



HEART OF PITSEA

## Partnership Board Meeting

Minutes of the meeting held on Wednesday 14<sup>th</sup> December 2016  
at Chalvedon Community Centre 10:00am

### PRESENT

Sue Houghton	Resident Partnership Co-Chair	SH
Peter Dickson	Resident Partnership Member	PD
Chris Evans	Basildon, Billericay & Wickford CVS	CE
Tracey Griffith	Resident Partnership Co-Chair	TG
Simon Johnson	Heart of Pitsea Co-ordinator	SJ
Pippa Meades	ECC Youth Service Partnership Member	PM
Paul Nagle	Resident Partnership Member	PN

### APOLOGIES

Keith Bobbin	Resident Partnership Member	KB
Viv Clements	Basildon and Brentwood Clinical Commissioning Group Partnership Member	VC
Michelle Fairchild	Basildon Borough Council Partnership Member	MF
Mike Phillips	Big Local Representative	MP
Tina Rabone-King	Resident Partnership Member	TRK

ITEM	INFORMATION / ACTIONS	ACTION FOR
	<p><b>WELCOMES, INTRODUCTIONS, APOLOGIES AND DECLARATIONS OF INTEREST</b> The meeting started at 10:00 am.</p> <p>(TG arrived at 10:01am)</p>	
1	<p>a) <b>Agree minutes of last meeting – 19<sup>th</sup> September 2016</b></p> <p>Members viewed previous minutes and these were agreed.</p> <p>b) <b>Matters Arising</b></p>	

	<p>SJ has ordered 108 branded mugs as previously agreed. A proof had been sent and viewed by a selection of members of the committee who agreed that the quality is suitable.</p> <p>CE has circulated the Declaration of Interest document and is waiting for completed responses from committee members. CE will continue to encourage responses.</p> <p>CE had attempted to contact RN for an exit questionnaire but had not received a response.</p>	CE
2	<p><b>HOP Co-ordinator – Report</b></p> <p>Members viewed the Coordinator report. It was noted that the Christmas event had been delivered and that a range of local businesses and community groups were involved with its organising. It was suggested that the promotion of the event could have been improved. SJ explained that this element had greater plans but had been compromised due to unplanned absence. However, the event was a success with the local Beauty Queen turning on the Christmas lights and a stage with singers/entertainment. There was also an indoor Christmas market and fairground rides at the entrance. SH and SJ both attended the event and feedback that the event was entertaining. SJ explained that HoP arranged for a brass band costing £100 and also paid £100 for hiring the PA. The library held their HoP funded seasonal activity on the same day which was attended by more than 60 children which is a great success. The activity was supported by four Youth Unique Generation members who dressed as Elf's.</p> <p>SJ said that he had spoken to PN who is supporting the development of the next newsletter. It was considered better to focus on January to share the achievements of the year. This edition will also have more pages and encourage local organisations to purchase space for advertising to reduce the cost of its production and distribution. Local discounts and loyalty schemes will also be encouraged. This newsletter will also cover events throughout the year including the AGM. It was suggested at this point to continue to pursue inviting the Local Trust CEO. CE confirmed that he will contact MP to complete this task and will continue to follow up himself if needed.</p> <p>SJ highlighted two meetings that he had recently attended with Family Mosaic and Pro-Sports. Both organisations are looking to develop a project in partnership with the Heart of Pitsea but neither required any substantial financial input. SJ clarified that he will create Project Briefs to detail the outcomes with the organisations and to formalise the expectations of the organisations involved.</p> <p>SJ announced that a health activation event has been scheduled for Tuesday 10<sup>th</sup> January 2017 at The Dipple Doctors surgery. This event is in response to meeting with St Luke's Hospice who are keen to initiate a good neighbour support scheme which focuses on local people to help support each other with tasks like shopping, cooking etc. It was expressed that with the wide range of services that St Luke's offer. A health event would be ideal for the local community. This event has been supported by VC who has encouraged</p>	MP/CE

