

**MINUTES OF HASLEMERE VISION STEERING GROUP MEETING HELD AT
HASLEMERE TOWN HALL ON WEDNESDAY 16th March 2016**

1. Attendance and Apologies : Stewart Brown (Chairman)*, Crawford Christie (A), David Simmons*, Cyndy Lancaster*, Liz Burton*, Jonny Fry(A), John Moxon*, Lesley Banfield(A) , Stephen Mulliner* , Simon Drake(A) , Ged Hall(A), Simona Teresi(A), Robert Silk (A), Peter Isherwood (A), Vicki Purewal (A) Diana Vartan(A), Matthew Bowcock (A). *=Present (A) = Apologies

In attendance: Diane Moses, Doug Chandler

2. The Minutes of the Meeting held on 17th February 2016 were approved.

3. Matters Arising:

- Policies not far enough advanced to approach volunteers to consider the infrastructure implications of the policy proposals. PLG to initiate this as soon as the policies are far enough developed.
- In the absence of L Ban it was decided to delay the discussion of a possible listing of The Wey Centre as an asset of community value until the next meeting. - all other matters arising

4. Policy Writing Progress & Next steps:

- The first draft of the Housing and the Business and Economy policies had been circulated to SG members, policy drafting group members and members of the HTC liaison group.
- The Transport and Environment policies were still being worked on and would be circulated as soon as they were ready, hopefully before Easter.
- All SG members were asked to read the policies and send comments to SB, CC and/or SB as soon as possible. **Action: All to read policies and circulate comments**
- Members were advised that, once comments have been received and digested a workshop will be organized in April at which the policies would be discussed in detail and then finalized.

5. Evidence Base and Drop Box

- Diane Moses led a discussion on how we will use Drop Box to collect and archive evidence material. It was agreed that:

- All evidence should be collected in folders in one of the two existing Dropboxes set up for HV. The Evidence Team would act as controllers of the material.
- All the evidence that will be made available to the public in support of the NP will be duplicated on the HV Website.
- All SG members who have not already done so should contact DS to request access to the Drop Boxes
- It should not be necessary to set up a complicate indexing system provided that all files are named clearly and dated.

Action: DM to draft a guide to using Dropbox for circulation to all who need to do so. SB to discuss the long term storage of evidence both electronic and paper with HTC.

6. Hindhead and Beacon Hill Survey:

L Bu advised that she still needed input from CC but that the survey should be complete and ready to print by Easter.

Action: L Bu to send proposed text of the survey to Sarah Nash for review and comment.

7. Proposal to Combine the HV Steering Group and the HV Ltd Management Committee.

- It was unanimously agreed that, in future, members of the Steering Group would also be members of the Haslemere Vision Ltd Management Committee.

8. Revised Memorandum of Understanding with HTC

- The alternative wording (copy attached) that had been circulated and approved by SG members after the last meeting had now been approved by HTC and would henceforth replace the MOU agreed in 2013.

12. AOB:

No other business was raised.

13. Date of Next Meeting: Wednesday 20th April at 8.00pm at the Town Hall.

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Meeting ended at 9.40 pm

HASLEMERE VISION
MEMORANDUM OF UNDERSTANDING
WHICH SETS OUT AN AGREED WORKING RELATIONSHIP WITH
HASLEMERE TOWN COUNCIL

1. Introduction and Statement of Intent Haslemere Vision

("HV") was established with the active support and encouragement of Haslemere Town Council ("HTC") for the purpose of assisting HTC in the delivery of the Neighbourhood Plan.

HV is established as a not-for-profit Company Limited by Guarantee. Membership is open to any individual, any body corporate, any unincorporated organisation and any parish, district or county council that has an interest in the issues and concerns of Haslemere and the Villages and is prepared to sign up to the aims of HV.

HTC serves the residents of Critchmere, Haslemere North and Grayswood, Haslemere South, Hindhead and Shottermill. It consists of 18 elected Councillors all of whom are unpaid volunteers who seek to represent the views of residents and to improve and promote Haslemere. HTC is committed to working in partnership with each tier of government, as well as other relevant public service agencies and voluntary organisations to achieve positive results for Haslemere.

HTC and HV will work together to prepare a Neighbourhood Development Plan (the Plan) for submission to Waverley Borough Council (WBC).

Once approved by Council, HTC will submit the completed plan to WBC for review. If the Plan is found to be satisfactory, HV and HTC will collaborate to encourage voting in the subsequent referendum and campaign in support of the Plan.

2. Membership

HTC will be a member of HV and will be entitled to nominate 2 Councillors to be members of the management committee / steering group and any working group or sub-committee.

3. Role of Councillors

A Councillor's role within HV is to:

- i) inform and update HV of any relevant HTC activities or plans; ii) inform and update HTC and individual Councillors on HV activities or plans; iii) provide time, expertise and active input to the plans and activities of HV where relevant.

4. Planning and Budgets

All expenses to be claimed by HV from HTC will be submitted to HTC via the Town Clerk for approval by HTC. No project or plan which has any cost implication for HTC, including those costs likely to be incurred

following completion of the project, shall proceed beyond a stage where any cost is committed or incurred on behalf of HTC without formal budget approval from HTC. At present, HTC funds will only be used for the Neighbourhood Plan housing and Land-use work-streams.

5. Project and Activity Review Process

HV and HTC will regularly update each other to ensure both parties are aware of issues that may affect the production of the Neighbourhood Plan. HV will review its project plans, progress and issues with HTC annually, or more often if requested by either party.

6. Delegation

Where projects are deemed to be the responsibility of HTC, HTC may delegate authority to HV to implement such projects. Where such authority is given, the actions taken must comply with HTC's Standing Orders.

7. Secretariat

HV will be responsible for arranging a secretariat to govern and record its affairs and will operate independently of HTC.

8. Grants and Funding

HTC may, at its own discretion, provide grants to support HV but it is agreed that HV will, as far as possible, apply for grants and funding for its projects from other sources. Where appropriate and agreed, HV may apply to HTC to act as the vehicle through which grants from central government and higher tiers of local authority are sought and to act as the fund holder. Where this is the case, the administration of such funds will comply with HTC's current Financial Regulations.

9. Media

Any official press release issued by HV with regard to the content or likely content of the Neighbourhood Plan or any other projects undertaken by HV on behalf of HTC must be agreed between HV and the Town Clerk and/or one of the councillors nominated by HTC to the HV Steering Group prior to being made public.

For the avoidance of doubt this clause does not in any way restrict Haslemere Vision from publicising its activities, public meetings, consultation results or other general business. Furthermore it cannot be used to restrict individual members of the community from expressing their personal views providing that they do not disclose information arising from Haslemere Vision's work that is not already in the public domain and that they make clear they are their personal views and not those of Haslemere Vision. To this end Haslemere Vision will appoint a Press Officer, only this Press Officer and/or the Chairperson may express Haslemere Vision's official views.

10. Beyond the Neighbourhood Plan

HTC understand that HV is intended to be an on-going, non-political, community-led forum to enable the communities of Haslemere and the surrounding villages ("the Villages") to pool ideas and resources to create a vision and a plan of how they wish the town and the villages to develop in the future. It will undertake and deliver projects that preserve and enhance the wellbeing of the town, the villages and their institutions and businesses for the benefit of residents. This may or may not be undertaken in conjunction with HTC.

DATE: 22/02/16

