

LINDFIELD NEIGHBOURHOOD DEVELOPMENT PLAN

TERMS OF REFERENCE FOR FOCUS GROUPS

The purpose of each focus group is to assist the Neighbourhood Plan Steering Committee (NPSC) to prepare a neighbourhood plan for the parishes of Lindfield and Lindfield Rural. Each focus group will tackle a specific theme and its set of issues or the needs and opportunities facing a specific group of people within the two parishes (the designated neighbourhood plan boundary).

Each focus group should:

1. Clearly understand its purpose and take its lead from the NDP Steering Group.
2. Outline how it will gather and present information or findings to Steering Group.
3. Openness and transparency are important considerations in the work of all Focus Groups and all matters discussed must be considered as being in the public domain.
4. Approve of a chairperson from their numbers, if the Chairperson is not present, members shall elect a chairperson for the meeting from amongst those present.
5. Set out the timescale and estimated costs of gathering information and carrying out requested or suggested exercises.
6. 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.
7. 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.
8. Produce a short report upon completion (using approved template) setting out:
 - Introduction and purpose of the group
 - Evidence gathered / Work undertaken (summary)
 - Focus group general recommendation on future development
 - List of documents, bodies, groups, individuals etc consulted
 - Conclusion
9. Membership is not limited and is open to residents in the designated parish boundary and skilled and professional body representatives who can positively support the work of the group to achieve their aim.
10. Financial expenditure in excess of £20 per month must be approved by the Steering Group Chair or Deputy Chair in consultation with the NDP Steering Committee. Receipted expenses for reimbursement should be passed to the Chair or Deputy Chair on a monthly basis with reasons for the expenditure clearly given.

Adopted by the Landscape & Bio-diversity Focus Group on 7th February 2013

Adopted by the Housing Focus Group on 7th February 2013

Adopted by the Transport & Traffic Focus Group on 20th February 2013

Adopted by the Community & Infrastructure Focus Group on 20th February 2013