

**ONE NORBITON WORKING TOGETHER**  
**Professional's Core Group**

**Minutes of Meeting held on 1<sup>st</sup> December 2011**  
**3pm - Boardroom, Guildhall 2**

Present:      Russell Styles (Chair)      Tony Willis  
                  Gary Walsh                              Neville Rainford  
                  Simon Oelman                             Paul Murphy  
                  Bill Heasman                             Martha Earley  
                  Heidi Seetzen                              Susan Samuels (notes)

1.	<b>Apologies for Absence</b>	<b>Action</b>
	David Smith, Hilary Garner, Grahame Snelling, Lisa Gagliani, Catherine Sheppard, Jill Darling, Eleanor Jones and Elizabeth Brandill.	
2.	<b>Minutes of Last Meeting and Actions</b>	
	Amendment to item 9. Action should read 'Neville to provide Members with the highlight reports'.  See table at end of minutes for update on actions.	
3.	<b>Highlight Report</b>	
	<p><b><u>Community Working Group (CWG) - update from Tony Willis</u></b></p> <p>The CWG have now met on their own. TW attended in a facilitation role. They have agreed rotating chair and minute takers.</p> <p>CWG agreed to action groups for Housing, Policing and Community Engagement. They would like to have a youth activities group too. Currently a lot of crossovers.</p> <p>Gary clarified that our current expectations of the CWG is to be representative, look at priorities and how they are delivered. We need to ensure they know that they can influence where the money is spent next year.</p> <p><b><u>Action Groups</u></b></p> <p>Support to be given to the Action Groups has been identified. PCG has identified leads for Housing as Simon Oelman and Policing as Bill Heasman.</p> <p><b><u>Housing – update from Simon Oelman</u></b></p> <p>Cambridge Road Estate (CRE) to devolve a budget of £50k and Cambridge Gardens £25k.</p> <p>Currently looking at how to target publicity and resources around energy efficiencies and disabled grants for private homes.</p> <p>Also looking at estate management agreement on Cambridge Road about design of direct service, then scrutiny – have trained people to scrutinise people providing services on CRE.</p> <p>Cumberland House already have a devolved budget of £25k.</p>	

<p>Simon to tell CWG when he meets them that budget is for next year but they can start planning now.</p> <p>Walter Square - Council to approve as surplus to requirement then rehouse tenants and give redevelopment site to a housing association to redevelop. Group needs to think how we influence what goes on there. Social Housing - how do we get community input into that process. May need to get Planning to come to next meeting. <b>David Smith to talk to Roy Thompson about how we develop the idea of the community inputting into the community housing process.</b></p> <p>Simon unable to attend next CWG but will email them to find out what they want on the agenda for the Action Group. Agreed that it is essential that communications between PCG and CWG Action Groups is well co-ordinated.</p> <p><u>Policing – Update from Bill Heasman</u> Community Action Group will have an agenda item at the next ward panel on 14/12.</p> <p>Bill attending next CWG meeting. MPA funds to be discussed at meeting - how the money needs to be spent. i.e. antisocial behaviour, violence against person. Also will discuss engagement.</p> <p>Tony advised that the Action Group has started an application for an innovation fund of £50k. Money could be used for computers, publicity, communicating with residents etc. Tony will provide support for putting in the application.</p> <p><u>Engagement Group</u> Membership of this Action Group still to be decided. Will involve them doing their own community research and communications. Catherine Sheppard is to be our contact for this.</p>	<p>DS</p>
<p><b><u>Cabinet Office – update from Russell Styles</u></b> <b>Put in community budget application. Will find out outcome in mid-December – Dean Tyler to provide update at next meeting.</b></p> <p>Kingston has committed to a facilitation workshop in London in February and a community engagement workshop in March which may be in the north of England.</p> <p>Vicky Westhorp from the regional office in Guildford has asked to become a member of PCG. <b>Agreed to invite Vicky on a quarterly basis so they can monitor progress. SS to arrange.</b></p>	<p>DT</p> <p>SS</p>
<p><b><u>Evaluation – update from HS</u></b> HS has met with CWG and Councillors and is currently doing research. Would like to do a similar exercise with PCG <b>45 minutes at 11<sup>th</sup> January meeting to be used for the evaluation exercise.</b></p> <p><b><u>Key Risks</u></b></p> <ul style="list-style-type: none"> <li>• No money or resources for community research – work with University on finding funds</li> <li>• Financial management still not in place</li> </ul>	
<p><b><u>Work for Next Period</u></b> Member management – need to sort out communications. Need robust mechanisms in place to keep Members on board. <b>Neville/Gary to create a communications plan for member engagement.</b></p> <p><b>Also need to set up a briefing meeting with Ed Davey.</b></p>	<p>NR/GW</p> <p>NR</p>



28/10/11	Tony to email Community Working Group terms of reference and minutes to Neville to be put on the team website	TW	Completed
28/10/11	Neville to provide Members with the highlight reports.	NR	Ongoing
28/11/11	Gary to talk to Andrew Bessant to see if One Norbiton could be included as part of the Councillor Development Programme. <b><u>Update 01/12/11</u></b> <b>As part of Member induction there will be a briefing on One Norbiton</b>	GW	Completed
28/11/11	Amendments to updated roles and responsibilities list to be sent to Gary.	ALL	Ongoing
28/11/11	Martha to provide a template for project plan for completion. <b><u>Update 01/12/11</u></b> <b>Template done but needs to be signed off by project board</b>	ME/ALL	Ongoing
28/11/11	Susan to organise Team Site access and make available appropriate documentation to core team members	SS/NR	Ongoing
01/12/11	<b>David Smith to talk to Roy Thompson about how we develop the idea of the community inputting into the community housing process.</b>	DS	
01/12/11	<b>Have put in community budget application. Will find out outcome in mid-December – Dean Tyler to provide update at next meeting.</b>	DT	
01/12/11	<b>Invite Vicky Westhorp from the regional cabinet office in Guildford to attend PCG on a quarterly basis so they can monitor progress.</b>	SS	
01/12/11	<b>Create a communications plan for Member engagement.</b>	NR/GW	
01/12/11	<b>Set up briefing meeting with Ed Davey</b>	NR	
01/12/11	<b>Martha to let Susan know who from communications should be invited to future meetings</b>	ME/SS	
01/12/11	<b>PCG members to let Martha know by 10<sup>th</sup> of each month about anything to be added to highlight report.</b>	All	