

CRAG Constitutional Documentation

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1. INTRODUCTION

- 1.1. Coaley Recreation Field (The Rec) is an important space placed in the heart of the village used by all ages. Within the space is a small playground, 2 tarmac-ed tennis courts, a pump track and hangout space. There used to be a full size football pitch but this can no longer used for matches. The space is bounded by 2 other key village facilities, namely the Village Hall and the Community Shop, thus this is a hub space for the village.
- 1.2. The Coaley Parish Council feel the space can be improved and have appointed the Coaley Recreation Action Group (CRAG) as a working group to regenerate the Coaley recreational ground. The group is composed of parish councilors and Coaley residents who have volunteered to be part of the group.
- 1.3. The groups have worked to develop a mission statement and aims to define the principles for how they would like to see the Coaley Recreation Field developed for use by villagers, their families and people from the wider community.

2. CRAG VISION & PRINCIPLES

- 2.1. We believe play and recreation are crucial to wellbeing. We aim to create an accessible and varied play and recreational space, which will enhance the natural environment and benefit the whole community
- 2.2. In aiming to create an intergenerational space with opportunities for all we recognise that, the UN Convention on the Rights of the Child places particular emphasis on the rights of children and states “every child has the right to play and rest” (article 31).
- 2.3. Here in Coaley we recognise the impacts of modern society may restrict children’s opportunity to play freely outdoors. We therefore aim to recognise this right and ensure children have opportunities, as enjoyed by previous generations, to have the freedom and independence to decide when, where, who they play with. It is essential for children’s all-round development and promotes positive well-being that can carry over into later life.

3. MISSION

Our long-term mission for Coaley Recreation Field is to:

- 3.1. Create and maintain a rich natural environment where everyone, can enjoy the outdoors, play freely and creatively with their friends and follow their interests.
- 3.2. Develop an inclusive, child-friendly, free, adventurous play space in the heart of Coaley where people of all ages and abilities can come and explore, create, build friendships and generally hang out.

4. OVERALL AIM

To improve the well-being of residents of Coaley especially children and young people in the Coaley area by developing and maintaining a safe, free, adventurous play environment by:

- Developing a plan for playing field regeneration
- Obtaining funding for the agreed improvements
- Implementing the specified work under the authorisation of Coaley Parish Council

5. OBJECTIVES

CRAG will achieve these aims by:

- 5.1. Collating initial thoughts on required improvements
- 5.2. Gaining Parish Council and wider local support for the campaign
- 5.3. Undertaking a project risk assessment
- 5.4. Being responsible for presenting findings/project progress to the community for feedback
- 5.5. Setting out the timescale and estimated costs of gathering information and carrying out consultations.
- 5.6. Being responsible for organising its own meetings and monitoring conduct
- 5.7. Ensuring an open and transparent processes at all times by posting information on the Parish Council website, consulting via the Parish newsletter, and face to face meetings with concerned parties
- 5.8. Being responsible for presenting the findings in a clear and accessible manner
- 5.9. Keeping well recorded minutes to be shared with the community and with the Parish Council by posting them on the Parish website
- 5.10. Considering and recommend by way of report to the Parish Council what is needed and how this could be addressed
- 5.11. Agreeing and publicising a phased plan and invite feedback
- 5.12. Seeking grants and local funding

- 5.13. Ensuring ring fencing and accurate accounting of funds as they accumulate
- 5.14. Undertaking risk assessments for planned work
- 5.15. Implementing work in phase

6. TERMS OF REFERENCE FOR COALEY REC ACTION GROUP (CRAG)_

6.1. Structure

- The working group shall have a Committee, made up of a minimum of three volunteer representatives from the community. Others may be part of the working group without necessarily being on the Committee. In addition, a representative from Coaley Parish Council and the Clerk to the Parish Council have been allocated to render assistance.
- A quorum shall be three members. All members shall have equal voting rights and decisions shall be attained through a majority vote. The group will meet no fewer than four times a year, although additional meetings may be called to consider developments as required.

7. Reporting

- The Committee of the working group will be responsible to Coaley Parish Council and will present a monthly update / report on progress at meetings of same, either by attendance by one or more Committee members or by provision of minutes of the latest meeting(s).
- With the exception of a small sum of petty cash (up to £50 that will be raised separately for specific set-up purposes) all CRAG's monies from grants or fund-raising will be held by the Parish Council. Such monies will be ring fenced and accounted for by the Clerk to the Parish Council. The accounts are presented to the parish council at every meeting, from which the Clerk will ensure funding totals are given to the working group.

8. Duration

Once the above objectives have been completed as set out within these aims and objectives, the group should be dissolved and return the responsibility for ongoing management and maintenance to Coaley Parish Council.

