



# Partnership Board Meeting Minutes

Meeting held on Thursday 19 July 2018  
19.00-21.00 at Pitsea Library

## In attendance

Keith Bobbin, Resident Partnership Member	(KB)
Gill Buttwell, Heart of Pitsea Administrator (Minute Taker)	(GB)
Peter Dickson, Resident Partnership Member	(PD)
Michelle Fairchild, Community Development Officer, Basildon Council	(MF)
Andy Florence, Resident Partnership Member	(AF)
Sue Houghton, Resident Partnership Co-Chair (meeting Chair)	(SH)
Simon Johnson, Heart of Pitsea Co-ordinator	(SJ)
Paul Nagle, Resident Partnership Member	(PN)

## Apologies

Emma Branch, Transformation Manager, NHS CCG	(EB)
Julie Clark, Resident Partnership Member	(JC)
Chris Evans, Chief Officer, Basildon, Billericay & Wickford CVS	(CE)
Ashley Gillam, Youth Worker, Essex County Council	(AG)
Tracey Griffith, Resident Partnership Co-Chair	(TG)
Jean Lane, Resident Partnership Member	(JL)
Trevor Simmons, Resident Partnership Member	(TS)
Jan Stobart, Big Local Representative	(JS)
Jean Thompson, Resident Partnership Member	(JT)

## 19.18 Meeting Started

### (1) Welcomes, introductions and declarations of interest

SH welcomed a local resident guest to the meeting.  
She asked for any declarations of interest - none were declared.

### (2) Approval of minutes of last meeting and matters arising

Minutes of the last meeting were reviewed and no changes were necessary.

Actions going forward are:

**Finance Policy:** This is still outstanding.

**ACTION** JS to arrange a workshop on HoP becoming an entity and the finance policy will be created following that.

19.20 PD stepped out of the meeting

19.23 PD returned to the meeting

**HoP stall at Northlands School Summer Event:** This event had been cancelled on the day. Due to late notice, HoP had incurred a £175.00 cancelation fee from the activity supplier who was facilitating our stall.

No further matters arising. Minutes agreed.

### **(3) Partnership Update**

#### **Wellbeing Hub update:**

A quorate number of resident members, plus JS and SJ, had attended a meeting to discuss the Hub. The CCG had simplified the project specification. JS clarified that HoP involvement would now be 3 years of funding, and requested voting rights on the organisation appointed to run the project. HoP would also request increased engagement from the CCG and had reiterated the caveat that the Hub must be sited within the HoP defined boundaries. The resident members who had attended this meeting had **VOTED YES** to continue with the funding contribution from HoP.

19.29 KB arrived

SJ circulated his most current email thread with the CCG regarding the Hub, to highlight his concern about the limited amount of communication that had been recently received. He informed the meeting that JS would be happy to write and submit the funding proposal for the project to Big Local, should this help the partnership.

### **(4) The Heart of Pitsea**

#### **Project Updates**

##### **Southend United Football Club Project - now called Pitsea Kicks**

HoP had reviewed the project proposal and requested that the venue costs be reduced. In response, Southend UFC had negotiated with the venue to reduce the cost and had reduced the HoP contribution by £3,000. This project is now going ahead for the benefit of 90 young people.

##### **Bridging The Gap**

A number of errors had been found on the project reports submitted by Bridging The Gap onto our online monitoring tool.

SJ explained that £550 had been retained and he went through the problems, with the main errors being:

- Refreshment/Dinner costs were under budget by £371.00

- There was an underspend on printing of £120.00

A discussion took place around the organisation of the project. It was felt that although the project hadn't been entirely 'inter-generational', it had been successful and positive. The meeting discussed setting up a focus group to investigate developing a HoP club within the space at the same time, focused around 'relationships' - KB and SJ **AGREED** to take part.

