

Minutes of Meeting 21 Apr 2026

Those attending: Sandy Ross Brown Jane King Kevin King Rosie Charlton Tony Currie Paul Haskell
Anna Larking Leon Andrelos Chris Forsyth Lucy Schliebach Lynn Siveyer

Apologies: Lucy Schliebach Richard Flatau Colin Campbell Mike Garrett Nikki Alexander
David Stephens Sue Heightman Diane Parkinson Mary Andrelos Ketan Amin Becky McManus

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

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Action

- 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.
- Some PPG members were able to get together on **Wed 15th April** and discuss plans for the hosting the May Fair – more to follow later
- SR-B shared with the team thoughts that the PPG should now focus work on the **main project of Dementia** in this year and as this links in with Carers, we will continue to develop that too.
- Update from **Kevin on the progress of the Dementia Project** – this being a huge area and we discussed the need to focus on main areas.

community links

awareness and accessibility

patient and carer experience

that the PPG will support people affected by dementia by improving awareness and provide a signposting document – we are not providing clinical information, we are providing links to services

KK and SR-B reported on the visit and time spent at the **Dementia Café** at Claygate Community Centre. The service provided is outstanding - where early on-set dementia patients can spend the day under the Dementia Care providers, offering dance, singing, cookery time + lunch supplied, . We will certainly be sharing the detail of this service in our Dementia information pack. KK MG and SR-B arranging further meetings/visits. We agreed this has a strong link with carers and so the pack will include links from our carers information – along with links to the Citizens Advice Bureau highlighting areas of Power of Attorney, Carer Support packages, Will writing, etc.

SR-B has communicated with Sue Cook of Dementia Co-Ordination Service and spoke of the events they run in Surrey and where PPG team members are welcome to attend.

Later in the meeting we agreed it would be good for the PPG to organise a patient educational talk. Dementia would be an ideal option as the team have so many links and information now.

SR-B will ask Sue Cook if she could be the speaker / be available mid to late September.

Our target to have the information pack ready to share is approximately September/October

KK SR-B
MG

SR-B /
team

time.

We discussed sharing information with patients by way of posters and leaflets. Clinician referral pathway to be shared.

The Claygate Dementia Café link: [Services | Connect to Support Surrey](#)

Elmbridge Dementia Services - Time for Us social cafe

Elmbridge Borough Council

Time for Us is a friendly social café that runs every three months. It is for people living with dementia, their carers and families.

Visitors can:

- enjoy afternoon tea and cake
- listen to live entertainment
- relax in a warm and welcoming space to socialise

Everyone is welcome.

Time

Quarterly event, see webpage for details

Claygate Centre for the Community, Elm Road, Claygate, KT10 0EH

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[Elmbridge Dementia Services | Elmbridge Borough Council](#)

- Newsletter - draft document shared with the team. We all agreed that MG has done an amazing job in newsletter preparation, that it is one of the main links between the PPG and the patient population. Final scrutiny and information to be added will be by end April. SR-B asked if we could include a paragraph re patients wishing to join the PPG



May Fair - 16th May

Planning for the fair was discussed at the meeting last week and we feel organisation finalised.

- We wait to hear which stand space we are allocated to
- All team members who are available to share hosting the stall have given their timings for the rota
- Details of tables, chairs, balloons, hamper, games, prizes, notepads, notices, have all been covered and each team member aware of agreement.
- We are to look at signage
- Charity donation option – Princess Alice Hospice. Consider flower donation option
- 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

KK MG
SR-B

LS

MG /LS

PPG
team

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.*
- *Have copies of the questionnaire on the stand.*

- The **Bereavement Guide** has been very well received and SR-B let the team know that, when she was in the practice recently, one of the EGS doctors let her know that she had used it for patients; good document to share.
- We did not discuss at the meeting but the PPG **information board** is now on display at front entrance. PPG team can change/add at any time.



- LS gave some **updates on the practice** – excellent QoF result, how NHS Surrey and NHS Sussex have now come together to form an Integrated Care Board. shared staffing information, update on the East Elmbridge paramedic service available to us and its use.
- **Thanks** to all the team for their support and outstanding work.
- Next main meeting planned for Tuesday 30th June at 6 p.m. at the practice

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Team