

Hennock Parish Council

Housing Working Group Terms of Reference

Status	The Housing Working Group (HWG) is a working group of Hennock Parish Council (HPC) with the responsibility of engaging with the developers, Baker Estates Limited and Inox Property Group, to facilitate a community-led process for the provision of affordable homes in Chudleigh Knighton.
Purpose	The HWG has been set up to work alongside Teignbridge District Council and Devon Communities Together in commenting on proposals for the provision of affordable housing in Chudleigh Knighton.
Objective	<p>To comment on proposals for the site at Tollgate Farm, Chudleigh Knighton, and the site adjoining Apple Tree Close, Chudleigh Knighton, with respect to tenure, size, mix and design. The Working Group will not favour either site but will convey the views of the Parish.</p> <p>To ensure the needs of the community are met in line with the Housing Needs Report of February 2017 and the outcome of the Housing Needs Survey Refresher of September 2020.</p> <p>This Working Group is not a decision-making body – it will feed back its recommendations to the Parish Council and in liaising with the developers it will convey the wishes of the Parish Council and the community it serves.</p>
Full membership	5 members of Hennock Parish Council.
Associate Membership	<p>By invitation and without voting rights:</p> <ul style="list-style-type: none"> • Teignbridge District Council as the housing authority • Registered Housing Providers • Climate Emergency Groups • Any person(s) who can help inform the Working Group
Meetings and Procedures	<ul style="list-style-type: none"> • As required. • Meetings are not open to the Public but the HWG will report the outcome of discussions to the next full Parish Council meeting and these will be included in the Parish Council meeting minutes which are available to the public. • Quorum: 3: Decisions taken by a simple majority vote with the Chair having a casting vote. • Chair appointed by HWG. If the work of the group continues for more than a year the Chair to be reviewed annually. • Substitute attendees at meetings acceptable. • Co-optees acceptable but without voting rights. • All members must comply with the Parish Council's Code of Conduct. • All members to register any conflicts of interest before voting or to leave the meeting if confidential information relating to the matter affected by the conflict is being discussed. No voting rights if a conflict of interest has been registered.
Review	Annually at the Annual Meeting of the Parish Council (usually in May).