

Terms of Reference for the Section 106 Task and Finish Group at Cowbridge with Llanblethian Town Council

Application and Spending of S106 Monies for New Accessible Play Park Equipment in TWT Park

1. Background:

The Section 106 Task and Finish Group is established by the Cowbridge with Llanblethian Town Council to oversee the application and spending of Section 106 (S106) monies allocated for the installation of new accessible play park equipment in TWT Park.

The objective of this group is to ensure transparent, accountable, and community-led decision-making regarding the utilisation of S106 funds for enhancing recreational facilities in the local area.

2. Objectives:

To review and assess the needs of the local community regarding accessible play park equipment in TWT Park.

To identify suitable vendors and equipment options that meet safety and accessibility standards.

To engage with stakeholders and gather input on the selection and placement of the new equipment.

To oversee the procurement, installation, and maintenance of the selected equipment in accordance with the allocated S106 funds.

3. Composition:

Chair: A designated member of the Cowbridge with Llanblethian Town Council shall serve as the chair of the Task and Finish Group, responsible for facilitating meetings, preparing agendas, arranging minute taking and ensuring the groups objectives are met.

Members: The Task and Finish Group shall consist of council members, community representatives, technical experts (if necessary), and any other relevant stakeholders appointed by the council.

4. Procedures:

Needs Assessment: Conduct a comprehensive needs assessment to identify the specific requirements and preferences of the local community regarding accessible play park equipment.

Vendor Selection: Invite quotes from reputable vendors specialising in accessible play park equipment, ensuring compliance with relevant safety and accessibility standards.

Community Consultation: Engage with local residents through surveys, public meetings, or other means to gather input on the proposed equipment options and their placement within TWT Park.

Funding Sources: Identify potential sources of funding, including Section 106 (S106) funds and other match funding opportunities.

Approval Process: Present the proposed equipment selection and installation plan to the Cowbridge with Llanblethian Town Council for approval before proceeding with procurement and installation.

Financial Management: Maintain accurate records of all expenditures related to the project and ensure that costs are within the agreed-upon budget.

Installation and Maintenance: Oversee the installation of the selected equipment by qualified professionals and establish a maintenance schedule to ensure its ongoing safety and functionality.

Reporting:

Regular progress reports shall be provided to the Cowbridge with Llanblethian Town Council, detailing the status of the project, expenditures, and any challenges encountered.

A final report shall be submitted upon completion of the project, summarising the activities undertaken, the equipment installed, and any lessons learned for future reference.

6. Review and Amendments:

This Terms of Reference shall be subject to annual review by the Cowbridge with Llanblethian Town Council to ensure its effectiveness and relevance.

Amendments may be proposed as necessary, with approval from the council.

7. Confidentiality:

All information obtained during the course of this project shall be treated as confidential and used solely for the purposes outlined in this TOR.

8. Duration:

This Terms of Reference shall remain in effect until the completion of the project, unless otherwise determined by the Cowbridge with Llanblethian Town Council.

9. Approval:

This Terms of Reference has been approved by the Cowbridge with Llanblethian Town Council and shall serve as the guiding framework for the Section 106 Task and Finish Group overseeing the application and spending of S106 monies for new accessible play park equipment in TWT Park.

Adopted at the Annual Statutory Meeting of the Cowbridge with Llanblethian Town Council.

Date: 22nd May 2024