Bladon Parish Council:
Recreation Ground Improvements Working Group Terms of Reference

Adopted by Bladon Parish Council on 3rd July 2025 Minute Ref 067/25

1. Purpose

The Playground Redevelopment Working Group (the "Working Group") is established by Bladon Parish Council to oversee, guide, and support the improvement of the recreation ground. The group's purpose is to ensure the project is delivered in line with community needs, within budget, and in a timely manner.

2. Objectives

- To assess the current state of the recreation ground and identify areas for improvement.
- To engage with local residents, particularly children and families, to gather input and feedback.
- To develop a clear plan for the improvements, including design, safety, accessibility, and sustainability.
- To liaise with suppliers, contractors, and relevant stakeholders.
- To seek appropriate permissions and ensure compliance with regulations.
- To identify and pursue funding opportunities and manage the project budget.
- To report regularly to the Parish Council on progress and recommendations.

3. Membership

- The Working Group may include:
    - co-opted community members as agreed by the Council
    - parish councillors
- Membership will be approved by the Parish Council.

4. Roles and Responsibilities

- **Chairperson**: To convene and chair meetings, coordinate activities, and report to the Parish Council.
- **Secretary (optional)**: To take minutes, circulate agendas, and manage correspondence.
- **Members**: To contribute to discussions, undertake tasks as agreed, and represent the interests of the community.

5. Meetings

- The Working Group will meet as required.
- Notes of meetings will be recorded and shared with the Parish Council.
- Decisions will be made by consensus or majority vote of those present.

6. Authority

- The Working Group does not have decision-making powers but will make recommendations to the Parish Council.
- All financial commitments or contracts must be approved by the full Council.

7. Reporting

- Summary update reports shall be presented to the Parish Council as requested.

8. Duration

- The Working Group will operate until the successful completion of the improvement project or until the Parish Council decides otherwise.

9. Review

- These Terms of Reference may be reviewed and amended by the Parish Council at any time.