

Brundall Village Park

Working Group Terms of Reference

The Brundall Village Park Working Group (BVPG) was formed to look at the potential uses, design and layout of the land that will be given to Brundall Parish Council as part of the housing development next to Brundall Memorial Hall.

1. Membership

BVPG shall comprise a minimum of three and a maximum of five members, with representatives from Land Management, Environment, and Recreation and Wellbeing Committees. All members must be elected members of the Parish Council. Members shall be appointed by resolution of the full Council

Membership will be confirmed at the Annual Meeting of the Parish Council, or at the next full Council meeting if required.

BVPG can ask advice from other councillors and members of the public who have specific knowledge and/or expertise on the subject to assist, including other Council working groups and committees.

2. Leader

A Leader or spokesperson will be appointed by BVPG and must be an elected member of the Council.

The Leader will be the main point of contact for the Clerk to the Council, Council members, and members of the public.

3. Reporting Structure

BVPG will report to the Recreation and Wellbeing Committee.

The Leader, if unable to attend a meeting, will nominate another member of the BVPG to attend and deliver the progress report.

4. Powers

BVPG has no power to make decisions on behalf of the Parish Council, but may make recommendations to full Council via the Recreation and Wellbeing Committee.

5. Responsibilities and Areas of Operation

BVPG is tasked with looking at all aspects of the land that will be given to the Parish Council as part of the S106 agreement for the Brundall Meadows development. This will include:

- Potential uses of all areas of the site
- Suggested layouts and designs of the different areas of the site
- To take into consideration any impacts on habitats of the proposed layout and design
- To take into account access to Cremer's Meadow when considering the design and layout of the site

- To liaise with the Trustees of Brundall Memorial Hall to ensure the needs of the village are met and the 2 pieces of land complement each other
- To create a brief for a consultant designer and prepare any tender documents
- To identify the costs of the project including ongoing maintenance costs, along with sources of funding
- To explain recommendations, reasons, and options to Full Council, via the Recreation and Wellbeing Committee, by way of a written report
- To take into account the needs of residents by means of consultation(s) at the appropriate time

6. Meetings of Working Groups

BPVG will arrange its own meetings and schedule of work. They do not have to meet in public therefore Standing Orders are not applicable, although the Code of Conduct still applies to any Councillor who is a member.

Formal agendas and minutes are not required but detailed notes including date of meeting, attendees, and methodology of recommendations should be made.

The frequency of meetings will be as required.