



## **1. Background**

The steering group agreed that we would seek to set up three focus groups. These are listed below with the different aspects we expect each group to cover.

### **Housing, Education & Community Facilities**

- Homes
- School Places
- Open Spaces
- Sport & Recreation
- Healthcare

### **Landscape, Natural & Built Environment**

- Conservation of Landscape
- Wildlife & Habitats
- Historical Environments
- Design, Architecture & Character
- Coast & Geology

### **Business, Employment, Transport & Infrastructure**

- Public Transport
- Renewable Energy
- Walking & Cycling Routes
- Business Premises
- Utilities & Communications
- Parking & Traffic Management

## **2. Purpose**

- Focus Groups are sub-groups of the NDP Steering Group and operate within the Project Plan, they report directly to the Steering Group.
- Tasks and time lines are developed in consultation with the Steering Group.
- The purpose of the focus groups is to look in detail at particular topic areas, gather existing information, identify gaps and advise the Steering Group on how to best fill those gaps.
- The Focus Groups will also help to shape the public consultations and advise on NDP policy development for their topic areas, using the existing evidence and public consultation findings.

### **3. Principles**

- St. Agnes NDP Steering Group ground rules apply.
- The St. Agnes Parish Council Code of Conduct applies.
- Declarations of interest should be made before contributing to the work of the Focus Group.
- Brief meeting notes need to be recorded and made available to the Steering Group communications team.
- Notes and information gathered will be stored as part of the official record of the St. Agnes Parish NDP.
- Any questionnaires or consultation events need to be agreed by steering group before proceeding (for consistency, avoid duplication, timing clashes, agree any necessary spend)
- NDP Steering Group Data protection rules apply.

### **4. Tasks and Activities**

- Collect and review existing evidence
- Identify gaps in collected evidence
- Recommend to the steering group how to fill identified gaps (e.g. targeted surveys +/- professional paid help)
- Help shape the Parish-wide consultation questions for their topic areas
- Use consultation findings to Input into policy development
- Use consultation findings to recommend projects to include in CIL lists

### **5. Membership of Focus Group**

- Focus Groups should be made up of people who can think on the Community's behalf. It is not the place to bring personal agendas and 'pet projects'.
- At least one member of the Steering Group will be available for support and feedback at each meeting.
- There is currently no size limit on Focus Groups.

### **6. Roles within Focus Group**

- The minimum requirement is for a Focus Group leader and a note taker to be appointed from within the group.

### **7. Focus Group Meeting Arrangements**

- The Steering Group is available to assist with meeting venues; a regular booking will be available for this purpose.
- Focus Group meetings must be open to anyone who wants to attend. The Steering Group communications team can assist in advertising proposed meetings.

## 8. Reporting structure

- Regular updates will be required by the Steering Group.
- Focus Group Leaders can attend Steering Group meetings for this purpose.
- All notes of meetings, information and data must be submitted to the Steering Group.

