



Wem Rural Parish Council

	ROUND MEADOW WEM COMMUNITY-LED HOUSING PROJECT STEERING GROUP - TERMS OF REFERENCE
Objective	The objective of the Steering Group is to deliver, with the assistance of partners, a Community-Led Housing Development of Affordable Homes primarily for local residents of Wem Rural Parish with housing needs.
Membership	<p>3 Members of Wem Rural Parish Council (one to be Chair)</p> <p>1 Ward Member of Shropshire Council</p> <p>1 Shropshire Council Housing Enabling Officer</p> <p>1 Representative from Severnside Housing</p> <p>3 Community Representatives from Round Meadow and the surrounding area.</p> <p>1 Representative from Wem Town Council</p> <p><i>The membership of the Steering Group may evolve over the life of the Project.</i></p>
Quorum	Four members
Authority	Local Government Act 1972, Section 101
Responsibilities and Areas of Operation	<p>The Steering Group shall promote the aims and objectives of Shropshire Council's Community-Led Housing Scheme and will prepare proposals/plans/strategies to:</p> <ul style="list-style-type: none"> • fully engage with the community and other agencies as appropriate, • ensure innovative approaches to the letting and management of the homes, • ensure long term stewardship, oversight and/or eventual community ownership of the homes being developed through the project, and • meet the conditions of the Community-Led Housing Grant. <p>With the spirit of the project being community-led, the Steering Group will aim to reflect the majority mood and intentions of the community and this will be reflected when voting.</p> <p>The Parish Council's Standing Orders will apply to all meetings of the Steering group to enable them to proceed in a structured manner. The Chair will apply flexibility to enable engagement and full discussion with members of the community.</p>

	<p>The Steering Group shall be appointed on an annual basis by Wem Rural Parish Council at the Annual Meeting of the Parish Council.</p> <p>The Steering Group may arrange to devolve any of its functions to the Clerk of the Parish Council.</p> <p>The Steering Group will meet as required and all members will receive an agenda and supporting papers. Due to the nature of the Community-Led Housing process, meetings may have to be called at short notice and therefore, three clear days of notice may not apply. However, in the spirit of transparency, the Steering Group will endeavour to apply best practice and advertise meeting in advance, make agendas and other papers available as soon as possible.</p> <p>The Steering Group cannot make decisions on behalf of the Parish Council. On matters of substance, it will make recommendations upon which the Parish Council can base decisions and instructions. The Parish Council will call extra-ordinary meetings should the nature and urgency of matters require.</p> <p>Once approved the minutes will be presented to the next meeting of the Parish Council for information and noting only.</p> <p>Meetings will be open to the public unless the Steering Group feels it appropriate to exclude the press and public for specific items, such as matters that are personal or commercially confidential.</p> <p>Notice of meetings will usually be posted in the places that apply to all meetings of the Parish Council. All notices and papers will be posted on the Wem Rural Parish Council website.</p>
Restrictions	<p>Only members of the Steering Group may vote on agenda items with the Chair exercising a casting vote when required.</p> <p>Wem Rural Parish Councillors who are not members of the Steering Group may attend in their capacity as a councillor and will be allowed to speak on an agenda item with the agreement of the Chair.</p> <p>All members of the Steering Group are subject to the rules regarding confidentiality and the requirements of the Code of Conduct.</p>