

Brundall Parish Council

Land Management Committee

Terms of Reference



The Committee is appointed by the Parish Council with responsibility for the governance, maintenance and, wherever possible, the improvement of the land and facilities owned and/or leased by the Parish Council.

1. The Committee shall comprise 5 Councillors, plus non-voting representatives of the Land Groups: allotments, Friends of Cremer's Meadow, Countryside Park Group, Village Green, parkrun, Tree Warden.
2. The Committee shall elect its Chairman and Vice-Chairman annually at the first meeting after the Annual Meeting of the Parish Council. Both positions must be held by Parish Councillors.
3. Quorums for meetings will be a minimum of 3 Councillors as per the Council's Standing Orders, and standards for meetings will be as per the Council's Standing Orders for Committees.
4. The Committee shall meet at least 6 times a year.
5. The Committee shall promote and encourage participation from the Voluntary groups represented.
6. The Committee shall oversee and support the work of all voluntary groups working on land owned and/or leased by Brundall Parish Council.
7. The Committee shall ensure that any actions performed on land owned or leased by the Council is carried out in accordance with the Council's regulations and specifications. This shall include health and safety, risk assessments, contracted out work to voluntary groups or paid contractors.
8. Any projects proposed on Council managed land cannot be authorised until a site visit by Land Management members has been undertaken.
9. The Committee is responsible for the authorised expenditure of the land management budget and asset maintenance expenditure each year. If circumstances arise whereby expenditure needs to exceed the land management budget the decision rests with full Council, on presentation of a business case. Recommendation for any single asset purchase or maintenance expenditure over the value of £1,500 will be submitted to full council for approval.
10. Where lawful donations or legacies are gifted to and accepted by the Council for the purposes of improving any land owned or leased by the Council, such monies shall be ring-fenced to be utilized in accordance with the legacy or grant specified by the donor. The spend of these funds shall be authorized by the land management committee.

11. The Committee shall ensure all Land Management Plans are monitored, adhered to and, where necessary, updated at regular intervals.
12. The Committee shall consider and determine the merits of applications for the use of the sites by outside bodies and make an appropriate decision.
13. The Committee shall consider and review fees and charges for the use of land owned and/or leased by the Parish Council and advise and recommend any appropriate changes to the full Council.
14. The Committee shall prepare an Annual Report for the Annual Parish Meeting.
15. Any matters which require decision by the full Council shall be submitted via a written report.