



Neighbourhood Plan

TERMS OF REFERENCE FOR FOCUS GROUPS

The purpose of each Focus Group is to assist the Neighbourhood Plan Steering Group and the consultants to prepare a Neighbourhood Plan for the parishes of Steyning, Wiston, Ashurst and Bramber.

Each focus group will tackle a specific theme and explore the issues, the needs and the opportunities facing the residents within all four parishes (the designated Neighbourhood Plan Area).

Each focus group should:

1. Clearly understand its purpose and take its lead from the Steering Group and the consultants.
2. Outline how it will gather and present information or findings to the Steering Group.
3. Agree that openness and transparency are important considerations in the work of all Focus Groups. Minutes of the Focus Group meetings will not be taken and instead the information collected by and the recommendations of this Focus Group will be reported back to the Steering Group and the consultants. Minutes of the Steering Group are published and will include the information and recommendations passed on from the Focus Groups.
4. Approve and agree a Chairperson from their numbers. If the Chairperson is not present, members shall elect a Chairperson for the meeting from amongst those present.
5. At least one member of the Steering Group will attend Focus Group meetings. This will include a Group Co-ordinator. The Group Co-ordinator and the Chairperson do not need to be the same person.
6. Set out the timescale and estimated costs of gathering information and carrying out requested or suggested exercises.
7. Each Focus Group will be responsible for organising its own meetings and must provide a summary progress report or points to the Steering Group meetings via their Chairperson or the Group Co-ordinator.
8. The Focus Group must be able to demonstrate that projects it has identified have the support of the local community and show that they have, where relevant, discussed projects with other organisations or persons who will be affected either positively or negatively or could assist in carrying out the action.

9. Aim to produce a short report upon completion setting out:
 - i. Introduction and purpose of the group
 - ii. Evidence gathered / Work undertaken (summary)
 - iii. Focus group general recommendations
 - iv. List of documents, bodies, groups, individuals etc consulted
 - v. Conclusion

10. Membership is not limited and is open to residents within the designated Neighbourhood Plan Area and skilled and professional body representatives who can positively support the work of the group to achieve their aim. Members will be required to complete and sign a Declaration of Interest (including declaration of membership of the Freemasons' Society / Charity and a Code of Conduct document.

11. Financial expenditure of the Focus Group must be approved by the Steering Group Chairman in consultation with the Steering Group before it is incurred. Receipted expenses for reimbursement should be passed to the Chairman on a monthly basis with reasons for the expenditure clearly given.

Adopted by the Housing Focus Group on

Adopted by the Environmental Focus Group on

Adopted by the Heritage/Local knowledge Focus Group on

Adopted by the Community Focus Group on

Adopted by the Economic/Business Focus Group on

Adopted by the Transport/Accessibility Focus Group on