



Pre-school Land Working Group Terms of Reference (July 2025)

1. The Pre-School Land Working Group is constituted to:
 - i) Research the transfer of pre-school land from the Crownfields development, as defined in the Odiham & North Warnborough Neighbourhood Plan, including future land management and arrangements with Leapfrogs Pre-School. Refer to plan on page 3 and chrome-
https://publicaccess.hart.gov.uk/online-applications/files/D11376F216BDC43D629D9E255B9E7730/pdf/23_01307_CON-PRE-SCHOOL_ALLOCATION_MATERIALS_PLAN-1765813.pdf
 - ii) Research and propose land management arrangements and present to Council for decision.
 - iii) Draw up draft contract heads of terms for Leapfrogs and present to Council for decision.
2. In delivering these objectives, the working group shall have authority to :
 - i) Through the Clerk, seek professional advice such as advice on legal and financial matters.
 - ii) Through the Clerk and OPC's councillor representative for Leapfrogs, liaise with Leapfrogs to notify Leapfrogs that research is in progress and make initial enquiries. The working group shall not pledge any contractual terms or management arrangements without prior consent agreed by Council resolution.
 - iii) Through the Clerk, liaise with principal authorities and request related data.
 - iv) Liaise with local town and parish councils to seek advice and guidance on similar schemes in their area.
3. Membership shall comprise of:
 - i) No less than two and no more than four members with one member acting as chair.
4. The quorum for working group meetings shall be at least two councillors supported by a parish council officer.
5. The working group may appoint its own Chairman subject to 3i.
6. Full Council retains overall responsibility:
 - i) The working group must provide regular progress reports to full Council.
 - ii) The working group does not have authority to agree or sign any contracts or deeds.



- iii) The working group does not have delegated financial authority, however, the Clerk may liaise with working group members on financial matters which fall under the Clerk's delegated authority.
 - iv) The working group must not formally consult with the community until a costed action plan has been agreed by the Council.
7. The working group must acknowledge OPC's duty to provide for all demographics within the community and must not discriminate against protected characteristics.
 8. Conflicts of interest - working group members should declare an interest where there is a potential financial or pecuniary benefit to themselves, or their company/organisation arising from the decisions or recommendations of the group.
 9. Data protection – the working group must comply with the Data Protection Act and OPC's data protection policies. Documents will be subject to requests for public inspection in accordance with the Freedom of Information Act/Environmental Information Regulations.