



**Freshwater Parish Council**

**Land Management and Assets Committee**

**Terms of Reference**

**2026**



# Freshwater Parish Council

Working For The Community

## **Land Management and Assets Committee Terms of Reference**

Freshwater Parish Council (hereinafter referred to as the Council) manages its assets and legal responsibilities (for example common land) through this committee.

### **Objective:**

The Committee will manage, maintain and plan for the current, ongoing and future needs and aspirations of the Council, all of the Council's assets and legal responsibilities where they fall within the scope of the Committee as outlined in this policy. This will be done in accordance with the Council's approved Standing Orders and any other Council policy where there is overlap with this Committee.

### **Membership:**

The membership of the Committee will be agreed annually at the Annual Council Meeting, this will be a minimum of 5 Parish Councillors. Membership may be amended at any Full Council meeting of the Council. The Chair and Vice Chair of the Council are able to attend all meetings ex officio, they may also be elected as Chair or Vice Chair of the Committee.

### **Chair:**

The Chair of the Committee will be elected annually at the Annual Meeting of the Council. If the Chair resigns during their tenure a new Chair will be elected at the next full council meeting or alternate planning committee meeting. If the Chair is unable to attend any scheduled meeting, they must inform the Vice Chair of the Committee and the Clerk as soon as possible to ensure the Vice Chair has time to adequately prepare to manage the business of that meeting.

### **Vice Chair:**

The Vice Chair of the Committee will be elected annually at the Annual Meeting of the Council. If the Vice Chair resigns during their tenure a new Vice Chair will be elected at the next full council meeting. If the Vice Chair is unable to stand in for the Chair at a meeting, a vote will be taken at the beginning of that meeting to elect an acting Chair to transact the business for that meeting only. The Vice Chair must inform the Clerk as soon as possible if they are unable to stand in for the Chair at a committee meeting.

### **Quorum:**

A quorum is 3 or one third of the committee membership as defined in the Council's approved standing orders. The quorum for the Committee is 3 members.

### **In Attendance:**

An officer will attend all meetings of the Committee held in the Chamber; an officer will usually attend off-site meetings of the Committee.

An officer may attend meetings with residents whilst carrying out their duties but should be accompanied by another officer or Councillor in accordance with the Council Lone Worker Policy.

The public will be invited to attend meetings held in the Chamber. The public may be invited to speak at the beginning of a meeting on any agenda item at the discretion of the Chair of that meeting.

**Meetings:**

Meetings will be held every 2 months on the same evening as the alternate planning committee meeting. Additional meetings may be held as and when the Chair and/or Clerk think it is necessary. Off-site meetings will not be listed on the Council website, this will ensure the integrity of the meetings, no such meetings will be decision making, they will be fact finding only.

**Public Participation:**

All Committee meetings held in the Chamber will permit the attendance of the public, unless the meeting or agenda items are considered to be commercially sensitive. The public will be required to leave the meeting in accordance with the Council's usual policy.

The public have the right to record the meetings in accordance with the law and Council policy.

*The right to record, film and broadcast meetings of Local Councils, committees and sub committees was established following the Local Government Audit and Accountability Act 2014. The "Openness of Local Government Bodies Regulations 2014" became active legislation in August 2014. This is in addition to the rights of the press and public to attend such meetings.*

The public may, at the discretion of the Chair of the meeting, speak in accordance with this policy. The public will be notified of all meetings to be held in the Council Chamber in accordance with this policy. Agendas and minutes/reports for meetings in the Chamber will be published on the Council's website in alignment with the Council's usual practice for agendas and minutes.

**Minutes/Reports:**

Minutes/reports will be recorded at all meetings where a Clerk is in attendance. Minutes will be recorded by note taking and a sound recording. Off-site meetings may be recorded by Councillor and a report submitted when a Clerk is not in attendance. Minutes of meetings will be circulated as per the standing orders.

**Accountability and Scope:**

The Committee will act on the behalf of the Council in the following ways:

1. oversee the renewal of quotations for any/or ground, tree or other maintenance of Council land assets.

2. oversee the renewal of quotations for any ongoing maintenance of Council built assets. (For example, toilet cleaning contracts, legionnaire drinking water testing)
3. Manage the maintenance and future planning of all Council assets or legal responsibilities as listed:
  - Gate Lane toilets
  - Moa Place toilets
  - Granny's Meade
  - Stroud Recreation Ground
  - Jubilee Field
  - Stroud Coppice
  - Boat park and revetment at Freshwater Bay
  - Bouys at Colwell Bay
  - Multi Use Games Area (hereinafter referred to as the MUGA)
  - Skate Park
  - Spinfish
  - Land at Simmonds Lane/Marsh Lane (balancing pond)
  - Yarmouth Bridge Triangle
  - The Manorial Land:
    - Moa Place
    - Grounds adjoining Gate Lane toilets, Freshwater Bay
    - School Green from Black Hut Green to Moa Place car park including the back ditch and the area in front of Moa place toilets, area inside of the Skate Park.
    - Black Hut Green including the back ditch
    - Banks of the Brook - Area off main pavement into the brook
    - Library Gardens
    - Moa Place triangle
    - Brookside Road to include areas on either side of the footpath above and into the Brook including roadside and the area around the electricity substation to the tree line
    - Queens Road from Brookside to Pound Green including area outside of Freshwater Conservative Club
    - Pound Green – all grassed areas including inside the Pound
    - School Green Road opposite the Vine
    - West Green Middleton including the area in front of Sheepwash Farm
    - Norton Green – all grassed areas fronting residences in Norton Green and areas of grass fronting Pixley Hill
4. Oversee the maintenance of the Jubilee field and the Memorandum of Understanding with the West Wight Sports and Community Centre Trust Limited

**Delegated Authority:**

The Committee will have the following delegated authority:

1. To instruct the Clerk to request tenders on behalf of the Council for ongoing maintenance contracts.
2. To meet with and discuss land management issues with residents, to manage the budget as agreed and set out in the annual precept budget to ensure the committee responsibilities are met.

3. To action those items listed in the Council's Annual budget which fall within the responsibilities of the Committee.
4. To instruct the Clerk to cost, tender and instruct one off works outside of maintenance contracts as per the financial regulations, provided these works are within the Committee budget. These items will be reported to the Council in a report to the full council following the meeting when they were discussed.
5. As per the financial regulations one off works will be brought to the Full Council unless they are determined by the Clerk to be emergency works.  
To create and manage small working groups for specific projects, invite members of the public and contractors to meetings to enable the work of the Committee as detailed within this policy.

**Finance:**

The annual budget for the Committee will be set within the Council's precept process and be agreed at a full council meeting. The Committee will make any additional funding requests to the Finance Committee should they occur during any financial year. It will be the Finance Committee who will determine if these additional requests should be recommended to the full council.

Finance for the committee will include the following:

1. Colwell Bay Buoys
2. MUGA
3. Gate Lane toilets
4. Skate park
5. Moa Place toilets
6. Allotments
7. Freshwater Bay Boat Park and revetment
8. Land management and Trees (as detailed in accountability and scope)

Any annual budget monies not spent in any financial year will be returned to the Council unless agreed at a Full Council meeting that any such monies should be ring fenced for ongoing or future agreed projects.