



Partnership Board Meeting Minutes



Meeting held on
Thursday 25 June 2020
2.00pm
Via Zoom

In attendance

Keith Bobbin, Resident Partnership Member	(KB)
Gill Buttwell, Heart of Pitsea Administrator (minute taker)	(GB)
Peter Dickson, Resident Partnership Member	(PD)
Michelle Fairchild, Interim Community Involvement Manager, Basildon Council	(MF)
Andy Florence, Resident Partnership Member	(AF)
Tracey Griffith, Resident Partnership Co-Chair	(TG)
Sue Houghton, Resident Partnership Co-Chair (Meeting Chair)	(SH)
Simon Johnson, Chief Officer, BBWCVS	(SJ)
Paul Nagle, Resident Partnership Member	(PN)
Jan Stobart, Big Local Representative	(JS)
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)

Meeting started: 14.05

Approval of minutes of last meeting and matters arising

Minutes of the May meeting were agreed.

Outstanding minutes of the February and March meeting were agreed.

Slack and Email - communicating with members effectively

SV will be sending one summary email to members on Friday. Any responses required are asked for by COP on the following Tuesday. All members are asked to check for Friday emails and to refer to Slack for background on individual subjects. Notifications of new Slack messages can be set up if using the app on a mobile device.

ACTION: SV to visit KB to add Slack app to his mobile phone.

Project Proposals and Project Briefs - thoughts on the best way to review the documents and the voting procedures

A number of residents felt that assessing proposals and project briefs was easier when done with other resident members.

ACTION: Zoom meetings will be arranged for proposal/project brief discussions. Meetings for urgent decisions will be set up within 1-2 days. Residents asked to acknowledge receipt of meeting invitations. Zoom polls to be explored/trialed for resident votes.

Youth Club - update on competitions, online club sessions and new website pages

PN provided an update. Little Monsters club continues to run online. Sessions began with 30 mins, increased to 45 mins and will now be running for 1 hour. Older youth club members harder to reach - SV reported this is in common with other Big Locals. Competitions had low entries. Youth club website pages are being designed and content being compiled.

Youth Forum have agreed to fund a project within the Basildon Academies 'Experiences and Extra's' project.

Incredible Edible - project update and weeding/planting the Pitsea Market Planters

SV reported that during the hot weather the IE patches had been very dry and that a Facebook call to action to water the plots had been extremely positive. Looking into encouraging residents in nearby streets to take some ownership. IE signage complete and needs to be put up. Contact had been received from a local resident who is keen to weed and add planting to the Pitsea Market round planters. GB has arranged a meeting with London and Cambridge Properties (who own the planters). Good to include signage in planters, set up a 'Friends of' group - CVS could provide support. Wetland habitat/lawn chair meeting with the council has been arranged.

Funding a booklet for local small businesses advertising

SV has obtained a quote of £366.00 for 3000 12-page A5 size booklets. Free advertising to be given to local residents with small businesses or small businesses providing services within our boundary. Pages can be used to provide HoP update and Covid-19 info.

AGREED: Resident majority vote for this project being investigated further.

Community Face Masks - update

A batch of face masks have been received. They are being placed into zip top bags with an information leaflet. SV & GB have handed out some at pop-ups on Elm Green and near to the Chalvedon Shops. Resident committee members (CT and AF) offered to deliver them to residents near to them. GB has contacted Pitsea Neighbourhood Watch for their help in identifying residents too.

ACTION: SV to send information to SJ. SV/GB to contact CT and AF to arrange delivery.

Summer Activities - thoughts on them going ahead

The land has been provisionally booked with the council and SV suggested scaling down activities with social distancing. PN felt the project shouldn't run this year and TG felt it might provide a test for young people before the September return to school. KB informed the meeting that Northlands Primary have a new Head Teacher. SH/KB suggested running the programme in conjunction with local primary schools.

AGREED: Resident majority vote for this project to be investigated further

ACTION: SV to contact Northlands and Maple Grove regarding running the programme with them and the council for advice on activities

Finance - where should staffing costs be allocated within the budget?

Some staffing costs are currently divided across 2 or more strategic objectives. It was felt that our reporting makes it difficult to track spending and that the reporting of staffing costs should be simplified. TG suggested SV/GB should come under partnership and Youth Workers and IE worker should come under community. JS explained that it was difficult to track project costs due to the 3 broad HoP themes and that other Big Locals report on a project basis. HoP Plan expires 2021 - awayday to be set up to create new plan.

ACTION: meeting to be arranged with CVS Finance Officer to create new finance reporting ideas to bring to the partnership.

Any other business

Dipple PPG: GB reported that the next Dipple PPG meeting was being held on Zoom on Friday, 3 July and asked resident members to send in any questions they would like to raise with practice staff.

Youth Forum Basildon Upper Academy Experiences and Extra's: PN reported that the £10k project had been extended until the end of December and that £1000 had been spent, plus one other application had been agreed by the Youth Forum.

Big Local Update: JS explained that the Big Local 2026 programme end date will not be extended due to the pandemic. Big Local 'Connects' will be held via bookable Zoom sessions on 9/10/11 July. Training course 'Engaging with the community during Covid-19' is coming up soon.

ACTION: JS to send training course info.

Meeting ended: 15.20

Date of next meeting via Zoom TBA