

The Range Medical Centre – Patient Participation Group (PPG) Meeting

Date: Tuesday 16th December 2025

Time: 6:00 PM

Location: Online

Attendees

- Daanyaal Anwar (Deputy Operations Manager, TRMC)
 - Barry
 - Claire
 - Daniel
 - Hana
 - Iva
 - Jenni
 - Sarah
 - Mike
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Minutes

1. Welcome and Apologies

Members greeted one another and brief pleasantries were exchanged. Daanyaal welcomed everyone and thanked attendees for joining the final PPG meeting of the year.

2. Review of Previous Minutes

A short recap of the previous meeting was provided and the minutes were discussed. No amendments were raised.

3. Coffee Morning Update

- The group discussed progress regarding a potential **PPG Coffee Morning at Bembe Café, Alexandra Park.**
- It was confirmed that the café owner is happy for the group to use tables informally, provided refreshments are purchased.

- An alternative option was also discussed, whereby a small fee could be paid for the café to provide hot water and facilities for tea and coffee prepared by the group.
 - No date has yet been agreed due to varying availability preferences between weekday and weekend options.
 - It was agreed that further patient input would be helpful before setting a date.
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4. Walking Group – Launch Planning

- The group discussed the launch of the **Range Medical Centre Walking Group**, aimed at encouraging wellbeing and social connection.
 - Several PPG members confirmed they would be happy to attend and support the **first walk**.
 - The **launch date was agreed as Friday 9th January**, starting at **10:00 AM**, aligning with New Year wellbeing goals.
 - Although not present, **Dorretta** has previously agreed to take the lead role for the walking group.
 - **Jenni** advised that she will check with the **Alexandra Park Lodge**, which is hosting an exhibition on **Sunday 3rd January**, to see whether it could act as a pitstop during future walks.
 - Daanyaal confirmed he will inform administrative staff in advance so they may join if availability allows.
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5. Community Activities and Partnerships

- **Sarah** informed the group that the **Mile Shy Club** will be running a **Couch to 5K** programme in the New Year and asked whether the practice could help promote this to patients.
- The group agreed this would be a positive opportunity and discussed sharing posters and information with patients.
- It was also agreed that a **New Year patient message** should be sent, including:
 - Well wishes for the New Year
 - Promotion of **Alexandra Park Parkrun**
 - Introduction of the **Junior Parkrun** held on Sundays

- Sarah offered to represent The Range Medical Centre at relevant community events.
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6. Communications, Website, and Patient Engagement

- The group discussed the challenges of communicating multiple initiatives to the entire patient population at once.
 - A proposal was made to create a **PPG landing page** on the practice website to outline upcoming activities over the next three months.
 - The idea of a **quarterly PPG newsletter** was discussed, ideally shared shortly after quarterly coffee mornings, allowing patient feedback and reflections to be included.
 - Daanyaal agreed to explore both ideas further, including contacting the website provider and developing a patient questionnaire to support planning and engagement.
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7. NHS App Support

- The group revisited the ongoing promotion of the **NHS App**.
- It was noted that **Claire and Andrew** have offered their time to support patients with using the app.
- Daanyaal confirmed that patient invitations will be sent once Andrew's availability is confirmed.

8. Any Other Business

- No further items were raised.
- Members were thanked for their contributions throughout the year and for their continued commitment to the PPG.

Action Log

Action	Responsible	Deadline / Update
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Explore patient preferences for coffee morning timing (weekday vs weekend) via questionnaire/newsletter.	Daanyaal	January 2026
Confirm arrangements and costs with Bembe Café.	Daanyaal	Before first coffee morning
Launch first walking group session (Friday 9th January, 10am).	Dorretta (Lead), PPG	January 2026
Check with Alexandra Park Lodge regarding pitstop/exhibition collaboration.	Jenni	Early January 2026
Email administrative staff to invite participation in the walking group.	Daanyaal	Before 9th January
Promote Mile Shy Club Couch to 5K via posters and patient messaging.	Daanyaal	January 2026
Send New Year patient message including Parkrun and Junior Parkrun info.	Daanyaal	1st January 2026
Contact website provider regarding a PPG landing page.	Daanyaal	January 2026
Develop proposal for a quarterly PPG newsletter.	Daanyaal	Q1 2026
Confirm Andrew's availability for NHS App support sessions.	Daanyaal	Pending
Send patient invitations for NHS App drop-in support.	Daanyaal	After confirmation