

St Minver Parishes
Neighbourhood Development Plan Project
Housing Needs Survey Working Group
Terms of Reference

Approved on:- dd mm yyyy

By: St Minver Neighbourhood Development Plan Steering Group

Issue:- Draft 2

St Minver Parishes – Neighbourhood Development Plan Project

Housing Needs Survey Working Group

Terms of Reference

1. Background/Introduction

The Neighbourhood Development Plan (NDP) is part of The Localism Bill, introduced to Parliament on 13 December 2010, and given Royal Assent on 15 November 2011, becoming an Act. It includes five key measures that underpin the Government's approach to decentralisation.

- Community rights
- Neighbourhood planning
- Housing
- General power of competence
- Empowering cities and other local areas

The NDP sets out policies in relation to development and use of land in a neighbourhood. It describes what is to be built and where. Sites are allocated for housing and other developments. Green spaces are identified which complement investment in homes, jobs and other essential services.

The main reason for establishing a NDP now is that from April 1st 2012 there is no local development boundary and the government do not have a transition plan.

The Parishes of St Minver Highlands and St Minver Lowlands have agreed to establish a joint NDP, have initiated a Neighbourhood Development Plan project (Project) and established a Steering Group (SG) to direct the Project. The SG has identified the need for Working Groups including the Housing Needs Survey Working Group (HNSWG). This document sets out the Terms of Reference (ToR) for the HNSWG.

2. **Housing Needs Survey Working Group Objective**

The objective of the HNSWG is to:-

“Undertake an analysis of present residential property by quantity and type and the current and predicted future need until 2033 across the St Minver Parishes. Submit to the SG an interim report by 14th February 2013 and a full report by 31st March 2013”

The overall aim is to provide evidence that the present status of residential property across the Parishes is fully understood and that plans for development of residential property are based on identified and realistic needs including full compliance with the Cornwall Core Strategy (CS) Plan, which itself is subject to compliance with the National Plan Framework (NPPF)

Note:- within the presently planned timeframe for the HNSWG the CS is unlikely to receive final approval but the latest draft version is to be addressed.

3. **Methodology**

The HNSWG is established by, and reports to the SG.

The HNSWG comprises Members of the SG and co-opted members as appropriate. The SG appoints an HNSWG Leader responsible for managing the HNSWG and reporting back to the SG.

Any research or studies considered to be necessary are instituted and the outcomes collated by the HNSWG to provide analysis and recommendations to the SG.

A verbal or written progress report is provided at each SG meeting. Where practical the HNSWG Leader or a deputy attends the SG meetings

Written interim and full reports are provided to the SG.

Following acceptance of the full report by the SG the HNSWG is dissolved.

If the full report recommends follow on work the SG may reconstitute the HNSWG or create a new WG. In either case ToRs are revised or created to address the situation

4. **HNSWG Membership**

The HNSWG comprises Members of the SG and co-opted Members as appropriate. The SG appoints the HNSWG Leader, who is responsible for managing the WG and reporting back to the SG. The HNSWG co-opts further Members as it deems necessary and appropriate. These may be residents of the Parishes, people who work or own businesses in the Parishes or people from outside the Parishes who have necessary skills or knowledge. Membership of the

HNSWG is voluntary and unpaid. Where skills and expertise on a paid basis are required these are contracted for, the people involved may attend HNSWG and/or SG meetings but are not Members

5. **HNSWG Meetings**

The HNSWG meets as required to review progress, undertake group work and establish future actions. The HNSWG Leader calls meetings of the HNSWG as necessary and determines the times, locations and agenda for all meetings.

The HNSWG Leader determines the arrangements for the calling of meetings and the recording of minutes and actions as deemed appropriate.

In the event that any matter under consideration by the HNSWG requires a vote, all Members of the HNSWG are eligible to vote but advisors, or others who may be present at the meeting are not eligible to vote. To avoid any confusion the HNSWG maintains a visible list of those people who hold voting rights. In all matters the HNSWG Leader has a casting vote.

6. **Financial Control**

All funding for the HNSWG is provided by the St Minver Parish Councils through the SG.

The HNSWG obtains approval for expenditure from the SG prior to making any commitment.

All invoices for payment are forwarded to the SG for approval and payment directly by the SG.

Members may incur expenses. Where expenses are wholly and reasonably incurred as a result of HNSWG activities these are reimbursable. Claims are submitted to the SG for approval and payment. Claims are normally submitted within one month of the expense being incurred and normally approved and paid within one month of submittal

Where expenses are anticipated to exceed £50 for any one claim or £250 in total SG approval is obtained before incurring the expense.

The HNSWG maintains a summary of all expenditure related to the HNSWG including commitments, invoices and payments and reports the financial status at each SG meeting.

7. **Reporting**

The HNSWG provides a verbal or written report to each SG meeting. The report summarises progress of the HNSWG against the Statement of Work and includes a financial statement.

Where practical the HNSWG Leader or a deputy attends the SG meetings to respond to any questions that may arise and also to gain firsthand knowledge of how the activities of the SG and other WG are progressing that may impact the work of the HNSWG.

A written interim report is provided to the SG by the 14th February 2013.

A written full report is provided to the SG by the 31st March 2013 to include a summary of all findings, reference to all supporting data and any recommendations for follow on work.

8. **Communication**

The HNSWG makes all communication necessary to carry out the study and prepare the report directly with the relevant persons or organisations.

For general communication all communication routes and content are approved by the SG to ensure that consistent, accurate and timely information is communicated.

9. **Scope of Work**

The main purpose of the Housing Needs Survey is to undertake an analysis of present residential property by quantity and type and the current and predicted future need until 2033 across the St Minver Parishes, submit to the SG an interim report by 14th February 2013 and a full report by 31st March 2013.

The Housing Needs Survey covers the whole of the St Minver Parish, involving both St Minver Lowlands and Highlands, with due reference to the Cornwall Core Strategy Plan and to neighbouring Parish and Town Councils as appropriate.

The key Project stages and tasks are listed in Appendix 1. Any substantive changes to the Scope of Work, key stages or key tasks are to be approved by revision and re-approval of this ToR document.

Appendix 1 HNSWG Stages/Key Tasks

1. Stage 1 Initiation

- 1.1. Appoint HNSWG Leader
- 1.2. Agree HNSWG ToR/Scope of Work
- 1.3. Recruit HNSWG Members
- 1.4. Plan HNSWG activities
- 1.5. Set up Admin/Recording/Reporting processes
- 1.6. Establish Risk Register

2. Stage 2 – Information Gathering

- 2.1. Identify the Current Evidence Base
- 2.2. Agree evidence required
- 2.3. Gather evidence
- 2.4. Engage with Core Strategy (CS)
- 2.5. Collate evidence
- 2.6. Update and identify further evidence needs

3. Stage 3 – Reporting

- 3.1. Maintain financial records
- 3.2. Report progress and financial summary at each SG meeting
- 3.3. Submit interim report to SG by 14th February 2013
- 3.4. Submit full report to SG by 31st March 2013

4. Stage 4 – Archiving

- 4.1. Ensure all data and data sources are documented, and fully referenced in the full report
- 4.2. Record source data in easily readable and locatable formats.
- 4.3. Archive all data and reports and make available to the SG.