

CHALK PIT MANAGEMENT COMMITTEE

TERMS OF REFERENCE

Purpose

By Deed of Transfer dated 25 May 2012, the freehold land situated on the west side of Muddyford Road, Redlynch, Salisbury (known as The Chalk Pit) was transferred from Wiltshire Council to Redlynch Parish Council. HM Land Registry Title no WT294953.

The Deed of Transfer sets out the use of land for 'Community Use', defined as: -

'Any use for the benefit of the local community and/or parishioners of Redlynch and shall include (but without limitation) cemeteries, parks, recreation areas, playgrounds, public open space, country parks, grazing land, woodlands, allotments, community halls, sports pitches, sports fields, sports changing rooms, and other sports facilities and any uses ancillary thereto including car parking, toilets, facilities for the sale of food and drink and (without prejudice to the foregoing).

Under the Deed of Transfer, pursuant to section 33 of the Local Government (Miscellaneous Provisions) Act 1982, Redlynch Parish Council agreed with Wiltshire Council to abide by the following covenants to regulate the use of the land: -

- Establish the Management Committee immediately after the date of transfer
- Permit Downton Parish Council (or whoever succeeds it as the person or body entitled to the benefit of the covenants) to have at least two representatives on the Management Committee
- Divide equally any profits (less management costs) generated from the permitted use of the Property between Redlynch Parish Council and Downton Parish Council
- Upon receipt of any sale proceeds, as referred to in paragraphs 6.4 and 9 of the Deed of Transfer, divide such sale proceeds equally between Redlynch Parish Council and Downton Parish Council after the deduction of any costs reasonably incurred by Redlynch Parish Council.
- Only apply for any planning permission for change of use of the property following joint full council (Redlynch Parish Council and Downton Parish Council) approval of the proposed use.

Management Committee

The Chalk Pit Management Committee was established in accordance with a covenant under the Deed of Transfer.

The Management Committee operates under delegated powers contained in the provisions of Section 102 of the Local Government Act 1972.

This Terms of Reference is one way in which Redlynch Parish Council regulates its affairs; the other ways being the Council's Standing Orders and Financial Regulations.

The Management Committee has determined that it will meet at least every September for the purposes of making budget recommendations to Redlynch Parish Council before Redlynch Parish Council sets its Precept for the following financial year.

Management Committee Members

- Shall be made up of a minimum of four Councillors who have voting rights¹: -
 - at least two from Redlynch Parish Council
 - at least two from Downton Parish Council
 - Redlynch Parish Council's Chair (as ex-officio).
- Shall be appointed every year at their respective Annual Parish Council Meeting.
- Election of the Chair will be the first order of business at the Management Committee's first meeting held immediately after the Annual Parish Council Meeting.
- Are required to comply with their Council's adopted Code of Conduct
- Disqualification for membership is the same as that for the Council²
- The Clerk from Redlynch Parish Council will attend Committee Meetings as the Committee's Clerk and RFO. They have no voting rights.
- The Clerk from Downton Parish Council may join Committee meetings to offer specialist knowledge and expertise. They have no voting rights.

Responsibilities

See table page 3

The Chalk Pit Management Committee's Terms of Reference - approval

This Terms of Reference was approved and adopted by:-

Redlynch Parish Council on 14 October 2025

Downton Parish Council on 13 October 2025.

¹ NALC Legal Topic Note 1 (parag 10) October 2013

² S104 Local Government Act 1972

	Redlynch Parish Council			Downton Parish Council		
	Clerk	Committee Members	Full Council	Clerk	Committee Members	Full Council
Meetings	<p>Prepare and issue Agendas and Minutes</p> <p>Offer specialist knowledge and expertise</p>	<p>Offer specialist knowledge and expertise</p> <p>Report to Redlynch Parish Council</p>	<p>Receive reports and provide feedback</p>	<p>Offer specialist knowledge and expertise</p>	<p>Offer specialist knowledge and expertise</p> <p>Report to Downton Parish Council</p>	<p>Receive reports and provide feedback</p>
Governance & Legal	<p>Manage and report on correspondence and communications</p> <p>Prepare Risk Assessments and formal agreements e.g. Leases</p>	<p>Manage and report on compliance with health & safety legislation</p> <p>Manage and report on matters relating to maintenance and security</p> <p>Review draft Risk Assessments and formal agreements</p> <p>Recommend adequate insurance cover</p>	<p>Overarching responsibility for compliance</p> <p>Approve Risk Assessments and execute formal agreements</p> <p>Set adequate annual insurance cover</p> <p>Furnish the Committee with documentary evidence</p> <p>Abide by the Covenants of the Deed of Transfer</p>	<p>Offer specialist knowledge and expertise</p>	<p>Offer specialist knowledge and expertise</p> <p>Receive all documents and report to Downton Parish Council</p>	<p>Receive all documents and reports, and provide feedback</p>
Financial	<p>Receive and report on quotes and invoices for goods and services</p>	<p>Recommend an annual budget to Redlynch Parish Council</p> <p>Recommend quotes for goods and services to Redlynch Parish Council</p>	<p>Set the annual budget and provide evidence to the Committee</p> <p>Approve quotes and expenditure for goods and services</p>	<p>Offer specialist knowledge and expertise</p>	<p>Offer specialist knowledge and expertise</p> <p>Receive all documents and report to Downton Parish Council</p>	<p>Receive budget and provide feedback</p>