

# Housing Working Group Terms of Reference

Established at public meeting 17 October 2024

## **Objectives**

Research and assess the need for affordable housing across the parish  
Identify potential partners  
Identify potential sites  
Source funding

## **Membership**

MPC Chair  
MPC Vice Chair  
Parish councillors  
MP  
Parish stakeholders (eg Poads Trust, Parochial Church Council, CC Affordable Housing)  
Other members may be co-opted as required or act in an advisory capacity

Required to prepare for, attend and actively engage in meetings

## **Meeting**

Frequency  
The initial meeting will assess the need for future gatherings

## **Location**

Clerk to book meetings space/ facilitate Teams meetings

## **Accountability**

Clerk to agree agenda with Chair of the WG  
Meeting notes – Clerk to attend and record  
Reporting back to public meetings – Chair will summarise meetings at least quarterly at the parish council meeting.

## **Management**

Elected Chair

## **Administration**

The group will be administered by the parish clerk.

15 November 2024