

**Causeway Coast and Glens Borough Council
Land and Property Sub-Committee
Terms of Reference
Adopted 28 March 2017**

1.0 Scope

The Land and Property Sub-Committee (“the Sub-Committee”) will be responsible for recommending to Corporate Policy and Resources (CPR) Committee the key decisions and actions required to be taken specifically in relation to the work of the Land and Property within the Corporate Services Directorate.

The Land and Property functional responsibility is clearly distinct from the Regeneration Function for which the Leisure and Development Committee is responsible.

The Land and Property functional responsibility is clearly distinct from those functions that exist within the Environmental and the Leisure and Development Committees, relevant to service provision and facility development.

The Sub-Committee will ensure that key activities relating to Land and Property are progressed and managed appropriately through the relevant guidance and legislative framework.

This will include:

- Maintaining an overview of Council’s Land and Property Assets.
- Recommending relevant policies and procedures for the Land and Property Department e.g. Use of Council Land and Property Policies and Procedures.
- Considering requests for the use of, or Purchase of Council Land and Property, in line with Policy and Procedures.
- Reviewing leases, license agreements, wayleaves and other Land and Property Legal agreements, and making recommendations to CPR.
- Considering rent reviews, renewals and valuations and making recommendation to CPR, as and when required.
- Receiving reports on relevant legislation and best practice, ensure compliance and recommend accordingly to CPR;
- Considering the resource implications of any recommendations.

- Receiving reports on land and property legislative issues such as: Business Tenancy Order, Disposal of Surplus Land, Restrictive Covenants, Adverse Possession law, Wayleave/Easements, Permitted land use, Notices of Determination
- Considering requests for land acquisition and disposal issues
- Being informed of land and property legal matters, including encroachment and receiving reports on progress/enforcement action
- Receiving an annual Audit of Council's land and property portfolio to ensure the integrity of Council's boundaries and properties is maintained.
- Receiving reports from Land and Property Services in carrying out Council's 5 yearly Asset Valuation, ad-hoc valuations and surveys as and when required.

1.1 Membership

The Sub-Committee is comprised of the 8 Elected Members, appointed by d'Hondt from the membership of the CPR Committee to the Sub-Committee as agreed at the Council Meeting 22nd November 2016.

Members may be required to represent the Sub-Committee and Committee at pertinent consultation and capacity building events.

The quorum of the sub-committee shall be 4 members.

The sub-committee can request the attendance of any Officer of the council at its meetings, to assist in the discharge of its remit.

1.2 Chair

The Sub-Committee will be chaired in the first instance for 2019/20 by Director of Performance.

The Chair of the Sub-Committee shall be nominated at the first meeting of the Sub – Committee.

In the absence of the Chairperson, the Sub-Committee will be chaired by the Deputy Chair.

In the absence of the Deputy Chair, a chair for the meeting will be agreed by the Members present.

1.3 Meetings

The first meeting of the Sub-Committee was held on 21st February 2017, when the Terms of Reference was agreed.

The Land and Property Sub-Committee will normally meet on the First Wednesday of the Month, Monthly at 6.00 PM except when this falls within a recess period agreed by Council.

All meetings of the Sub-Committee will be governed by the Council's Standing Orders and the Local Government Code of Conduct for Councillors.

1.4 Communication and Reporting

The Minutes of the Sub-Committee will be reported at each meeting of Corporate Policy and Resources Committee by the Chair of the Sub-Committee.