



Minutes of Meeting 10 Mar 2026

Those attending: Sandy Ross Brown Richard Flatau Colin Campbell Jane King Kevin King
Rose Charlton Mike Garrett Paul Haskell Sue Heightman Diane Parkinson Lynn Siveyer

Apologies: Lucy Schliebach Tony Currie Nikki Jessica Hallsworth David Stephens Becky
McManus Anna Larking Mary Andrelos Leon Andrelos Chris Forsyth Ketan Amin

Copy: Charles Hawkshaw-Burn Amar Bhogal Jake Baldwin Vanessa Evans

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Action

- Excellent attendance to our meeting this evening. Sandy **thanked everyone for attending** and thanks to those who messaged apologies for not being able to join.
- **Minutes of last meeting** have been agreed by all. Although it has been some time since the last meeting, the PPG have liaised together over recent months, had a Xmas social gathering. Sandy has been in contact with LS most weeks to discuss planning this meeting and PPG plans for this year.
- **May Fair - 16th May** - Sandy advised that it has just been confirmed. We can now commence our planning for hosting a stall at the Fair.
- *Make an application for the gold stand allocation.*
- *The team will now look at organising a rota.*
- *Team members offered tables, chairs, balloons, etc. Plus floral contributions and check if there is a hamper option for raffle.*
- *We looked at game options, signage, leaflets of local services as well as the PPG leaflet.*
- *Consider a charity donation option – Princess Alice Hospice*
- *Promote this is a PPG and practice showing presence in the community, showing the work of the PPG on behalf of the practice and is not for individual patient communications. We will draft a handout/leaflet to give to patients who wish to discuss anything in more detail. This will signpost the patient to using the website to communicate with the practice.*
- *We will have the QR codes on display for new patient registration and on line prescription requests.*
- *The next meeting agenda will include May Fair but in the meantime the team will continue to liaise on fair planning.*
- The **Bereavement Guide** has been very well received. The team were able to review a copy. These are available to the practice to send electronically and there are printed copies at reception. Sandy had shared with colleagues who were very impressed with the document. Kevin reported how the CAB had been very keen to see the document and it particularly stood out that there was a personal touch to this with Sandy’s words included in the guide.
- We looked at **the information board** brought into the meeting room which shows the many activities undertaken by the PPG, has an image of our Chair, Sandy Ross-Brown, along with images from previous May Fairs, flyers of education evenings, minutes of most recent

SR-B

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PPG
team
members

LS

<p>meetings. We plan to have a PPG display on one of the white boards at the front of the practice which will be actioned soon. We hope to obtain a team photograph too.</p> <ul style="list-style-type: none"> • The draft of the patient questionnaire was reviewed. We will use this - place on the shelf just under the information board. We suggested an 8 – 10 week period for responses. • LS gave some updates on the practice around learning disabilities, diabetes, blood tests, QoF work, mandatory staff training, CQC requirements. Advised of excellent Friends & Family and Google responses from patients. Also update on staff – new members joining. • Newsletter – discussed and agreed that perhaps 3 a year would be appropriate. Further liaison on this with Mike G and the practice • Dementia Project – Kevin and Mike are in contact with the CAB as it was from their earlier meetings discussing Caring for Carers that Dementia was raised as the important project we can work on this year. They will continue to liaise with CAB further as there was talk of a representative perhaps visiting the practice to speak with the PPG and perhaps an educational event. Sandy has been in constant contact with Sue Cook of the Surrey Dementia Support team and has agreed plans for MG, KK and SCR to attend the centre in Claygate next week where they will discover a lot more about the service. From this point we can make clear plans for our Dementia project and how to move forward. It will certainly follow the lines of our other guides – in that it will signpost to the multitude of services available and how to access them. • SRB and MG will meet with Dr Asher and Dr O’Brien to update them on the PPG plans this year and will share with the team following the meeting. • B Thanks to all the team for their support and outstanding work. We look forward to a busy and active 2026. • Next main meeting planned for Tuesday 21st April at 6 p.m. at the practice <p>Homepage - Esher Green Surgery</p>	<p>LS</p> <p>MG / LS</p> <p>KK MG SCR</p>
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