

Affordable Housing Steering Group Meeting

Meeting held at Kings Barn 5-7-17

Present: Chairman Cllr Mark Williams, Cllrs Fiona Wall, Claire Wright and Stacey Croll together with Jane Moreton (Clerk)

The Questions were considered and the order agreed as follows

1. Members are asked to APPROVE THE FORMATION OF THE EAST HUNTSPILL AFFORDABLE HOUSING PROJECT STEERING GROUP - yes

2. .TO APPROVE THE GROUPS' TERMS OF REFERENCE (BELOW)

The Terms of reference were agreed with a couple of inclusions

East Huntspill Housing Steering Group

Draft Terms of Reference May 2017

NAME: The name of the group shall be **East Huntspill Housing Steering Group** ("SG")

BACKGROUND

East Huntspill Parish Council ("EHPC") have agreed to investigate the possibility of new housing, including affordable housing on land in East Huntspill

At its meeting of 11th April 2017, EHPC agreed to establish a housing sub group to oversee future further work in respect of the housing proposals for the land in East Huntspill

PURPOSE

The purpose of the Steering Group shall be to support the Parish Council to carry out the following tasks:

- To develop a project plan and consultation plan for the 2017 Housing Project
- To keep the parish council informed of any changes in the project plan or delivery timetable
- To be responsible for ensuring links between the parish council, the community & others involved are maintained
- Provide a positive environment for discussion and debate amongst the project partners
- Help ensure that the housing proposals for the village to achieve a high profile across the local area and East Huntspill community **and provide homes for life**
- Maintaining the energy and enthusiasm to ensure that whatever needs to be done, will be accomplished
- Identifying ways of involving the whole community and gather the views and opinions of as many individuals, groups and organisations in the community as possible
- Determine the types of survey and information gathering to be used
- Co-coordinating the collation and analysis of the consultation feedback in accordance with the Data Protection Act

- Prioritising actions, using the findings from the consultation process and information from other sources
- Establishing the necessary skills required to progress the 2017 project
- Regularly report back to and receive endorsement from the parish council on progress, issues arising and outcomes throughout the project
- Identify sources of project funding

MEMBERSHIP

The CORE membership of the SG Steering Group will include:

- A minimum of 2 nominated members from East Huntspill Parish Council
- **Agreed for this project Cllrs Williams, Wall, Wright and Croll**
- Sedgemoor District Council's Affordable Housing Policy & Development Manager
- Sedgemoor District Council's Affordable Housing Development Officer
- A minimum of 1 representative from the proposed contractor (to be confirmed)
- A minimum of 1 representative from the proposed housing end user (to be confirmed)
- The Landowner.
- Others individuals or organisations can be co-opted as required and as agreed by the SG. The SG will not be open to members of the public, unless otherwise agreed by the SG.

CHAIRING & ADMINISTRATION

Unless otherwise agreed by the Steering Group, the Chair will be the SDC Affordable Housing Policy and Development Manager.

Unless otherwise agreed by the Steering Group, the Vice Chair will be the SDC Affordable Development Officer.

In the absence of the Chair, the Vice-Chair shall chair meetings. The Chair in conjunction with the Vice Chair will be responsible for:

- Organising meetings
- Drafting and circulating the agenda at least 2 working days prior to the meeting
- keeping a record of meetings
- These notes will form of the basis of formal Steering Group Briefing Papers, which will be circulated to Steering Group members and the Parish Council in a timely fashion

The Steering Group's briefing notes will be published on the SDC website.

