



**BRAMSHOTT & LIPHOOK  
PARISH COUNCIL**

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**Terms of Reference adopted 6<sup>th</sup> June 2023**

**Little Rec Working Group/Advisory Committee**

**Purpose of the Working Group**

The working group is to consider options for the Jubilee Recreation Ground, commonly known as the Little Rec, should the current skatepark be removed.

The land was donated to the parish council with the following information recorded:

*The Jubilee Recreation Ground is more commonly referred to as the Little Rec and is an area of land, 252 x 126 feet, that stretches from behind the library to the Haslemere Road car park. It was donated by Mr W T Erle to the parish council in trust for the use of young children and their parents resident in Liphook and its environs for ever. It currently houses the skate park which was installed in 2001. The Deed of Conveyance is mentioned in the minutes of the parish council meeting held on February 10<sup>th</sup> 1897. Mention was made of adding part of the playground to the Girls School. The boundary with the County Library (old school) is marked by posts by the wall on the western side. The deeds were mislaid some time prior to 1957. Ownership was registered with the Land Registry in December 1997.*

**Terms of Reference**

1. The working group will consist of at least 3 council members, and the Executive Officer and Grounds Manager, determined by the Recreation Committee or the Council. Membership is determined at the annual meeting of the council, or at a full council or committee meeting.
2. The working group may invite other stakeholders, including neighbours, and/or representatives from schools, the Methodist Church, and sports clubs to join the efforts of the group and to attend meetings in an advisory capacity.
3. At the first meeting of the working group, members shall:
  - a. Review these terms of reference
  - b. Appoint a council member as Lead Member who will ensure all members of the working group are kept informed and involved with progress, and act as the primary contact to the committee
4. In line with the purpose set by the committee, the remit of the working group is to:
  - i. How to achieve the purpose of the working group
  - ii. Assess costs and benefits of suggested uses to the parish
  - iii. Consider all alternatives for use
  - iv. Consider security of the area i.e. vandalism
  - v. Have consideration of neighbouring properties when assessing use

5. The working group does not have any delegated powers to make decisions for or on behalf of the Recreation Committee and must not exceed its purpose or remit without the committee's permission.
6. The working group reports to the Recreation Committee and should provide reports in the following way: Recommendations to be made to the Council by November 2023. Report back to the committee at each meeting.
7. Meetings of the working group are informal and therefore do not need to be held in public (unless the council/committee stipulates that they should) and may be held remotely.
8. Meetings of the working group do not need to be minuted, but minutes are considered best practice to allow for accurate reporting to the council.
9. Once the purpose of the working party has been fulfilled, the group will be disbanded.

The working group is an informal advisory group and any decisions made by the group cannot bind the Recreation Committee or the Council. The Recreation Committee will consider the advice provided by the working group but are under no obligation to accept the advice as a basis for any decisions made by full council/committee.