

'ONE NORBITON, WORKING TOGETHER'

Meeting Title: Engagement Sub-Group

Date and Time: Wednesday 18th April 2012 at 7pm ~ 8.30pm

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

Chair: Davinder Lail

Note Taker:

AGENDA

Item	Time	Description	Aim	Who
1.	7.00	Welcome and Introductions	Info	DL
2.	7.05	Minutes of the last meeting Aim: make corrections and agree previous minutes.	Agree	DL
3.	7.10	Matters arising Aim: update on actions and issues from the last meeting.	Info	DL
5.	7.20	Meeting with Professionals and Members Groups Aim: report back on the discussion with Martha Earley about how the joint meeting on 25 April should run.	Info	DL
4.	7.30	Community Panel mail out Aims: update on progress (design, printing, funding); agree how to deliver remaining actions, including delivery of the leaflet, processing responses, sending out a second round of leaflets to make up numbers etc.	Agree	All
5.	7.45	Mass Meeting Aims: to agree the objectives for the mass meeting; To discuss how it should run (structure, agenda, speakers, venue, invitations and publicity – use of Bausch & Lomb?, handouts, funding etc); To agree actions and next steps.	Discuss & agree	All
6.	8.15	Additional engagement ideas Aim: to discuss whether we're happy for Eleanor Jones to present her engagement ideas to the group.	Discuss	All
7.	8.20	AOB		DL
8.	8.25	Summary of actions & date of next meeting Apologies: John Hall may be a bit late		DL