

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

The purpose of the *Stakeholders 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. Identifying parties (other than residents) who may be interested in the development of the Joint Parish Plan as potential stakeholders.
3. Classifying, grouping and prioritising stakeholders.
4. Identifying appropriate consultation mechanisms for each stakeholder group.
5. Listing Possible Topics to explore with each stakeholder.
6. Identify key contacts and contact details.
7. Report back to the JPPSG to consider further actions.
8. Ensure that the stakeholders identified are surveyed as agreed.
9. Ensure that analysis of the results of the surveys is completed
10. 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 Paul Norris (Great Bealings), Colin Hopkins (Little Bealings) and John Day (Playford).