

**Task and Finish Group - Fair Space**  
**26 MARCH 2024**

Present: Councillors: Sam Bateman (Chairman), Emma Beard,  
Anthony Frankland and Claire Vickers

8 **NOTES OF PREVIOUS MEETING**

The notes of the meeting held on Wednesday 3 January 2024 were received.

9 **DECLARATION OF MEMBERS' INTERESTS**

There were no declarations of interest.

10 **NEXT STEPS**

*To receive and approve a draft survey*

The Group were joined by the Digital Communications Manager for discussion on the draft survey.

The Group discussed and approved the draft survey subject to some amendments being made. The survey would be built using the Council's survey software and Members would have an opportunity to test it before it went live.

*To decide upon a communications strategy for the survey*

The Group heard from the Democratic Services Officer in relation to some possible options for publicising the survey (the Digital Communications Manager had to leave the meeting early). Further discussion would take place with the Communications team.

*To agree which schools focus groups should be held at and to discuss options for the format of the focus groups*

The Group would seek to hold a focus group at Steyning Grammar School as well as Collyer's, The Weald and Horsham Youth Forum. The Democratic Services Officer would contact Steyning Grammar School.

The Group discussed some possible options for the format of the focus groups.

*The meeting closed at 6.11 pm having commenced at 5.05 pm*

**CHAIRMAN**