#### **UNANIMOUS DECISIONS MADE:**

- Resident members **VOTED NO** to further funding of Bridging The Gap
- Resident members **VOTED NO** to allow Bridging The Gap to continue to utilise the area it has used in The Place (which is paid for by HoP)
- Resident members **VOTED YES** to retaining £371.00 for the underspend on Refreshment/Dinner costs

**ACTION** GB to email the partnership for volunteers to help develop the HoP 'relationships' club.

#### **Hearing Help**

The Hearing Help project had run longer than the proposal had stated and had been very successful. Client numbers had increased through NHS referrals and training had been improved to include training on the newest hearing aids. This project had received HoP funding of just £462.00, which the meeting felt was great value for money.

Hearing Help Essex have requested further funding to continue the project (to including using the online monitoring tool).

#### **UNANIMOUS DECISION MADE:**

- Resident members **VOTED YES** to a budget ceiling of £700.00 to fund another Hearing Help project.

#### **The 9ine Summer Events**

Leaflets have been distributed to local schools and placed in the library and at The Place. There are 4 days (Mondays) at Elm Green and 4 days (Fridays) at Mill Green. HoP Youth Forum had provided a £2k budget to fund Laser Tag and Climbing Wall activity days. The remaining days will be themed 'games challenges'. A final 'celebration event' at Elm Green will have additional food (supplier to be decided) and giveaways (which are currently 1 free family pass and 100 free kids tickets to Barleylands; free family pass to Hollywood Bowl; free family pass to 360play).

**CALL FOR ACTION:** SJ urged partnership members to attend the Celebration event at Elm Green on Thursday 30 August.

#### **HoP Legacy Park**

The project is currently awaiting the final plan and costings from Basildon Council. The council felt that the outdoor gym is too large for one space, so some of the gym equipment will now be sited at Elm Green. Local residents near to the newly proposed Elm Green gym site will be consulted via letter and HoP will produce a banner with a dedicated campaign email address for enquiries/responses.

#### **UNANIMOUS DECISION MADE:**

- Resident members **VOTED YES** to a budget of £50.00 for the banner.

### **Northlands School Collaboration**

Northlands School would like to appoint a playworker and provide support to families suffering bereavement or crisis.

**ACTION:** SJ to circulate his thoughts on Northlands School collaborations to the partnership.

### **Youth Forum Update**

The forum had recently recruited around 10-12 new members. The forum's new funding programme, called 'The Pitsea Pound Pot', will be launched following the current HoP funding round. The forum is keen to develop a crime project, which they may apply to the Essex Community Foundation for funding. They have been involved in The 9ine summer events and would be looking to have another Youth Market Challenge in September/October this year. They have also had involvement in the Legacy Park, looking at the plans and also visiting the proposed site.

### **HoP Website**

The website is now 'live' as all project proposals are now submitted via the website, so it was important to give the link to organisations to send in proposals in good time before the closing date. PN explained that there have been problems due to the new GDPR laws limiting the ability to link Facebook to our new website. SJ showed members the website, which now includes a new communications platform called 'Slack', which all members will be invited to join and use. All projects agreed since our AGM will now use the online monitoring tool, which is also on the website.

**ACTION:** SJ to send all members an invitation to join Slack and also log-ins for the monitoring tool.

### **(5) Local Trust - Big Local Rep Update**

In JS absence, SJ explained about the Youth exploitation and Violence Fund, information on which JS had sent over. He felt that this would be relevant to HoP as we have a crime offering in progress. Hard copy passed to PN as he is involved in the crime project.

SJ circulated copies of the latest HoP action plan, created by JS. He stated that JS had produced a brilliant comprehensive plan, and SH urged members to use it to identify opportunities they might like to get involved with.

### **Any Other Business**

Current Proposal Round - application deadline has been extended until 31 July 2018.

Soul Train Party - members were reminded that it was that Saturday (21 July) and invited to attend.

### **Meeting Ended 21.24**

**Date of next meeting**

Thursday 16 August 10.00-12.00 at Chalvedon Community Centre.