



WRITTLE PARISH COUNCIL

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TERMS OF REFERENCE

Version Number	Date	Author	Notes
1.0	5 October 2023	J Atterbury/L Fox	Agreed at PCM – 6/11/23
1.1	1 April 2025	L Fox	Agreed at PCM – 07.04.25
1.2	17 March 2026	J Atterbury	Approved at PCM 13 April 2026

The Lease Working Party ('the Working Party') is a Working Party of Writtle Parish Council ('the Council') and is established to co-ordinate the parish's review and renewal of the Leases on the Paradise Road site.

1. Membership

The Membership of the Working Party shall be 5 Members of the Council.

The Chair of the Working Party will be the Chair of the Playing Fields Committee.

The Clerk to the Council will administer the meetings on behalf of the Council. The Chair will convene meetings and liaise with the Clerk regarding a schedule of meetings and agenda items.

2. Decisions

The Working Party will keep the Council fully informed by circulating the meeting notes. It will also forward all important decisions to the Council for ratification.

The Working Party has no budgetary or spending powers – if expenditure of any kind is expected as a consequence of the working party recommendations it must be referred to the Council, through the Clerk, for approval.

3. Meetings

The Working Party shall arrange to meet as and when required. Copies of the draft notes of the meeting shall be circulated to all Members of the Working Party and the Council within 5 working days. Working Party meetings are not required to be held in public.

The Council shall formally review the continued need for the Working Party annually at the Annual Parish Council Meeting or as required.

The Working Party may invite non-members to attend meetings.

4. Quorum

The quorum shall be 3 members of the Working Party. If the number of members present falls below the required quorum of three the meeting may be adjourned unless it is felt necessary, due to urgent requirements, to continue discussions. The notes of that meeting will then be forwarded to Full Council for consideration as per usual (see Decisions above).

5. Objectives

The Working Party will consider all leases on the Paradise Road site – WSSC, CARDS, Scouts, 3G, Tennis Club. They will consider arrange of issues arising from the current leases and will strive to achieve the best outcomes for the Parish of Writtle and its residents.

- Agree the optimum position for the Parish of Writtle and its residents on each lease.
- Seek legal advice as necessary on the renewal of each lease.
- Negotiate the lease with the relevant lease holders..

The Working Party may liaise with local organisations and residents, and any other relevant authorities, as necessary.

Review April 2027