	attendance by other health organisations. A poster is due shortly to promote the event led and coordinated by Heart of Pitsea.	
<b>3</b>	<p><b>Partnership</b></p> <p><b>a) Staffing – Update and needed resources</b></p> <p>The role received 11 applications and 5 were shortlisted by SH, TG, PN and SJ using a points system. Four interviews were scheduled with TG, PN and SJ on the panel. CE is currently waiting for references for the successful applicant. It is likely that employment will begin late January following DBS checks. A conversation regarding resources commenced and it was felt that a mobile phone would not be needed and for SJ to request a new email address <a href="mailto:admin@heartofpitsea.co.uk">admin@heartofpitsea.co.uk</a> to be dedicated for the role. It was also agreed for SJ to purchase a laptop and swap with the older one.</p> <p><b>b) Document Registry Update - Constitution</b></p> <p>Members focused on reviewing the current constitution. No suggestions for any changes were declared. The next document to be reviewed will be the social media protocol/communications plan. This document needs to be rewritten and will be completed by SJ. PN suggested changes to the Proposal Application form to reduce the amount of words for the Objectives heading. This heading currently allows 1500 words and all members agreed that this confuses the purpose of the application. This will now be reduced to 500 words. All members will review the Code of Conduct document. CE also commented that he felt that suggestions were needed for the Constitution document and will provide a list for consideration.</p>	<p>SJ</p> <p>SJ</p> <p>ALL</p> <p>CE</p>
<b>4</b>	<p><b>Update – Heart of Pitsea</b></p> <p><b>a) Local Priorities – Crime &amp; Anti-Social Behaviour</b></p> <p>SJ informed members that there has been a big increase of crime and anti-social behaviour with some increases over 50% than the previous month. SJ also shared that he received an email from London &amp; Cambridge Properties who expressed that they are keen to develop a focus at Northlands Pavement and the retail area. The email encourages local organisation to meet and develop strategies to reduce crime. The stakeholders includes The Range, Basildon Borough Council and the local Police. (PN left at the room at 11:01)</p> <p>Members agreed with SJ to support this collection of stakeholders and assist to develop a meeting with the potential to include other appropriate organisations like Essex Youth Services. (PN returned at 11:07)</p> <p>(SH left the room at 11:08)</p> <p>SJ explained that he was contacted by Essex Youth Services who was keen to support the development of a project focusing on tackling crime. PM suggested a good gang worker called Gavin McKenna belonging to ‘Reach Every Generation’. PM will share contact details to explore further. (SH returned at 11:09)</p> <p>To conclude SJ will encourage development with the stakeholder group and will develop a project brief linked to the outcomes of any potential activities suggested by the group.</p>	<p>SJ</p> <p>PM</p>

	<p>(A comfort break was taken between 11:15 – 11:21)</p> <p><b>b) Year 3 Consultation</b></p> <p>It was recognised that a consultation is suitable to continue to ensure that the Heart of Pitsea are focusing on the needs and desires of the community. Members discussed that the focus is primarily towards local residents rather than stakeholders. A variety of suggestions of how to achieve this were made. These included adding a questionnaire within the newsletter, having a survey on the Facebook page and to also have a suggestion box at the library. It was suggested to have a focus group consisting of TG, PN and SJ to progress further.</p>	TG,PN & SJ
5	<p><b>Big Local Rep update</b></p> <p>MP was unavailable for this meeting so this item was skipped.</p>	
6	<p>a) <b>Budget – Spend update</b></p> <p>Members viewed the finance sheets. The format had been improved and no concerns were raised.</p>	
7	<p><b>AOB</b></p> <p>PM informed that she will be replaced with another representative from Essex Youth Services.</p> <p>PN briefly commented about the Youth Forum requiring development and the potential to develop a leadership training plan.</p> <p>The next meeting will be at 10am on Wednesday 18<sup>th</sup> January 2017 at Chalvedon Community Centre.</p> <p>Meeting finished at 11:54am.</p>	