

(logo)

South Hill Housing Working Party

Terms of Reference (draft)

(Date adopted)

The South Hill Housing Working Party was established to help respond to the unmet local housing need in the Parish of South Hill and with the support of Cornwall Council. The Working Party is an informal advisory body with a loose membership of local people. It will not hold assets, not commission any work, nor take on any liabilities.

i) Purpose:

To assess, recommend, support and advise on efforts to address unmet need for affordable homes for local families (and any other associated community assets) in the South Hill Parish area.

ii) Aims:

- To establish a locally-based sounding board and advisory group contributing to the purpose of the Working Party.
- To assist with efforts to assess the extent of unmet housing need in the local area.
- To comment and advise on the most effective and appropriate methods of meeting the identified housing need.
- To undertake any other actions to further the purpose of the Working Party.

iii) Membership:

Meetings and activities of the Working Party will be open to anyone who either lives in, works in or has established connections (through having lived and worked in, having family or other significant long-standing connection) in the South Hill Parish area and who intends to make a constructive contribution to advance the purpose of the Working Party.

There will be no restriction on membership numbers. A circulation list of invitees will be kept but it is not the intention of the Working Party to maintain an accurate up to date 'membership' list as such.

iv) Declarations:

Attendees at all meetings and events will be asked to declare if they have any pecuniary or other interest in planning, development, affordable housing or any other of the interests of the Working Party.

v) Outside bodies:

The Working Party may invite representatives from any outside body to its meetings and events.

vi) Operation & Responsibilities:

The group will establish administrative responsibilities for the Working Party; including meeting records, actioning decisions taken and facilitating matters on behalf of the Working Party.

The Working Party may from time to time elect or appoint officers/convenors who can be delegated to act on its behalf between meetings.

Working Party Members will at all times respect legal requirements, confidentiality and laws relating to data protection etc.

The Working Party will meet as and when it is deemed appropriate.

vii) Quorum:

The Working Party will be quorate when it has at least 3 local resident (i.e. non-CC) members present. If less than 3 any consequent decision or resolution will need to be ratified by emailing all HWP members to secure confirmation.