**Draft Key NP Workshop Questions**

**Key open questions formulated to:**

* **prompt discussion**
* **expose issues and ideas**
* **secure information about why opinions are held and decisions have been reached**
* **provide evidence to feed further research to inform questionnaire**
* **Provide “ mirror” of current thinking for further workshops , exhibitions and drop-ins**

**Likes / dislikes**

What do you value about living here?

What issues need resolving to make the parish a better place?

What would make you want to continue to live in the parish in future? (chn. = when you grow up?)

**Housing**

If new housing developments are proposed where should they go?

What types of housing would best suit the needs of present and future members of our community?

How important is the quality of new housing?

What facilities should new developments have?

How do you feel about the provision of sheltered housing?

**Environment**

How important is the local environment to you?

What would you like to see to improve it?

What needs to be conserved/protected?

What needs to be avoided?

**Community and recreational facilities**

What facilities need to maintained for the good of the community?

Are the existing facilities satisfactory/sufficient?

What facilities need to be created/improved to cater for the needs of the whole community?

Where should they be sited?

**Economic expansion**

What additional local work opportunities does the parish need?

Where could expansion of workplaces be accommodated?

How may this change in the future?

**Infrastructure requirements ( new roads, footpaths, services, sewage disposal, water )**

What do you consider important about the built environment?

Where does flooding occur in the parish?

What type of flooding has this been?

What do you think causes it?

What measures would alleviate it?

**Vision statements**

Ideally, how do you see the parish in twenty years’ time?

What would make you feel secure about continuing to live in the parish as you grow older?

**NP Workshops**

**How should workshops be designed to enable the questions to best be considered?**

**Principles**

* All workshops should be led and supported by people who have been trained by an external adviser or in-house by those who have been trained by the external adviser.
* Training should be offered to all members of the SG and other suitable nominees whose experience would add value to the process
* Teams should be established for each type of workshop ( i.e. invited workshops; outreach to schools ; outreach to the community )
* NPC needs to ensure those conducting workshops with young people and vulnerable adults have appropriate safeguarding vetting and certification
* Parental permission needs to be sought for under 18 attendances at workshops.
* Those with current expertise in teaching children should be asked to design specific workshops for them
* All workshops should strive to produce secure evidence for the SG
* High quality, well-designed materials are needed for each workshop (information posters and leaflets, activities, registration, data capture.)
* All workshops should be photographed and have an element of recorded discussion to augment qualitative evidence.

**Getting people in**

* High quality information sheet about the whole NP process (including GI) needs producing and circulating showing timescale and dates and times of all scheduled workshops.
* All events should be open to those who wish to attend and advertised accordingly
* Structured workshops have a maximum capacity therefore this should be stated and return slips will help to fill available places. Those who exceed numbers should be invited to further workshops or visited to complete the process.
* A range of conventions and innovative means of advertising each event should be used but word of mouth and personal contact are likely to be most productive.

**Proposed workshop structure for structured workshops (2hrs for adults, 45 mins for chn)**

**Layout** 5 tables with 6-8 chairs, maps and themed resources and data capture sheets. Each table will have a trained facilitator and there will be a workshop leader. Highly visual information posters around the edge picturing parish themes, and explanations of NP process and timeline.

**Meet and greet**

Welcome, introduce refreshments, look at posters, find a place to sit, complete age, gender and location spotting exercise.

**The bigger picture (10 mins)**

Explanation of NP, GI, and workshop (bigger picture, timescale, what happens to your contributions today, what happens next?)

**What we are doing in this workshop and why (5 mins)**

(topics, working methods, timing, data capture, what happens to data, what happens next)

**Activities (70 mins)**

All table facilitators will start with “likes and dislikes”. Then, working through key questions, table facilitator will prompt discussion, clarify, challenge, probe for reasons, sum up and record data (10 mins per topic). Tables will be themed according to topics (e.g. housing, recreation etc.)Facilitators will remain at tables whilst participants rotate around tables, moving on from signals given by the workshop leader. The last activity, vision statements will be managed by the workshop leader and post-it stickers will be put on a wall representation of the Ickwell Oak. **Each table will have a scribe to record data.** Some tables will be Dictaphone recorded with participant’s agreement. Each activity/ group will be recorded separately

**Summing up**

Workshop leader sums up , identifies any consensual, interesting or controversial points , reminds people what happens with the info produced , invites them to next event , explains what is to come, survey, drop in etc. Thanks for coming and valuable contributions. Spread the word!

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