**Starting Consulting Stage 2 of the Master Plan expanded.**

**Proposed jobs to ensure effective community workshops to generate the data we need to expose issues and explore visions.**

**Planning group**

* Design key questions around housing, community and recreational facilities and visions of the parish focusing on present provision and provision for the future drawing on survey expert if necessary.
* Liaise with Analysis group about what data needs to be generated and revise key questions if necessary
* Agree with GI group and BRCC , the environmental areas to be included in GI workshops and questions to address them, noting any additional areas for exploration in NP workshops
* Plan NP workshops structures and resources for general public and tailor-made versions for children in schools and older people in their own groups.
* Liaise with Comms and GI gps about timing and siting of workshops and staffing needed.
* Produce report for SG meeting to consider re workshop structures and content

**Comms group**

* Investigate availability of venues, costs and dates for Saturday am NP and GI workshops for residents and inform SG members.
* Draw up plan of publicity campaign through direct contact, pamphleteering and media announcements ,costs and timing to encourage participation in NP workshops
* Investigate the costs of pre-paid envelopes
* Consider workshops and visits targeted at the young and older residents and investigate when and how these may take place
* Draft fliers, press articles, advertising and website information and direct media e.g. verge notices and banners to encourage participation and ensure agreed checks are made
* Liaise with GI group to identify targeted individuals to be invited to take part in first GI focus group workshop and arrange to circulate them if required and see if any advertising for both GI workshops is needed.
* Put forward proposal for use of verge boards for next SG meeting
* Produce report for SG on strategy and targeting of specific groups and

**Analysis group**

* Project what data needs to be recorded under housing, community and recreational facilities and (in consultation with GI gp) additional environmental issues not addressed in GI workshops, from NP workshop participants
* Liaise with planning group to ensure key questions and workshop activities will generate required data and propose modifications where necessary
* Plan how to save and store data to generate specific questions for questionnaire
* Report to SG on design and use of data capture linked to key questions + workshop activities
* Produce report of emergent issues and visions for scrutiny (workshop activity) at March Steering Group meeting, to consider significance of t evidence and follow up enquiries.

**GI group**

* Liaise with CA and Co-chairs about commissioning BRCC and timing, structure and costs of both GI workshops.
* Identify with Planning and Analysis groups , environmental issues to be included in NP workshops and inform about those to be covered in GI workshops
* Work with CA and Comms Gp in drawing up list of residents to be invited to focus group and any publicity needed to engage them
* Report to SG on work undertaken and emergent issues at the end of stage 1.