



Practice Meetings Template 2023

Meeting Name: PPG

Venue: The Hersham Centre for the Community

Date and time: Tuesday 14th July 2025, 10am

Attendees	
John Jordan	Chris Koehli
Elaine Marchant	Jan Koehli
Charlie Cheesman	Amy Hayes
Amba Dixon	
Apologies: George MacDonald	

Agenda:

- Rahmat – DWP
- Last minute actions
- New Surgery update
- Positively Hersham update
- Donating Blood
- Group ideas for news letter
- New diagnostic contract
- Rapid Health update
- Reasonable adjustments
- Covid and Flu delivery
- Remembrance day wreath message from George
- AOB

Minutes:

Rahmat – DWP

- Rahmat joined the meeting as a guest speaker
- Gave an update on the progress and success of the DWP Clinics that have been running at the Hersham Community Centre
- CC asked if we could extend the clinics to a weekly set up
 - Rahmat will look into this and feedback to CC
- CC asked if we can add the DWP clinic details to the surgery's newsletter – Rahmat agreed

**Action: send text message to patients with information on the clinics and how to book.
Add information to the newsletter**

Last minute actions

- See notes – to be carried over

New Surgery update

- CC gave the group an update on the proposed new surgery progress
- CC is in contact with the ICB and will feedback any progress at the next PPG meeting
- It was reiterated that the surgery pledges to stay as an independent surgery and not to be merged

Positively Hersham update

- JJ gave the group an update on the community plans
- JJ encouraged all to join the Positive Hersham group
- It was queried what will happen to the pharmacy when the centre changes
 - Unsure at this stage
- Air products plan have been agreed and passed planning
- AH provided an update on the community centre
 - It has been proposed that the centre may be closing as a community centre for the community
 - The information can be found on the Surrey County Council website

Action: AH to send website link out to the group by email

Donating Blood

- The surgery paramedic, Duncan, was invited to film an advert that will be on Youtube
- The video is advertising donating blood

Group ideas for news letter

- Ideas were requested from the group to be added to the newsletter from the surgery
 - Rahmat – DWP
 - Details for the local volunteer groups available to the community
 - (TBA) ADHD/ASD group for support

New diagnostic contract

- the surgery can no longer refer to the Diagnostic World for ultrasounds
- a new provider details will be provided in due course

Rapid Health update

- awaiting the go ahead from the ICB to start using the new website
- This will help with the processing of triage forms for patients to make appointments at the surgery

Reasonable adjustments

- A text message was sent out to patients to communicate their reasonable adjustment requests to the surgery
- A notification will be added to each patients notes as a pop-up when the patient calls or has an appointment at the surgery

Covid and Flu delivery

- Both will be offered at the surgery this year
- Jan offered to volunteer to help with the clinics

Remembrance day wreath message from George

- GM will be ordering a wreath for on behalf of the surgery and PPG for this year's remembrance service in Hersham

AOB

Next Meeting – Tuesday 2nd September

Action Log

Action	Action Owner	To be completed when? If applicable
See last minutes re website pause button	CC	Awaiting new rapid health system – no longer applicable
Send surrey council website link re closing of the HCFC	AH	COMPLETE
Send DWP clinics link to patients	CC	Text messages sent to different patient cohorts with self booking links – Mark complete
Add DWP details to newsletter	CC	Advertised on website and on Facebook – to go on the next newsletter

Action Log – From last meeting

Action	Action Owner	Completed
DWP visits – can we claim more?	CC	Rhamat will update CC
Pause button and message on the website	CC	Carry over

