ONE NORBITON WORKING TOGETHER Professional's Core Group

Minutes of Meeting held on 1st 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.	Apologies for Absence	Action
	David Smith, Hilary Garner, Grahame Snelling, Lisa Gagliani, Catherine Sheppard, Jill Darling, Eleanor Jones and Elizabeth Brandill.	

2.	Minutes of Last Meeting and Actions	
	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. Highlight Report

Community Working Group (CWG) - update from Tony Willis

The CWG have now met on their own. TW attended in a facilitation role. They have agreed rotating chair and minute takers.

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.

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.

Action Groups

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.

Housing – update from Simon Oelman

Cambridge Road Estate (CRE) to devolve a budget of £50k and Cambridge Gardens £25k.

Currently looking at how to target publicity and resources around energy efficiencies and disabled grants for private homes.

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.

Cumberland House already have a devolved budget of £25k.

Simon to tell CWG when he meets them that budget is for next year but they can start planning now.

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. David Smith to talk to Roy Thompson about how we develop the idea of the community inputting into the community housing process.

DS

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.

Policing – Update from Bill Heasman

Community Action Group will have an agenda item at the next ward panel on 14/12.

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.

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.

Engagement Group

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.

Cabinet Office - update from Russell Styles

Put in community budget application. Will find out outcome in mid-December – Dean Tyler to provide update at next meeting.

DT

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.

Vicky Westhorp from the regional office in Guildford has asked to become a member of PCG. Agreed to invite Vicky on a quarterly basis so they can monitor progress. SS to arrange.

SS

Evaluation – update from HS

HS has met with CWG and Councillors and is currently doing research. Would like to do a similar exercise with PCG

45 minutes at 11th January meeting to be used for the evaluation exercise.

Key Risks

- No money or resources for community research work with University on finding funds
- Financial management still not in place

Work for Next Period

Member management – need to sort out communications. Need robust mechanisms in place to keep Members on board. **Neville/Gary to create a communications plan for member engagement.**

NR/GW

Also need to set up a briefing meeting with Ed Davey.

NR

John Haynes now identified as communications lead and Carlos Queremel is to work					
with the CWG. Martha to let Susan know who from communications should be					
invited to future meetings.					

ME/SS

Martha attended 'The Big Feast' run by St Peters Church - homeless community attend each week and have meal provided. Talked to them about issues they are facing. Quite a few from Norbiton. Many concerned about GP access. Need to attend this on a regular basis.

Cabinet office workshops for next period – Hilary attending one today. Nobody yet identified to go Finance workshop. Anne Redparth approaching people in Finance but it is in Barnsley so could be difficult.

Evaluation workshops in January + March.

PCG members to let Martha know by 10th of each month about anything to be added to highlight report.

ΑII

In future Highlight report to be circulated one week prior to meeting to enable everyone to read in advance.

4. A.O.B.

Any documents that need sharing should go on the sharepoint site. Neville to work with Susan get as many documents on sharepoint as possible

Paul informed the Group that the Norbiton profiles are taking longer than anticipated. Now aiming for January.

CURRENT ACTIONS

Date of Meeting	Task	Owner	Status
20/20// 4	Talk to Anne Redparth about representation for Finance and then let Gary know so he can report back to lan.	EB/GW	Ongoing
29/09/11	<u>Update 01/12/11</u>		
	Anne Redparth currently looking into this.		
29/09/11	Everyone to look at budgets and consider if there are any available funds.	ALL	Ongoing
29/09/11	Eleanor to meet with Simon Pearce.	EJ	Ongoing
29/09/11	Martha to discuss with Heidi Seetzen whether we can do something together in terms of the ongoing work on Educational Psychology Framework on early intervention.	ME	Completed
29/09/11	Hilary to liaise with Cabinet Office about minister attending a relaunch event for Community Connected.	HG	Ongoing
	Updates to risk document to be sent to Neville.	ALL	Ongoing
29/09/11	<u>Update 01/12/11</u>		
	Now on sharepoint site for updating.		

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. Update 01/12/11	GW	Completed
	As part of Member induction there will be a briefing on One Norbiton		
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. Update 01/12/11	ME/ALL	Ongoing
	Template done but needs to be signed off by project board		
28/11/11	Susan to organise Team Site access and make available appropriate documentation to core team members	SS/NR	Ongoing
01/12/11	David Smith to talk to Roy Thompson about how we develop the idea of the community inputting into the community housing process.	DS	
01/12/11	Have put in community budget application. Will find out outcome in mid-December – Dean Tyler to provide update at next meeting.	DT	
01/12/11	Invite Vicky Westhorp from the regional cabinet office in Guildford to attend PCG on a quarterly basis so they can monitor progress.	SS	
01/12/11	Create a communications plan for Member engagement.	NR/GW	
01/12/11	Set up briefing meeting with Ed Davey	NR	
01/12/11	Martha to let Susan know who from communications should be invited to future meetings	ME/SS	
01/12/11	PCG members to let Martha know by 10 th of each month about anything to be added to highlight report.	All	
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