

BIG LOCAL – HEART OF PITSEA STEERING GROUP
MEETING
THURSDAY 14 FEBURARY 2013
THE PLACE – 10AM

PRESENT

Peter Dixon (Chair)	Community Champions	(PD)
Kayleigh Patch (Minutes)	Basildon Council Community Services Apprentice	(KP)
Grant Taylor	Community Development Officer	(GT)
Tracey Parry	Youth & Community Engagement Co-ordinator	(TP)
Suqie Banwait	Big Local Officer	(SB)
Chris Evans	Basildon, Billericay & Wickford CVS	(CE)
Sue Houghton	Community Champions	(SH)
Paul Nagle	Community Champions	(PN)
Keith Bobbin	Community Champions	(KB)

APOLOGIES

Melanie Aust	Big Local Consultant	(MA)
Mark Bramley	Policy, Performance and Review Officer	(MB)

<u>ITEM</u>	<u>INFORMATION / ACTIONS</u>	<u>ACTION FOR</u>
1.	WELCOME AND INTRODUCTIONS PD opened the meeting and introductions were made.	
2.	MINUTES OF LAST MEETING Everyone agreed the minutes from last meeting to be true record of the meeting. SH commented on page 2, section 4 the logo competition is open to all schools in the local area – not just Northlands school.	
3.	ACTIONS OF LAST MEETING Actions from previous meeting to be completed, all other actions were completed. CE to forward TP and MA a copy of Suqies full work plan via email – This actions has not been completed, some actions from November – Decembers work plan can be carried forward GT and Community Champions to meet up with Nick Sears from parks to discuss possible opportunities. - This has been completed, some of the areas are not Basildon Council's responsibility, English Partnership has the contract which deals with hedge cutting and maintenance of some of the parks. Issues have also been raised with ECC in relation to the paths and subways. It was suggested when the partnership is formed to identify the right people to speak to and look into the possibility of having a community clean up day. CE commented on the Big Local project in Greenwich who have got Groundwork involved have produced a ten year plan – could consider this for Basildon as we already have a good contact in the borough due to their involvement with the trade schools.which has been successful. The skills audit – Everyone has received a copy of templates to identify training needs for the group. This can be used as part of an induction process once the partnership panel members are recruited.	CE

	<p>Media Training – GT has been given some potential training dates which he will email to everyone, it was suggested that it might be worth carrying out the training when the partnership is formed. The budget CE to progress conversation with MA. Action: GT to ask for dates end of April/early May</p> <p>CE to look into childcare policies – Where contact is minimal you do not require to undertake CRB checks, the guidelines are changing. Members of the steering group may come into contact with vulnerable people. The guidance is new when the partnership is formed have a code of conduct. Need to be a document as young people comments are valuable as adults. Need to look at once partnership is formed.</p> <p>CE to distribute webpage information to the group – CE will get information prepared for Friday, the information is only drafts, and the template used is standard text. It was commented that we could include key details, Community Champions minutes and the Steering group minutes. Action: CE to email everyone.</p> <p>GT spoken to Gary Smith from Basildon Upper Academy about students designing a website, he has given details to GT of who he would have contacted. PN and GT will be at the Upper Academy all day tomorrow (14/02/13). CE commented that it may be worth looking at other Big Local website such as North West Ipswich who has not spent a lot of money on their website.</p> <p>Partnership - MA has sent drafts of applications forms. GT, SB, CE and MA have met to discuss role description of the panel, advert and timescales. The application form will be launched from Monday 18th February and the closing date will be 15th March. The interviews will take place on 26th March. It was commented on the application form to send Suqie; this will be changed to BBWCVS admin team who will be able to pick up emails. It was commented how we are going to promote to get people interested, we will send out an application pack to everyone on the database who said they are interested in getting involved, press releases and may be Borough Diary also put up posters in public places. The newsletter needs to be out by next week.</p> <p>Newsletter – A second newsletter for residents is yet to draft. The newsletter will report on the meetings and events taken place. The newsletter needs to go out next week, SB to lead on the newsletter. Action: GT to write 2-3 line on the outcomes of the meeting with Parks for the newsletter Action: SB to draft the newsletter and send to the group for comments</p> <p>It was suggested to look into the delivery company for the newsletter as there was an issue with Basildon leafleting. SB said about local church could deliver in their local streets.</p> <p>It was commented about the Community Champions meeting where someone suggested the name on the Heart of Pitsea newsletter resembles a name of a church, it was suggested that we could call the newsletter – HOPA</p> <p>TP raised the question what would happen when SB contract ends, what would happen in relation to supporting the partnership. SB contract ends the end of April. Action: TP/MA/CE to meet to discuss the way forward</p>	<p>GT</p> <p>CE</p> <p>GT</p> <p>SB</p> <p>TP, MA, CE</p>
4.	<p>UPDATES: BIG LOCAL OFFICER, COMMUNITY DEVELOPMENT OFFICER <u>Big Local Officer Update – SB</u> SB handed out a report showing what tasks had been carried out and what is planned</p>	

