

'ONE NORBITON, WORKING TOGETHER'

Meeting Title: Engagement Sub-Group

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

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

Chair: Davinder Lail

Note Taker: Jill Preston

ATTENDING

Davinder Lail	Eleanor Jones	John Hall	Denise Parry
Dr Mike D'Souza	Jill Preston	Tim Bell	
Simone Kaye [Apologies]	Tony Willis [Apologies]	Doreen Gardiner [Apologies]	Michele Bacchus [Apologies]

AGENDA

Description	Narrative	AGREED	DEADLINE
Welcome and Introductions	Introductions were made		
Objectives and Terms of Ref for the sub-group Aim: to brainstorm ideas for the objectives and terms of ref for the group. Those can then be drafted for comment and agreement following the meeting.	DL stated that there had been several ideas put forward about this group's Terms of Reference including a draft for discussion. TB stated he found it hard to produce a decisive draft with text that had already been written.	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	CWG 23 rd February
Proposals for engaging Norbiton residents Aim: to agree the ways in which we will engage	There was general discussion about the various ways of engaging	That this group needs to ensure that all materials	

Norbiton residents and how we will take them forward.

Possible issues to discuss:

- engagement objectives – e.g. identifying the most important priorities, canvassing views on specific ideas, mobilising resources etc.
- possible ways of engaging a representative number of people – e.g. questionnaire, panel, existing community groups etc.
- means of communicating (internet, mailouts etc)
- available resources and who will do what to take things forward.

residents. It was noted that the other priority sub groups will 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.]

Dr Mike went through a 'Powerpoint' presentation with proposals for how this group can move forward and fully engagement with Norbiton Residents [attached appendix 1]
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 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

concerning ONWT are factually correct and co-ordinated . It was also agreed that each group will need to have their 'Aims and Objectives' verified through the CWG
DP will approach John Haynes about attending future meetings

This proposal was agreed in theory. TB agreed to review the draft resident letters
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 seek guidance

Dr Mike to research costings
JP to look in to possible funding

It was agreed that ONWT needs a proper address,

23rd February
CWG agenda

15th February
1st February

1st February

1st February

1st February

1st February

or a website.

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' It was agreed that there is a need for a card/leaflet explaining about ONWT and seeking more volunteers

Engagement / co-operation with other community groups

Aims: to consider how we can build links to other groups and use those to draw out ideas and action from a wider group of local residents and businesses.

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 felt that this was not the type of project that this group was willing to make a priority at this stage. MDS offered to work with EJ seperately. However 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. She assured the group that the main burden of work would be with her.

It was agreed that this project be viewed as a training exercise as well as a valuable project for the community. 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

14th February



AOB

Date of next meeting

15 Feb, 7pm at Piper Hall