**Minutes of the Inclusiveness and Engagement Task Group**

**15 Lower Street, Haslemere**

**On 21st November 2012**

**Present:** Victoria Leake, Maria Mateo, Marion Meechan, Clive Rollinson, Nikki Barton, Lesley Banfield

**Apologies:** Jane Hinton, Ann Finlayson

1. Chair- Victoria agreed to act as Chair in the interim with support from the whole group.
2. Outputs of group outlined as;
2.1 Mission statement- draft to be prepared by Marion and Clive and circulated to group for comment.
2.2 PR statement for release in near future and use before launch meeting in Feb - Nicky to draft initial PR statement.
2.3 Pre launch engagement strategy maximum A4 sheet, group to consider.
2.4 Engagement strategy (post launch) to be prepared and presented at launch, group to consider for commencement of preparation.

3. Review of other NPF's engagement and inclusion approach/strategy- Victoria and Maria to review and bring findings to group for consideration.

4. Who can have a seat at the Forum (question from Stewart-Chair and Governance group) -any one, if inundated with people as the time arises may need to split into several subgroups. Governance issues referred to Governance group. All those representing the Haslemere & villages/district NPF do so with the intention to represent a range of interests and not solely their own interests to be inclusiveness and engage a wide range of residents (rather than adversarial) in the spirit of consensus building.

5. Launch event date and timing-

5.1 Date &timing- the proposal is made to the Steering Group that the launch be held on a Saturday in the afternoon and evening to promote engagement and inclusiveness eg Sat 2/9 March. Victoria to raise withStewart.

5.2 Format of the launch
To engage a wider diversity of residents a drop in street party atmosphere agreed as a proposal to the steering group with an initial design your pilot town/neighbourhood competition or similar for the launch party and then as a main vehicle for engagement post launch meeting.
Food and drinks and entertainment to be provided, a fun day event created. Victoria to raise with Stewart.

5.3 Funding- required for publicity, engagement and launch party. What funds are available. Scope of PR & party to be mapped out and budget created. Victoria to discuss with Stewart (Funding subgroup).