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Adopted by the Parish Council on: 19 / 05 / 2020

## **Pavilion and Bowls Club Project Working Group Terms of Reference**

### **1. Brief for the project groups**

- 1.1. The two pavilions and associated garage/storage facility on the recreation ground will be demolished and replaced by two new pavilions, one principally for use for football and the other for bowls.
- 1.2. Space and facilities for croquet will be provided in whichever pavilion the Council, after consultation, decides.
- 1.3. The new pavilions will be the property of the Council but responsibility for their day-to-day management and maintenance will be as agreed by the Council, WWRSAL, and the bowls club.
- 1.4. The provision of the new pavilions will be treated by the Council as a single project, but each pavilion will have a separate project management group. Overall responsibility will rest with the Council.
- 1.5. Both pavilions will be single storey.
- 1.6. The accommodation in the main pavilion should include modest provision for community and parish council use, for storage and for a kitchenette.
- 1.7. The Council should receive for its approval a schedule of the accommodation and facilities and copies of architects' drawings at an early stage.
- 1.8. All contracts relating to design, development and construction must be in the Council's name and comply with the Council's financial and tendering regulations.
- 1.9. The project groups must together ensure that residents likely to be affected by the construction are consulted and their views taken into account as far as is reasonably practicable throughout. The project groups should also afford the parish community the opportunity of commenting on the project as soon as details of the interiors and exteriors of the pavilions are available.
- 1.10. As soon as practicable the groups must provide the Council with a timeline identifying each major stage.
- 1.11. All planning applications must be in the Council's name.

- 1.12. All contracts must be on a fixed-price basis unless the Council otherwise agrees.
- 1.13. Variations in contractual terms, designs, specifications, costs or timescales must have the Council's approval which may, where they deem it appropriate, be given by the Council's Chairman or Clerk provided that, where additional cost is involved, it does not exceed the spending authority given to those officers in the Council's financial regulations.
- 1.14. No contract or other commitment may be entered into unless the necessary funds are available, and any applicable Council procedure or regulation has been observed.

## **2. Funding**

- 2.1. Subject to the necessary funding being available and, on the understanding, that its contribution will be match-funded from other sources, the Council will contribute up to £250,000 to the project. It will be the responsibility of WWRSAL and its affiliated clubs and societies to raise the further funding needed although all applications for grant-funding will be in the Council's name.
- 2.2. The Council may, in exceptional circumstances, be prepared to review its contribution but there can be no guarantee that it will be able to make an increase.

A copy of these project terms of reference to be provided to every project team member and Parish Councillor.