

## **LAZONBY PARISH COUNCIL**

### **LAZONBY EGG PACKING STATION AFFORDABLE HOUSING PROJECT STEERING GROUP**

#### **TERMS OF REFERENCE**

1. The Group will comprise community representatives, members of Lazonby Parish Council and representatives from the Parish Council's contractors involved in the project. Parish Council members and community representatives' membership will be endorsed by a quorate meeting of Lazonby Parish Council. The Chair of the Group will be a member of Lazonby Parish Council.
2. The Lazonby Parish Council Affordable Housing Project Steering Group will be designated a working group of the Parish Council and its activities will be governed by the Standing Orders and Financial Regulations of the Parish Council. The Steering Group is not empowered to make policy, financial or other significant decisions on behalf of the Parish Council but may make recommendations on such matters to the Parish Council.
3. The specific terms of reference are:
  - To provide a strategic overview on the implementation of the Project Plan.
  - To make recommendations to the Parish Council on adjustments to the Project Plan.
  - To represent community interests in the preplanning, construction and letting phases of the project.
  - To consider periodic reports on project progress and expenditure.
  - The group will meet at times commensurate with the key milestones in the project plan. Minutes of meetings will be taken, and a report of each meeting will be presented to meetings of Lazonby Parish Council. Reports of the meetings may also be included in "Lazonby Lines" and on the Parish Council website.
4. Changes to these Terms of reference may only be made by a quorate meeting of Lazonby Parish Council.

Approved by Lazonby Parish Council on 7<sup>th</sup> October 2020.