

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

**Minutes of Meeting held on 11<sup>th</sup> January 2012 at 2pm**  
**Committee Room 1, Guildhall**

Present:	Gary Walsh (Chair)	Lisa Maslan
	Russell Styles	Heidi Seetzen
	Martha Earley	Neville Rainford
	Eleanor Jones	Dean Tyler
	Jill Darling	Tony Willis
	Simon Oelman	Paul Murphy
	Susan Samuels (notes)	

<b>1.</b>	<b>Welcome, Introductions and Apologies</b>	
	Apologies received from David Smith, Hilary Garner, Grahame Snelling, Lisa Gagliani, Bill Heasman, Elizabeth Brandill and John Haynes.  Sergeant Lisa Maslan attended on behalf of Bill Heasman.	
<b>2.</b>	<b>Minutes of last meeting and Actions</b>	
	Minutes of last meeting agreed. Action table reviewed.	
<b>3.</b>	<b>Community Budget Update</b>	
	Dean Tyler briefed the Professional Core Group (PCG) about the Neighbourhood Level Community Budget. See attached briefing paper.  Need to decide which four people should go to the Launch Event on 2 <sup>nd</sup> February. A Community Working Group (CWG) member should be one of the attendees. Eleanor will raise this at tonight's CWG meeting.  <b>Action – Dean to provide a brief to the CWG.</b>	<b>DT</b>
<b>4.</b>	<b>Evaluation Exercise</b>	
	Heidi carried out an evaluation exercise with the PCG.	

5.	<b>Highlight Report</b>	
	<p><b><u>Community Working Group (CWG) – update from Tony Willis</u></b></p> <p>The next meeting takes place this evening. One community member has produced a project structure and possible delivery structure. Discussions about where decision making should take place.</p> <p><b><u>Communications</u></b></p> <p>New communications lead will be John Haynes. Currently developing a communications plan. Support to come from Carlos Queremel around engagement</p> <p><b><u>Evaluation/Kingston University</u></b></p> <p>Heidi trying to bring professionals together to contribute to further research. Russell/Martha meeting with Professor Martin Jones from the university. Need to identify someone from the university to come to the PCG regularly. Need to raise more funds for evaluation.</p> <p><b><u>Cabinet Office</u></b></p> <p>Met with Joanne Fearne. They are looking for Kingston to participate in four events and to lead on an evaluation workshop in London. Other workshops to be held in the north of England. Hilary has attended workshops in Manchester on behalf of Kingston.</p> <p><b><u>Community Research</u></b></p> <p>Paul has now gathered all data. Gives an overview of demographics. Will be completed by end of January. Will need to be in plain English.</p> <p><b>Action – Paul to send round early draft so PCG can contribute to final report.</b></p> <p><b><u>Resources</u></b></p> <p>RBK have invoiced Met Police for the MPA funds - £8k. CWG have already allocated the funds. Housing allocated £75k for Cambridge Road and Cambridge Gardens environmental improvements. Action groups developing well. Recruited members on the Police and Housing Action Groups.</p> <p><b><u>Innovation and Social Enterprise Opportunities</u></b></p> <p>Eleanor reported that an event is planned for 23rd January on healthy eating/affordable food.</p> <p><b><u>Health Improvement</u></b></p> <p>Health professionals to start attending the homeless communities weekly meetings at St Peters Church i.e. Dentists</p> <p><b><u>Risks</u></b></p> <p>Biggest risk is still lack of financial support.</p>	PM

	<p><b><u>Work Scheduled</u></b></p> <p>Develop training needs for CWG - can help them using existing resources</p> <p>Tony reported that 8 members of engagement group to hopefully meet in the next fortnight.</p>	
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<b>6.</b>	<b>A.O.B.</b>	
	<p>Martha informed the group that she will be going on maternity leave so a new project manager will be needed from June.</p> <p>Lisa told the group that Bill Heasman will return for the next meeting but if she can offer any day to day support then she is happy to be contacted.</p> <p>Dean reported that the Chief Executive had received a letter about encouraging social housing tenants to get online. The Chief Executive would like to know if any aspect of the LIS work to date has encouraged people to get online.</p> <p>Community Connected is linked to the LIS project. This allows free access to a wireless network on CRE and there is also a computer club that provides training etc</p> <p><b>Action – Dean to speak to Hilary about Community Connected.</b></p>	<b>DT</b>

## **CURRENT ACTIONS**

<b>Date of Meeting</b>	<b>Task</b>	<b>Owner</b>	<b>Status</b>
29/09/11	<p>Talk to Anne Redparth about representation for Finance and then let Gary know so he can report back to Ian.</p> <p><b><u>Update 11/01/12</u></b></p> <p><b>Anne Redparth currently looking into this.</b></p>	<b>EB/GW</b>	<b>Ongoing</b>
29/09/11	Everyone to look at budgets and consider if there are any available funds.	<b>ALL</b>	<b>Ongoing</b>
29/09/11	Eleanor to meet with Simon Pearce.	<b>EJ</b>	<b>Completed</b>
29/09/11	Hilary to liaise with Cabinet Office about minister attending a relaunch event for Community Connected.	<b>HG</b>	<b>Ongoing</b>
29/09/11	<p>Updates to risk document to be sent to Neville.</p> <p><b><u>Update 01/12/11</u></b></p> <p><b>Now on sharepoint site for updating.</b></p>	<b>ALL</b>	<b>Completed</b>
28/10/11	Neville to provide Members with the highlight reports.	<b>NR</b>	<b>Completed</b>
28/11/11	Amendments to updated roles and responsibilities list to be sent to Gary.	<b>ALL</b>	<b>Completed</b>
28/11/11	<p>Martha to provide a template for project plan for completion.</p> <p><b><u>Update 01/12/11</u></b></p> <p><b>Template done but needs to be signed off by project board</b></p>	<b>ME/ALL</b>	<b>Completed</b>

28/11/11	Susan to organise Team Site access and make available appropriate documentation to core team members <b><u>Update 11/01/12</u></b> <b>Anyone who is still unable to access Team Site to inform Susan</b>	ALL/SS	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	Completed
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	Completed
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. <b><u>Update 11/01/12</u></b> <b>Russell has spoken to Joanne Fearne about this. Susan to organise and issue invitations</b>	SS	Ongoing
01/12/11	Create a communications plan for Member engagement.	NR/GW	Ongoing
01/12/11	Set up briefing meeting with Ed Davey <b><u>Update 11.01.12</u></b> <b>David Smith meeting with Ed Davey on 27.01.12</b>	NR	Completed
01/12/11	Martha to let Susan know who from communications should be invited to future meetings <b><u>Update 11.01.12</u></b> <b>John Haynes to attend future meetings.</b>	ME/SS	Completed
01/12/11	PCG members to let Martha know by 10 <sup>th</sup> of each month about anything to be added to highlight report. <b><u>Update 11.01.12</u></b> <b>Due to Christmas break Martha will need highlight report info by end of this week.</b>	ALL	Ongoing
11/01/12	<b>Dean to provide a brief to the CWG on the Neighbourhood Level Community Budget</b>	DT	
11/01/12	<b>Paul to send round early draft of the Community Research report so PCG can contribute to final version.</b>	PM	
11/01/12	<b>Dean to speak to Hilary about Community Connected and report back to Chief Executive.</b>	DT/HG	