



Terms of Reference of the Pocket Park and Riverside Park

Working Party

A. Hoveton Parish Council (HPC) are responsible for the management of a grassed area and area of shrubs and trees near to the River Bure and North East of the road bridge in Hoveton known as Pocket Park (PP). Adjacent to Pocket Park is a further area known as Riverside Park (RP) which is managed by the Broads Authority and comprises grassed area, quay side, trees, shrub beds and a performing area upon which Hoveton Parish Council have agreed to carry out certain limited maintenance functions.

B. In order to manage PP and RP HPC have appointed members of the Council to form the Pocket Park and Riverside Park Working Party (PP/RPWP).

C. The terms of reference of the PP/RPWP are set out below. These terms of reference were adopted and approved by HPC at their meeting on [] of [] 2014.

Terms of Reference

1. The members of PP/RPWP shall be appointed from time to time by HPC at their normal Council meetings together with such other persons who may not be Councillors but who are required or helpful to the functioning of PP/RPWP and the discharge of its roles and functions.

2. PP/RPWP shall undertake the following roles and functions:

1.1 To make recommendations to the Council as to the maintenance of PP and RP.

1.2 To make recommendations to the Council for the future development and use of PP and RP.

1.3 To make recommendations to the Council as to all relevant areas such as safety, health, and appearance of PP and RP.

3. The Quorum of the PP/RPWP shall be two Council members and any meeting of PP/RPWP shall be notified in writing to all members of PP/RPWP as appointed under paragraph 1 above.

4. At least one week in advance of each Council meeting a member of PP/RPWP will provide a written update to the Clerk so that the Clerk may include such update for presentation to the Council meeting. The update will include;

- Dates of any PP/RPWP meetings that have taken place and names of those who attended.
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Hoveton Parish Council

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- A general update on the activities of the working party and any issues related to the ongoing administration of PP and RP.
- Any specific requests, proposals or recommendations regarding PP and RP to be put forward by PP/RPWP to the Council.

5. For the avoidance of doubt it is hereby stated that the PP/RPWP shall have no authority to enter into contracts, purchase goods or services or incur expenditure except pursuant to a decision by HPC at their normal Council meetings.

Approved HPC meeting 7th July 2014
