

Terms of Reference for the Parks and Open Spaces Working Group (POSWG)



Statement of Purpose

A new strategy for Parks and Open Spaces will both protect and enhance existing spaces and assist in the creation of new open spaces. It is an essential management tool for new Mills Town Council (NMTC), helping to set priorities and plan spending and resources.

Most importantly it will show how our open space is valued and make the case to funders for increased resources.

A new strategy should reflect a widely shared vision, consulting and involving stakeholders (public, businesses, interest groups) so that NMTC can understand the demands on our open spaces, identify potential flaws, and work towards making them fit for 2025 and beyond.

We want to be able to consider our Parks and Open Spaces in relation to sustainability, community, health, biodiversity, regeneration and crime and disorder.

The purpose of the POSWG is to produce a collaborative Parks and Open Spaces Strategy that will form a framework and guide for the development of our parks and open spaces over the next five years.

Scope - Initiatives

- Define the scope and purpose of the strategy.
- Review national, regional and local context of our open spaces.
- Understand the Supply
- Understand Demand and Need
- Identify Objectives
- Prepare the strategy and action plan.

Membership and Responsibilities

The Working Group will consist of:

- **Chairperson:** Lyn Bannister
- **Members:** NMTC Councillors, Non-Voting Community Members - Up to 6 community members with relevant expertise may be co-opted to provide advice/guidance and contribute specialist knowledge.

Note Officers and Volunteers may join the WG on an ad hoc or task related basis

Methodology

The Working Group will:

- Conduct regular meetings as scheduled.
- Review work undertaken to date, agree an engagement and communication strategy, agree draft vision, initial aims/objectives and timetable.
- Identify key characteristics of our open spaces, review current management and funding.
- Take an inclusive approach to understanding demand and need, seeking and reviewing existing, if any, data, and consult and survey to assess demand and need.
- Collaborate to perform a town-wide audit of open space.
- Analyse supply and demand, identify deficiency areas and opportunities for addressing them, update framework in light of analysis and identify priorities for open space improvements.
- Prepare draft strategy, prepare action plan, consult on both, complete and adopt strategy.
- Set standards for quantity, quality and accessibility.
- Ensure all recommendations align with NMTC policies and national best practice guidelines.
- Placing updates onto each full council meeting agenda following a POSWG meeting.

Time Frame

Initial timeframe of 12 months

Accountability and Reporting

- The Chairperson will ensure that the objectives of the group are met and recommendations are effectively communicated to NMTC.
- The Working Group will report to New Mills Full Town Council, ensuring transparency and accountability in decision-making.
- Recommendations will be submitted to NMTC for consideration.

Confidentiality

- All members must adhere to strict confidentiality protocols, ensuring that discussions and findings remain secure until formally approved for dissemination.

Review and Amendments

- These Terms of Reference will be reviewed annually to ensure they remain relevant and aligned with NMTC priorities.
- Amendments will be subject to approval by NMTC.