



HEART OF PITSEA

Partnership Board Meeting Minutes

Meeting held on Wednesday 15 February 2017
at Pitsea Library at 19.00

Members in attendance

Sue Houghton, Resident Partnership Co-Chair (Meeting Chair)	(SH)
Tracey Griffith, Resident Partnership Co-Chair	(TG)
Michelle Fairchild, Community Development Officer, Basildon Council	(MF)
Ashley Gillam, Youth Worker, Essex CC	(AG)
Tina Rabone-King, Resident Partnership Member	(TRK)
Simon Johnson, Heart of Pitsea Coordinator	(SJ)
Keith Bobbin, Resident Partnership Member	(KB)
Paul Nagle, Resident Partnership Member	(PN)
Gill Buttwell, Heart of Pitsea Administrator (Minute Taker)	(GB)

Apologies

Peter Dickson, Resident Partnership Member	(PD)
Emma Branch, Transformation Manager, NHS CCG	(EB)
Chris Evans, Chief Officer, Basildon, Billericay & Wickford CVS	(CE)

19.02 Meeting Started

Welcomes, introductions and declarations of interest

SH welcomed all members and AG introduced herself for the benefit of members who had not met her previously.

Approval of minutes of last meeting and matters arising

Minutes of last meeting were agreed and matters arising were:

- Declaration of Interest Form requires final sign off from CE.
ACTION SH to facilitate.
- CEO of Local Trust had been invited to the HOP AGM, but is unable to attend. He has stated that he will visit in the future.
- SJ sent email to Family Mosaic regarding developing partnership projects. Awaiting a reply, still ongoing.
- Heart of Pitsea Constitution review.
ACTION CE to review and make required changes.
- SJ & MF had met with Leisure Centre Manager to discuss increasing Youth Club hours and this is still ongoing.

- SJ has created a brief for Parkside and updated the Project Creation Process (both on this agenda)
- Heart of Pitsea Yearly Review document to be circulated.
ACTION GB to circulate.

Heart of Pitsea Coordinator's Report

Members read the Coordinator's report and SJ further reported on the following items: Pitsea Community Profile - statistics are proving difficult to obtain and it was suggested using our own survey results and ward profiles to create a bridging document.

Youth Market - MF had visited the Youth Forum meeting to discuss the concept and YF members, and as this initiative would come from their own budget, their approval was requested. They were keen to progress.

19.14 TG & TRK joined the meeting

SJ circulated a project brief for the Youth Market concept:

The Youth Market will be going through the Youth Forum and is being supported by HoP, Basildon Council and Essex Youth Services with shared resources, but support from partnership members would be appreciated. Date suggested 27 May, although this clashes with a HoP disco. 6 teams of 6 members to set up a market stall with a budget of £150.00, to source products (to be purchased by SJ) + create a promotional banner. Winning team wins a £20.00 gift voucher per team member. Any profit earned above the £150.00 budget is donated to a good cause or another project. London & Counties Properties are not keen on having the YM in the main market area. They will liaise with the Market Manager and pass on their contact details. A discussion took place regarding involving local schools (students aged 11-19); goods they might sell; programme happening before the summer break, length - 6 weeks with 5 week prep with 4 stages with a week in-between; the need for the Youth Market to be near the main market footfall; producing a banner to signpost the event and keep for future event.

A further point raised was whether the Youth Forum yearly budget rolls over year-on-year. Resident members agreed it was a rolling budget and suggested remaining budget is used on bigger projects, especially as membership grows. Budget sheets to be produced at Partnership Meetings.

ACTION SJ to email alternative dates for Youth Market.

SJ has spoken to London & Cambridge Properties regarding antisocial behaviour and explained that they feel extremely frustrated. Vandalism, attacks and verbal abuse has increased over the last few weeks, particularly after dark. They want to refurbish Pembroke House, but are concerned about security problems. They had met with Diane Southgate from Basildon Council to discuss the problem and SJ had spoken to Diane to explain about the Partnership and the possibility of larger organisations providing funding - expecting response in a few days. SJ & PN attending anti-gang training 16 March. Members discussed the possibility of carrying out detached work and the remit of the Community Safety Partnership.

Pro-sports - SJ announced that we will promote their traineeships and support trainees locally with no cost to us and perhaps engage with them to broaden our summer activities.

