

Community Led Housing Group

Terms of Reference

Role and responsibilities of the Housing Group

- (a) Convene meetings to discuss forming a Community Land Trust (CLT), inviting other residents with expertise to join the group.
- (b) Make contact with and take advice from other organisations such as but not limited to CLT Network, AiRS, CDC, SDNP, other CLT's.
- (c) Apply for grant funding towards promoting and forming a CLT, including services and materials required for incorporation and running an independent organisation.
- (d) Organise and conduct a Housing Needs Survey with the support of CDC.
- (e) Communicate progress with the community of Bury Parish, BPC, District and County Councillors, local MP.
- (f) Consider and agree the nature and focus of the housing and other provision required
- (g) Consider and agree the legal model to be utilized
- (h) Any grant funding awarded will be held by Bury Parish Council and spent in line with its financial regulations.
- (i) Once the Bury Parish CLT is incorporated with a separate bank account, any monies granted to BPC for the purposes of setting up and running a CLT will be transferred to the CLT bank account

Membership: Open to all members of the community who are signed up to the Group's aim and ways of working may apply by sending an expression of interest to the Chair. Normally between 5 and 10 people.

Roles of the members:

Group members need to be:

- (a) Interested in the Community Land Trust project and committed to championing its cause;
- (b) Able to take on responsibility and devote time, experience and / or skills; and
- (c) Maintain enthusiasm for the project at all times.

Chairman / Vice Chair

The Housing Group will elect a Chair and Vice Chair

The role of the Chair is to:

1. Provide overall coordination and direction of the Group
2. Ensure the efficient conduct of the Housing Group's business and meetings;
3. Ensure that all members are given the opportunity to express their views and that appropriate standards of behaviour are maintained;
4. Manage the delegation of key responsibilities and resolution of any Housing Group problems;
5. Establish a constructive working relationship with other organisations i.e. Sussex Community Housing Hub, Local Authorities, Registered Providers etc;
6. Ensure that the Housing Group receives professional advice when it is needed;
7. Representing the organisation as appropriate; and
8. Take decisions delegated to the Chair.

