



HEART OF PITSEA

Partnership Board Meeting

Minutes of the meeting held on Thursday 17th July 2014
at The Place 7:00pm

PRESENT

Sue Houghton	Resident Partnership Chair	SH
Rachel Apitira	Prospective Resident Partnership Member	RA
Peter Dickson	Resident Partnership Member	PD
Simon Johnson	Heart of Pitsea Co-ordinator	SJ
Paul Nagle	Resident Partnership Member	PN
Dean Ross	Resident Partnership Member	DR
Jane Stratford	Resident Partnership Member	JS

APOLOGIES

Keith Bobbin	Resident Partnership Member	KB
Viv Clements	Basildon and Brentwood Clinical Commissioning Group Partnership Member	VC
Chris Evans	Basildon, Billericay & Wickford CVS	CE
Tracey Griffith	Resident Partnership Vice Chair	TG
Mike Phillips	Big Local Representative	MP
Tina Rabone-King	Resident Partnership Member	TRK
Andy Smith	ECC Youth Service Partnership Member	AS
Maxine Williams	Basildon Borough Council Partnership Member	MW

ITEM	INFORMATION / ACTIONS	ACTION FOR
	WELCOME The meeting commenced at 7:04pm. SH gave welcomes, introductions and apologies. RA called a few moments prior to the meeting to apologise and inform members that she would arrive shortly.	
1	MINUTES OF LAST MEETING Minutes for 23 rd June 2014 required adjustment to state 'Project Brief' rather than 'Creative Brief'. MATTERS ARISING The previous action points were discussed and it was recognised that the meeting with	SJ MP, MW &

	MP, MW and JS was still due and would be arranged for this month.	JS
2	<p>HOP co-ordinator report SJ distributed a monthly report and allowed a few moments for the partnership to view and request any clarification if required.</p>	
3	<p>ADMINISTRATION DOCUMENTS</p> <p>a) Child Protection Policy SJ explained that the Heart of Pitsea would use the trusted organisations policies for Child Protection and safeguarding. BBWCVS are currently developing their policies and these will be available once completed.</p> <p>b) DBS Update SJ shared the current legislation details regarding working with vulnerable people. This has recently changed in 2013 and the rules currently permit volunteers and workers to engage with vulnerable groups as long as they are supervised. There are employment roles that specify that a DBS check should be taken but these were not relevant to the Heart of Pitsea at the moment. SJ advised members to view the government website to clarify these circumstances.</p> <p>RA arrived at 19:15pm – SH welcomed and updated RA on the progress of the meeting.</p> <p>c) Project Process – Project Briefs SJ described progress and that a focus meeting was to be arranged in the near future. It was suggested that this focus meeting will detail the process and expectations for board members. Details will be emailed by SJ.</p>	SJ
4	<p>UPDATES</p> <p>4.1 Upcoming events</p> <p>a) Fun Day JS advised that a budget is available detailing the provisions intended for the fun day. JS asked if any partnership members would be able to volunteer on the event and PN, PD, DR and RA expressed that they are currently available to attend. The projections are currently £3907 and DR felt this was good. PN explained that a friend has recently coordinated a similar event and this cost £32,000. SH asked about a business provision who has reserved a stall as the original concept was for community and charitable groups. The members present discussed these types of offerings and felt that for small local businesses to be present was fine but discouraged the concept of selling any products. The conversation continued about the range of provisions and the complications of confirming details. SH said that the finalisation of paid provisions has expired and any providers whose contact details are outstanding and therefore unconfirmed will be excluded from the plans. SJ concluded the topic by informing that a proposal for sponsorship of £980 to cover the cost of community stalls /marquees has been submitted to Vinci Construction UK and a response was expected soon. DR will source groups to perform in the community arena and</p>	DR

	<p>use the Forum to update the partners.</p> <p>b) Chalvedon Playground Regeneration SH explained that the Environmental Champions are keen to develop the Chalvedon Play Area and that a similar concept to Elm Green could be taken with a joint investment of £25,000 each. SJ suggested that it may be possible to use the resources to influence a larger strategy with extra funding opportunities that are available. It was suggested that it may be possible to consider a wider development and include small play areas scattered between local residential areas. It may be possible to include an organisation like Groundworks who could support this concept. PN discussed value for money and success in response to the recently improved Elm Green play area. SJ explained that during recent community engagement an air of positivity has been prominent in response to Elm Green including local young people within Pitsea Junior School.</p>	SJ
	<p>4.2 Website</p> <p>PN advised that himself, DR and SJ met and discussed the concept of the website. The view was to have 5 pages with a focus upon visual content with links to social media. Commencing in August SJ will manage the social media content and maintain on a daily basis. PN agreed to generate text for the about us and timeline pages for the website. All members are to submit ideas for the home page on the forum.</p>	SJ PN
5	TRAINING <p>a) Catering SJ advised that this course is available online and would cost £24 a participant. All members present agreed to this method of delivery and expressed an interest in taking this training. It was agreed to postpone this action until September.</p>	
6	BUDGET UPDATE <p>a) Spend to date SJ explained the reformatted budget sheet and clarified the details that it contained. Detailed budget breakdowns for projects are available on request.</p> <p>Members agreed to have a Strategic Away Day in September to discuss our plan and realign our budget.</p>	
7	ANY OTHER BUSINESS <p>Newsletter SJ needs content for the next edition by Wednesday 6th August.</p> <p>Volunteer capacity PN suggested that our plan is very demanding in regards to the expectations of</p>	

	<p>volunteers which are predominately sourced within the partnership with a few extras within the community. It was felt that large portions of the plans depended on community volunteers and questioned if this was achievable and if the resources available would be more successful with other local provisions. SJ explained the role of the residents within the partnership and that these members are to shape the group to focus towards the strategies contained within the Big Local Plan.</p> <p>Elm Green</p> <p>SH explained that Elm Green would be getting three benches and two litter bins. It had been suggested by local residents that a path would be needed to the Multi Use Sports Area and it was recognised that the Environmental Champions are restricted to provide this due to the ownership of the land but Heart of Pitsea could. Considerations would be made and a variety of schemes were considered including fund raising activities. This will be initiated by rally community support.</p> <p>Community Hub</p> <p>SJ explained that he had recently met with Pitsea Junior School and they are currently seeking funding to build a Community Hub and were keen for the Heart of Pitsea to be involved. Also a meeting was held with Community World Living Church who are currently looking to purchase a building to be used as a community café this group are keen for the Heart of Pitsea to provide a variety of activities.</p> <p>JS left the meeting at 20:49.</p> <p>AGM</p> <p>PN drew attention to the current constitution and made members aware that an AGM is due shortly. This will also coincide with a re-election for Chair and Vice Chair. It was agreed to form a focus group to review the constitution and its relevance to the development of the partnership. PN, SH, DR and PD all agreed to be included in this focus group and will invite other members suggesting dates to meet together.</p>	
8	DATE OF NEXT MEETING To be confirmed. 12 month schedule being proposed.	SJ

The meeting concluded at 21:02pm.