

## **Terms of Reference for the *Residents' Survey Working Group* of the Great Bealings, Little Bealings and Playford Joint Parish Plan Steering Group (JPPSG)**

The purpose of the *Residents' Survey Working Group* is to assist the JPPSG to prepare a Parish Plan for the 3 parishes by:

1. Considering these Terms of Reference, and agreeing timescales for completing the activities.
2. Arranging for an Open Day Exhibition to which all residents are invited to attend, with maps of the Parishes, lists/illustrations of possible topics for discussion and information on the proposed Stages of the Parish Plan.
3. Arranging Focus Groups to assist with the preparation of the Residents' questionnaire.
4. Considering the use of the Cheltenham and Gloucester Village Appraisal software.
5. Designing, approving and printing of a pilot Residents' Questionnaire.
6. Trialling the pilot Residents' Questionnaire on approximately 20 residents, with 1:1 assistance to record queries.
7. Updating the survey in the light of the results of the pilot.
8. Report back to the JPPSG.
9. Ensuring that the questionnaire is distributed to all Residents - with help on personal delivery and collection by volunteers.
10. Arranging for the analysis of completed questionnaires.
11. Report back to the JPPSG on emerging themes, issues, wishes.

The working group will be responsible for organising its own meetings and must provide a summary progress report to the JPPSG meetings.

Financial expenditure in excess of £10 must be approved by the JPPSG. Receipted expenses for reimbursement should be passed to the steering group treasurer on a monthly basis with reasons for the expenditure clearly given.

The working group will consist of a member from each Parish, currently Robin Sadler (Great Bealings), Peter Carr (Little Bealings) and Tracey Hanson/Joan Metcalfe (Playford).