



## Saffron Walden Town Council

### Strategic Public Open Space S106 Monies Working Group (Linden Homes)

#### **Membership:**

Proposed as Cllrs Abercrombie, Asker, Reeve, Freeman, McBirnie, Porch and Shotropa

Officers: Operations Manager and Deputy Town Clerk

#### **Membership Numbers and Quorum:**

Membership of the Working Group will be no less than seven members. The membership is determined as seven Councillors, with Officer support as appropriate. Whilst a Working Group is not governed by the same rules and protocols of a (sub) Committee, it is appropriate to set a quorum. The meeting quorum will be at least one-third of the whole number of members of the WG and in no case shall the quorum be less than three

#### **Meeting Attendance:**

WG members may attend the meeting either in person or remotely. For remote access (via Teams or Zoom), prior notification must be afforded to Officers, allowing establishment of the remote access.

#### **Chair:**

To be elected at the first working group meeting alongside a Deputy.

#### **Overall aim:**

To facilitate the spend of the Linden Homes Radwinter Road Strategic Public Open Spaces monies by:

Reviewing the works required to the One Minit Skatepark and identifying options to strengthen its offering, including the feasibility of installing toilets and a concession unit

#### **Meetings:**

Ordinarily to take place in the Town Hall. The frequency, date/time of the WG meetings will be determined by members of the WG.

**Project Delivery:**

The WG will present a first draft report to the A&S Committee no later than January 2026. Other deadlines are subject to approval of the first draft report and progression of the project by Council.

**Reporting Process:**

The WG will report on a quarterly basis to the A&S Committee.

**Key objectives:**

- 1) To undertake research on behalf of the council, including liaison with third party organisations and authorities.
- 2) To determine the costs involved and possible funding streams (should additional monies be required)
- 3) Gather the views and opinions of as many individuals, groups and organisations in the community as possible, ensuring the project meets local aspirations and needs
- 4) To create draft documents and reports for recommendation to the Assets and Services Committee and Full Council.
- 5) To identify works required, and the timescales involved.

**Delegation**

Council authorises the WG and Officers to act accordingly in actioning the overall aim and key objectives of the WG as determined within these terms of reference.