



Partnership Board Meeting Minutes

Meeting held on Thursday 15 November 2018
7.30pm-9.30pm at Pitsea Library

In attendance

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| Gill Buttwell, Heart of Pitsea Administrator (Minute Taker) | (GB) |
| Julie Clark, Resident Partnership Member | (JC) |
| Andy Florence, Resident Partnership Member | (AF) |
| Tracey Griffith, Resident Partnership Co-Chair (meeting Chair) | (TG) |
| Paul Nagle, Resident Partnership Member | (PN) |
| Simon Johnson, Heart of Pitsea Co-ordinator | (SJ) |
| Carole Turkson, Resident Partnership Member | (CT) |

Apologies received

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| Keith Bobbin, Resident Partnership Member | (KB) |
| Peter Dickson, Resident Partnership Member | (PD) |
| Chris Evans, Chief Officer, Basildon, Billericay & Wickford CVS | (CE) |
| Sue Houghton, Resident Partnership Co-Chair | (SH) |
| Jean Lane, Resident Partnership Member | (JL) |
| Jan Stobart, Big Local Representative | (JS) |

Absent

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| Emma Branch, Transformation Manager, NHS CCG | (EB) |
| Michelle Fairchild, Community Development Officer, Basildon Council | (MF) |
| Ashley Gillam, Youth Worker, Essex County Council | (AG) |
| Trevor Simmons, Resident Partnership Member | (TS) |
| Jean Thompson, Resident Partnership Member | (JT) |

Meeting Started 19.33

(1) Welcomes, introductions and declarations of interest

TG welcomed members and introduced and welcomed the new Resident Partnership member to the partnership. She asked for any declarations of interest - none were declared.

ACTION: TG requested that resident members who haven't joined meetings/engaged with the partnership for some time to be contacted by SJ/GB.

(2) Approval of minutes of last meeting and matters arising

Minutes of the last meeting were reviewed - typo page 4, Youth Forum item, first word line 2. No other changes necessary.

Updates and actions going forward are:

Joining the communication platform 'Slack':

ACTION: SJ to help members who haven't managed to join Slack. KB & PD had requested help.

Craig Tyler Trust Warrior Cup:

Money raised at HoP events (£151.00) to be donated to the Craig Tyler Trust.

Assessment of and submission of funding application to Big Local for Wellbeing Hub/Winifred Road:

(update provided by CE and read in his absence by TG)

CE had requested further information from Big Local and this had been supplied. The Assessor had advised that he had recommended release of funds and that the grant offer should be received within the next week. SJ explained that the construction of the Legacy Park had been placed on hold until the funding application submitted to Big Local had been agreed. The delay had incurred an additional £800.00 from the equipment supplier, and this figure could rise if the delay continues.

Round 14 Funding feedback:

SJ informed the meeting that all organisations who had submitted projects that had been agreed or rejected had been contacted/provided with feedback. The 1 'banked' project from Round 14 would be contacted and provided with feedback within the next 1-2 days.

No further matters arising.

Minutes agreed.

(3) THE HEART OF PITSEA

Pitsea Community Christmas update:

SJ explained that local businesses had only engaged with the event in September and that the first planning meeting has encountered a split in opinion on aspects of the event. Following his return from paternity leave, SJ had concerns that, despite Basildon and Pitsea Carnival Association (BPCA) working hard on the planning of the stage and arena entertainment programmes, the remainder of the event planning hadn't moved on enough to continue with the event. However, he had decided that it was key to continue with the event and engage with businesses. Peabody have agreed to pay for the marquee to house the Community Market. The financial contribution from Heart of Pitsea would be around £4,000 to cover promotional materials (4 page brochure and banners), the fairground, staging/PA in the market place, event co-ordination fee to BPCA etc. The Youth Market Challenge element of the event will not be going ahead. Brochure will be produced and delivered next week. Heart of Pitsea to collect

fairground ride money on the day - SJ requested volunteers to help with this. TG, CT, PN & AF agreed to help.

ACTION: TOO LATE!

Youth Club Employment:

Following the promotion of the Youth Club job roles, 1 member of staff has now been employed (subject to an enhanced DBS check). SJ informed the meeting that the existing staff member currently working at the club has resigned, meaning the club now requires to employ 2 more new staff members (to reach the required total of 3 staff members). The job roles are currently being re-advertised. Over 90 application packs had been requested/sent out. Deadline for application is 23 November.

Dipple Medical Centre Patient Participation Group (PPG) Conferences/Health Market:

SJ and GB have been supporting the Dipple PPG, providing help with co-ordination and also meetings administration. Heart of Pitsea have also been paying for the hire of the Library for 1 hour meetings every 2 months. SJ had suggested to the PPG that their meetings should become public forums, to encourage more people to get involved and also to allow flexible attendance to take health needs into account. The PPG currently has a small fund of approximately £800.00. SJ suggested that Heart of Pitsea might support the PPG to host 3 conferences to cover the top 3 health concerns within the surgeries in the medical centre (at a cost of approximately £500.00 per conference) and also continue with the 2 Health Markets (which HoP currently organise at no cost). Surgeries have agreed to use their text service (which reaches 18,000 patients) to promote these events.

