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Welcome to One Norbiton.

Thank you for volunteering to join with us in this project. Everyone member of the Norbiton Community is welcome, all we ask is that you complete an application and agree to the Constitutional rules. Here are a few things that you might like to know:

Once you are a signed up volunteer you will be added to our email contact list but your contact details will not be used for anything other than One Norbiton business.

Where do you fit in?

Included with this pack is a diagram which explains in more detail what the structure of One Norbiton is. Here is a very simple version of how we are organised at the moment.

All of the people involved apart from the Norbiton Community

RBK, NHS, Police, Kingston Voluntary Action, Kingston University,
Chamber of Commerce, Job Centre Plus

RBK Councillors

There are all Ward 3 of the Norbiton Ward Councillors plus others

Community Engagement
Chair: Davinder Lail
Professional support Carlos Queremel
RBK support: Denise Parry

Board of Directors

Chair: Dr Mike D'Souza Secretary: Jill Preston

COMMUNITY WORKING GROUP (includes Directors and Sub Group Chairs)

Thats us! We can also volunteer to sit on the priority sub groups shown below

Youth matters
Chair: Peter Jeens
Professional Support: Gillian Hall
RBK Support: Tony Willis

Finance and admin
Chair: Jill Preston
Professional Support: Hilary Garner
RBK: Dean Tyler

Police and Safety
Chair: Sheila Griffin
Professional Support: Sgt Simon Ross
RBK support: Tony Willis

Neighbourhood, Housing & Environment
Chair designee Rev Peter Holmes
Professional Support: Simon Oelman
RBK support: Denise Parry

Professional Working Group

Representatives from a variety of departments from the agencies above (some sit on sub groups listed below)

Project Lead: Dean Tyler

Employment 16 -24 & income maximization
Chair: Ed Naylor
Professional support Kav Dhillon
RBK Support: Tony Willis

How will you know what to do?

We are all learning as we go along! If you have a special skill that you think will be helpful to the Norbiton Community tell us what it is. Or if you are especially interested in a particular topic then you can join one or more of the sub groups. You can also sit on the **Community Working Group** if you want to but you do not have to do this to be able to work on a sub group. The only qualification you need for all of this is the fact that you are part of the Norbiton Community and an idea about what you think needs to change for the better.

How much time will this take up?

Each group and sub group is meeting every month at the moment - some during the day time and some in the evenings. The details of when a sub group meets is agreed by the people in the group. The Community Working Group always meets in the evening and we try and swap days of the week. In general meetings last about 1½ to 2 hours. At the moment volunteers can volunteer to sit on up to three sub groups but a lot only sit on one or two.

Apart from meetings there are other tasks in between such as helping to deliver leaflets, typing up minutes, helping with arrangements such as those for the recent mass meeting - there is a growing list. At the moment we manage these by simply asking for help when we need something done. If people can spare some time they offer, if they are too busy elsewhere that is ok too.

What happens at meetings?

Every meeting has an agenda which you will receive beforehand. This will tell you where the meeting is, what time and what is going to be discussed. You might also receive the minutes from the last meeting to remind you what happened and to make sure you agree that the notes are correct. These mainly record things that have been agreed and who has agreed to do what. If you cannot go to a meeting for some reason simply send 'apologies' beforehand. You will be sent notes of what happened (minutes) afterwards.

The sub groups also have 'professional' people on them representing various agencies - for example the Police and Safety sub group has the local Police Inspector. They have all discussed an 'action plan' which list what are thought to be the priorities and which item needs to be done first. At the meetings everyone has an equal say about the issues on the agenda being discussed. If you think that something is important enough you can ask the group chair to put your item on the agenda for the next meeting or ask for the group to discuss including your idea in the action plan.

What about money?

At the moment the One Norbiton project is being run to a very tight budget. This means that whilst you will probably get a coffee and biscuits at meetings, there is little left over for general 'expenses'. There have been times when a few volunteers have been asked to attend meeting in places such as London or Birmingham when of course costs are covered. Otherwise we spend the small amount of funds available on things such as printing leaflets. This means that we volunteers do not claim for the cost of a phone call , for example. We hope that will change before too long.

Once again, thanks for joining us, you are very welcome.

DIRECTORY OF ACRONYMS

INITIALS	NAME	COMMENTS
ONWT	One Norbiton Working Together	This project
CWG	Community Working Group	This group (See above)
PCG	Professionals Core Group	See above
RBK	Royal Borough of Kingston upon Thames	Local Council
ECET	Equalities and Community Engagement Team	Community department of RBK
RPT	Resident Participation Team	Another part of RBK
PCT	Primary Care Trust	Local Health Authority
SNT	Safer Neighbourhood Team	Local police team dedicated to Norbiton
CRE	Cambridge Road Estate	Local area of social housing
HCC	Housing Consultative Committee	RBK's Housing Forum
HRA	Housing Revenue Account	Income /expenditure budget for RBK Housing
CREst	Cambridge Rd Estates Community Group	Local Charity based on Cambridge Road Estates
CRERA	Cambridge Road Estate Residents Association	Residents Group representing Cambridge Road Estate

RAK	Refugee Action Kingston	Local voluntary group
'The Fed'	Federation of Residents Associations (RA's)	Umbrella Group representing Kingston RAs
TTK	Transition Town Kingston	Environmental Group
NEETS	Not in employment, education or training	Term referring to 16-24year old residents
TfL	Transport for London	Used to be London Transport!
KVA	Kingston Voluntary Action	Local Umbrella Group for voluntary groups & individuals
QMH	Queen Mary's Hall	Meeting venue on Cambridge Gardens
PH	Piper Hall	Meeting venue on CRE
CDF	Community Development Foundation	National group who oversee local funding
Tadlow	RBK's Housing Office	Based on CRE
Community Shop	Local meeting facility at base of Madingley	Based on CRE
Play Scheme	CRE Play and recreation scheme	Resident led project to install equipment on CRE's
BME	British Mixed Ethnicity	Abbreviation of phrase to describe ethnic origin
Community Budgets	Another project being run in Norbiton encouraging residents to participate in setting funding priorities	Run in tandem with ONWT this directly targets local budgets
The Great Feast	Lunch gathering every Wednesday in St Peter's Church, Norbiton	Aimed at disenfranchised local residents
Community Connected	Local charity offering free wireless connection and refurbished computers in and around CRE	Run by Superhighways out of KVA
Surrey Savers	Newly opened credit union branch in Kingston	Via KVA
Community Panel	Randomly selected residents who have been invited to give opinions on key matters through the year	This is how ONWT decided to ensure that we are in touch with views of Norbiton Community
AGM	Annual General Meeting	Public meeting which all of the Norbiton Community can attend and vote
Joel Project	Project run by St Peter's Church	The aim is to raise the funds needed to open a homeless shelter in the church

The Company	Directors of the Company formed to administer One Norbiton	Members of the Norbiton Community who have been proposed and seconded then elected at the AGM
SSC	Surrey Sports Centre	Large unused facility on the CRE which needs refurbishing
STW	Save The World	Local environment group who are working in partnership with us on the SSC refurbishment project
Better Homes	Name of RBK scheme to renovate social housing properties in Kingston	This is a 5 year project with different Norbiton areas being refurbished in accordance with a previously planned schedule.
Fun Day	Annual Event held on the CRE where advice, information and entertainment combine.	This is organised by CREst and normally held at the beginning of September.