

# Friends of Stables Lane (FOSL) Terms of Reference (2025)

## Working Group Name – Friends of Stables Lane, (FOSL)

### Purpose

Following the successful commencement of the project for the development of the Stables Lane playing field area, the Parish Council now wishes to establish a more formal group to continue this work over future years. The working group is to be called “Friends of Stables Lane”, (FOSL), and will take account of the work carried out by its predecessors in the Stables Lane development Working Group.

The two key goals of the Group will be to support the Parish Council to ensure that:-

1. the Stables Lane community park “vision” is made a reality
2. the park is well run and maintained on a day to day basis

### Scope

The Friends of Stables Lane group will be responsible for:-

1. delivering the original vision and “Masterplan” for the old playing field as established by the initial Working Group
2. the day to day supervision of the Stables Lane community park to ensure it is clean, tidy and available for the use of the local population and visitors
3. the administration of activities on the Stables Lane park as and when necessary
4. providing advice and making recommendations to the Parish Council, as required, on the maintenance and improvement of the park

### Delivering the original vision

The vision established was as follows :-

***“To create a community recreational space that supports and promotes health, wellbeing and social interaction”***

A diagram of the current “Masterplan” is included below.



**Stables Lane Development Project**  
Masterplan

GROUNDWORK NEWY			
Project:	Stables Lane Development Project	Created on:	19.04.17
Client:	Essex Spc. Parish Council	Drawn by:	DM
Scale:		Sheet:	

## Supervision

The FOSL group will develop and maintain appropriate activities to effectively supervise the day to day usage of the park. This will include monitoring and managing litter and vandalism.

Assisting the Parish Council with advice for any maintenance requirements that may occur from time to time.

Communicating and raising awareness of the park's facilities within the community. Encouraging and promoting events and activities to develop the regular use of the park for the enjoyment of all.

## Administration

As various activities begin to take place on the park there will be requirements to administer usage and any necessary paperwork depending upon the activity.

The FOSL group will develop and run appropriate administrative processes to allow the smooth running of the park for the benefit of the community.

## Authority

The FOSL Group will act in an advisory capacity to the Parish Council making recommendations that will be considered by the Parish Council and a decision taken.

The Chair (or Vice-Chair in the absence of the Chair) will report back to the Parish Council on a monthly basis with details of any activities and meetings of the FOSL Group.

## Membership

The FOSL Group will be made up of Parish Councillors and members of the public who will be made aware of the vacancies through the newsletter and social media sites, as well as the public noticeboard. The committee will be limited to 10 members with at least 3 members being Parish Councillors.

The member roles will be defined per the list below.

- Chair
- Vice-Chair
- Third Parish Councillor
- Representative of the Bowling Club
- Representative of the Tennis Club
- Representative of the Allotment Holders
- Representative of the local residents
- Representative of the local schools
- Two additional members of the general public

Continuation of the Friends of Stables Lane and its membership will be confirmed annually at the Parish Council Annual meeting

## Meeting arrangements

- Meetings will be held quarterly on the first Tuesday in March, June, September and December in the Village Hall.
- The meeting will be chaired by either Chair or Vice-Chair. If no members of the Parish Council are available, then quorum will not be met and the meeting rescheduled / cancelled.

- The agenda will be sent to Friends of Stables Lane members one week before the meeting and minutes published on the Parish Council website following the meeting. The Chair or Vice-Chair (in the absence of the Chair) will be responsible for the agenda and minutes.

## Funding

There are 4 main sources to fund these plans.

- Existing Parish Council funds previously “ring-fenced” for use in developing the Stables Lane playing field area
- New Grant funding already obtained through the activities of the Stables Lane Development Working Group
- Individual bequests, donations or contributions in kind from local residents and interested individuals
- New funding sources of whatever provenance that can be encouraged to provide resources to further extend and develop the facilities on the Stables Lane Community Park. The ongoing identification of new funding sources and then the activities required to secure such new funding streams will be an important ongoing task for the Friends of Stables Lane Group to carry out

The FOSL group will support the Parish Council in raising additional funding to support the further development of the park’s facilities.