**St Endellion Housing Group (STEND\_HWG)**

**Terms of Reference**

**Date adopted:**

St Endellion Housing (STEND\_HWG) came together in response to the identification of unmet local housing need in the Parish of St Endellion and with the support of Cornwall Community Land Trust (CCLT). STEND\_HWG is an informal advisory body with a loose membership of local people. It will not hold assets, not commission work, not take on any liabilities nor can it make any binding decisions.

**Purpose:**

To assess, instigate, support and advise on efforts to address unmet need for affordable homes for local families and individuals (and any other associated community assets) in the parish of St Endellion.

**Aims:**

* To offer a locally based sounding board and advisory group to Cornwall CLT and any other similarly constituted not for profit body working towards the purpose of the STEND\_HWG.
* To assist and advise 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 STEND\_HWG.

**Membership:**

Meetings and activities of the STEND\_HWG 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 St Endellion Parish area and who intends to make a constructive contribution to advance the purpose of STEND\_HWG.

There will be no restriction on membership numbers. A circulation list of invitees will be kept but it is not the intention of the STEND\_HWG to maintain an accurate up to date ‘membership’ list as such.

**Declarations:**

Attendees at all meetings and events will be asked to declare if they have any pecuniary or other declarable interest in planning, land ownership, development, affordable housing or any other of the interests or potential interests of the STEND\_HWG. To avoid a conflict of interest no landowner offering a site for consideration shall participate in discussion on the potential allocation of sites as a Member of the STEND\_HWG.

**Outside bodies:**

The STEND\_HWG may invite representatives from any outside body to its meetings and events.

**Operation & responsibilities:**

For the time being Cornwall CLT will provide administrative assistance to the STEND\_HWG; including meeting records, administrative actions taken and facilitating matters on behalf of the STEND\_HWG.

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

STEND\_HWG Members will at all times respect legal requirements, confidentiality and laws relating to data protection etc.

The STEND\_HWG will meet as and when it is deemed appropriate and wherever possible its views will be arrived at by consensus. Where consensus is not possible the nature of the difference shall be reported to CCLT.

**Quorum:**

The STEND\_HWG will be quorate when it has at least 2 local resident (i.e. non CCLT) members present.