



'ONE NORBITON, WORKING TOGETHER'

Meeting Title: Engagement Sub-Group

Date and Time: Tuesday 19th June 2012 from 7pm ~ 8.30pm

Venue Address: Piper Hall, Piper Road, Kingston, KT1 3EX

Present
Davinder Lail (Chair) [**DL**] Jill Preston (notes) [**JP**]
Mike D'Souza [**MDS**] John Hall [**JH**] Denise Parry [**DP**] Meryn
Broomhead [**MB**] Carlos Queremel [**CQ**]

Apologies: Doreen Gardiner, Simone Kay, Tim Bell

MINUTES

Item	Description	Action
1.	<u>Welcome and Introductions</u>	
2.	<u>Minutes of the last meeting</u> These were agreed	
3.	<u>Matters arising</u> All dealt with as part of mass meeting.	
4.	<u>Meet and Greet scheme</u> JP gave a brief outline of a 'Meet and Greet' scheme which was piloted by the Canbury Safer Neighbourhood Panel last Christmas (see attached appendix 1). The aim was to improve community spirit and deter criminality. This had been discussed at the Norbiton Safer Neighbourhood meeting where it was suggested that the 'One Norbiton' project may wish to get involved. Simon DePinna [SD] from the panel had intended to attend this meeting to explain in greater detail. However this had not been possible so he had asked JP to raise the matter. The suggestion from the Safer Neighbourhood meeting was for One Norbiton to run a 'Meet and Greet' campaign to coincide with the Olympics. This would involve creating, printing and funding a leaflet that would need to be delivered to the whole of Norbiton. Those present felt that this would not be possible due to the lack of time and cost involved. However, it was agreed that it could be done on a smaller scale and launched in the next couple of months. JP agreed to return to SD copied to Sheila Griffin [SG] with a suggestion that this could perhaps be trialed in the roads covered by SD's Neighbourhood Watch scheme.	JP



5 **Next steps after mass meeting**

a) **Notes from mass meeting**

It was generally agreed that the event had been a huge success. MDS has circulated an email thanking those who helped to make it so.

JP has completed draft notes from the meeting which are to be circulated to the CWG for agreement and then uploaded on to the website (without the individual names) JP

b) **Feedback analysis**

JP reported that she had collated the feedback results from the mass meeting from both the post-it note exercise and the feedback forms. These are attached as appendices 2 and 3. There was a high number of responses relating to environment matters and transport. It was agreed to propose to the CWG that a **Neighbourhood and Environment** priority sub group be formed. DL

c) **Turning mass meeting feedback into action**

Those present discussed the results of the feedback, including that which has been received from the Community Panel. Although there has been a broad range of priorities put forward, there are some in particular which many people have highlighted, particularly dog mess. The group would propose ideas for how to prioritise things for agreement by the CWG. This could include the number of responses on a particular issue, achieving some "quick wins" and actions of benefit to those who may be reticent to express views. Three possible areas representing short, medium and long term delivery could include: JH

Short: dealing with rats outside Wickes

Medium: reducing dog mess

Long: A campaign to the reduce the gap at Norbiton Station.

DL offered to create a plan of action showing how these aims can be achieved ready to submit to the CWG. It was suggested that the group obtain high visibility tops with the One Norbiton logo and a 'working for Norbiton' or some other wording.

It was also agreed that the feedback results should be presented to the CWG and then put on the website for all to see.

d) Appendix 3 shows the results of who had offered to become involved following the Public Meeting. JP presented the draft of a letter to be sent to all those who have volunteered with an accompanying 'welcome pack'. This has been circulated to the CWG for comments. (app 4)



Preparing to welcome new people to the project

It was agreed that new CWG members be allocated a 'buddy' at the first meeting who would sit with them and support them both through the first meeting and afterwards, should they have any questions. In addition DP suggested that the start of the next CWG meeting be altered to allow time for coffee and a chat with new faces. This was agreed. MB agreed to notify St Peters and provide refreshments.

Sub
Group
leads

6. It was also agreed that it is vital that details of **all** meetings are confirmed and supplied to JP as far in advance as possible. These will then be used to update the meeting calendar. JH also repeated his request that he receive minutes and supporting paperwork such as 'Action Plans' from each meeting as soon as they are agreed. These can then also be included on the website.

CEG

Plans to follow up Community Panel recruitment

MDS reported that to date there have been over 30 acceptances. However, experience has shown that a 'knock and drop' approach vastly increases the recruitment rate. CQ stressed that this needs to be done throughout the ward not just on CRE and Cambridge Gardens as this could run the risk of the panel not being representative of the ward. This was noted.

JP submitted a draft letter that could be included with the existing leaflet during the next delivery. (app5) Those present agreed to make comments within 7 days.

7 AOB & date of next meeting

Website – JH reported that the website had been used to upload 1710 pages, there have been 693 'unique' visits 547 first time visits and 146 return visits. He reported that the twitter account is up and running but requires more 'followers' and regular input.

Meryn Broomhead - MB reported that due to family and other commitments he will have to withdraw from the One Norbiton project .His last meeting will be the CWG on Monday, All present thanked him for his input and wished him well

Balsall Heath book – DL and MDS both highly recommended the book that has been published reporting on the Balsall Heath project. DL has copies.

DL



Date and time of next meetings:

Thursday 19th July

Thursday 16th August

Thursday 20th September

All in Piper Hall beginning at 7pm

APPENDICES REFERENCE

- Appendix 1 Canbury 'Meet and Greet'
- Appendix 2 Priorities and suggestions listed at Mass Meeting
- Appendix 3 Community Feedback Form responses
- Appendix 4 Volunteer welcome letter
- Appendix 5 Community Panel Letter