

## **Committee for Abington Housing (CAH) Terms of Reference**

### **Purpose of the group**

The aims of the group (as established at the first meeting in October 2012) are:

*“To fulfil the housing needs and improve amenities for The Abingtons whilst not affecting the overall character of the village. The housing needs as identified in the 2011 Housing Survey and amenities identified in the updated village plan including access to superfast broadband and the provision of a Community Orchard”*

In June 2015 the parish councils of Great and Little Abington agreed CAH should be asked to draft a planning policy for the land in Great Abington known as the former Land Settlement Association Estate (LSA).

### **Membership**

1. Each Parish Council is represented by three parish councillors. It is expected that at least two representatives from each Parish Council will attend meetings. Their role will include reporting back to their Parish Council and presenting any recommendations that the group wishes the Parish Council to consider.
2. CAH will appoint a chairman who will run meetings. The chairman will be responsible for agreeing the agenda, ensuring meeting notes are an accurate reflection of the meeting, agreeing actions and ensuring adequate communication and agreement with the Parish Councils.
3. Members of the community who wish to attend meetings regularly can register to receive agendas and minutes by application to the chair.

### **Meetings**

- a. All meetings are public meetings. Members of the public are able to attend and participate fully.
- b. In most respects, and especially declaration of interests, the meetings should be run according to Parish Council guidelines.
- c. Meetings are held in the Abington Institute.
- d. The cost of room hire will be shared by the parish councils.
- e. All committee members may put forward items for the agenda to the chairman up to four working days prior to the meeting.
- f. The chairman will set the agenda and circulate it in advance of the meeting
- g. The meetings will be advertised in the Abingtons and Hildersham News when time permits and on the Abingtons website and on Parish Council notice boards.
- h. Agendas and minutes will be published on the Abingtons website at least three working days before any meeting and by the Parish Council Clerks on Parish Council notice boards.

### **Record of meetings**

1. Administration of meetings is managed by the group.
2. Full meeting notes will be circulated to the Parish Councils via the clerks and included on Parish Council meeting agendas.
3. They will be posted on the Abingtons website and filed in the Abington Institute after agreement at the next Parish Council meeting in a similar way to the filing of the Parish Council minutes.
4. Information of the work of the committee will be published in the Abingtons and Hildersham News.

### **Authority of CAH**

- a. As stated above the purpose of the group is to develop a housing and amenities plan that meets the needs of the community making full recognition of the importance of maintaining the character of the villages of both Great and Little Abington, including any special areas such as the former LSA.
- b. The plan for the village, including housing and community orchard, will be published and kept up-to-date on the village web-site by the Parish Council Clerks.

- c. The group may develop options for the Parish Councils to consider. The Parish Councils may agree to delegate specific aspects of decision-making to the Group to enable projects to move forward without frequent recourse to them.
- d. Unless specifically delegated to them the group does not have any authority to make commitments on behalf of the Parish Councils or make decisions on expenditure, the use of section 106 funds, grants or similar funds held by the Parish Councils.

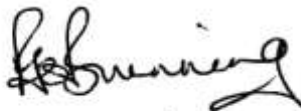
**Review**

The terms of reference should be renewed annually and sent to the parish councils for confirmation at the Annual Meetings of the Parish Councils.

**Agreed.**

**Little Abington Parish Council.**

**Great Abington Parish Council**

  
23/11/2015

Chairman .

*Review due 2017*