

**'ONE NORBITON, WORKING TOGETHER'**

**Meeting Title:** Engagement Sub-Group

**Date and Time:** Wednesday 18<sup>th</sup> January 2012 at 7pm ~ 8.30pm

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

**ATTENDING:**  
 Davinder Lail (Chair)  
 Dr Mike D'Souza  
 Denise Parry  
 Eleanor Jones  
 Jill Preston (Note taker)  
 John Hall  
 Tim Bell

**APOLOGIES:**  
 Doreen Gardiner  
 Michele Bacchus  
 Tony Willis  
 Simone Kaye

**AGENDA**

Description	AGREED	DEADLINE
<b>Welcome and Introductions</b>		
Introductions were made		
<b>Objectives and Terms of Ref for the sub-group</b>		CWG 23 <sup>rd</sup>
DL stated that there had been several ideas put forward about this group's <u>aims and</u> Terms of Reference including <u>a-drafts</u> for discussion. TB stated he found it hard to <u>produce a decisive draft with text that brainstorm ideas when a full text</u> had already been written <u>and there was a question over whether full ToRs were needed for the sub-groups.</u>	That the CWG needs to decide if each sub group needs their own ToR or if a standard version with individual aims agreed by each group is acceptable	February
<b>Proposals for engaging Norbiton residents</b>		
There was general discussion about the various ways of engaging residents. It was <u>noted/recommended</u> that the other priority sub groups <u>will/would</u> also need to do the same. It was further noted that this group has yet to identify the 'Professional Member'. This will be John Hayes [subsequently notified that it will be Carlos Queremel instead.]	That <u>we recommend to CWG that</u> this sub-group needs to ensure that all materials concerning ONWT are factually correct and co-ordinated. <del># was also agreed</del> <u>We would also recommend</u> that each group will need to have their 'Aims and Objectives' verified through the CWG DP will approach John Haynes about attending future meetings.	23 <sup>rd</sup> February CWG agenda
		15 <sup>th</sup>
		February
MDS went through a 'Powerpoint' presentation with proposals for how this group can move forward and fully engage with Norbiton Residents [attached appendix 1]	This proposal was agreed in theory. TB agreed to review the draft resident letters	1 <sup>st</sup> February
Ways of achieving this were discussed including the possibility of funding a bulk mail out, having the letters included with an RBK mail out or delivering them manually	It was agreed that a random sample of 200 Norbiton residents be selected and asked about their priorities in greater detail	
	DP to pursue group being provided with names & addresses of Norbiton residents if this is not possible JP will visit the 'Barrier Busters' web site to	1 <sup>st</sup> February

It is vital that the group have methods of communication ready when this project goes live  
 The group discussed the various ways that residents could interact with ONWT. Ideas such as a 'textlocal' mobile phone system or via Facebook or a website.

**Engagement / co-operation with other community groups**

The possibility of 'spreading the word' through interaction with other Community Groups in and around Norbiton were discussed.

EJ presented the idea for a project first raised at the CWG (attached appendix 2) where ~~it was some people had~~ felt that this was not the type of project that this group should make a priority at this stage. It was explained that this project be viewed as a training exercise as well as a valuable project for the community. EJ assured those present that the project was a way that she could assist the group by working with them in partnership on this project to demonstrate techniques for community engagement. MDSTB offered to ~~work with~~ act as liaison between this group and EJ seperately. She assured the group that she would take on the task of working with other groups to put on the event the main burden of work would be with her.

**AOB**

No items.

**Date of next meeting**

15 Feb, 7pm at Piper Hall

seek guidance  
 MDS to research costings  
 JP to look in to possible funding. 1<sup>st</sup> February

It was agreed that ONWT needs a proper address, telephone number, Facebook and Website. JH agreed to work on setting up the website. DL agreed to draft some narrative for the website MDS and JP agreed to work on Facebook & provide details of 'textlocal' 1<sup>st</sup> February

It was agreed that there is a need for a card/leaflet explaining about ONWT and seeking more volunteers 14<sup>th</sup> February

EJ agreed to provide a project plan for the group before the next meeting so that members could track the processes involved with the project. TB agreed to work with EJ