

## Hennock Parish Council

### The Infrastructure and Development Working Group Terms of Reference

Status	The Infrastructure and Development Working Group (IDWG) is a working group of Hennock Parish Council (HPC) that consults parishioners, conducts research and leads consultation events to facilitate a community-led process for the provision of infrastructure and development in the Parish of Hennock.
Purpose	The Working Group has been set up to work alongside partners in the community to gather the community's opinion and relevant policy research on development in order to inform Hennock Parish Council's Planning Committee in their role as a statutory consultee to comment on proposals. The Working Group's remit would only relate to large infrastructure and development projects.
Objective	<ul style="list-style-type: none"> <li>• Conduct consultations and research to understand the views of local people in relation to large development projects. At present, this relates to 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 IDWG will not favour either site but will convey the views of the Parish.</li> <li>• 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.</li> <li>• This Working Group is not a decision-making body– it will feed back its findings to the Parish Council or Planning Committee.</li> <li>• Any discussions with developers to take place under Public Participation agenda items at Full Council or Planning Committee meetings to involve all councillors.</li> </ul>
Full membership	Up to 5 members of Hennock Parish Council. An additional 2 members of the public may be co-opted to the IDWG to ensure wider representation.
Associate Membership	By invitation and without voting rights: <ul style="list-style-type: none"> <li>• Teignbridge District Council as the housing authority</li> <li>• Registered Housing Providers</li> <li>• Climate Emergency Groups</li> <li>• Any person(s) who can help inform the Working Group</li> </ul>
Meetings and Procedures	<ul style="list-style-type: none"> <li>• As required.</li> <li>• Meetings are open to the public and IDWG's minutes will be reported to the next full Parish Council meeting and these will be included in the Parish Council meeting minutes which are available to the public. In addition, members of the IDWG will report any findings to the relevant Planning Committee meeting.</li> <li>• Quorum: 3: Decisions taken by a simple majority vote with the Chair having a casting vote.</li> <li>• Chair appointed by IDWG. If the work of the group continues for more than a year the Chair to be reviewed annually.</li> <li>• Substitute attendees at meetings acceptable.</li> <li>• Co-optees who are members of the public acceptable.</li> <li>• All members must comply with the Parish Council's Code of Conduct.</li> <li>• 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.</li> </ul>
Review	Annually at the Annual Meeting of the Parish Council (usually in May).