



WRITTLE PARISH COUNCIL
Parish Office, The Green
Writtle, Chelmsford
Essex CM1 3DT
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Email: clerk@writtle-pc.gov.uk
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TERMS OF REFERENCE

Version Number	Date	Author	Notes
0.1	02 April 2019	L Fox	Approved at Playing Fields Committee Meeting – 15 July 2019
0.2	15 July 2020	L Fox	Approved at Playing Fields Committee Meeting – 20 July 2020
0.3	13 July 2021	L Fox	Approved at Playing Fields Committee Meeting – 19 July 2021
0.4	14 July 2022	L Fox	Approved at Playing Fields Committee Meeting – 18 July 2022
0.5	23 March 2023	J Atterbury	Approved at the Parish Council Meeting – 3 April 2023
0.6	21 March 2024	L Fox	Approved at the Parish Council Meeting – 8 April 2024
0.7	01 April 2025	L Fox	Approved at PCM – 7 April 2025
0.8	17 March 2026	J Atterbury	Approved at PCM 13 April 2026

PLAYING FIELDS COMMITTEE (PLA)

Note: - Where these Terms of Reference conflict with the current editions of: - Code of Conduct (C of C) or Financial Regulations (FR) or Standing Orders (SO) then the C of C, FR or SO shall take precedence.

Composition

Parish Council members to be agreed at the Annual Parish Council Meeting in May. Other Parish, City and County Councillors may attend but not vote. In addition, non-voting representatives from the Writtle Sports and Social Club (WSSC), Writtle Scout Group and Writtle Cards can attend this committee.

Quorum

More than 50% of the Committee with a minimum of 3

Chair and Vice-Chair

The Chair shall be proposed and elected annually at the Annual Parish Council Committee in May. The Vice Chair shall be proposed and elected annually at the first meeting of the Committee after the Annual Parish Council Meeting by the members of the Committee.

The Chair or (in his absence) Vice-Chair of the Committee shall be an ex officio member of the WSSC Committee and be entitled to attend main WSSC committee meetings.

Objectives

- To ensure the sports and recreation facilities at the Paradise Road and Oxney Green Park sites are well maintained and available for use by the parishioners of Writtle.
- To liaise closely with the WSSC
- To liaise or oversee as appropriate the general maintenance of the Club House, playing fields and play equipment owned by the Council
- To fix the budget for the forthcoming year
- To review spending throughout the year
- To control vandalism (all acts to be reported to the Police)

Playing Fields - responsibilities

- Structural repair and maintenance including external doors and windows but not the internal finishes of the Club House in Paradise Road
- Cutting of the playing fields grass and hedges in Paradise Road and Oxney Green Park
- Liaise on the letting of the 3G Area under the terms of the lease
- Drainage of the top seniors playing field
- Maintenance of the main car park and car park gate and fencing
- Maintenance of the access track to the Minor's sports field
- Lighting to the main car park common areas and CCTV cameras
- Liaise with the Writtle Scout Group under the terms of their lease of the Scout Centre land in Paradise Road from the Council
- Liaise with the handyman on litter picking and repairs when necessary
- Liaise with the Writtle Cards Drama Group under the terms of their lease of the old Scout Hut land

Play Equipment in Paradise Road and Oxney Green Park

- Maintenance and/or renewal of the skate park and all children's play equipment as appropriate.
- Carry out weekly inspections of the play equipment. Organise an annual inspection of all play equipment by an independent inspection company and carry out any recommendations.
- Note: - The playing area behind the Long Brandocks shops is the responsibility of Chelmsford City Council
- To seek suitable grants for equipment renewal and acquisition
- Liaise closely with the council handyman on repairs to equipment caused by either wear and tear or by vandalism

Meetings

- Committee meetings will be held at least 4 times a year with site inspections when necessary
- The Clerk or any person so delegated will prepare and issue agendas within the Statutory days prior to the meeting and make a record (minutes) of all proceedings at each meeting. Minutes will be circulated as soon as possible after the meeting to all members of the Council.
- If not fully detailed in the minutes, where appropriate, the Chair of the Playing Fields Committee will report the work of the committee to the next regular meeting of the Council.
- The Chair will liaise with such other committees and invite members of other committees to attend its meeting as may be deemed appropriate.



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- Any matter(s), which may be in conflict with the work of another committee, must be referred to the Council.
- The Chair will represent the Playing Fields Committee on the Executive and Finance Committee.
- The Playing Fields Committee is authorised to establish sub-committees and working groups and appoint advisors to assist in this work. The sub-committees or working groups must have agreed terms of reference and a timeframe for them to operate.

Next review: April 2027