



Partnership Board Meeting Minutes



Meeting held on
Tuesday 25 February 2020
7.00pm-9.00pm
Pitsea Library

In attendance

Keith Bobbin, Resident Partnership Member	(KB)
Gill Buttwell, Heart of Pitsea Administrator (Minute Taker)	(GB)
Peter Dickson, Resident Partnership Member	(PD)
Andy Florence, Resident Partnership Member	(AF)
Pippa Foster, Development & Funding Officer, BBWCVS	(PF)
Tracey Griffith, Resident Partnership Co-Chair	(TG)
Sue Houghton, Resident Partnership Co-Chair (Meeting Chair)	(SH)
Paul Nagle, Resident Partnership Member	(PN)
Carole Turkson, Resident Partnership Member	(CT)
Stephanie Vella, Heart of Pitsea Co-ordinator	(SV)

Apologies received

Julie Clark, Resident Partnership Member	(JC)
Viv Clements, Business & Governance Manager, NHS Basildon and Brentwood CCG	(VC)
Simon Johnson, Chief Officer, BBWCVS	(SJ)
Michelle Fairchild, Interim Community Involvement Manager, Basildon Council	(MF)
Jan Stobart, Big Local Representative	(JS)

Meeting Started 19.21pm

Welcomes

TG welcomed members

Approval of minutes of last meeting and matters arising

Minutes of the last meeting were reviewed - no amends necessary.

Updates and actions going forward are:

SJ ONGOING ACTIONS:

- **Volunteer Packs (part of Resident Member Engagement)** - forward documents to PN/GB
- **Defibrillators in the community** - create 2 briefs for residents to review - Option A: purchasing 2 defibrillators - one for Northlands School and Maple Grove School; Option B:

purchasing 4 defibrillators to include option A plus 2 additional units to be located in busy areas i.e. in the Chalvedon shops area/Pitsea High Road area.

- [AGM Power Point Presentation for Facebook/Website](#) - tweak presentation for posting onto Facebook/Website.
- [Hearing Help Essex](#) - create a brief for funding of advertising and supporting the project for 6 months.

ACTION: SV to ask SJ status and feasibility of achieving outstanding actions.

[HoP Finance Policy](#)

ACTION ONGOING: SV to take forward the finalisation of Finance Policy with JS.

[Community Christmas update](#)

Community Christmas planning meeting arranged for 3pm, Monday 2 March, TSB Pitsea. Members to send any ideas for 2020 planning meeting to GB. SH may attend.

[Southend YMCA SOS Bus Project Proposal update](#)

GB has sent some questions asked by SH to Southend YMCA regarding the proposal and is still awaiting reply.

[Local Community VE Day events update](#)

MF had reported via email that she wasn't aware of any organisations holding VE day events locally. GB confirmed Basildon Heritage attending HoP AGM/VE Day event 16 May.

[Big Local Connects Event update](#)

Big Local Connects is being held in Nottingham, 10/11 July. PD and CT interested in attending. Youth Forum may be attending to deliver a workshop. Local Trust have now indicated that 3 spaces would be available for Youth Forum to deliver a workshop and residents could be added to a priority waiting list.

ACTION: GB to book 3 spaces + request 3 spaces on the waiting list.

[Community Safety Partnership meeting](#)

Public meeting being held at Chalvedon Community Centre, 7pm-9pm on Monday 2 March.

[Youth Forum Pitsea Pound Pot](#)

Funding application received from Northlands School for the purchase of a defibrillator has been agreed by the Youth Forum.

No further matters arising. Minutes agreed.

[Community Connect Club - Project Brief to continue club](#)

Members reviewed the project brief. Slight amend needed to cost of venue hire on the proposed budget. SV has visited sheltered housing for the elderly to talk about Community Connect Club and reported that residents had seemed keen to attend.

Youth Club (Little Monsters/Youth Younity) - Project Brief to continue clubs

Members reviewed the project brief. Slight amend needed to staffing hours and budget. PN reported that attendance for both clubs is approximately 12-15 per week for Little Monsters and 20-25 per week for Youth Younity). A number of Youth Younity members are volunteering at the Little Monsters club.

