**HASLEMERE VISION ORGANISING GROUP**

Minutes of the meeting held at 8 p.m. on 4 June 2013 at the Town Hall.

Present: Stewart Brown (Chairman)

 Lesley Banfield

 David Chandler

 Ann Finlayson

 Victoria Leake

 Maria Mateo

 John Moxon

 David O’Brien

 Libby Piper (Town Mayor)

 David Round

 David Simmons

**1. Apologies**

Apologies were received from Matthew Bowcock, Helen Chandler, Peter Isherwood, Cyndy Lancaster, Richard Oldham, Robert Serman.

**2. Chairman’s opening remarks**

2.1 SB introduced LP, the new Town Mayor. CL will remain a member of HVOG.

2.2. Funding

SB confirmed that Locality has awarded Haslemere a Neighbourhood Plan grant of £7,000 which will be routed via HTC which should allow VAT to be reclaimed on appropriate expenditure. In addition, Haslemere has been awarded 18 days of consulting from Planning Aid England.

**3. Notes of last two HVOG meetings**

The notes of the meetings held on 9 April 2013 and 13 May 2013 were confirmed as an accurate record.

**4. Matters arising**

There were none.

**5. Document control and use of the DropBox**

5.1 SB reminded the meeting of the importance of monitoring comments made in e-mails because of the risk of causing offence. E-mails should be assumed to be stored for ever and can be read by anyone.

5.2 An e-mail can be saved to the HAVV DropBox by adding the address archive@havv.co.uk.

**Action: DS and RO were asked to try to change the address to** **archive@hv.co.uk****.**

5.3 HV e-mails can be viewed by accessing the URL [www.dropbox.com](http://www.dropbox.com). An invitation can be sent to anyone to enable them to access the HV section.

**Action: DS was asked to re-issue invitations to all HV supporters.**

5.4 It was agreed that all users should be encouraged to put a keyword in the subject line to assist with organised archiving, e.g. Steering Group, XXX Task Group etc.

5.5 It was agreed that all HV supporters should be requested to ensure that all HV e-mails are copied to the DropBox to ensure transparency.

5.6 It was agreed that all archive materials should be stored as read-only (to prevent deletion) and that DS, RO, SB and DC should all hold the DropBox HV access password.

**6. Programme of activities for June and July**

6.1 Since the Haslemere Hall launch, a stall was manned at Lion Green during the Party in the Park event at the Haslemere Festival in early May. Further events need to be organised promptly for HV remain on the overall engagement timeline. These should include briefing events for new volunteers.

6.2 The Locality-funded consultant, Stella Scrivener, has offered to hold a workshop for all Steering Group and potential workshop leaders.

6.3 DC demonstrated a Gantt chart showing the latest draft of the Plan timeline. The summarised version was felt suitable for high-level explanation, especially if exported to Excel to improve visibility and accompanied by a list of key dates.

6.4 The Gannt chart needs a final check by members of the Plan the Plan Group and the Engagement Group before it is delivered to the new Steering Group.

**Action: LB, SB, DC, VL**

6.5 The workshop materials were reviewed on 3 June 2013 and will be considered further at tomorrow’s HV workshop delivery training session. The basic workshop is expected to consist of the slide show, dealing with the FAQs, collection of audience comments and sending the comments to Julianne Evans for collation. Workshop leaders will also be given a briefing document. The intention is to have workshops in all parts of the Neighbourhood Area to extend the “launch experience” beyond the 350 who attended the Haslemere Hall event. However, this will need the assistance of existing community groups because HV does not have the resources to do the whole task alone.

**Action: All were asked to e-mail SB with the names of groups and contact people who might be willing to host a workshop and who each HVOG member would be willing to contact. Examples were schools (although overload is an issue), retirement homes, church groups, the Haslemere Society, the Chamber of Trade.**

6.5 The creation of the new Steering Group was planned for July but we will not be able to contact all segments of Haslemere by then. It will therefore be necessary to seek members from Launch Event volunteers and other volunteer events to be held. It may be possible to develop a demographically-based profile of Haslemere and encourage individuals to self-select themselves to fill the various “slots” generated by the profile. The skill sets required will also be relevant.

**7. Engagement/activation of new volunteers**

7.1 The suggested dates are Wednesday evening, 26 June 2013 and Saturday afternoon, 29 June 2013 or Saturday afternoon, 6 July 2013. Venues need to be found.

**Action: SM to check availability of Haslewey.**

7.2 It was agreed that the Stella Scrivener briefing session should be delayed to early September and could form an important early event for the new Steering Group.

**8. Report from the Timeline Task Group**

This was covered in item 5 above.

**9. Report from the Evidence Base Task Group**

A start has been made by JM, JH and SB. Contact with SCC and WBC will be essential. Sarah Nash, HTC, will produce a briefing document on the draft WBC Core Strategy for distribution to the Steering Groups and all Task Groups. JH and JM will collate the background demographic information.

**10. Any other business**

There was none.

**11. Date of next meeting**

Monday, 24 June 2013 at Haslemere Hall (if available, otherwise at HTC).