

# **Chippenham Skatepark Task Group (STG)**

## **Terms of Reference**

### **Membership of the Skatepark Task Group (STG)**

The Skatepark Task Group (STG) will normally be made up of not more than 10 members from the following groups:

- Members of the Area Board
- Town and Parish Council representatives
- Community representatives

Representatives should act as a conduit between their organisations and the STG by putting forward the views of the body they represent and providing feedback to its members regarding the work of the STG. The group members will also need to be mindful of the needs of the community area as a whole when making their recommendations, as not all councils and groups can be represented on the STG.

Recommendations to the Area Board will usually be reached by consensus but if necessary these can be agreed by a show of hands by those representatives present at the meeting.

The group will normally be chaired by a Wiltshire Councillor. Membership of the STG will cease when a member ceases to hold the stated office as when first appointed.

The STG may invite experts, professionals and representatives from local organisations to its meetings to give technical advice or to share pertinent local knowledge on projects in the area.

### **Appointment of STG Members**

Appointment of members to the STG will normally be agreed at a full meeting of the Area Board. Membership may be varied, with the agreement of the Area Board Chairman, subject to approval at the next full Area Board meeting.

Where required for flexibility, the Area Board may appoint an unnamed representative of an organisation to the STG (e.g. Town/Parish Council or Community Area Partnership) to ensure that the organisation is always represented at meetings. However it is preferred that the same representative attends if possible to ensure consistency of membership.

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### **Media Relations**

Members of the STG must not issue statements on behalf of the Task Group or the Area Board.

Any statements about the work of the STG should be agreed between the Chairman of the STG and the Chairman of the Area Board. Responses to enquiries, complaints any other correspondence relating to the Skatepark Project will be issued by the STG Chairman.

### **Meetings**

It is recommended that the STG meet at least four times a year. It should be noted that STG is not a constitutional or decision making body and hence proceedings will not be minuted by Democratic Services.

### **Officer Support**

Meetings will be attended by relevant officers from Wiltshire Council and Chippenham Town Council.

### **Terms of Reference**

The STG has no formal decision making authority on operational matters or budget expenditure but acts as an informal discussion forum making recommendations to the Area Board. Recommendations must be agreed at a full STG meeting before being brought to the next Area Board for approval.

The STG's terms of reference are set out at Appendix A:

# Chippenham Skatepark Task Group (STG) Terms of Reference

Appendix A

## Terms of Reference

1. To install a Skatepark facility in Chippenham
2. Identify sites
3. Negotiate with landowners
4. Consult with members of the public
5. Consult and work with young people
6. Invite experts/professional as required
7. To make recommendations to the Area Board