

# **Harwell Playground Reconstruction Committee** **Terms of Reference – August 2011**

## **List of members with contact details**

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<i>Council Representative</i>		
Representative young people from the "Our Street Corner " youth club		

## **Goals**

- To redevelop and equip Harwell village adventure playground.  
Options include
  - Purchasing new equipment,
  - Repair existing equipment,
  - Expand the age range profile of the equipment
  - DDA equipment suitable for use by disabled of all ages
  - Review and repair fencing & gates if necessary,
  - Review access for tractor,
  - Review and investigate options/cost for the relocation of tractor shed.
- To recommend a plan of action to Harwell Parish Council (HPC).
- To employ a professional project manager to implement the plan of action
- To raise funds for the project.
- To plan for future maintenance costs for the playground.

## **Resources/ budget**

- Funds will be raised by grant applications and fund raising activities
- The budget will be managed by HPC
- Some HPC funds may be available for expenditure on the project
- Applications to organisations and financing bodies to be made by the committee and the clerk of the Parish Council
- All finance to be made known to the clerk. All funds will be held by the clerk and will be audited as with other Council finances
- Enthusiastic and self-nominating committee from the community with HPC representation.
- Support from the Oxfordshire Playing Fields Association (OPFA)
- Members of the Village Youth Club initiated and continue to support the redevelopment

- Organisations that care for children in the village are supportive
- A local disability organisation is in support.

## **Scope**

Bounds of responsibility,

- HPC will have a report at each council meeting and will have overall control of the project
- The playground committee will consider and report on the viability of the proposed changes
- Value for money for equipment will be discussed with professional bodies and Safety organisations (e.g.ROSPA)
- Safety organisations (e.g. ROSPA) will be part of the planning and installation of equipment
- Local householders' interests and concerns will be taken into account.

## **Other**

Schedule of meetings,

- Committee meetings will be held regularly to comment on and plan future stages.
- The committee will report to the HPC at their regular monthly meetings
- The committee will confer regularly with the professional project manager and report to the relevant meetings as required

## **Timeline**

- An application to the majority funder to be submitted within three months.
- The majority of the fundraising applications will be completed during 2011. In the event that sufficient funds are not forthcoming the committee will review the timelines and agree revised terms of reference with the HPC.
- The project should be finished within 12 months from the granting of the majority of the funding.
- There may be small items which may be added after the main refurbishment as and when finances become available

## **Reporting**

- The Harwell Parish Council is integral to the project and will have a written report at each council meeting from the council member(s) on the committee.
- The Annual Parish meeting will have a report of the project, with photos and a written report
- Organisations in the village who have been consulted will have written reports as they require
- Regular updates will be provided to local media (newsletters, websites, press etc)

*Signed* David Marsh, Chairman HPC      Sue Greatbanks, Chair Playground Committee