Terms of Agreement for CRAG working group and Coaley Parish Council

December 2022

1. After being approached by a parishioner regarding the playing field it was resolved at a meeting of the Coaley Parish Council held on 08.08.22 to appoint CRAG as a working group to regenerate Coaley recreational ground.
2. CRAG will arrange their own working group meetings and ensure that the Parish Council are informed with either the Clerk and/or a designated member of the Parish Council attending, this will enable feedback to the parish council should any decisions or information need to be on the agenda for authorisation.
3. Minutes of CRAG working group to be circulated and the Clerk will put them on the parish website under the CRAG sub heading
4. The working group have set their own Terms of Reference and Risk assessment of the project, which are available on the website
5. A report of CRAG will be given to the full council meeting each month.
6. The Parish Council will allow CRAG to carry out consultations and use the evidence collated to put together plans for the playing field.
7. All proposed play equipment and plans will need full authorisation from the Parish Council before any commitment to purchasing.
8. Any resolutions or expenditure that needs to be resolved should be sent to the Clerk to be on the Full Council Meeting agenda each month.
9. All grants and donations for the project will be applied for in the name of the Parish Council or for smaller one off grants in the name of the sub-group. All monies raised will be ring-fenced for the project of rejuvenating the play area.
10. Monies for the project will be spent based on recommendations from CRAG and authorised by Coaley Parish Council
11. Most fundraising events organised by CRAG can be covered under the Parish Council insurance providing that a council member will be present and risk assessments are in place. Clerk to check with the insurance company on some events, depending on what is being proposed
12. The new play environment, structures and equipment will be designed, created, inspected and maintained to meet the RoSPA standards to ensure children can play creatively and safely. Any equipment or other permanent installation will be undertaken or overseen by appropriately qualified people.
13. Future maintenance of the play area has to be considered in all plans. Once the project is completed and as play equipment is installed, Coaley Parish Council will be the owners and will continue with the maintenance and insurance of the equipment.

COALEY REC ACTION GROUP RISK ASSESSMENT

Identified risks:

1. Resistance to development concept
2. Lack of agreement to plans by Parish Council
3. Disaccord between CRAG Committee members
4. Insufficient space
5. Inability to obtain funding
6. Unavailability of volunteers
7. Loss of funds

Mitigating activities:

1. Identify sectors of the community likely to be resistant, e.g. residents whose properties adjoin the playing fields or sports teams. Contact them directly by letter and/or face to face to provide an opportunity for discussion of concerns. Evaluate any concerns raised and, either amend plans accordingly or undertake further discussions to reach an accord. Ultimately the views of individuals cannot override the majority good and some level of disgruntlement may have to be accepted.
2. Ensure Parish Councillors are fully informed of all developments as they occur. Attend Parish Council meetings as required to obtain feedback. Take account of any concerns raised, evaluate and either amend plans accordingly or undertake further discussions to reach an accord. Ultimately the Parish Council will have the final say as the playing field belongs to the parish council and any equipment installed on there will be on the parish council insurance and will need future maintenance – which is likely to be needed to be budgeted for by the Parish Council
3. Full involvement and total transparency should allow for all Committee members to express their views and feel they are heard. Meetings are open and informal. Where opinions differ, if necessary, a vote can be taken, following which the majority view will be accepted by. All Committee members have equal voting rights and shared responsibilities.
4. An initial assessment of available space will set the limits of the project which will allow for correct planning from the outset.
5. The total project can be broken down into areas and phases, which can be prioritised in terms of support expressed by the community. Therefore the developments can proceed in line with funding. However, where certain funding is available only for specific equipment/developments, funding and phasing may not coincide with prioritisation. If implementation is planned over a long period and includes phasing, rather than 'inability' to obtain funding, it will be slow progress.

6. If offers of help are not forthcoming from residents, local voluntary groups and businesses can be contacted. If no volunteers can be found, it may prove necessary to employ more workers than initially planned. This will increase costs.
7. All CRAG's monies from grants or fund-raising will be held by the Parish Council. Grants should be made in the name of Coaley Parish Council. Such monies will be ringfenced and accounted for by the Clerk to the Parish Council, who will report through the Treasurer to the Committee on a monthly basis. A contract to formalise these arrangements will be agreed.
8. A small sum (up to £500) will be retained as petty cash specifically for set-up purposes, to be lodged in an account in the name of CRAG. Two named Committee members will oversee this account and report to the whole Committee no less than every three months on the use of this money.
9. This risk assessment is to be kept under review, discussed as a Committee agenda item at least every six months, and amended/updated as required.
10. In due course risk assessments will be required in respect of construction work, probably by contractors, and in respect of the use of play equipment, i.e. to risk of significant injury, whilst minor slips, trips and falls are an inevitable part of play.