

St Agnes Parish Neighbourhood Development Plan

Focus Group Terms of reference Version 1- Sept 7th 2015



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

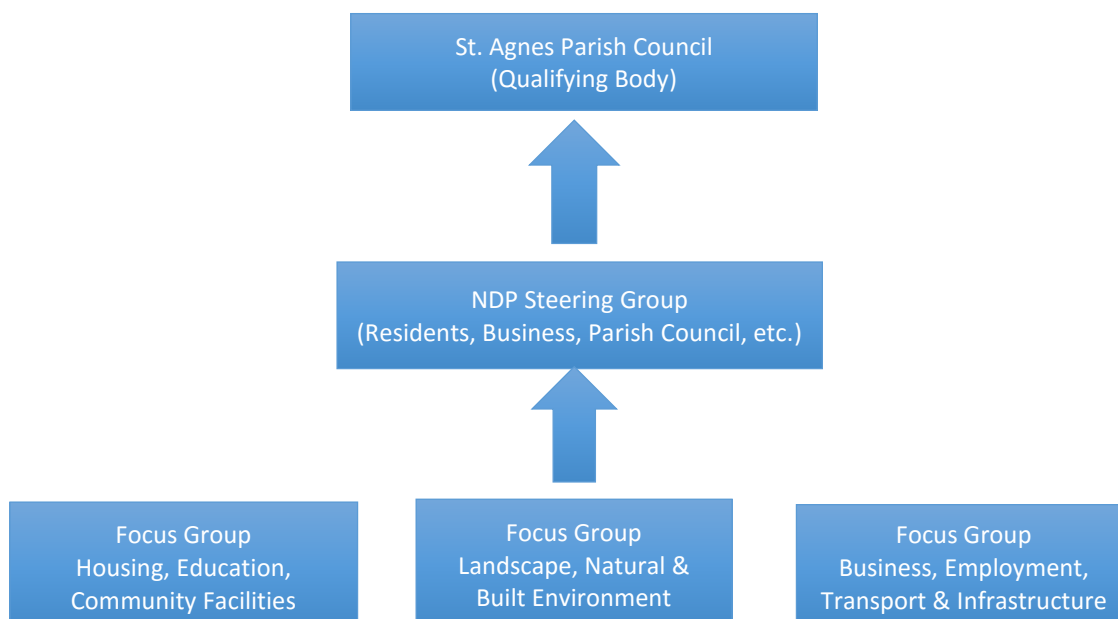
Conservation of Landscape
Wildlife & Habitats
Historical Environments
Design, Architecture & Character
Coast & Geology

Business, Employment, Transport & Infrastructure

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

2-PURPOSE OF THE FOCUS GROUPS

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

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

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

7-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

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.

9-CHANGES TO ToR

To be agreed by the Steering Group.

END

16.9.15