV. Request transfer of land and payment of the S106 contributions for each play area.

3. Transfer of formal and informal open spaces at Crookham Park to the CCPC

- I. Work with the developer on the design of the open spaces as required to ensure they meet the obligations of the S106 agreement.
- II. Inspection of open spaces prior to transfer and identify issues that need to be resolved before the Parish Council would accept the opens spaces.
- III. Work with the developer to resolve identified issues prior to handover.
- IV. Request the following documentation (where appropriate) for each area of open space: tree inspection report, ground contamination report, drainage report, operation and maintenance manual, guarantees.
- V. Request transfer of land and payment of the S106 contributions for each area of open space.

4. Management and maintenance of the Community Centre

- I. Award and monitor contracts for the maintenance of the Community Centre facilities
- II. Recommend fees for the use of the Community Centre facilities
- III. Make recommendations for improvements that take into account different uses of the Community Centre
- IV. Initiate and review the results of monthly, half-yearly and annual inspections of the Community Centre equipment as appropriate
- V. Propose quantified project items for inclusion in the next year's budget or longer-term budget forecast.



VI. The Committee is empowered to make financial decisions as follows:

- a) quoted budgeted project and maintenance items relating to the fabric and running of the community centre - up to a limit of £20,000¹;
- b) un-quoted budget items up to a limit of £5000.

Decisions that require a financial commitment that fall outside of the budget or exceed the above limits or require money to be vired between budgets items must be referred to the Full Council for endorsement.

VII. Progress discussions and negotiations with external bodies to facilitate the future efficient and effective use of the community centre.

VIII. Development of policies and procedures for the management of the community centre.

5. Public art at Crookham Park

- i. Develop a design specification for public art at Crookham Park within the allocated S106 budget.
- ii. Request designs and quotes for consideration by Full Council.
- iii. Oversee the development and installation of the public art.
- iv. Ensure land and public art contributions are transferred to the Parish Council to meet the requirements of the S106 agreement.

6. Delegated powers

The committee has delegated powers to authorise emergency works to ensure that public facilities such as the community centre, sports pavilion or five-a-side pitch remain open for bookings.

The Clerk or Deputy clerk is authorised to negotiate with Taylor Wimpey with regard to the transfer of facilities and land to resolve issues and to ensure that facilities and land to be transferred are fit for purpose. Where-ever possible the Clerk or Deputy clerk will consult with members of the Facilities committee.

The Clerk or Deputy clerk has the following delegated authority:

- the Clerk or Deputy clerk is authorised to sign all relevant HMRC forms for completion of the option to tax and to determine the effective date of the option to tax.

¹ The £20,000 limit not only applies to Parish Council budget items, it also applies all other sources of Council income (including S106, grant, and CIL)