

Acomb Community Buildings and Land Working Group

Terms of Reference

Purpose:

Acomb Community Buildings and Land Working Group (known as Working Group, hereafter) will advise Acomb Parish Council (Trustees of the Community Buildings and Land) and the residents of Acomb on all matters relating to the development of existing community assets, Common Lands, Playing Field, play areas, Pavilion and Village Hall.

Implementation of any of the options (or variations thereof) resulting from the Acomb Community Facilities Feasibility Study (Ainsworth Sparks Associates - 2018) will be achieved with reference to the context of the public consultation exercises, past and future, and, as expressed in the Acomb Neighbourhood Plan and Acomb Community Led 5-Year Plan.

Aims:

- ! To ensure the buildings identified as being for community use and benefit are appropriately developed into the future, including arrangements for the refurbishment, re-design or re-designation of existing facilities
- ! To initiate and conduct public engagement events and to ensure feedback is provided to the community and a formal report tabled at Acomb Parish Council
- ! To oversee the development and preservation of the Playing Field, play areas and Common Lands
- ! To identify and pursue potential and realistic sources of funding to fulfil these objectives
- ! To extend the use and variety of activities available within any of these facilities in consultation with Acomb residents
- ! To share full and accurate accounts of any financial resources generated through the use of these buildings/land and consider best use of the income revenue.

Constitution:

Membership of the Working Group will be drawn from Acomb Parish Council and representatives of the users of the buildings or land (eg Action4Acomb, WI, Bowls Club...) with specific members of the community being co-opted, with the prior arrangement of the Parish Council, determined by their experience, expertise or other contributions to progress and achieve the Working Group's objectives. The Parish Council will contact user groups and ask for volunteers. Before co-option volunteers should be assessed for what they would be able to contribute.

The Parish Clerk will be in attendance at each meeting.

A quorum at any meeting will consist of a least one third of the Working Group Membership, including co-opted members, but must include at least two Parish Councillors.

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The Chair will be proposed by the Working Group and agreed by the Parish Council and will seek to achieve a general consensus wherever possible by encouraging open discussion and participation. In the absence of the Chair, the Working Group will appoint a Deputy Chair, at that meeting, to undertake this role. Where necessary, voting rights will only be given to members of the Parish Council.

Scope:

The Working Group will advise the Parish Council. Any recommendations made will take full account of the views of residents, as expressed through any consultation undertaken by the Working Group, the Acomb Neighbourhood Plan and the Acomb Community Led 5-Year Plan.

Full and thorough public consultation will take place with the residents of Acomb Parish before any key decisions are made or developments progressed. The Working Group will initiate and conduct public engagement events and activities, as required and ensure feedback is provided to the community and the Parish Council together with any recommendations.

The Working Group undertakes to report recommendations to Acomb Parish Council meetings for any further discussion and approval.

The Parish Council will facilitate and support the Working Group, as required, including the provision of necessary funds and liaison with the County Council, and other external bodies.

Meetings and procedures of the Committee:

Minutes of all meetings will be taken by the Parish Clerk. At each meeting, clear actions will be recorded in the minutes and assigned to a member of the Working Group to progress, within clear time frames.

Information will be shared on Acomb Parish Council website, in the Parish News along with any other means felt appropriate, and an annual report will be made available to be tabled at a Parish Council meeting, outlining the previous year's work and identifying objectives for the year ahead.

An agenda and minutes of the last meeting will be sent to all members a week before each meeting. The agenda will be determined by the Chair of the Working Group. Contributions towards the agenda may be made by other members of the Working Group prior to the Agenda being sent out.

The Working Group will aim to meet monthly, immediately prior to the Acomb Parish Council meeting. The Chair of the Working Group will provide a verbal resume of recommendations to the Parish Council to be formally agreed. All decisions of the Working Group are will be ratified by Acomb Parish Council before implementation.

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The Terms of Reference will be approved by Acomb Parish Council and reviewed annually. The Parish Council can dissolve the constitution of the Working Group at any time.

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Appendix

Short-Term Objectives (3 - 6 months)

Report back to September APC meeting on the status of these short-term objectives

- ! Review the information from the Community Buildings Feasibility Study (2018), identify realistic options for the way forward and provide a planned programme of development for work to be undertaken to ensure the future sustainability of the community buildings, in the short, medium and long term. This will include arrangements for the refurbishment, re-design or re-designation of existing facilities.
- ! To share full and accurate accounts of any financial resources generated through the use of these buildings/land used and consider best use of the income revenue.

Medium Term Objectives (12 months)

Formal annual report to the March 2020 APC meeting

- ! Provide a formal report to APC at the March 2020 meeting on the work undertaken over the previous 12 months and plan the objectives for the next 12 months – March 2020 to March 2021

On-going objectives

- ! Continue initiating and conducting public engagement events/activities and ensure the residents of Acomb are made aware of the outcome of the Feasibility Study and are involved in future decision making.
- ! To oversee the development and preservation of the Playing Field, play areas and Common Lands.
- ! To identify and pursue potential and realistic sources of funding to fulfil these objectives.
- ! To extend the use and variety of activities available within any of these facilities in consultation with Acomb residents.