	<p>for the future.</p> <p>TP asked if the stakeholder database can be distributed to the group to see the outcomes of the visits. Action: SB will send out document to the group.</p> <p>The logo competition, SB and SH have got one school interested, they are waiting for responses from other local schools in the area. They are also creating a competition form for the schools to use.</p> <p>The website structure was discussed, it was commented that Carly Marshalls brother has experience in websites, and would be happy to be the administrator when the website is up and running. It was commented on a previous discussion with Jeremy Hill to create a blog for the Heart of Pitsea as the website will need a lot of stock content.</p> <p>SB talked about a meeting with the London Bus Theatre company, who are interested in the community first funding, it would be interesting to hear the young peoples point of view also they have got a critical view to the plan.</p> <p>SB commented on a meeting with Anglia Water who wants to come on board to get involved sewage/drains blockages in the area. They would train SB to learn about it, will present a presentation. They want to go to the next Community Champions meeting; this is a key priority to the area. They run a series of programmes want to recruit local community champions to undertake see who will be appropriate to engage. Action: SB to ask them to April meeting once the partnership has been formed.</p> <p><u>Community Development Update – GT</u> GT went through the tasks which he will be involved with. There will be a business breakfast on the 19th March from 7.30am – 8.30am. GT had a meeting with Phil from T Cribb and Sons, Phil will present a presentation on why he wants to get involved. The business breakfast will raise awareness of the Heart of Pitsea and who want to be a part of the partnership. Hope it catches on small/medium enterprises not just businesses, need to get volunteers to select how we recruit people who are not residents. GT to work out the budget, it will be minimal, need to speak to Carmel – Manger of The Place about the hire also refreshments form the morning.</p> <p>It was asked if we have got a contact for public health for the local GP’s, clinics, dentists in the area. SB has got a contact for public health, TP commented that public health has been divided into two strands and no longer sits under PCT and now sit under Essex County Council . SB to check to see if the contact is for the local GP’s for the area.</p> <p>GT also has been working with PN on a drop down day at Basildon Upper Academy on Friday 15th February. There will be 280 year 11 students, and will have year 10 pupils for an hour. They will have their say and have interactive exercises throughout the day. The day will also see a logo design and also for students to get a project idea there is funding available from the Basildon Youth Strategy Group which has £25,000 to spend by the end of the financial year. Also money from Community First Funding up to £2,500.</p>	<p>SB</p> <p>SB</p>
5.	<p>FORTHCOMING EVENTS</p> <p>SH commented on Pitsea Junior School upcoming partners evening exhibition which they have been invited along to engage with parents. This will take place on 26th and 27th February from 3.10pm-5pm. The school is also going to do a Heart of Pitsea song.</p> <p>The Gateway FM forthcoming broadcast will be aired soon.</p>	

6.	<p>AWAY DAY</p> <p>The away day will take place on Saturday 20th April. CE, MA and TP will take lead.</p> <p>CE commented that MA knows a facilitator also of additional pots of money which is available. This is a separate budget for getting in an external facilitator.</p> <p>It was also suggested when the partnership is formed to have a meal to engage with people in order to get to know them first, this could be an ice breaker.</p> <p>PN spoke about a film project for young people that happen at Colchester University, where they build the session what they want to achieve; Wat Tyler Green Centre could be a venue.</p> <p>Action: PN to look into for more information</p>	PN
7.	<p>BUDGET UPDATE</p> <p>CE sent everyone a copy of the new budget update. CE went through the budget; there is still scope in the budget. No one has made any volunteer expenses. There is no deadline for the money to be spent by but hope to complete the process by April. There is also no deadline to report back to the Big Lottery.</p> <p>CE commented on the cheque which has been delivered by CE and SH to the winner, we can use the winners name and street but does not wish to have their photo taken.</p>	
8.	<p>ANY OTHER BUSINESS</p> <p>SH asked about the Community Ambassador training why is it free for some people but not all. The training is free if you have a certain level it will be free, TP is willing to pay for the training for people who it will be not free for. There will be training session set up in the Pitsea area and also Laindon.</p> <p>When the partnership is formed more people can be involved as it will benefit the community from the training.</p> <p>PD raised the issues of litter is the area can could possibly have a pick me up letter day. Litter action has a dozen groups in Essex, Canvey being the nearest officer. The website is www.litteraction.org.uk</p> <p>It was also raised the display in the library, at the moment there is a poster attached to a table which is out of date. SB will be doing it up again the space the library has allocated.</p> <p>Action: SB will redo the display in the library again.</p>	SB
<u>DATE OF NEXT MEETING</u>		
<p>The date of the next meeting is scheduled to take place on Thursday 14 March, at 10am at The Place (Pitsea Leisure Centre).</p> <p>The next chair of the meeting will be Keith Bobbin.</p>		