**Minutes of the Wish Park Surgery PPG, Tuesday 13th January 2015. 1.30 – 3.30 pm.**

**1 Present:** Sylvia New (Chair), Graham Arlidge, Edward Clay (Secretary), Ann Hart, John Kapp, Mark McKaig, Eileen Odem, Chris Rednap, Madelaine Sailani (Treasurer), Janet Walker, and from Practice, Greg Barnes and Sanket Patel.

**2 Apologies:** Richard Alden, Peter Delahoyde, Ruth Lewis, Patricia Slevin, Richard Spong

**3. Minutes of meeting on** 12 November accepted. **Action: Greg Barnes** to post on website.

**4. Matters Arising from meeting of 9th July**

1. *Membership update*: currently 33 members including 26 by email 7 by post; plus 4 Care Homes and 2 practice reps.
2. *Practice Information*: *the new surgery on Portland Road*:
3. *Expected opening date*: now May 2016; to be confirmed by late January.
4. *Parking and patient access*: Secretary wrote to Environment and Transport Depart on 19 December proposing upgrading of Portland Road School Road Zebra crossing to light controlled, audio signal crossing; proposal has received support from West Hove School, West Hove and Kingsway and Bolsover Residents Associations and other local residents and businesses. Chair of B&H Council Planning is proposing informal Council meeting of concerned officials and councillors to review implications of lack of traffic plan for Gala Bingo Site; opportunity for PPG to propose minimum necessary requirements for patient access including light controlled crossing, drop-off and pick-up bay, disabled provision, one hour free and maximum 2 hour parking near to new surgery. **Action: Edward to write to Councillor Pissaridou re minimum requirements**
5. *Consultation on internal layout*: 10th and 15th December open consultation sessions demonstrated interest in arrangements and value of consulting to find the best solution for the needs of different patients within the space and other constraints of NHS guidelines. Question from patient about possibly installing weighing machine for wheel-chair patients: practice will actively look into need and practicality

**Action: Greg and Sanket and as appropriate, with inputs from PPG**

1. *Richardson Road pharmacy* is expected to relocate to Portland Rd.
2. *Other Practice Information:*

*1. Improving usage of new and available surgery resources*:

Website has been upgraded including page for PPG;

Patients encouraged to sign up for internet including on-line appointments and repeat prescriptions;

Access to own records: Patients registered on line can sign up to have access to a summary of their patient records. In due course all will have on-line access to full records. Members were reassured about patient confidentiality and that minors would not have access to their records without parental permission.

2. *Patient Survey 2014:* and the annual practice survey of patients will both be completed before the move. Agreed that a meaningful survey of Patient experiences of the new premises will have to be least 6 months after the move. Nationally required Friends and Family Test is available at Surgery and on-line.

**Action: Greg and Sanket** will provide a further update and provide presentation of 2014 survey in March 2015.

***5.Chair’s Report:*** The full report to be posted on the surgery PPG website. Main points;

* 5 meetings were held during 2014.
* Both PPG membership numbers and average attendance have steadily increased.
* During 2014 the PPG made representations about the annual patient survey, repeat prescriptions, telephone difficulties, booking appointments, and the computer system.
* Special events;
	1. Sat 12th July the PPGs from Wish Park and Sackville Road Surgeries held a joint stall at Wish Park Summer Fair
	2. Two open sessions were held on10th Dec (1.15pm-3pm) and15th December (5pm-7pm)
* The PPG is extremely concerned about patient access and parking at the new site. Members of the PPG committee met with the Wish Ward councillors to discuss the issues in the absence of a traffic plan for streets around the development and are still actively engaged in finding acceptable solutions.

***6. Brighton and Hove PPG Network and CCG*, and also NAPP update:**

Chair and Secretary attend CCG Network on behalf of PPG;

Sylvia to become a CCG Health Champion

7. Election of Committee for 2015: Edward Clay, Chair; Graham Arlidge, Deputy Chair, Sylvia New, Secretary; Madelaine Sailani, Member with special responsibility for disabled patients; Treasurer unfilled.

8. Meeting closed promptly at 3.00 pm.

**9. Date and time of next meeting:** Wednesday 11th March 1.30-3.00 pm