

Meeting of HASLEMERE STEERING GROUP held at the Town Hall on Monday 23 September 2013

Present: Stewart Brown (Chairman), Mathew Bowcock, Andy Braithwaite, Douglas Chandler, Kevin Grottick, Cyndy Lancaster, Libby Purvis, John Robini, David Round, Robert Silk, Diana Vartan (Acting Sec)

1 Apologies

Peter Isherwood, Richard Oldham, Vicki Purewal and David Simmons

2 Minutes of the last meeting

The minutes were approved.

3 Matters Arising

SB commented that by mid October results of the first survey should be completed. As ideas emerge from the work groups another survey will be held. It was noted that once the survey was closed we will need to aggregate ideas that carry weight and, in the final document explain why we have not included others.

The necessity of a legal entity (Haslemere Vision Ltd) was briefly explained. This has been set up as a company limited by guarantee. Anyone can be a member reflecting the need to be truly democratic. At the moment Richard Oldham is Company Secretary and Lesley Banfield, Stewart Brown and Mathew Bowcock are the Directors. **HV Ltd its membership and board make up will be discussed in more detail at a future meeting.**

4 Terms of Reference

These, as circulated by Andy Braithwaite (and attached), were adopted. SB thanked both Andy Braithwaite and Robert Silk for producing a document that would be a truly helpful guide. It was agreed that the **Terms of reference should be circulated to the work groups as soon as possible. Action SB**

5 Project Plan/Time line

(Note: Libby Piper had to leave mid-way through this discussion)

The meeting briefly reviewed the time plan which had been extended to accommodate the Work Groups completing their work by end of January. It was noted that this was still an ambitious goal and that **the whole of the future process needed detailed review. It was agreed that the Process Leadership Action Group (See 6 below) should do this with a view to presenting a revised plan by the time of the next Steering Group meeting on October 22nd.**

It was hoped that an officer from the Waverley Planning department would be present at the meeting on the 22nd October which would give the opportunity to explain the process we are planning and the support we will need.

SB stressed that if HV is > going to succeed all the working groups are going to have to do an awful lot of work outside of meetings. Again the need to be realistic about time scales by identifying issues that are possible was emphasised.

Some discussion took place on the Community Right to Build. HV has begun to register sites with Waverley as community assets, the first of these is the old Police Station. If these are put on the market it was envisaged that a spin off group would be formed to deal with this. Two points were made. One, there should be a discussion on community > assets and a list made available sooner rather than later. And two, Rules of engagement on how we operate must be clear. These should be as open and inclusive as possible. **It was agreed that a separate meeting should be convened to discuss this further. Action SB**
>

6 Future working of the Steering Group

The meeting discussed the proposal by SB to set up a number of Action Groups to carry on work on key areas outside the main steering group meetings. It was agreed that the groups, as proposed by SB should be formed to get things moving though their number and function should be reviewed when the revision of the detailed project plan is completed.

The following names were suggested for assignment to the various groups. Those present agreed to participate.

Community Engagement Group:

Ann Finlayson, Robert Silk, Lesley Banfield, John Robini

Communication and Publicity Group:

Cyndy Lancaster (lead), Aine Hall, Doug Chandler,.

Process Leadership/Governance Group:

Stewart Brown (lead) , Andy Braithwaite (to facilitate set up in SB's absence), Robert Silk, Ann Finlayson, Doug Chandler, Kevin Grottick, Mathew Bowcock (part time).

Evidence Base and Data Management and IT:

Mathew Bowcock (lead), Doug Chandler, Crawford Christie, Jane Hinton, John Moxon, David Simmons

Funding Group:

Stewart Brown (lead), Jeff Martin, Sarah (Town Hall), Mathew Bowcock (part time), Vicki Purewal.

The groups should start work, as soon as possible, and the lead member of each group should contact those nominated but not present at the meeting.

7 Data and Evidence Base Management

It was noted that, **if the work groups are to stick to their timetable, mid October should be the target for completion of the collation and analyses of the survey data (Mathew Bowcock).**

8 Update on Survey Promotion

Cyndy Lancaster will liaise with Victoria Leake. Surveys to be collected from Town Hall, Haslemere Hall, the Library, Haslewey and the High Lane Community Centre. Kevin Grottick to be called upon if necessary.

9 AOB

Paper flyers to be handed out at this Saturday's workshop.

Date of next meetings: Tuesday 22 October, possibly at Haslewey
Wednesday 20 November