

Kesgrave Play Areas and Open Spaces Sub-Committee

TERMS OF REFERENCE

1. Background

- 1.1 Kesgrave Town Council has identified a need for a Sub-Committee to look at Play Areas and Public Open Spaces that the Council owns and other potential sites for Play or Recreation in Kesgrave. This Sub-Committee will discuss and make recommendations to the Community and Recreation Committee or the full Town Council. Work from this Sub-Committee will be utilised and will also feed back into the Kesgrave Neighbourhood Plan and Neighbourhood Plan Sub-Committee. The Quorum will be half of the membership of this Sub-Committee.

2. Purpose

2.1 The purpose of the Kesgrave Play Areas and Open Spaces Sub-Committee is to:

- Give the opportunity for interested and well-informed residents/stakeholders to join Town Councillors and Officers in examining the provision of Play areas and Open Spaces belonging to the Council and those owned and/or managed by others.
- Evaluate the Recreational need of people of all ages, including those with disabilities and within the Council's Equality and Diversity Policies and culture.
- Identify potential sites within the Town to increase and/or improve provision.
- Provide a Sub-Committee in which the type and design of Exercise and Outdoor Play equipment can be discussed.
- Make recommendations to be considered by the Community and Recreation Committee and thereafter for approval by the full Town Council.

3. Membership

- 3.1 The Kesgrave Play Area and Open Spaces Sub-Committee reports to the Community and Recreation Committee and subsequently thereafter, to the full Town Council.
- 3.2 Additional members can be co-opted if required and members of the public will be actively encouraged to be part of this Group.
- 3.4 Where appropriate; Officers and/or Members of Suffolk Coastal District Council (SCDC), The Kesgrave Covenant, Kesgrave War Memorial Community Centre (KWMCC) and other key Stakeholders will be invited to attend Meetings in an advisory capacity.
- 3.5 Although a quorum is not legally required, the Town Council will follow best practice and set the quorum of at least one third of the Sub-Committee, but no less than three Town Councillors, (as per Town Council Committee Meetings).

4. Administration Arrangements

- 4.1 The date of the next Meeting will be arranged at the end of each Meeting and a reminder sent out at least three days prior to this.
- 4.2 NALC (National Association of Local Councils) recommend that the public are invited to attend Meetings unless confidential and that the Meetings should not be held on licensed premises.
- 4.3 Although it is not required for an Officer of the Council to take Meeting Minutes, it is good practice that an Officer rather than any other Sub-Committee member takes the Minutes.

5. Frequency, Timing and Procedure of Meetings

- 5.1 This Sub-Committee shall meet not less than once every quarter.
- 5.2 Any suggestions for changes to Terms of Reference shall be reported to the Community and Recreation Committee for its subsequent recommendation by the full Town Council for its approval at its annual Meeting.

LAST REVIEWED; 14th May 2018
NEXT REVIEW DUE; April/May 2019

