

'ONE NORBITON, WORKING TOGETHER'

Meeting Title: Engagement Sub-Group

Date and Time: Monday 12th March 2012 at 7pm ~ 8.30pm

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

Chair: Davinder Lail

Note Taker: Jill Preston

Attending Davinda Lail [DL] John Hall [JH] Mike D'Souza [MDS] Jill Preston [JP]
Doreen Gardiner [DG] Meryn Broomhead [MB] Denise Parry [DP]

Apologies Carlos Queremel [QM] Simone Kay [SK]

NOTES

Item	Description	Action
1.	<u>Welcome and Introductions</u>	
2.	<u>Minutes of the last meeting</u>	
	The minutes from the previous meeting had not been received	
3.	<u>Matters arising</u>	
	With no minutes it was agreed to proceed to the agenda items	
4.	<u>Progress and next steps on key tasks:</u>	
	a) Mail out (Jury Panel) - A copy of the latest revised version of the leaflet was discussed. This follows the impromptu meeting held the previous week after confusion surrounding layouts and leaflet content it was agreed that:	
	i) Future versions of the leaflet are numbered in sequence to avoid confusion.	
	ii) The logos from all groups and organizations supporting the project be included under the heading 'Supported by' DP to seek the necessary permissions	DP
	iii) Final comments and suggested corrections to be sent to JP by this Friday (16 th March) JP will make the necessary changes to the leaflet and submit to CQ	JP
	iv) CRESt have agreed to use their financial details to set up a Royal Mail account on the understanding that costs incurred are reimbursed. JP will apply for 'Business Response' license to use on the leaflet.	JP

- v) The Jury Panel have now been randomly selected and the addresses identified. The selections have also been done for all following years which allows the group to make up any number shortfall from the second year's selection. MD/JP

b) All Norbiton Meeting – MB offered the paper he had written surrounding legitimacy of the 'One Norbiton' project. It was felt that, whilst there is a need to hold a mass meeting and inform the Norbiton Community about ONWT, arranging an AGM with a formal system of nominations and voting could deter residents from attending an initial meeting. It was therefore agreed that:

i) The initial meeting be planned for a date possibly in late April, depending on how quickly the leaflet seeking a panel can be actioned. Once the date and venue has been agreed the 'All Norbiton' letter can be completed and printed as previously agreed. All

ii) The revised 'Letter to all Norbiton' drafted by MD (Ver3) be used with the addition of the 'Supported by' logos JP

iii) The letter will be delivered by hand to every address in Norbiton using volunteers. JP and DG offered to organize. DG/JP

iv) The draft posters will also have the 'Supported by' logos included.

b) Website, Facebook, etc.- It was reported that there are some problems accessing the Website. Browser searches revert to the old website. It was agreed that DP make arrangements to have the old website closed down. JH reported that he has now uploaded the documents that TW has sent to him eg: Prof Working Group minutes etc. JH also requested that members sent brief bio's for him to use on the website. All JH

c) Facebook – There appears to be duplications with the Facebook account. JH and DL agreed to look in to this. DL/JH

5. Funding & admin support

DL/DP

a) **Admin Support.** It was agreed that a volunteer is required to assist with admin support DP knows of a young lady who may be willing to help. It was agreed that DL and DP liaise to meet her and see if she's interested in helping.

b) **Community Development Foundation** – The group agreed to proceed with the application to the CDF as this is currently the most promising source of short term funding. It was agreed that the 4-8 member Panel which is required to access this funding could be integrated in to the CWG as a sub group, JP reporting in the same way as the other sub groups. There is a MD

need to find a 'Panel Partner' to act as a Financial Guardian. It was agreed that this item be placed on the next CWG agenda where a panel can be elected.

DP

- c) **Accessing the funds promised by ECET** – Questions were raised as to the method of accessing the funds that had been promised by ME and RS at the January Project Manager's meeting. DP will investigate and report back

6. **Reporting ONWT to other parties**

Item deferred in absence of TB

7. **AOB**

DL

8. **Summary of actions & date of next meeting:**

DP

18th April 2012 7pm Piper Hall