

**Minutes of the Cambridge Road Estates Community Group Meeting
Held at 6pm on 5th March 2012 in Queen Mary's Hall I**

Present:	Jill Preston (JP)	Chair	Doreen Gardiner [DG]	Secretary
	Kayhan Nouri-Aria (KN)	Member	Sheila Griffin (SG)	Member
	Veronica Storey (VS)	RBK Adult Learning	Nathan Issom	YMCA
	Jim Reynolds	Kingston Uni	Alma White (AW)	Member
	Mary Graham (MG)	Member	Penny Shelton (PS)	RBK Cllr
	Jenny Pitt (JenP)	Member	Dorothea Lloyd[DL]	Resident
	Richard Cox	Kingston Hosp Pat Rep	David Ryder-Mills	RBK Cllr
	Claudia Tompkinson	Kingston Hosp Pat Rep		
	Harman Gill	Public Health		
Apologies	Maria Tunmer	KVA	Jill Darling	RBK Vol services

1.	<p><u>APOLOGIES AND INTRODUCTIONS</u></p> <p>The Chair opened the meeting and welcomed guests. Apologies were given</p>	
2.	<p><u>TO AGREE MINUTES OF THE MEETING HELD ON 13th February 2012</u></p> <p>The minutes of the meeting of were agreed</p>	
3.	<p><u>TO MEET WITH CLAUDIA TOMLINSON – KINGSTON HOSPITAL TRUST PATIENT EXPERIENCE IMPROVEMENT MANAGER'</u></p> <p>CT explained that her job is to make sure that patients in Kingston Hospital have a positive experience during their stay in hospital. RC explained that he was from the Foundation Trust at KH which produces a quarterly Newsletter to those who sign up to become members. He explained that the Trust needs 5000 members by June in order to become a Foundation Trust. The Trust organise events within the RBK and Richmond area and would like support with advertising these. VS offered to help through Family Learning Services if possible. JenP stated that she would be happy to place an item in CREst's Newsletter.</p>	<p>VS</p> <p>JenP</p>
4.	<p><u>MATTERS ARISING:</u></p> <p>a) Play Scheme – The meeting to select 3 companies from the 9 who tendered for the job is scheduled for the end of next week.</p> <p>b) Norbiton First - The 304 members of the Community Panel have now been selected and the leaflet that is being sent to them is being finalised. Dean Tyler has attended the February Working group to give a presentation and answer questions about Community Budgets (attached Appendix 1) JP explained that there is a need for an address and a group with a financial history so that an account can be set up with the Royal Mail for 'Business Response Services'. It was unanimously agreed that CREst offer to 'lend' their address and financial history to move this forward. Any costs incurred will be reimbursed</p> <p>c) Cook and Eat – Those present asked HG what would be required of CREst if we agreed to undertake this project. HG explained that a contract would need to be signed between us establishing what each group are responsible for. She pointed out that although funding would initially be available the hope is that it would become self financing. A person will be required to co-ordinate the project, book rooms, organise shopping and menu's etc. There will be training given in food hygiene and a requirement for regular Steering Group meetings. The aim would be to target younger people within the CRE area. HG agreed to circulate the relevant information.</p> <p>MG asked if there are Nutrition Courses on offer. HG was unsure but promised to get back to us with details</p>	<p>DG</p> <p>HG</p>

5.	<p>d) Community Wellbeing Group update – It was agreed that Brendan and Joan be given details of all future CREst meetings.</p> <p>e) Building Bridges –There was no report as nothing appears to have happened</p> <p><u>ESTATE MATTERS</u></p> <p>a) Safer Neighbourhood report – SG reported that there had been an evening ‘walkabout’ to check on the lighting within CREs. Once again there were questions raised about the whereabouts of the bicycles donated by CREst to the SNT. Initially we were told that the problem was lack of funds to pay for safety equipment. This has now moved on to a problem with the funds needed to maintain the bikes. SG & JP will pursue this at the Police & Safety meeting the following day</p> <p>b) Communal Ariel/Digital switchover. JP reported that residents had encountered several problems with the work being undertaken to action the switchover. Residents had not been advised to re-tune their sets and electricity had been cut off for a number of hours with no notice to residents. This has been reported to Housing and the RP team</p> <p>c) Gardening Group - No report</p> <p>d) Site Inspections - This appear to have been re-instated. SG will check for future dates</p>	JP
6	<p><u>CHAIRS REPORT</u></p>	SG/JP
7.	<p>The Chairs report had been circulated before the meeting. It was reported that it is difficult to access the Norbiton First website using the details provided. JP reported that this is due to an alternate website that remains in service. Plans have been agreed to get this removed as soon as possible.</p>	SG
8.	<p><u>ACCOUNTS</u></p>	
	<p>JP reported that she is working to prepare the accounts ready to pass to Loraine Shale for auditing before the AGM. JP and KN are scheduled to meet Julie Woodhouse, Community Accountant to agree accounting structures for the future. KN will stand as Treasurer at the AGM and take over responsibility from there.</p>	
9.	<p><u>FUN DAY 2012</u></p>	
	<p>JP reported that the first meeting of the Fun Day working group has been held. Charley Far4ley has been booked as entertainer and the fair is booked with other entertainers being contacted. There will be an area set aside for advice and help on Credit Unions and ‘Loan Sharks’ which is being arranged in conjunction with the local SNT. It is hoped that the Community Shop will be open in time for this year’s event.</p>	
10	<p><u>TRAINING UPDATES</u></p>	JP
	<p>JP has been in touch with Sanja Kane who has agreed to visit the group to talk about Charitable Organisations , Governance and the responsibility of trustees. It was agreed that 10/11th April would be preferable. The date will be circulated once agreed.</p>	
	<p><u>NEWSLETTER</u></p>	JenP
	<p>The group awaits a response from their funding application to the Truman Trust. Copy date for the Newsletter is Friday 9th March. The Newsletter will be delivered mid April.</p>	

<p>11</p> <p>12</p> <p>13</p> <p>14</p>	<p><u>EVENTS & ACTIVITIES</u></p> <p>a) Activity costs for 2012 - The increase in ticket costs has now been implemented</p> <p>b) Family Learning Event - VS reported that the Family Learning Event held in Piper Hall last year was so successful the plan is to hold it there again in 2012. It is booked to take place on 13th October . Noon – 4pm CRest have once again agreed to work in partnership with Family Learning</p> <p>c) Children’s Activities - It was agreed that Raj Shing be contacted about the possibility of arranging some ‘Enjoy a Ball’ sessions</p> <p>d) Drama Group - This is now due to start. Jim Reynolds has reported that he has a number of young people who have signed up to take part.</p> <p><u>AGM PLANS</u> - This has now been changed to 16th April in QMH as there was no meeting room available for the Saturday. 5.30pm – 8.30pm</p> <p><u>ANY OTHER BUSINESS</u></p> <p>DG agreed to liaise with MG to find a convenient date when we can gather to sort out the garage so that we can start holding regular sales during the Spring/Summer</p> <p><u>DATE AND TIME OF NEXT MEETING</u></p> <p>Monday 16th April 2012 6pm. Queen Mary’s Hall</p>	<p>DG</p> <p>DG</p> <p>DG/MG</p>
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