



Meeting Minutes for 30/09/2025

Meeting Venue: Marston Surgery

Attendees:

Representing the Surgery:

Anna Zajickova - 'Quality Assurance & Peer Review Manager' and

Dr Gautham Adusumilli - GP Partner

Representing the PPG:

Bill Garner Chair, Jean Buchanan and Pamela Francis

1.0 Apologies for Absence: Ted Pilbeam

2.0 There was no Action left over from Previous Meeting

3.0 Resignation of Chair and Deputy Chair

- The PPG Chair and Deputy Chair have stepped down and a formal resignation letter has been submitted.
- It was agreed to advertise for new members, including Chair and Deputy Chair roles.
- A poster has been designed and will be displayed at both Surgery sites.
- The Poster will also be shared by the PPG for circulation on Facebook and submission to the parish councils.

4.0 Communication with Patients and PPG

- It was discussed that there is a need for clearer communication channels.
- It was agreed by the Surgery to produce a **monthly newsletter**:
 - Content: new clinics, staffing updates (joiners/leavers), important surgery updates, closures (e.g. protected learning time).
 - To be sent to PPG for posting on Facebook and uploaded to the practice website.

5.0 Cranfield Premises Update

- PPG expressed frustration regarding lack of updates on the move to the new premises.

CRANFIELD & MARSTON SURGERY PATIENT PARTICIPATION GROUP MEETING AGENDA



- Surgery team explained that negotiations between the ICB, council, and surgery are ongoing.
- Confirmed the practice's clear intention to move into the new surgery once finalised but no timescale given.

6.0 Continuity of Care Clinics

- New continuity of care clinics have now started on **Fridays or Tuesdays**.
- Targeted at patients with complex medical needs and frequent attenders.
- Patients will be proactively contacted and booked into these clinics.

7.0 GP Contract Changes

- Practice confirmed compliance with new contract requirements.
- Key updates:
 - Triage available throughout working hours.
 - Online consultations are open.
 - GP Connect is active and information updated on the website.

8.0 Patient Feedback

- Recent **Friends & Family Test** and patient survey results discussed.
- Feedback has been positive.
- Acknowledged that website use remains low → reinforces value of the new newsletter initiative.

9.0 Next Meeting at the Surgery

- **Date/Time:** 28th October, 12am
- Agenda to include:
 - Review of PPG membership uptake.
 - Expressions of interest for Chair and Deputy Chair roles.
 - Agreement on next steps.

10.0 Date of Next Public Meeting yet to be arranged

The date of the next public meeting was due to be this October but has been delayed. It is hoped to be able to arrange an open meeting in Cranfield before the end of November.

**CRANFIELD & MARSTON SURGERY
PATIENT PARTICIPATION GROUP
MEETING AGENDA**



**Marston Forest
Healthcare**

Join our Patient Participation Group (PPG)

Marston Forest Healthcare is looking for PPG members

We are currently looking for:

- Chair
- Deputy Chair
- Members

WHAT DOES THE PPG DO?

- ✓ Share patient views to improve services
- ✓ Help develop better communication between patients and the practice
- ✓ Support health campaigns and community initiatives
- ✓ Act as voice for the local community

**Make a difference. Be the voice of
your community.**

Skills & Requirements

- ✓ Enthusiasm for community health
- ✓ Good communication and teamwork
- ✓ Basic computer knowledge
- ✓ Commitment to attend 4-6 meetings per year (mix of virtual & face to face)
- ✓ Flexible timings to suit working individuals
- ✓ You must be a registered patient with the practice

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