



Partnership Board Meeting Minutes

Meeting held on Wednesday 19 July 2017
at Chalvedon Community Centre at 10.00

Partnership Members in attendance

Emma Branch, Transformation Manager, NHS CCG	(EB)
Gill Buttwell, Heart of Pitsea Administrator (Minute Taker)	(GB)
Michelle Fairchild, Community Development Officer, Basildon Council	(MF)
Andy Florence, Resident Partnership Member	(AF)
Simon Johnson, Heart of Pitsea Coordinator	(SJ)
Jean Lane, Resident Partnership Member	(JL)
Paul Nagle, Resident Partnership Member (Meeting Chair)	(PN)
Trevor Simmons, Resident Partnership Member	(TS)
Jan Stobart, Big Local Representative	(JS)

Guests in attendance

Mark Bramble, Senior Policy Officer, Basildon Council	(MB)
Robyn England, Basildon Council	(RE)
Grant Taylor, Leisure, Park and Countryside, Basildon Council	(GT)

Apologies

Keith Bobbin, Resident Partnership Member	(KB)
Peter Dickson, Resident Partnership Member	(PD)
Chris Evans, Chief Officer, Basildon, Billericay & Wickford CVS	(CE)
Ashley Gillam, Youth Worker, Essex CC	(AG)
Tracey Griffith, Resident Partnership Co-Chair	(TG)
Sue Houghton, Resident Partnership Co-Chair	(SH)

10.03 Meeting Started

Welcomes, introductions and declarations of interest

PN welcomed everyone to the meeting. All attendees introduced themselves.

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

- PN pointed out an error on bullet point 2. Minutes have been changed to read [PN & SH ACTION](#) CE has reviewed the Constitution and other documents and distributed copies for members to view. PN & SH to go through revisions.

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

- **GB ACTION** PN explained the revisions made to the documents within the Document Registry. Within the Constitution, Community Forum has been removed from structure. Youth Unique Generation have been included. The resident decision-making process is now also being carried out by email. Declaration of Interest forms will now be sent to Co-Chairs and not LTO. Hard copies of minutes are now at Pitsea Library, electronic copies available on request. With regards to other documents, the Skills Audit form is being removed. Social Media Protocol will be removed and contents incorporated into the Communications Plan. CE had raised a point on the Code of Conduct. PN and SH verified that no member of the Partnership can be paid for doing Partnership work. JS advised that Local Trust has issued new guidance on Conflict of Interest, available on the LT website. Bank account will need to be included in Constitution. GB to send the current revised Constitution and other documents to all partnership members to agree at next meeting.
- **GB ACTION** Website brief is ready to initiate the invitation to tender. GB to complete this task.
- Promotional flags have been purchased.
- The survey is ready to be circulated. Suggested that it should be sent out separately to the newsletter. MB explained that Basildon Council uses segmentation data in its survey process to find best ways to communicate with residents and would be happy to analyze HoP survey data and report his findings. SJ stated that this support would be appreciated.
- JS clarified the financial spreadsheet in point 6 of agenda, Big Local Rep update.
- **SJ & PN ACTION** Monitoring tool still ongoing.
- **PN, SJ & GB ACTION** Final articles for newsletter required before design can be completed.
- Heart of Pitsea Big Local Plan had been extended until 28 February 2018. Timetable and mechanical process to be agreed.

No further matters arising.

(2)

(a) **Winifred Road Open Space Legacy Park**

GT explained that due to Winifred Road play equipment constantly being cut down, possibly because it is located too close to housing, the council were exploring placing new play areas on open space, away from properties. GT had approached SJ to discuss HoP adding value to the Winifred Road plan. He showed the meeting a proposed plan of the new play area, gave information on the companies involved in planning and construction and explained the council's 'Destination Park' scheme, the need to encourage responsible dog ownership, making play constructive and educational and to improve family bonding with interactive activities available via a downloadable smartphone app and QR codes around the park. The final plan would be devised in consultation with young people, parents and carers. Cost of the park would be approximately £60k, not including landscaping, which Basildon Council would undertake. The project would be match funded with up to £32k by HoP. It would need to be commissioned by Christmas and completed within the current financial year, meaning a HoP proposal would need to be submitted to Local Trust by September. Residents expressed concern over vandalism. SJ stated that, although vandalism is impossible to stop, parks are now designed to make it harder to cause damage. GT expressed the hope that the community

would take ownership and report any problems. MB stated that landscaping of the area (planting height/natural barriers etc) will possibly determine who is attracted to the park and suggested HoP get involved in that process of keeping the area visible. SJ suggested landscaping as a 2nd phase, to develop this responsibly and to possibly include natural play (mounds, jumps etc). Outdoor gym equipment could be added at an extra cost and installation managed by Basildon Council. JS explained that Basildon Council could become the HoP LTO for the Park project and receive 5% on top of the cost. SJ stated that this had been discussed previously and that the council had agreed to use the 5% to add value to the park, possibly covering the cost of gym equipment, which was a priority raised during local consultation. SJ stated that the project could also be uplifted by financial contribution from local companies, possibly Tesco's, with the HoP name, as a legacy on the park.

(b) Livewell Pitsea - Health & Wellbeing

MB explained that Livewell Pitsea is looking at maximizing the offer at the Eversley Leisure Centre (managed by Everyone Active). 375 residents were surveyed on two proposals - a 3G pitch and a gymnastics provision. These were received positively but the barriers causing lack of exercise and health concerns within the local area were also highlighted. Following further workshops the Council are using the research to try and overcome the issues raised. Next stage is to engage the community in initiatives within 'The Great Outdoors' programme (being run by Healthy Living Solutions until Oct) to maximize the potential of the Leisure Centre and outdoor spaces. MB keen to include the HoP area within this initiative and to receive questions from the partnership. GT stated that the research from the project could be used within a wider area and that a programme management group (which includes SJ) will continue to look the data to engage residents in a programme of delivery and look at what the barriers are to exercising. SJ explained that health and wellbeing is a HoP priority and it is important to spread delivery across a number of organisations to ensure success and continuation of activities. The partnership could look at a Health and Wellbeing funding round and would be keen for Basildon Council to get involved. GT pointed out that although the Eversley Centre is successful, local health statistics don't reflect that and he is keen to hear ideas on how to improve things.

