



'ONE NORBITON, WORKING TOGETHER'

Meeting Title: Engagement Sub-Group

Date and Time: Tuesday 8th May 2012 at 7pm ~ 8.30pm

Venue Address: Piper Hall, Piper Road, Kingston, KT1 3EX

Chair: Davinder Lail

Note Taker: Doreen Gardiner

Attending Davinder Lail,[DL] Mike D'Souza,[MDS] Jill Preston,[JP] Doreen Gardiner,[DG] Meryn Broomhead,[MB] Carlos Queremel [CQ]

Apologies Simone Kay, John Hall, Tim Bell, Denise Parry

AGENDA

| Item | Description | Action |
|------|---|----------|
| 1. | <u>Welcome and Introductions</u> | |
| 2. | <u>Minutes of the last meeting.</u> These were agreed | |
| 3. | <u>Matters arising</u> Twitter Account – It was agreed that there should be an item on the next agenda for JH to update about progress on the twitter account | DL JH |
| 4, | <u>Mass Meeting</u> Letter to all of Norbiton - A draft copy of the letter inviting the Norbiton Community to the Mass meeting on 10 th June had been circulated for comment. The following points were raised: | All |
| | a) That the letter should have all of the logo's shown on the panel leaflets at the bottom and have 'with support of' above. AGREED | JP |
| | b) That the time should be altered to 1.30pm AGREED | |
| | c) That there be slight changes to the agenda on page 2 such as removing the word 'stadium' after Kingsmeadow and the 'event ends' time. AGREED | |
| | d) That the text of the agenda be altered to highlight the fact that there will be a feedback form for each person attending to complete at the end of the meeting. AGREED | JP |
| | e) It was agreed that these changes be made to the letter and a final copy circulated. Any comments must be made by Friday at the latest. | |



- f) JP reported that she has received three quotes for the cost of printing this letter. She asked CQ about the cost of the printing the panel leaflet and how much budget remained from the funds allocated in January. CQ agreed to send a copy of the quote for the panel leaflet and also confirmed that the cost of this was being covered by RBK funds. Therefore One Norbiton still had the full £1500 available to them. The only cost incurred to date has been the Response Paid service license and postage costs from returned panel leaflets. CQ JP

Delivery of letter- MB stated that Kevin Connoughton from Bausch and Lomb has offered the services of their staff as part of their 'volunteer day'. He suggested that the 23rd May be selected as the date for this and confirmed that we could plan on having as many volunteers as we need to deliver the whole of Norbiton. After discussion it was agreed that the delivery be organized from the Graveley office. It was also agreed that MB send the contact details for Kevin so that JP could make final arrangements with him. DG MB MDS DL

Arrangements for the meeting – Those present discussed arrangements for the actual meeting, including the need for a PA system, refreshments to be available for purchase at the bar, setting up the venue and parking facilities. These have all been incorporated in the revised event planner.

Content of the meeting – After discussion it was agreed that delegates from Balsall Heath be invited to travel, at our expense, to the meeting to speak about their experiences when setting up a similar project.

It was also agreed that representatives from key organisations such as Hilary Garner from KVA and Dean Tyler from RBK be invited to attend and speak. It was agreed that DL write and invite these people to the meeting. Other representatives will also be invited, as shown on the Event Planner. DL

Publicity – It was agreed that DL draft a press release to be widely circulated, including Surrey Comet and Radio Jackie, encouraging attendance at the meeting. DL

4 **Community Panel mail out**

The first delivery to the 305 randomly selected addresses has now been completed. To date the response has been encouraging with double the expected response. Those present expressed their disappointment to CQ that the leaflet had been printed only half the requested size and on paper rather than card.

8.15 **Website and IT** JH
Aims: update on any issues with the website, facebook, twitter etc.

8.20 **AOB** DL



8.25 **Summary of actions & date of next meeting**
The next meeting would be on Tuesday 29 May at 7pm.

DL