



WRITTLE PARISH COUNCIL
Parish Office, The Green
Writtle, Chelmsford
Essex CM1 3DT
Telephone: (01245) 420066
Email: clerk@writtle-pc.gov.uk
Website: www.writtlepc.com

TERMS OF REFERENCE

These Terms of Reference to be approved at Full Council on 13 May 2019

PLAYING FIELDS COMMITTEE (PLA)

Note: - Where these Terms of Reference conflict with the current editions of: - Code of Conduct (C of C) or Financial Regulations (FR) or Standing Orders (SO) then the C of C, FR or SO shall take precedence.

Composition

The Chair and Vice Chair plus other Councillors decided at the Annual Parish Council Meeting in May. Other Parish, City and County Councillors may attend but not vote. In addition non-voting representatives from the Writtle Sports and Social Club (WSSC), Writtle Scout Group and Writtle Cards can attend this committee. The WSSC rents the club buildings from the Council but the Council pays for the maintenance.

Quorum

More than 50% of the Committee with a minimum of 3

Chair and Vice-Chair

The Chair and Vice Chair shall be proposed and elected annually at the first meeting of the Committee after the Annual Parish Council Meeting by the members of the Committee

The Chair or (in his absence) Vice-Chair of the Committee shall be an ex officio member of the WSSC Committee and be entitled to attend main WSSC committee meetings

Objectives

- To ensure the sports and recreation facilities at the Paradise Road and Pleasure Bit sites are well maintained and available for use by the parishioners of Writtle.
- To liaise closely with the WSSC
- To liaise or oversee as appropriate the general maintenance of the Club House, playing fields and play equipment owned by the Council
- To fix the budget for the forthcoming year
- To review spending throughout the year
- To control vandalism (all acts to be reported to the Police)

Playing Fields - responsibilities

- Structural repair and maintenance including external doors and windows but not the internal finishes of the Club House in Paradise Road
- Cutting of the playing fields grass and hedges in Paradise Road and the Pleasure Bit
- Liaise on the letting of the Hard Play Area
- Drainage of the top seniors playing field
- Maintenance of the main car park and car park gates and fencing
- Maintenance of the access track to the Minor's sports field

- Lighting to the main car park common areas and CCTV cameras
- Liaise with the Writtle Scout group under the terms of their lease of the Scout Centre land in Paradise Road from the Council
- Liaise with the handyman on litter picking and repairs when necessary
- Liaise with the WSSC on suitable grants for financial help with their projects
- Liaise with the Writtle Cards Drama Group under the terms of their lease of the old Scout Hut land

Play Equipment in Paradise Road and the Pleasure Bit

- Maintenance and/or renewal of the skate strip and all children's' play equipment as appropriate.
- Carry out an annual inspection of all play equipment following the safety audit undertaken by the Council's Insurance Company.
- Note: - The playing area behind the Long Brandocks shops is the responsibility of Chelmsford Borough Council
- To seek suitable grants for equipment renewal and acquisition
- Liaise closely with the Council handyman on repairs to equipment caused by either wear and tear or by vandalism

Meetings

- Committee meetings will be held at least 3 times a year with site inspections when necessary
- The Clerk or any person so delegated will prepare and issue agendas within the Statutory days prior to the meeting and make a record (minutes) of all proceedings at each meeting. Minutes will be circulated as soon as possible after the meeting to all members of the Council.
- If not fully detailed in the minutes, where appropriate, the Chair of the Playing Fields Committee will report the work of the committee to the next regular meeting of the Council.
- The Chair will liaise with such other committees and invite members of other committees to attend its meeting as may be deemed appropriate.
- Any matter(s), which may be in conflict with the work of another committee, must be referred to the Council.