



'ONE NORBITON'

Meeting Title: Engagement Sub-Group

Date and Time: Tuesday 21st February 2013 from 3.30pm – 5pm

Venue Address: Community Shop

Chair: Mike D'Souza

Note Taker: Jill Preston

Present Doreen Gardiner [DG] John Hall [JH] Denise Parry [DP] Carlos Queremel [CQ] Phillipa Leary [PL] (part)

Apologies Davinder Lail, Hilary Garner, Carlie Goldsmith, Kate White

MINUTES

Item

1. **WELCOME , INTRODUCTIONS AND APOLOGIES:**

MDS opened the meeting and introduced those present

2. **MINUTES OF THE LAST MEETING**

Carlie Goldsmith not Charlie. Other than that the minutes were agreed

3. **MATTERS ARISING**

- a) **Sub Group Chair** - Mike reported that he has spoken to DL who plans to return as Sub Group Chair as soon as possible. All present agreed that his return would be welcomed

4. **TO DISCUSS PROGRESS ON E-DEMOCRACY PLANS**

MDS reported that there had been a meeting on 11th February to discuss the implementation of 'E Democracy'. However there has been some confusion because the majority of the committee had made the assumption that 'E-Democracy' was a concept which could be used to encourage community interaction throughout Norbiton. Instead they had discovered that it was in fact an American based company who hope to work with One Norbiton to encourage

interaction. At the original meeting there had been concerns that this might not be making full use of the tools which are already available to us via Superhighways/Community Connected. Paul Murray (who had been asked to facilitate this endeavor in the absence of Hilary Garner) explained that he was not fully briefed on this topic and was therefore unable to answer all of the questions posed. At the Monday meeting it had then been agreed to hold a second meeting later in the week where Mary Reid would be invited to explain the project in more detail. This meeting had taken place and we await the return of HG before progressing.

PL explained that structurally the system is ready to move forwards once all of loose ends are tied up.

5. **ENGAGEMENT AND COMMUNICATIONS ACTION PLAN AND BUDGET**

- a) **To agree details of meeting with Sorrel Parsons-** SP had been invited to this meeting to discuss this but had been unable to attend.
- b) **To discuss quote provided by Carlos Queremel** CQ had supplied a quote for the cost of producing a One Norbiton calendar. This had been in excess of £1000. CQ urged the group to complete the 'Outcomes' paperwork listing the general concept of the aims and objectives for the £5000 budget so that the funding can be approved. JP expressed concern that there has been little progress with production of the Calendar other than the draft she had put together in November. After discussion it was agreed that the calendar should have photographic representation of Norbiton plus details of forthcoming events and a list of 'useful information'. CQ agreed to seek quotes for both the design and production of this. There was also discussion about the wording on the proposed posters – a draft has now been agreed (see attached Appendix 1). CQ again offered to seek a quote for the design and printing costs.

6 **COMMUNITY ENGAGEMENT**

- a) **Panel recruitment & communication** – MDS updated those present on progress and future plans for the Community Panel. A copy of the 'Confidential Enquiry' survey that had been drafted was discussed and alterations suggested. (Appendix 2) This will be used whilst recruiting a target of 100 randomly selected households.
- b) **Community Connected update** PL reported that all of the 'red tape' which had hindered this has now been resolved. It is hoped that within the next month this service will be available FoC to CRE residents for up to 18 sites. However, there will be a nominal charge for residents who wish to access this facility.
- c) **One Norbiton Newsletter –** to be carried forward

- d) **Surrey Savers Community Engagement plans** - A meeting had been held earlier in the month as planned so that discussions could get underway to plan a community outreach programme. However at the start of this meeting Michael Green had reported that he would no longer be running the project. Therefore this has been postponed until details of who to liaise with are available.

7. **AOB & DATE OF NEXT MEETING**

- a) **Pride of Place event – 14th March.** PL updated those present about this event which has been planned in conjunction with both CREst and ON. She urged everyone to encourage as many people as possible to attend this event.
- b) **Date of next meeting** - 19th March 6.30pm (TBA)

Meetings are also planned for Surrey Save and 'E-Democracy' Details will be provided as soon as they are available.