



# Partnership Board Meeting Minutes



Meeting held on  
Thursday 21 March 2019  
7.30pm-9.30pm  
at Pitsea Library

## In attendance

|   |      |
|---|------|
| Keith Bobbin, Resident Partnership Member                       | (KB) |
| Gill Buttwell, Heart of Pitsea Administrator (Minute Taker)     | (GB) |
| Julie Clark, Resident Partnership Member                        | (JC) |
| Chris Evans, Chief Officer, Basildon, Billericay & Wickford CVS | (CE) |
| 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) |

## Apologies received

|   |      |
|---|------|
| Viv Clements, Business & Governance Manager, NHS Basildon and Brentwood CCG | (VC) |
| Peter Dickson, Resident Partnership Member                                  | (PD) |
| Michelle Fairchild, Community Development Officer, Basildon Council         | (MF) |
| Ashley Gillam, Youth Worker, Essex County Council                           | (AG) |
| Sue Houghton, Resident Partnership Co-Chair                                 | (SH) |
| Jean Lane, Resident Partnership Member                                      | (JL) |
| Jan Stobart, Big Local Representative                                       | (JS) |
| Jean Thompson, Resident Partnership Member                                  | (JT) |
| Carole Turkson, Resident Partnership Member                                 | (CT) |

## Meeting Started 7.30pm

### (1) Welcomes, introductions and declarations of interest

TG welcomed members and asked for any declarations of interest. None were declared.

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

Minutes of the last meeting were reviewed. No changes necessary.

Updates and actions going forward are:

### **Investigate Chalvedon Community Centre for a Heart of Pitsea Party Night**

SJ stated that the Chalvedon Community Centre had been considered an unsuitable venue. Other venues are under investigation.

### **Pitsea Community Christmas evaluation meeting**

Meeting has been held. Representatives from TSB Bank, Jet Tyres had attended and Cribbs had provided feedback to the meeting. Sunday 8 December suggested as this year's date, with the intention to seek permission to use the empty market square for a circus themed funfair. Library wouldn't take part on a Sunday. The meeting discussed increasing to a 2-day event, to include Saturday 7 December, with Library activities and a small-scale HoP presence (mince pies and hot drink gazebo manned by resident members on a rota) with possible marquee for Community Groups (if the groups are happy to run it themselves).

### **Legacy Park**

Budget previously agreed by residents to cover ongoing costs of the Legacy Park had been investigated and found to be £5,000.

### **Basildon Academy**

SJ reported that the 6-week Youth Enterprise project had been a very positive experience for the school, which could be replicated at very low cost by their business department. The project has enabled HoP to build a stronger relationship with the school and enabled the booking of the HoP 2019 quiz nights. The teams have researched, purchased and priced their stock in readiness for the culmination of the project, the 'Market' Challenge, being held on Friday 29 March.

**ACTION:** SJ to create a report following the project, to include the in-kind cost of his hours.

### **Southend United Youth Club Visit**

TG had investigated using the Youth Service Bus, but this wasn't available on the date suggested. SJ has now handed out the tickets for families to attend on the same date, travelling independently but seated together in the stadium.

### **A Base For Heart of Pitsea**

Ongoing.

### **Legacy Park Name and Signage**

Residents had met to discuss and feedback has been provided on Slack.

### **Big Local Cluster**

**ACTION:** JS to investigate Big Locals for a cluster ongoing.

### **Kids Inspire 'Now and Then' Project**

SJ reported that the staff Emotional Trauma training element of the project has been delivered, however the play therapist is only working 1 day instead of 2 days per week, with half the number of children (5 instead of 10) than the agreement states. As the project agreement is between HoP and Northlands School, and not between HoP and Kids Inspire, the meeting discussed the difficulty of HoP managing this problem, especially as the project has been so

positive for the school. Kids Inspire report to both Northlands and HoP, and the school are aware the project isn't being fully delivered. There is a waiting list of children for play therapy.

**ACTION:** SJ to arrange a meeting.

#### **Financial Reports:**

TG had contacted the CVS Finance Officer regarding the £250.00 discrepancy on December expenditure report. The Finance Officer has reported that the figure relates to a Basildon Carnival invoice for planning and event management which was dated 16/11/18, received by her at the beginning of January. This explanation was still felt to need clarification.

**ACTION:** TG to investigate further with CVS Finance Officer.

No further matters arising. Minutes agreed.

