



Partnership Board Meeting Minutes

Meeting held on Wednesday 15 November 2017
at The Chelvendon Community Centre 10am-12noon

Partnership Members in attendance

Keith Bobbin, Resident Partnership Member	(KB)
Peter Dickson, Resident Partnership Member	(PD)
Andy Florence, Resident Partnership Member	(AF)
Tracey Griffith, Resident Partnership Co-Chair	(TG)
Sue Houghton, Resident Partnership Co-Chair (Meeting Chair)	(SH)
Jean Lane, Resident Partnership Member	(JL)
Paul Nagle, Resident Partnership Member	(PN)
Jean Thompson, Resident Partnership Member	(JT)

Gill Buttwell, Heart of Pitsea Administrator (Minute Taker)	(GB)
Emma Branch, Transformation Manager, NHS CCG	(EB)
Chris Evans, Chief Officer, Basildon, Billericay & Wickford CVS	(CE)
Simon Johnson, Heart of Pitsea Co-ordinator	(SJ)
Jan Stobart, Big Local Representative	(JS)

Apologies

Julie Clark, Resident Partnership Member	(JC)
Ashley Gillam, Youth Worker, Essex County Council	(AG)

Non-attending Partnership Members

Michelle Fairchild, Community Development Officer, Basildon Council	(MF)
Trevor Simmons, Resident Partnership Member	(TS)

10.03 Meeting Started

Welcomes, introductions and declarations of interest

SH welcomed everyone to the meeting and explained that, as a trial, the meeting format would be changed, in an attempt to make it more streamlined. As much of the information shared at meetings is received in advance in the form of reports, members were asked to take a look at these and bring anything up before the meeting, so they can be addressed in advance. Feedback on the new format would be appreciated.

(1) Approval of minutes of last meeting and matters arising

Minutes of the last meeting were agreed and actions going forward are:

ACTION GB to create an 'Action' sheet, to include everyone's actions for the next meeting.

ACTION SJ to finalise role specifications for Youth Club & Community Connect staffing.

ACTION Residents online forum to be added to Awayday agenda. JL and KB need support to log in. JT doesn't use internet so isn't able to join.

ACTION GB to chase for permission to use Oakwood Grove apple pie pictures on Facebook and in next newsletter.

ACTION PN and SH to initiate focus group to look at projects and money spent on each strategic objective for Plan Review.

ACTION JS meeting CVS Finance Officer on 23 November to discuss the handling of the LTO 5% contribution towards partnership support/grant administration.

ACTION CE to clarify the 2 quiz night prize money figures.

New HoP website - SJ informed the meeting that he and PN had met with the appointed design company, Pipe Media and the new design process was in progress. Previous website designer has so far been unresponsive regarding handover of current website.

No further matters arising.

(2) Partnership Update

HoP Bank Account - As the Pitsea branch of Barclays Bank is closing 8 December, banking would need to be carried out in Basildon, which incurs time and cost implications. Therefore, residents were asked to consider three options:

- (a) close the bank account at Barclays and open 2 bank accounts at TSB in Pitsea.
- (b) stay with Barclays which would require all banking to be carried out in Basildon.
- (c) retain the current bank account with Barclays and open the second bank account at the TSB in Pitsea.

Second account has yet to be opened and all banking is currently still being done through the CVS.

AGREED Residents unanimously agreed on option (a)

Resident Wednesday Get Togethers - decisions/recommendations

The Next Chosen Generation Management Training programme - The project lead has accepted the offer of £600.00, which residents had felt covered the cost of the Heart of Pitsea area attendees. CE asked why organisations were questioning decisions. SJ explained that this was a 'Pick-a-Project' project, and despite discussions taking place, the organisation had promoted and initiated delivery of the project before receiving a formal agreement from HoP. It was felt that perhaps steps could be taken to ensure the agreement process is made clearer.

SJ apologised for not supplying updates on one of the Get Togethers. Previous meetings he had attended had looked at the new website, Christmas lights, Next Chosen Generation and The Plan Review.

2018 Quiz night and Party nights - dates and themes had been decided. Information will be circulated once event names had been decided and venues are booked.

Branded HoP T-shirts, Polo Shirts and Hoodies - to be sourced.

Incredible 'Non' Edible - As it is difficult to find activities for volunteers over the winter months and keep them engaged, SJ proposed planting daffodils. Basildon Council have offered 600 bulbs and Basildon Upper Academy may get involved as part of their enrichment programme 'gardening club'. SJ requested money to purchase tools and additional bulbs.

AGREED Residents unanimously agreed to a budget of £150 for tools and bulbs and £50 contingency for the Spring - £200 total.

Funding Panel - closes 24 November. Meeting for resident to discuss submitted applications will possibly be at the end of the awayday. Proposals received will be circulated to the whole partnership on Monday 27 November with suggested date for meeting. Strategic partners will be asked for their opinion, resident members who cannot attend the meeting can submit their votes via email.

