



Engagement Group Meeting Minutes 10.00am 10/03/2020

Teesdale House, Lingfield Way, Yarm Road Business Park, Darlington, DL1 4GQ

In attendance	Ben Lamb , Tees Rivers Trust; Garry Weeks , Teesside University; Graham Clingan Stockton Borough Council; Rachel Murtagh TVNP; Lucy Chapman , Groundwork Trust
Apologies	Clare Deasy , Northumbrian Water
Chair	Paul Clarke , Middlesbrough Borough Council
Secretariat	Louise Richards , Tees Valley Nature Partnership

Agenda Item	Notes	Actions
EG/01.01.20 Minutes	Reviewing minutes from the last meeting	
EG/02.01.20 Baseline	<p>Social learning Had a 6 month catch up with the lottery, they are happy with the lottery, they are happy with the direction of the partnership and are interested in the social learning side and the value stories that this has produced.</p> <p>We are looking to have a learning journey for those involved to get value stories both from the wider public and the and from member groups.</p> <p>We need a nominated person from each working group and the steering group.</p> <p>We are also looking at having a session on updates from partners at the next steering group meeting.</p>	The engagement group will keep track of the social learning engagement and to monitor and evaluate the successfulness of the social learning approach.
EG/03.01.20 Baseline	<p>Establishing a baseline <i>We have sent out a baseline survey</i></p> <ul style="list-style-type: none"> - We have only got 8 responses so far - Of 5 local authorities we have only had a response from 1 - How to make sure we get representation in answers 	<ul style="list-style-type: none"> - If we are contacting large organisations need to nominate a contact. - LR to send out an email reminder for survey to groups. - LR to phone smaller groups to chase responses. - LR to follow up with groups who filled out original 2019 survey to see if numbers from that are still the correct. - We ideally need to get 50% response rate or better.

<p>EG/04.01.20 Small Grants</p>	<p>Small Grant Scheme <i>Engagement from small grants</i></p> <ul style="list-style-type: none"> - If applicants are not awarded this time can they be awarded next time - Send out monitoring form to see how the money was spent and if the group met its aims - Helps showcase the success of the grant for the lottery - Could format the monitoring form so that successful applicants write in a social media post proforma. - 	<ul style="list-style-type: none"> - Roll on unsuccessful applicants to next round if a good application - LC to share contacts from RTR and other grants as a roll-on legacy from RTR
<p>EG/05.01.20 Conference</p>	<p>Conference</p> <ul style="list-style-type: none"> - Still looking for a keynote speaker, hopefully CEO of the Wildlife Trusts but Tim had spoken to David Hill for backup contacts - Environment bill contact from EA - Extinction rebellion to do stall at the conference but not a workshop as this could clash with the industry - Contact Canal and Rivers Trust as it is the 25th anniversary of the barrage - World Café – could we get some of the Groundwork # I will group and some of the Tees Catchment Partnership school contacts. - What happens if Coronavirus pushes back exams - Have a launch of the Environment Awards so we can have a full environment award next year - Could we have a talk on Nature Recovery Networks instead of the environment bill and have the environment bill next year? 	<ul style="list-style-type: none"> - LR to ask SU and caterers about cancellation policy or possibility of pushing the conference back as a Coronavirus contingency. - LR to book photographer Andy Watson, if he is not available then contact Kev Howard - LC to contact #IWill groups - BL to contact Tees Catchment schools

<p>EG/06.01.20 Marketing & comms</p>	<p>Marketing and Communications Feedback on Marketing and Comms Bid</p> <p>Don't want to be too heavy on the audit, want to be more focused on the outputs.</p> <p>O</p> <ul style="list-style-type: none"> - Too expensive - Like the social media toolkit - Not much detail about their plans - More business focused <p>R//evolution</p> <ul style="list-style-type: none"> - Strongest bid - Breakdown of costs and a timeline of work gives a clear overview of the work that will be done. - The team has the most relevant experience including Anna who would be the lead. <p>Karol</p> <ul style="list-style-type: none"> - Unclear what they are planning on giving for - 35-page document but only 3 pages on their plans for work with TVNP. - Budget doesn't include a breakdown, so you don't know what you're paying for. <p>Carrie Brookes</p> <ul style="list-style-type: none"> - Withdrew bid before meeting of engagement group as has too many large projects ongoing 	<ul style="list-style-type: none"> - RM to contact Chris Francis to ask about how it is working with r//evolution. - RM to contact successful bids - LR to contact unsuccessful bids - RM and LR to stress to successful bid not to be too heavy on the audit and to instead focus on outputs.
<p>EG/07.01.20 What next?</p>	<p>What next?</p> <p>For the steering group presentations from each group people would have liked some power point slides or a handout for the presentation from each group.</p>	<p>Engagement group to comment on the draft marketing and communications strategy before it is sent to steering group to sign off on.</p>
<p>Date and location of next meeting</p>	<p>10.00am – 12.00pm Tuesday 9th June 2020 Tees Rivers Trust HQ, Castlegate Quay, Moat Street, Stockton on Tees, TS18 3BB</p>	