AGREED: Residents unanimously agreed to the project briefs for the continuation of the Community Connect Club and the Youth Clubs.

Listening Post 1-2-1 Counselling project

The Listening Post 1-2-1 counselling project is 2 days from completion (as of Tuesday 25 February). 1 client within the HoP Boundary who has accessed their allocation of 12 sessions, requires additional support to manage major issues they are currently undergoing. Listening Post have requested additional funding for 12 sessions @£25 each = £300. Residents felt the project had been extremely beneficial to the local community.

AGREED: Residents unanimously agreed to the additional £300.00 funding to the current 1-2-1 counselling project.

ACTION: SV/GB to ask if clients had been signposted to Heart of Pitsea activities/other local agencies

BOSP (Brighter Opportunities for Special people) 'Skills for Life' funding application

Resident reviewed the application for part funding towards a club in the Heart of Pitsea boundary on weekdays and evenings to support local young people with disabilities or life-limiting illnesses aged 15 to 25 years. BOSP aims for at least 50% of clients to come from within the Heart of Pitsea boundary. Members discussed the difficulty of identifying the percentage of clients accessing the service before the project begins but felt that the funding request was quite small for a potentially big project within our boundary.

AGREED: Residents agreed to part funding the project in staged payments.

MEETING BREAK: 19.55-20.05

ACTION - 'Against Crime Together In Our Neighbourhood' programme

Residents discussed the purpose paper for the proposed 3-year crime programme 'ACTION', which would create a number of projects each year. Projects would tackle 9 key issues and would be formulated by utilising support and knowledge from key agencies, local organisations and also via local community consultation and active involvement. All proposed projects will be brought to the partnership for decision. Delivered projects would provide feedback and evaluation via the Heart of Pitsea Monitoring tool. The expected cost of the programme in full will be £210,000 (£70,000 per year). The Heart of Pitsea would contribute 80% of the total cost (£56,000 per year) with the remaining £42,000 coming from other sources - possibly £21,000 each from two partners or a number of smaller contributions from a wider range of organisations, businesses and funders.

AGREED: Residents agreed to a maximum investment of £210,000 over three years (£70,000 per year).

Legacy Park Phase 2 (Wetland Habitat) and Poo Patrol bins and posters update

SH & SV had met with Rob Baker from Basildon Council. Poo bins are to be sited and posters will be enlarged. Youth Forum has remaining budget for posters. Basildon Council budget for the wetland area will be carried forward to the new financial year. The area, along with lawn chairs, will be created this Spring (weather permitting). The area will be allowed to develop naturally to encourage natural planting. Legacy Park Signage - HoP to decide on wording and images and the 2 entrance signs (one near the walkway from Chalvedon shops and the other near the walkway from Winifred Road) will be created and installed by Basildon Council. Gym signs to direct users from Legacy Park gym to Elm Green gym will possibly require an additional budget.

AGREED: Residents agreed to consider budget for gym signs.

ACTION: PN to write wording for Legacy Park signs. SH to update partnership on budget for gym signs. SV to contact Rob Baker regarding poo patrol posters.

Branded merchandising

The meeting discussed idea for branded merchandising, including trolley coins, eco water bottles, bags, lanyards and clothing.

ACTION: SV to investigate merchandising and add information to Slack.

Catering for Local Trust training day - Saturday 4 April, Wat Tyler Green Centre

Local company (Faze Caterers) are providing the buffet lunch on the Day.

ACTION: TG to look at Faze Catering menu and come up with a suggested list. GB to email to all attendees.

Annual General Meeting

The AGM is being held on Saturday 16 May at the Chalvedon Community Centre. Aim is for a VE Day theme. Basildon Heritage are able to attend with wartime exhibition.

ACTION: GB to book Chalvedon Community Centre and investigate availability of High Voltage Brass Band.

Date of next meeting Thursday 19 March 10am-12noon (venue to be arranged).