

Meeting Notes and Actions

Big Local Heart of Pitsea – Community Champions Meeting

Minutes from Tuesday 15th January 2013

Apologies – Chris Evan Chief Executive CVS

Attendees

Resident Members	Advisory Members
Sue Houston (SH)	Melanie Aust – Big Local Rep (MA)
Peter Dickson (PD)	Grant Taylor - Community and Development Officer Basildon Council (GT)
Paul Nagel (PN)	Sujie Banwait – Big Local Officer – Heart of Pitsea (SB)
Keith Bobbins (KB)	
Jean Thompson (JT)	
Alexandra Penn (AP)	
Jan Stratford (JS)	
Ashley Gillam (AG)	
George Cohepon – Wood GW)	
Emma Spur (ES)	
Amanda Moxon (AM)	
Dorean Roberts (DR)	
Phil Taylor (PT)	
Aaron Cattell (AC)	

Item	Information/Action	For Action By
1	Welcome, Introductions and Apologies: Melanie opened the meeting with an introduction and apologies	
2	Minutes of last meeting: SH went through the minutes of the last meeting 6 th November 2012. No feedback was given from the last minutes.	
3a	Steering Group – update: For the benefit of all new members to the Community Champions meeting - the formation of the Steering Group was briefly mentioned.	
3b	Recruitment of new Steering members: Emma Spurr has expressed interest in becoming a member of the Steering Group. SB to email Steering Group and contact ES within the next few days for final confirmation. Upon final confirmation, a formal letter will be sent via email inviting Emma to the next Steering meeting in February.	SB/ES

4 Feedback and Findings of the Community Engagement Event (CEE)

SH gave feedback on the results of the Community Engagement Event (CEE) by going through the feedback report.

The feedback of the report started a group discussion – some of the key issues that were mentioned in the report were also discussed by a few members in the meeting

- **Homelessness** – SH explains that there is an increase in homelessness.
- **ASB** - The PCSO confirmed that there is ASB in the Pitsea area. They particularly raised awareness of the issue of mini motors being ridden recklessly within the parks of the Pitsea area. They say it is difficult to catch them due to lack of witnesses and evidence. The Community and the PCSO's agree that the riders of these vehicles are the same perpetrators. There is also an issue of footballs – nothing further was discussed about this.
- **Lack of skills** - There is a general consensus that there is a lack of skills within the community of Pitsea.

Then general feedback was given by everyone else. SB – “the CEE was a disappointment – not enough time and effort was given to promoting the event. Something to consider for the next event. We need to start planning for the next public event early so that enough time is given to raising its awareness to the local community and stakeholders”.

A few members suggested that lawyers within the community should come to the Community Champions meeting to address legal issues within the community.

5 This item on the agenda was not discussed – instead PD explains the Community Engagement Plan.

6 Discussion on partnership Development

Melanie explains BL plan and priority needs to all new members - she gave a discussion on the partnership development and explained the theory and practical elements to the formation of partnership/s with the BL HoP. MA pointed out the following:-

- We need people's views on how we should do this
- There needs to be a **process** to developing a partnership 1) election process like councillors, 2) different people are nominated, 3) keep it simple and have people coming forward.
- There needs to be a **chair** on the partnership panel to resolve government and conflict issues.
- The **time scale** for developing this partnership is by March 2013.

PN – “we need the right partnership/s on the panel”

SB - A targeted approach is the only way to form the right partnerships. Hence the

	<p>information that we have been gathering and continue to gather from the residents on the local priority needs, should be the main focus as to which stakeholder can best address these needs and how? Or whether they are able to help us form/create new projects and initiatives.</p> <p>SB - We need to continue to engage with the local community to gain greater clarity on the information we already have from the Pitsea survey and the CEE, which is beginning to inform us of the priority needs. As we continue to do this, we now need to bring in the relevant stakeholders or match each priority need to the Stakeholder/s that may already be providing an existing service/s to address this priority, in doing this, it will place us in the inevitable position where we will be able to cross reference our information against the information held by these relevant stakeholders. This process should aid us in creating the most effective and appropriate partnership/s that will inevitably address the specific need/s of the community.</p> <p>SB discussed drafting 1) Partnership ToR, 2) Recruitment Policy document and 3) a Partnership Review Policy. This could be done in collaboration with the local community and the stakeholder involved so that it is simple and practical to follow by all parties involved.</p>	
<p>7a</p>	<p>Recruitments of volunteers for the BL HoP:</p> <p>A discussion on how to recruit volunteers for the BL HoP. GT discussed the need for volunteers to maintain play areas etc.....</p> <p>Jan Stratford is very keen to become a volunteer – she has offered to support the BL HoP. JS is also willing to help in the recruitment of volunteers for the BL HoP.</p> <p>A formal welcome letter and volunteers pack with the policy of expenses will be sent to her with the next few days.</p>	<p>JS</p> <p>SB</p>
<p>7b</p>	<p>HoP website and logo design:</p> <p>A competition is to be organised to design a HoP website – GT and PN are to approach local schools and colleges – the Basildon Academy has previously been considered. GT and PN are to approach Gary Smith at the Academy to get competition up and running.</p> <p>A competition is to be organised to design the HoP Logo – SH and SB to approach local schools and colleges –</p> <p>PN discussed that as a starting point, a written brief that is tight and precise for what is expected of a HoP logo is necessary.</p> <p>PCSO – a website is necessary if we are to promote the project.</p>	<p>GT/PN</p>

8	<p>Any Other Business:</p> <p>Update on HoP Face book</p> <p>SH gave a brief update of the HoP Facebook page – “Face book page will be updated weekly”.</p> <p>Attracting Businesses to the BL HoP:</p> <p>A brief discussion on the importance of local businesses within the HoP community MA said, “we might want local businesses to be represented on the partnership panel.</p>	
	<p>Date of Next Meeting: Tuesday 12th February 2013</p>	
	<p>Meeting Closed: 9.35pm</p>	