

St Stephen's House Surgery
Patients' Participation Group Committee Meeting
Monday 14 July 2025 at 1.30p.m. on ZOOM
MINUTES

Present	Jess Sohal (JS) Chair, Chris Ranger (CR), Jane White (JW), Val Moss (VM) minutes ,Barbara Wells(BW), Bev Porter (BP), Tim Robertson (TR)	
Apologies	Sam Wylie (SW), Richard Coveney (RC)	
		ACTION
Surgery Matters, and general surgery update	<p>JW reported: Priscilla the pharmacist will be on maternity leave at the end of July. She will be covered by Asif Jamal at the same grade and working 3 days a week.</p> <p>A pharmacy technician is joining – Haley French. She will conduct medication reviews. She is employed by the PCN as part of the ARRS staff and only works on Tuesdays.</p> <p>A new doctor also employed by the PCN will be working 1 day per week on Tuesdays. Her name is Ndidi Emeldoh.</p> <p>Dr Bernard who was with the surgery for a year is leaving at the end of July.</p> <p>A year 3 registrar will join the surgery on 7th August for part of her training. Dr Elena Kamalanathan will be here for a year and working 4 days per week.</p> <p>St George’s students also start in August for 5 weeks. They will change every 5 weeks. They will help HCAs with blood tests and see patients alongside GPs, and will go out with paramedics and conduct home visits with the doctors.</p> <p>They are considering more triage days which are currently just Tuesdays and Fridays. More days will be announced.</p> <p>In the recent GP survey, SSHS was above national average and beat other practices locally. The main area where they fell down was “not easy to contact surgery via the website.”</p> <p>Flu clinics are planned for Saturday 11th October and during the week from 1st October with support from HCAs. Pregnant women can be seen from Sept along with eligible children.</p> <p>Covid vaccinations will be at pharmacies who will also provide flu vaccinations. Suggested social</p>	Action CR

	media should be used to encourage patients to use the surgery where possible.	
Minutes of last meeting and matters arising	The minutes of the meeting on 22 2025 were approved. Matters arising – CR was still trying to contact Martin Riddle to return the keys for the book tin in the surgery.	Action CR
Update on external improvements to the practice and bike rack.	The surgery is awaiting the supply and fitting of the bike rack. They have approved the groundwork done so far. The automatic doors from the car park now work from the outside but not from the inside. JW will let the PPG know when these works have been finished and send invoices for them. The PPG can then decide what and how much to pay for. The surgery still holds £125 left over from the purchase of the new chairs. The ramp has not yet been fitted. It was suggested we could ask for donations to pay for larger items such as the ramp and the automatic door. The front garden had been tended by the same volunteer for many years. JW will ask whether he wishes to continue or would like more help. Then patients could be asked if they would like to do a little work in the garden which could be therapeutic.	Action JW
Treasurer's report	BP presented his report. The PPG has a total of £954 in the bank. This includes £31.30 in the book tin in the surgery; £2 donation and £50 donation. BP requested some new books. CR to supply these. All agreed this was too much money for us to hold. JW said a new lamp was needed in one of the consulting rooms. She will find out the price. When invoices have been seen, PPG will decide what and how much to contribute, at an ad hoc meeting. This would be agreed with the surgery before purchase.	Action JW JS
Proposed housing	CR and VM had attended a meeting with Ashted Residents' Association and the Ashlea	

developments in Ashted and Leatherhead	PPG. Up to 1400 new houses are likely to be built over the next 10 years with no extra provision for new surgeries or other amenities. A letter had been sent to Helen Maguire, our M.P, concerning the impact on surgeries, hospitals and, of course, roads in the area. JW explained the SSHS could only take a maximum number of patients. After this limit was reached the list would be closed.	
Defibrillator	Andrew Moss joined the meeting for this item. He reported that there would be no further costs for the defib until the maintenance contract runs out in 2027. They had already replaced two pads and would replace the battery before the end of the contract. As of now, the cost for another contract after that for a further four years would be £784. CR explained that he was working with the ARA, Ashlea PPG and Ashted Good Neighbours, all of whom might contribute to future costs. Meanwhile Andrew was checking the defibrillator every month and sending in his reports to Webnos.	
Roles for committee members	Survey. TR agreed to help Chris with next year's survey. Chris would send him a dummy survey. Newsletter. JS and CR will take this over from SW . Social media/Facebook. RC would be asked if he could do this. Email monitoring. SW checks incoming email every two weeks. Ideally, someone should view them between these times.	
Carers' update	BW had met her contact Jacqui at St George's Church to be told the disappointing news that Jacqui's hours had been reduced and the proposed carers' coffee mornings were on the back burner. BW would be meeting her later this month to see if something could be arranged. It was suggested that TR might join that meeting.	
Recruitment	It was still hoped that Linda Tate might join the PPG. CR would try to contact her again.	Action CR
AOB	JS mentioned that we might be contravening GDPR rules by holding emails of patients. The original members confirmed these email details were collected at previous flu clinics and meetings	

	<p>where patients had given their consent to be contacted. No other patient details are stored. The PPG should have a secure storage facility to collate future patient consents. JS will look into this.</p> <p>Photos of PPG committee members. All agreed at this meeting to have their photographs displayed at the surgery or on social media. BP would send one of himself.</p> <p>Update of contact details. VM would circulate a new contact sheet to committee members.</p>	<p>Action JS</p> <p>Action BP</p>
Dates of future meetings and AGM	<p>Monday 15th September 2025 1.30 pm on Zoom.</p> <p>Monday 8th December 2025 face to face meeting plus lunch at St George's café. BW to enquire about this.</p> <p>VM reported she had booked the AGM for 21st May 2026 at 7.30 pm at the Peace Memorial Hall. Nearer the time, the committee will consider whether to have a speaker or a fund-raising event.</p>	<p>Action BW</p>