ACTION GB to email proposals and date for meeting. Supply hard copies for JT.

Christmas Meal - Suggested for the evening of Thursday 30 November at Spoons in Basildon.

(3) The Heart of Pitsea News

Winifred Road Open Space - Plans have been updated to incorporate extra equipment. Basildon Council have asked HoP to provide funding for the 1st year maintenance. Discount obtained on all equipment is approximately £18k. Concerns were raised about flooding - council to install tarmac pathways between equipment. Public consultation suggested for 25 November at The Chalvedon Community Centre (Grant Taylor from Council and SJ to attend). Additional consultation to be arranged at Northlands Primary School and possibly The Upper Academy. TG requested to see copy of the new plan. JS stated that this needs to be added to the Big Local website. Consultation to end before Christmas. Basildon Council will remove smaller/damaged play areas around the area- consultation will include this. Leaflets and banners to be created. Council will be promoting to the media via their communications team.

Project costings discussed:

Total project cost approximately £95k (Basildon Council may obtain further discount)

Basildon Council contribution adding value for landscaping etc £18k

HoP project funding £77k for play equipment and gym plus a £5k maintenance pot, a contingency budget of £10k and £1k promotional budget.

Figures need to be firmed up and a proposal needs to be submitted to the Big Local Community. CE read a response to his email from Big Local. They will supply a timeline once they have accessed the complexity of the proposal. Any underspend will be returned to Big Local.

Project to be included in next newsletter. EB offered communications support although SJ concerned publicity could encourage too many people from outside the area and make it a tourism destination.

ACTION CE to call Big Local re submitting project proposal. SJ to clarify figures and circulate digital plan.

Pitsea Community Christmas - SJ announced the date set is Saturday 2 December, 12noon-5.30pm. Approximately 10-15 local organisations were involved and had pledged around £1,100 in donations, which would be banked into the HoP bank account and itemised as funds for the Christmas event fund. HoP budget for the event is £3,500, to include the £2,000 awarded to Basildon & Pitsea Carnival at the 'Pick a Project' event, which will cover the funfair. Lighting previously agreed at a Wednesday Resident Get Together team meeting had fallen through so alternative lighting could be a nativity scene situated above TSB bank (at a cost of around £600) plus light projectors on Pembroke House are being considered. HoP responsible for overall event insurance (via CVS) and risk assessment. Publicity being produced including banners which will include all supporting organisations. Dipple PPG have requested a stall and SJ asked if anyone would like a stall to get in touch with him, but they would need their own insurance and risk assessment. Tombola being run by Jean L and her husband Alf. Free parking would be available for anyone helping out at the event.

Volunteer Time Banking - SJ explained that HoP has signed up for Time Banking. HoP resident members invited to take a form to complete. Maximum of 5 hours can be cashed in each month and hours can be donated to other community members who might benefit. No limit on the number of hours that can be logged, although these will be monitored.

ACTION CE to invite Time Bank Co-ordinator Trish to a HoP Wednesday evening get together.

Tendring Mental Health Hub - SJ & SH had visited, and SH explained the format. Tendring team may visit HoP. Business case required to make an informed decision on whether this should be included in a proposal round for funding from HoP. EB stated that Kirsty O'Callaghan has secured funding in principle of £100k for a hub and Basildon Council would support the initiative with premises. She explained that Sociability would be keen to get involved and CE stated other providers would no doubt be interested too. Plan needs to be created with a decision by the end of the year. Project needs to become sustainable and self-funding. JS requested that figures are made available for HoP awayday, with a view to looking at ideas for the income arm of the hub.

ACTION Meeting for Residents to be arranged.

Greggs Pitsea - are now supplying surplus food to Heart of Pitsea on Wednesday evenings.

11.50 CE left the meeting.

(5) Big Local Rep Update

JS provided 2 copies of a new Local Trust publications 'The Grammar of Change' which includes personal stories from people involved in Big Local projects.

The Big Local networking and learning event programme is changing so JS had nothing to flag up. This has also meant she has been unable to put forward a proposal for HoP to host events.

Matt Leach, Big Local CEO visit 15 November - agenda has been sent. Programme will focus on meeting the Co-chairs, Motivated Minds, Pitsea Library and a tour of the area. Article to go into the next newsletter.

ACTION SH & TG to ask Matt Leach about plans for new networking and learning programme.

(7) Any Other Business

- It was decided to cancel the next meeting planned for 18 December.
- Strategic Partners were urged to attend the Awayday (10am start) - apologies received from JS. EB requested that mental health hub be discussed in the morning.
- SJ meeting TV production company 'Love Productions' who are looking for people to take part in a programme about families within communities. This needs to be explored carefully and should be resident lead.

12.07 Meeting Ended

Date of next meeting

The next meeting planned for Monday 18 December has been cancelled. The date of the next meeting will be Wednesday 17 January 10am-12noon at The Chalvedon Community Centre.