



Harrow Parks Forum

Terms of reference

Purpose of the group:

The network for all the borough's local Friends Groups for parks, nature sites (see Appendix A), recreation grounds, community gardens and other green open spaces.

The purpose of the Forum is to represent users of parks and green spaces by working in partnership with Harrow Council in the management and maintenance of those spaces for the benefit of the whole community.

The Forum is responsible for making effective and efficient use of the resources available by working collaboratively and bringing together knowledge, expertise, and resources for the long-term management of parks and green spaces in Harrow.

The primary aims of the Harrow Parks Forum are:

To represent user groups by working and providing a unified voice for parks, by.

- Sharing experiences and discussing issues
- Acting as a key consultation group on parks and green spaces
- Supporting one another in seeking to improve parks and green open spaces.
- Promoting best practice
- Influencing decision making, including resources allocation, affecting parks and green spaces in the borough
- Helping to establish new Friends Groups and Park User Groups
- Managing joined up approaches with partners such as Health, Sports, Harrow Pride, Arts and Culture
- Working in partnership to manage and maintain parks and green open spaces within the council's Parks and Open spaces section budgets constraints.

Forum members will:

- Ensure that the interests of the local community, residents and users of park and amenities are recognised.
- Retain adequate insurance to cover volunteer members' activities.
- Support Park User Groups to work in partnership with the council to maintain parks and green spaces to a high standard notwithstanding budget constraints.
- Disseminate grant and funding information.

The Council will:

- Support the establishment of Park Users Groups via independent funding.
- Provide training and equipment appropriate to support roles and responsibilities of Park User Groups such as health and safety and volunteer training.
- Give advice on grants and funding streams.
- Give advice and where possible support maintenance operations such as grass cutting, gate locking, planting, and litter picking.

Membership and Representation

- Membership of the Forum will be for Constituted Park User Groups, Portfolio Holder for Parks and Open Spaces and Council Officers (see Appendix B).
- Membership shall not be restricted on the basis of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, or political affiliation.
- Park User Groups will nominate two named people who will represent the group as lead representatives and when necessary, a deputy on the Forum.
- All members will complete a member registration form on joining, to identify any particular areas of interest and how they would like to be involved.
- In the eventuality of the Forum needing to vote, only Park User Groups will have a vote. Each Park User Group will carry a single vote and only one of the two representatives will vote on behalf of the group. In the case of a tied vote the Chair will have the casting vote.
- The Portfolio Holder with responsibility for Parks and Open Spaces will be a permanent standing member of the Forum.
- Councillors will be invited by the Forum to attend for specific purposes in relation to the agenda. Councillors will be non-voting.

Meetings

Meetings shall consist of:

- Park User Group representatives, a member of Harrow Council, invited Councillors and guest speakers/ topic lead.
- Meetings will be held at least four times a year, dates to be agreed at the AGM (held immediately before the September meeting).
- The Forum shall elect a committee each year at the AGM with a one-year term in office.
- The Chair or a nominated officer will be responsible for acting as the main point of contact with the Council.

Accountability

- Individual members are responsible for reporting back on activities of the Forum to Park User Groups.
- A member of the Community Engagement Officer is responsible for liaising directly with the Chair or a nominated officer and report Forum activities to the Portfolio Holder.

Review

These Terms of Reference shall form part of Harrow Parks Forum constitution. The Forum will review the relevance and value of its work and the terms of reference annually.

Appendix A

Joint oversight Harrow Parks Forum and Harrow Nature Conservation Forum.

- Belmont (Nature) Trail
- Headstone Manor Park – Ancient Woodland (The Copse) – HNCF
- Stanmore Common

Appendix B

Community Engagement Officer

- Desiree Mahoney

Portfolio Holder for Community & Culture

- Janet Mote (Appointed 16th May 2024)