

RINGMER PARISH COUNCIL
Play Area & Outdoor Social Spaces Working Group
TERMS OF REFERENCE

Adopted at Full Council Meeting
17/01/2023

Terms of Reference for Play Area & Outdoor Social Spaces Working Group

Membership

3 appointed Members of the Parish Council

Members of the Working Group will be appointed by the Parish Council and will be reviewed at the Annual Parish Council meeting.

Leader

The leader of the Working Group will be appointed by the group.

Powers

Working Groups cannot make decisions on behalf of the Parish Council, and any recommendations made by Working Groups will be subject to approval by the Council or suitably authorised Committee.

Meetings

The Play Area & Outdoor Social Spaces Working Group will arrange its own meetings and schedule of work at its inaugural meeting.

Key Responsibility

1. The Play Area and Outdoor Social Spaces Working Group is responsible for informing and recommending to the Council issues regarding the management, maintenance, and upkeep of the existing and future play areas owned by the Council ie. playing fields and play areas and its equipment.

Areas of responsibility

1. Other individuals from clubs and community groups who use the facilities and who are interested in furthering the objectives of the Working Group can be co-opted in an advisory capacity to the Working Group but will not have a vote.
2. Make suggestions about the day-to-day management of the key responsibilities identified above.
3. To review the monthly Play Equipment Inspections by Lewes District Council and manage and mitigate the risks identified.
4. To review the annual Play Equipment Safety Inspection (ROSPA – Royal Society for Prevention of Accidents) and manage and mitigate the risks identified.
5. Oversee planned improvements and upgrading of the facilities.
6. Work closely and liaise with local groups/clubs.
7. Liaise with other Working Groups and full Parish Council as appropriate.
8. Produce an action plan of issues arising from any of the above items and monitor progress and completion in conjunction with the Parish Clerk and Parish Council.
9. Prepare with the Parish Clerk and Working Group, an estimated annual budget plan of requirements to meet the objectives of the Working Group.
10. To give recommendations on tenders and contracts in association with this Working Group.