Kingskerswell Parish Council

Downs and Land Assets Committee Terms of Reference

Date: 16.09.2019
Version: 0.5

Introduction

1. This Terms of Reference (ToR) provides the basic information for the conduct and remit of the Kingskerswell Parish Council (KKPC) Downs and Land Assets Committee (DLAC), covering:

a. Purpose and scope of the committee;
b. Membership, meeting structure and frequency; and
c. The regular review of this ToR.

2. For the purposes of this ToR, 'Downs' refers to the area of woodland known as Kerswell Downs and 'Land Assets' relates to any land, or property on that land owned and managed by KKPC.

Purpose and Scope

3. The DLAC has the delegated authority from the KKPC to:

a. Oversee the management of all KKPC held land assets, ensuring the good stewardship of those assets on behalf of the KKPC, for the Kingskerswell Parish;

b. Develop, maintain and enact the KKPC Asset Management Plan (AMP). The KKPC AMP will cover the KKPC council's property and land assets, namely:

i. Kerswell Downs and Car Park: Land Registry DN425205;
ii. Kingskerswell Pavilion and Playing Field: Land Registry DN585303;
iii. Kingskerswell Public Conveniences: Land Registry DN512921;
iv. Land Parcel Area 51: Land Registry DN629182.
v. Land at Churchway Lane: Land Registry DN730044.

c. Conduct regular site visits to each of the land assets, including inspections as laid out in the AMP;

d. Ensure the KKPC AMP provides and establishes principles, priorities and actions to ensure the assets are used and managed as efficiently and effectively as possible;

e. Control, review, and manage all fiscal related aspects of KKPC Land Assets, including the contracts and payments for the maintenance and management of those assets;

f. Review the KKPC AMP annually, to take account of any changes in the council's objectives, priorities or assets.

Membership and Meetings

4. The DLAC will normally consist of a minimum of three members, with the quorum being two members. The Committee shall convene a minimum of four times a year, with the Chair calling other meetings as required. All Councillors may attend in an ex-officio capacity. Due to the nature of the DLAC remit, the majority of DLAC meetings will take place as 'site visits' to the main area of focus for that meeting.

5. Minutes will be produced by the committee members, to ensure an accurate record of all decisions and actions. They will be passed electronically to the Parish Clerk, and then published as part of the full KKPC minutes. The date of each subsequent DLAC will be decided at the monthly full KKPC meeting and published in the full minutes.

Review

6. This ToR should be reviewed annually or when other land assets have been purchased by the DLAC. Date of last review 18th January 2024.