### **(3) THE HEART OF PITSEA/PARTNERSHIP COMBINED**

- **Awayday (Part 1) review of the day and further thoughts**

#### **1. AGM**

Suggested date of 20 April felt unachievable as only 3 partnership members stated that they are available. AGM will now be held at the end of May/beginning of June, possibly at a Wednesday evening Community Connect Club to include the Youth Forum and invite organisations funded this year to present a review of their project. Resident members who would like to stand for Chair/Vice-Chair are invited to send in their self-nomination to GB.

#### **2. Resident Membership/Partnership Documents**

**AGREED:** All residents agreed that any resident member who hasn't engaged/been in contact for 3 months will receive a letter stating that if they fail to engage for 2 further months, they will be removed from the partnership.

**ACTION:** TG/GB to draft standard letter. Code of Conduct to be updated and all residents to sign. Partnership documents to be added to monitoring tool. Governance Documents to be added HoP website. Volunteer pack to be made available.

#### **3. Wellbeing Hub**

Basildon Council are in negotiations with the landlord of the intended venue, Cleve Court. Morgan Sindall are being approached to fit out the interior of the building, to which HoP may be asked to contribute. Residents at the awayday had agreed to a £10k ceiling for any HoP contribution to the interior work. Next Wellbeing Hub meeting scheduled for 5 April. All intended providers will attend a workshop to look at the model for the Hub, which is now incorporating wider services above the originally planned mental health provision.

#### 4. Proposal Scheme/Projects

It is intended that we evaluate and review past projects and direct future projects towards what the community wants and with specific focus, i.e. crime. The Proposal Scheme will remain 'open' but without defined rounds and without active promotion.

**ACTION:** Proposal application guidance notes to be updated to state that applications will receive a decision within 8 weeks.

#### 5. Website

**ACTION:** GB to request Google Analytics data from web designer and change timeline order (2018 at the top) on website.

#### 6. Monitoring Tool

SJ encouraged members to explore the monitoring tool. Any members who experience difficulty logging on to contact SJ/GB for assistance.

#### 7. Big Local Connects

This event is being held at the University of Nottingham on 13/14 September. Residents who would be interested in attending to contact GB. PD/SH/TG have registered their interest.

#### 8. Crime Initiative

SJ working on a crime collaboration project, focusing on estate management/workshops.

#### 9. Easter Legacy Park Launch Events (Chalvedon Field)

9/4 - launch event with Incredible Edible youth activity, football activities and incorporating Hags (equipment company) activities

10/4 - Fit 4 Fun outdoor exercise (new series launch) and Lad's & Dads exercise

11/4 - Basildon Council kids quiz and Pro-sports activities

12/4 - Woodland Warriors activities

16/4 - Incredible Edible youth activity, football activities

17/4 - Fit 4 Fun outdoor exercise and Lad's & Dads exercise

18/4 - Pro-sports activities

19/4 - Woodland Warriors activities

20/4 - Crazy Golf, Strike a Light, Pro-sports activities and Easter Trail. Refreshments and giveaways

A-frame for promotional use on event days has been ordered. Banners have been put up. Youth Forum have agreed to provide funding of £300.00 towards the cost of one of the week day events and £650.00 towards the cost of the event on 20/4. Active Essex may support us to create the intended 'step route' between outdoor gyms.

**ACTION:** Flyers to be produced.

## Summer Events

The summer events may replicate the Easter concept, dependent on how they work.

**ACTION:** SJ to provide evaluation.

- **Awayday (Part 2)**

Must be fun! To be held within the next 3 weeks with priority to include those who couldn't attend Awayday (Part 1)

Items for the agenda: Media Plan/Finance Policy (short and easy)/Budget Planning/Strategic Partner Review

**ACTION:** GB to set up doodlepoll for availability and investigate Watermill Meeting Rooms.

## 4) Local Trust - Big Local Rep Update

Not covered as Representative not in attendance

## Any Other Business

### Youth Forum 'Pitsea Pound Pot' Proposal Scheme

Youth Forum have agreed to an application to the 'Pitsea Pound Pot' for an Achievement Through Football project, which will launch in September following the completion of the Southend United football project. Northland's School to be encouraged to apply for funding from the Pitsea Pound Pot.

### Defibrillators

**ACTION:** SJ to investigate pricing.

No further business discussed.

## Meeting Ended 21.28

Date of next meeting - Tuesday 16 April, 10am-12noon at Chalvedon Community Centre