

**Terms of Reference for Sevenoaks Town Sports Strategy (STSS) Working Group – Adopted on 4<sup>th</sup> October 2023**

Version	Status	Notes
Version 1	Draft	Presented to Planning Committee 11-09-2023 Approved by Planning Committee 11-09-2023
Version 2	Adopted	Presented to STSS Working Group 04-10-2023 Adopted with various amendments relating to presiding STC Committee (OS&L)

For a second Sevenoaks Town Sports Strategy, to form part of the evidence base for the Sevenoaks Town Neighbourhood Plan and to establish sporting needs within Sevenoaks Town for the next 10 years.

**1. Naming and role**

1.1 The Working Group shall be referred to as the Sevenoaks Town Sports Strategy Group (STSS).

1.2 Topics for consideration by the Working Group may be added, provided that they are within the scope of the Sports Strategy process and do not conflict or duplicate the work being carried out by another Sevenoaks Town Council (STC) Committee or Working Group.

1.3 Any proposed modification to the list of topics to be considered by the Working Group must be approved by the STC Open Spaces & Leisure Committee before they may take effect.

**2. Membership**

2.1 Excluding elected Councillors, members of the STSS shall be limited to representatives of Sports organisations within Sevenoaks Town.

2.2 Members of the STSS shall be, as far as possible, representative of the demographics within Sevenoaks Town.

2.3 The formal list of members of the STSS and all related General Data Protection Regulation (GDPR) matters will be maintained and controlled by the Open Spaces & Leisure Committee.

2.4 Meetings of the STSS will be open to all members of the public who wish to attend.

2.5 Members of the public in attendance at a STSS meeting shall be free to contribute to the discussions taking place however will not hold voting rights.

2.6 Members of the STSS must disclose any personal or financial interests which may conflict or coincide with the topics being considered by the Sub Committee.

**3. Governance and decision making.**

3.1 The STSS will be presided over by a Chair or Vice Chair who must be an elected member of Sevenoaks Town Council.

3.2 If the Chair is not able to be present, meetings shall be chaired by the Vice Chair. If neither are present, members shall elect a Chair for the meeting from those present.

3.3 Decisions will be made by the consensus of formal members present at the STSS meeting. When a vote is tied the Chair will have the casting vote.

3.4 Recommendations made by the STSS will be considered as purely advisory and hold no weight unless explicitly ratified by Sevenoaks Town Council's Open Spaces & Leisure Committee.

#### **4. Meetings**

4.1 It is for the individual STSS to determine frequency of meetings, however the frequency should be adequate to allow the STSS to meet deadlines set by the Open Spaces & Leisure Committee.

4.2 It is recommended that as soon as possible a schedule of STSS meeting dates is agreed and circulated to members.

4.3 Sevenoaks Town Council must be notified at least 5 working days in advance of any proposed meetings to allow them to be publicised adequately.

#### **5. Record Keeping**

5.1 Sevenoaks Town Council will endeavour to have an Officer present at meetings of STSS who will be responsible for the production of the minutes.

5.2 Minutes of meetings will be publically available and will be publicised on Sevenoaks Town Council's website.

5.3 Agendas for the STSS will be circulated via email to all who have expressed an interest in the second Sevenoaks Town Sports Strategy process. Paper copies will be made available at the meeting.