



Broadbridge Heath Parish Council

Land Acquisition Working Party (Parcels of Land) - Terms of Reference

These Terms of Reference were adopted by Full Council at the Parish Council meeting held on Monday 5th June 2023.

1. General

The Land Acquisition Working Party is a working party of the Parish Council, appointed to act as requested and where appropriate make recommendations to the Council on matters related to the legal acquisition of parcels of land from developers, working with outside agencies, such as Horsham District Council, legal representatives and the property developers, through the transfer progress to execution of the transfer.

2. Review

These Terms of Reference may be reviewed at any time by the Council to ensure they remain appropriate for the requirements of the Parish Council.

3. Scope of Activities

- a) The Working Party's prime function is to review legal advice and progress updates from all parties, and to provide information to and where requested make recommendations, on matters relating to the legal transfers of parcels of land, to the Full Council.
- b) Consider and where instructed propose action on matters relating to the acquisitions.
- c) To work with outside agencies, including Horsham District Council, the property developers, and the council's appointed legal representative, to progress the legal transfers.
- d) To take up additional legal acquisition related tasks assigned to it by the Council, as appropriate.
- e) All legal fees relating to the transfers of land are for settlement by the developers. No additional funding to be agreed or monies to be spent or committed without delegated authority or prior Full Council endorsement.

4. Membership

- a) The working party will comprise of a minimum of 4 members, consisting of residents and Parish Councillors, appointed and ratified by the Council, including the Chair of the Council as an ex-officio member.
- b) The membership may be reviewed at any time by the Council.
- c) The Working Party must consist of at least 3 Councillors.

- d) Members of the Working Party acting as a representative of the Party must adhere to the Council's policies and procedures, including the Council's Code of Conduct.

5. Chair of the Working Party

- a) The working party Chair shall be a Councillor.
- b) Working Party members, at the first meeting following their appointment, will agree amongst themselves who will be the Chair for the Working Party for the following year.

6. Powers/Authority

The Working Party is established as a Working Party of the Parish Council in accordance with Standing Order 4d. It may inform, advise and make recommendations to the Council but has no delegated powers.

7. Meetings

- a. Working party meetings are not public meetings.
- b. All Members of Council are to be informed of any meetings of the Working Party and are able to attend and ask for any relevant Working Party documentation.
- c. Quorate: Minimum of 2 Councillors at each meeting.
- d. Representatives from relevant outside agencies may be invited to attend meetings of the working party as appropriate.
- e. Meetings to be called at the discretion of the Clerk.