

# **Culverhay Surgery Patient Participation Group**

## **Minutes of Meeting held: Tuesday 16<sup>th</sup> February 2016**

Attendance from the Practice: Caroline Pearmain (Practice Manager), Kay Herniman (IT Manager)

Patient Group: Michael Sykes (MCS), Graham Cook (GC), Helen Berwick (HB), Gwen Bridges (GB), John Bridges (JB), Derek Higgs (DH), Dave Johnson (DJ)

Apologies: Peter Beresford (PB), June Kent (JK), Anne Slann (AS), Diane French (DF), Rosey Studd (RS)

### **1. Minutes from Previous Meeting (January)**

Minutes from previous meeting were agreed with no amendments. (MS) welcomed (HB) and (JB) to the group.

### **2. Matters Arising**

#### **1) PPG Network Event – 22<sup>nd</sup> January**

(RS), (JK) and (AS) attended the meeting hosted by Gloucestershire Clinical Commissioning Group (GCCG). (RS) kindly provided a summary of the event circulated with the agenda for this meeting- attached again with these minutes.

#### **2) Longfield Event**

This event has been confirmed for Tuesday 17<sup>th</sup> May, 6.45pm start. (GB) has kindly booked St Mary's Parish Room which can accommodate up to 40 people. The Church is hosting the event on behalf of the PPG. (MS) to prepare 40 tickets to be held at reception in the surgery. Agreed to advertise on the display screen in the waiting room, email invite to PPG members, posters in waiting room, Tesco, Co-op, library, one-stop shop. GB to meet up with Dean from Longfield to make sure promotional literature is worded correctly.

**ACTION: GB to produce a draft poster for the March meeting.**

#### **3) Update re Exit Strategy**

(MS) and (GC) met with Cllr John Cordwell and Andrew Middlecote (Highways) and Town Clerk last Monday 8<sup>th</sup> February outside the surgery. (MS) reminded the group that the original request from the PPG was to install mirrors, similar to the exit from The Chipping Surgery. These are not recommended or maintained by Highways anymore. The meeting on 8<sup>th</sup> February was disappointing in that it did not provide any recommendations to improve safety at the entrance/exit to the surgery.

The issue was discussed at the Council meeting on Monday 15<sup>th</sup> February. Installing yellow lines is not recommended due to the displacement of cars and the perceived impact of speeding up the traffic along Culverhay. Council is also uncertain about install a crossing from a road regulation compliance point of view as the short stretch is littered with drive access points and various entrances/obstructions – not to mention narrow pavement width. The Council will investigate the possibility of building out for a crossing point – to make a dropped kerb access for crossing which may only displace about 1 car but there are budgetary constraints so this option looks unlikely in the short term.

Discussion regarding the surgery funding the cost of installing two mirrors on poles on surgery property. (GC) suggested this would be in the region of £250. (CP) to discuss with the partners. (GB) suggested making contact with RoSPA (Royal Society for the Prevention of Accidents) to gain their expert advice, (MS) agreed to contact.

**ACTION: MCS to progress.:**

### **3. Newsletter**

(CP) reported that no progress has been made to the newsletter due to the current vacancy for Secretary in the PPG. (CP) explained that whilst the practice is happy to collate and distribute the newsletter, the organisation of it needs to be taken on by a member of the PPG. The hope is that a new Secretary will be elected at the AGM in March and that this could be part of their role.

### **4. Election Procedures for the AGM**

(MS) circulated his proposed procedure for the election process prior to the AGM in March. All in agreement. (CP) suggested adding in her email address for responses to be sent.

**ACTION: MCS to email all PPG members over the next couple of weeks.**

### **5. AOB**

(CP) reported that the application to close the branch surgeries in Hawkesbury and Wickwar had been approved by the CCG. (CP) is currently working with the CCG and The Chipping Surgery to finalise timescales for the closure and informing patients. (CP) thanked members for their support during the process. (DH) kindly offered his support leading up to the closures, and also afterwards if prescriptions need collecting from the old sites for a short time.

**NEXT MEETING : AGM Tuesday 15<sup>th</sup> March 2016**

Signed

**Chairman**

**15/03/16**