**Minutes of the Wish Park Surgery Patient Participation Group held on Wednesday 7th May 2014 from 6.30 – 7.30 pm.**

**1 Present:** Sylvia New (chair) Edward Clay (Secretary), Richard Allden, Graham Arlodge, John Kapp, Ruth Lewis, Chris Redknap, and from Wish Practice Sanket Patel.

**2 Apologies:** Peter Delahoyde, George Lamb, Jenine Milburn, Eileen Odem, Madeleine Sailani, Patricia Slevin, Richard Spong, Jackie Wicks.

**3. Minutes of meeting 28th February** accepted. **Action; Sanket** to post on the website.

**4. Matters Arising from meeting of 28th February**

a. Improving usage of available surgery resources: Richard Spong has prepared an interim report to be circulated to all PPG members. **Action:** This review is still in progress and Richard and Sanket were asked to report back to next meeting.

b. Membership update: 3 members had withdrawn citing internet overload. In future all PPG messages with be categorized as *for your attention* e,g. Agenda and Minutes *or for information only* e.g. NAPP monthly newsletters. **Action: Sylvia, Edward**

c. Parking and patient access at the new surgery: The Practice has completed a patient survey finding that approx. 20% of patients come to the surgery by car or are dropped off. It is taking steps to come up with proposals based on anticipated needs that can be included in a Traffic Plan; intends then to consult with other interested parties before submitting the proposals to the Development Office as soon as practical; will keep the PPG informed of developments and include it in the consultation about the Traffic Plan. **Action: Sanket**

d. Practice Website: costly of modifications noted, PPG to be kept informed. **Action Sanket**

e. Postbag: new item - queries from members unable to attend – Madeleine asked about a walk-in surgery available at Portslade County Clinic weekend mornings. This Clinic and one in central Brighton are continuing until the end of May. The organizers hope to extended indefinitely. On weekdays the Practice Reception will advise about this clinic and callers to 111 out of hours call line should be advised too. **Action Sanket**

f. PPG PR and Info : Poster and Group Photograph on notice board; more interest in new Flier noted ; Practice intend a separate board for PPG at new premises; **PPG hope to organise table at Wish Park Fair on 12th July. Action Sylvia**

g. PPG Network update: Sylvia gave highlights from PPG Conference on 30th April: many suggestions for expanding PPG membership and range of activities, including possible small funds available for events. A fuller report will be circulated. **Action Sylvia**

**5.** **Practice Newsletter:** with so many changes taking place in the NHS and the Practice, and patients keen to be informed (e.g. items a, c. d. e. above) the meeting recommended that the Practice consider a 2 page 4 times yearly newsletter to be available on line and in surgery where approx 5% of patients attend weekly. **Action: Sanket**

**6. Meeting closed promptly at 7.30 pm** One item carried forward to next meeting: proposal to Change of Rule on term of committee members in each position.

**7. Date and time of next meeting:** Wednesday 9th July, 1.30 to 3.00 pm