ACTION: SJ to submit a project funding brief in January for resident members to consider.

70s/80s Boogie Nights Party feedback

Numbers of attendees had been disappointingly low. The meeting discussed ways to improve the events with ideas including adapting the format of the evening to include a quiz element, the genre of music...perhaps 'Through The Decades', changing the venue to the Chalvedon Community Centre, payment for tickets in advance, asking Basildon Council to endorse the party nights ad community events etc. Linking with local charities to co-host the evenings had proved difficult.

AGREED: Resident members agreed to try one event at the Chalvedon Community Centre.

Suggested date Saturday 30 March 2019

ACTION: SJ/GB to investigate booking Chalvedon Community Centre.

Incredible Edible - review of the year

2018 has been more challenging than last year, due to the ground needing a rest from planting potatoes (to avoid risk of disease) and also because of the incredibly hot, dry summer. The project has had 2 regular volunteers. Planting has included runner beans, strawberries, lettuce, onions, carrots, garlic and herbs. Recently the group had been scrumping apples from local trees and had given away around 100 packs of apples to local residents. Although there are still difficulties in getting residents to take part in the sessions, it has been noticed that people are engaging more with the project on the ground and helping themselves to the produce on the

plots. A local resident has also donated around 150 packets of seeds. Collaboration with Wat Tyler will continue and is hoped to start in Spring 2019 and signage will be produced for February/March 2019.

Essex Fit Mums initial feedback

This project had initially started with 3 classes per week, but as interest had been disappointing, Essex Fit mums have sensibly reduced this to 1 class (outdoor fitness) per week. They intend to re-advertise and start additional classes in January.

AGREED: Resident members agreed to fund a maximum of £80.00 for new flyer to promote new classes.

BATIAS Monthly Social Group initial feedback

This advocacy social group meets 1 x a month on the 2nd Tuesday of the month. SJ had attended on 12 November - only 1 service user had been in attendance. BATIAS have recognised that another group holds a similar session every other Tuesday, which has conflicted with their sessions and caused confusion with the users. The meeting agreed it might be sensible for BATIAS to change its schedule and meet 2 x per month, on the Tuesdays the other group doesn't meet.

ACTION: SJ to contact BATIAS to discuss changing its schedule.

(4) PARTNERSHIP

Heart of Pitsea Awayday

It was suggested that we have 2 awaydays next year. TG suggested the first awayday could be used to formulate a plan for the year. SJ suggested revisiting the survey and to look at how projects within the last 12 months have covered need/objectives. PN and JC currently looking at ideas to target our crime objective. It would be good to get other residents involved in focus groups to look at our top priorities.

Suggested date for 1st Awayday: Thursday 14 February 2019 (daytime event)

ACTION: TG/SH to discuss venue

Heart of Pitsea Christmas Bash

Residents suggested holding the bash at The Quays in Basildon (<https://www.hungryhorse.co.uk/pubs/essex/quays/>) on Friday 7 December. HoP will pay for resident meals and arrange for transport by mini bus.

ACTION: GB to email date to residents and check availability with The Quays.

Media Trust Comms Plan update:

A Media Trust representative would like to meet resident members for a half day session to work on the media plan which has been produced and TG would like to set up a resident sub group (with support from GB) to take the media plan forward. CT and AF were asked if they would like to get involved.

Date agreed for half day session - 13 December.

LTO Expression of Interest update:

2 organisations had submitted applications - Essex Boys and Girls Club and Basildon, Billericay and Wickford CVS. Basildon Academy had requested a meeting to discuss, but the date they had suggested was after the deadline, so they were too late to be included. SJ explained that the invitation to apply had been sent to 5 targeted organisations and also to our strategic partners. He expressed his concern that the application process may have been overly complicated. He praised the co-chairs for their achievement in handling of the process. A discussion took place around opening up the process again or to interview the two organisations who have applied.

ACTION: TG to contact JS for advice and respond to applicants.

(5) Local Trust - Big Local Rep Update

This item was not covered as JS had sent her apologies to the meeting.

Any Other Business

Petty Cash update:

TG to meet with CVS Finance Office to discuss queries over monies which need to be paid back into the petty cash account.

SJ explained that he owes £15.00 to the CVS from the last quiz night.

PN stated that he is owed £10.00 which he paid in cash to the Chalvedon Community Centre for a partnership board meeting.

Co-ordinator report still outstanding

ACTION: SJ to produce his report.

Meeting Ended 21.42

Date of next meeting

Thursday 17 January 2019

19.30-21.30

Pitsea Library