



'ONE NORBITON, WORKING TOGETHER'

Meeting Title: Engagement Sub-Group

Date and Time: Thursday 21th February 2013 at 4pm

Venue Address: Community Shop

Chair: Jill Preston

Note Taker:

AGENDA

Item	Time	Description	Aim	Who
1.	4.00	Welcome , Introductions and apologies	Info	DL
2.	4.05	Minutes of the last meeting Correct and agree previous minutes.	Agree	All
3.	4.15	Matters arising	Info	
4.	4.30	To discuss progress on E-democracy plans	Discuss	PM KW JH
5.	5.00	Engagement and Communications Action Plan and budget a) To agree details of meeting with Sorrel Parsons b) To discuss quote provided by Carlos Queremel	Agree	SP
6	5.20	Community Engagement a) Panel recruitment & communication c) Community Connected update d) One Norbiton Newsletter d) Surrey Savers Community Engagement plans		
7.	5.45	AOB & date of next meeting		