ACTION MB to send 'The Great Outdoors' programme for circulation.

11.08 MB, RE & GT left the meeting

(3) HOP Co-ordinator Report

There have been some complications with the 'Step Up Youth Programme' project and the 'Management and Leadership Training' project, both being delivered by TNCG. For 'Step Up' they have been paid just over £2k to carry out some pre-launch activity and have now asked for a second payment before the project begins this Thursday 20 July. However, their agreement states that a second payment will be made after 6 sessions have been delivered. The 'Management and Leadership Training' project hasn't been given a formal agreement yet, although the programme is being advertised to start in August. The co-chairs are meeting today (19 July) to discuss how to take this forward.

The new youth and adult clubs are still on hold due to the need to employ staff. The venue is currently being paid for and being utilized in ways to make it cost effective. The posts will be advertised.

SJ has been supporting The Dipple Patient Participation Group who have governance structure issues and also money that needs to be banked. SJ suggested they submit a proposal to run health events for 2 years in partnership with HoP to safeguard the security of the money. MF & EB both offered their support.

11.20-11.23 AF left the meeting

ACTION SJ to arrange MF to attend next Dipple PPG next meeting

(4) Partnership Update

PN, SH & TG have opened a bank account with Barclays. Cards have been issued, no funds currently in the account. The account will be used for petty cash, banking money raised at events, and any extra funding HoP receives. This needs to be incorporated in the Constitution.

(5) The Heart of Pitsea Update

Events - 'Quiz Quest' General Knowledge quiz booked for Friday 18 August at The Basildon Academy. The school is charging £12 per hour for the venue hire.

Consultation update - survey to be delivered separate to the newsletter with perhaps a postage paid return envelope and prize draw for returning the form. Young people to be surveyed at Awesome 8 events.

Project updates -

- (a) Walk for Wellbeing - project has been refunded for 6 months. Local person currently leading.
- (b) Incredible Edible - working extremely well with an average of 6 people attending each session. Tesco keen to support delivery in schools.
- (c) Karate - ends in the next few weeks. Figures are good.
- (d) Tiny Taggers Rugby - HoP funding a new flyer. Numbers need to increase to make it sustainable in the future.
- (e) Hearing Help - was going well but numbers have dropped. Group have changed time of session to 11am-1pm and are actively promoting. Basildon Hospital will provide training.
- (f) Youth Club - Little Monsters/Mighty Marvels/Community Connect/Youth Forum - staffing issues discussed earlier. Adult club will be called 'Community Connect'.
- (g) Awesome 8 (summer events) flyers have been circulated to all local schools and nurseries. Pro Sports delivering the programme. May need to promote further, but will wait until numbers from week 1 pick-up.
- (h) Step-up Youth Programme - discussed in item 3.
- (i) Domestic Abuse Counselling (Pick a Project winner) - Starting in September.

- (j) Management and Leadership Training (Pick a Project winner) - discussed in item 3.
- (k) Kids Inspire - Starting in September.
- (l) Second Chance - Starting in September.

HoP film 'It's Not School' was chosen for the Big Local Film Festival in Birmingham. Event was attended by 2 Youth Forum members, PN, SH, TG & GB.

(6) Big Local Rep Update

Local Trust will be making an announcement in the autumn that each Big Local will receive additional funds - likely to be £50,000 to £75,000 each - from interest earned on money being held. This could be made available in Spring 2018. She reminded the partnership that the HoP Plan needs to be prepared. SJ explained that a Q&A session is being arranged to help explain the partnership to new resident members and asked JS to put forward a new Plan timeline.

ACTION JS to put forward a suggested timeline.

(7) Budget Update

Members viewed the Management Accounts and the Transaction Report budget sheets. JS explained that these sheets showed how much HoP had spent (with details of where it had been spent) in the current financial year. She circulated 2 further documents. Document 1 showed a summary of all of the Big Local grant offers HoP has received since the beginning. Current grant offer is 'Offer 5' which has been extended until 28 February 2018. It also showed income received and what money had been spent within each of the HoP strategic objectives up until 31 March 2017. Document 2 provided a summary of funding initially available, funding closed or drawn down and money returned to be held by Local Trust for HoP as of 31 March 2017. It showed total funds spent (£245563.78) and funds unspent (£798686.22). Money will remain available until 2026 when the Big Local programme closes. JS explained about a 'Marketplace' fund (£22250.00) which was in addition to the £1M. SJ stated that this data from JS would be welcome every 6 months and also asked for support in understanding what happens to the 5%. PN explained that previous budgeting reporting hadn't accurately reflected how money had been spent on each of the strategic objectives. JS stated that she was impressed with the level of detail provided on the HoP expenditure.

ACTION SJ email documents from JS to GB to circulate to partnership members.

(8) Any Other Business

EB requested that Care Navigation, the next development on Social Prescribing, be added to the partnership board meeting agenda for September. The date and venue of the August meeting has been changed. 'Kids Inspire' and 'Domestic Abuse', will be able to help each other within their project delivery.

ACTION GB to add Care Navigation to September agenda

12.16 Meeting Closed

Date of next meeting

The next meeting has changed to Wednesday 16 August, 19.00-21.00 at The Place, Pitsea Leisure Centre.