Partnership

(a) Awayday

Date of the Awayday is Monday 10 April. 4 different venues were put forward to the partnership for consideration - Essex Uni Southend Campus ILab, The Old Courthouse, Grays, Highhouse Production Park, Purfleet and Brandyhole, Hullbridge - all suggested to offer somewhere out of the area, provide a positive space that could facilitate less strategic discussions, create a day that would inspire, provide lasting memories and bring members together. Decision needs to be made within the next 2 weeks, still time for other suggestions.

AGREED Site visits would be arranged for ILab and Highhouse.

ACTION GB to provide Highhouse contact info to SH. SH to offer dates for her TG, KB and GB to attend site visits.

(b) AGM

The AGM is to be held on Saturday 20 May. Venue tbc when an estimate of numbers is known. A budget for catering and promotion to be discussed at another meeting.

The AGM would include an on-the-day small scale 'project proposal event'. Current and previously unsuccessful projects will be invited to attend and present one proposal - which must meet one of the 4 HoP social objectives - to panels including representatives covering each criteria. These will be considered for their viability and put to local residents attending to vote for up to 4 projects (1 per strategic objective) to win a project budget of £2,000, announced on the day, providing their key decision maker attends and subject to a HoP Project Agreement. Unsuccessful proposals can resubmit in the future. This event would allow participatory, community led budgeting, make the day more interactive and show local residents the HoP process and work involved etc. In addition, HoP would also, on the day, put up a £1,000 budget to be used for the development of a larger project.

ACTION SJ to obtain capacities of Chalvedon Community Centre.

Heart of Pitsea

(a) Year 3 Consultation update - Resident Survey

SJ announced that he, TG, PN, CE & GB had met to discuss the resident survey. They had looked at inviting 3 organisations to provide prices and deliver it, based upon previous survey. However it was suggested that we create the survey ourselves and slim it down to 6 vital questions relevant to what we have asked in the past. We would still want an organisation to deliver the survey on our behalf. We would be looking at surveying in as many ways as possible, ie a paper-based copy and a digital copy, engaging with residents on our facebook page and via face to face community engagement. This new data would be combined with data recorded by Helen and from consultations at previous HoP events. Surveying would continue as an on-going initiative to obtain a consistent result.

Next stage is to choose the questions and get quotes from organisations.

ACTION TG to suggest dates for her PN, TG, TKR & KB to meet to draft questions.

(b) **Parkside Centre update - 'For and Against' Brief**

Members viewed a visual of the layout of The Parkside Centre and read the brief, which SJ stated was a work in progress. They discussed the positives and negatives for leasing the building, including opening up the internal studio space, providing a base for HoP, although this hadn't been a consideration of HoP in the past, the need to have a presence in other buildings in Pitsea, especially the library, ensuring safety of users, making the project more accessible to the community with wider scope for activities, especially in the summer; increasing residential area with more residents included in the HoP; extra storage space; chance to hire out space. It was felt that HoP should hold the lease independently, that Basildon Council should carry out the internal reconfiguration and repairs, in consultation with us. Windows could be added in association with Morgan Sindell Property Services using apprentices. Estimate for running costs are £10k per year, but by using the centre there would be an immediate venue cost saving of £600 per year. We are waiting for the next step with Basildon Council. Resident members need to come to a decision once cost of lease has been decided and whether additional income could be achieved from the building to reduce costs, but costs would need to be capped.

ACTION SJ to contact community centre to find out cost of their new windows.

(c) **Services Tendering Process update**

Members viewed the Project Creation Process updated by SJ to include an additional strand to cover delivery of a project in a professional capacity by any individual Resident Member. This has been added to create a transparent and open process for the engagement of any services required by HoP. If only one application is received and passes the process criteria, this will progress. If more than one application is received then all would be assessed by an independent panel, possibly from another Big Local. Members suggested some changes to the wording and length of the processes.

AGREED This tender process will be piloted with an outline of the project brief promoted online via all partnership websites and social media outlets, giving organisations the opportunity to tender, with a closing date for applications of 21 days.

Big Local Rep Update

It was announced that Jan Stobart has been appointed as Big Local Rep to the Heart of Pitsea.

Budget Update

Members views the budget sheet. No changes were required.

Any Other Business

None

Date of next meeting

The next meeting will be held on Wednesday 15 March, 10am-12noon at Chaldon Community Centre.

The following meeting will be held on Wednesday 19 April, 19.00-21.00 at Pitsea Library (subject to change).

21.12 Meeting Closed