



# Partnership Board Meeting Minutes

Meeting held on Thursday 16 August 2018  
10.00-12.00 at Chalvedon Community Centre

## In attendance

Keith Bobbin, Resident Partnership Member	(KB)
Gill Buttwell, Heart of Pitsea Administrator (Minute Taker)	(GB)
Michelle Fairchild, Community Development Officer, Basildon Council	(MF)
Tracey Griffith, Resident Partnership Co-Chair	(TG)
Chris Evans, Chief Officer, Basildon, Billericay & Wickford CVS	(CE)
Andy Florence, Resident Partnership Member	(AF)
Sue Houghton, Resident Partnership Co-Chair (meeting Chair)	(SH)
Paul Nagle, Resident Partnership Member	(PN)
Jan Stobart, Big Local Representative	(JS)

## Apologies

Emma Branch, Transformation Manager, NHS CCG	(EB)
Julie Clark, Resident Partnership Member	(JC)
Peter Dickson, Resident Partnership Member	(PD)
Ashley Gillam, Youth Worker, Essex County Council	(AG)
Simon Johnson, Heart of Pitsea Co-ordinator	(SJ)
Jean Lane, Resident Partnership Member	(JL)
Trevor Simmons, Resident Partnership Member	(TS)
Jean Thompson, Resident Partnership Member	(JT)

## 10.02 Meeting Started

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

SH welcomed members and 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 - no changes were necessary.

Actions going forward are:

**Finance Policy:** Covered later on the agenda at this meeting.

**Focus Group to investigate setting up a Thursday Relationship Club:** due to busy schedules this is ongoing.

**The 9nine Celebration Event Thursday 30 August, 3pm-8pm at Elm Green:** SH urged partnership members to attend this event.

**Northlands School Collaboration:** ongoing.

**Joining the communication platform 'Slack':** SJ to help members who haven't managed to join.

No further matters arising. Minutes agreed.

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

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

In EBs absence, SH explained that a closed tender bidding process was underway to appoint a provider for the hub. HoP had been invited to attend a meeting (17 August) where 3 providers would be giving presentations. The appointed provider is to source a venue (within the Heart of Pitsea boundaries). The funding proposal for Heart of Pitsea contribution needs to be submitted to Big Local. Declaration of Interest form to be signed and submitted to CCG. Memorandum of Understanding to be created.

**ACTION:** TG and CE agreed to attend the presentation meeting. GB to print Declaration of Interest form.

#### **Rescheduling Partnership Meeting dates:**

Due to changes in commitments of Sue, Tracey and a number of partnership members, meeting dates to be changed from September. KB is free anytime.

**ACTION:** GB to set up Doodle Poll to find out best days/times to suit majority of members.

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

#### **Project Updates**

##### **The 9ine events**

The events haven't been as well attended as previous years, possibly due to the weather. GB promoted final events on Heart of Pitsea Facebook page.

##### **Heart of Pitsea Legacy Park**

Gym equipment to be split between Mill Green and Elm Green. New quote (£104,000) has been received and includes more swings and a normal slide. Although the equipment cost has increased, the discount has increased. Some items of gym equipment had been replicated at the two sites - options are to replace the replicated items with different unique pieces of equipment or remove the duplicated items. Council adding tarmac paths and will cover grounds maintenance. Land use permission letter to be obtained from Basildon Council. Consultation letter to be posted to residents facing the field within the Elm Green square.

**AGREED:** Resident members agreed that they would prefer each site to have unique gym equipment and a 'step trail' information board at both sites, showing users the number of steps and the route to follow to reach the gym at Elm Green from Mill Green (and vice-versa). Residents also agreed to their preferred name for the Mill Green site - 'Heart of Pitsea Legacy Park'.

**ACTION** CE to submit a joint funding application to Big Local to cover HoP contribution to the Wellbeing Hub and Heart of Pitsea Legacy Park. SJ to create consultation letter and arrange posting to local residents facing the Elm Green field.

### Youth Club Staffing

CE confirmed that the final costings would add approximately £100.00 to the fee charged to Heart of Pitsea.

**AGREED:** Resident members agreed to this additional cost.

**ACTION:** Job specification to be added to Slack. 1-week deadline for comments. Roles to be advertised locally for 10 days then opened wider via Facebook/website/posters. Interview panel to be arranged. CE/SJ/GB to work on timetable.

### Warrior Cup

The Craig Tyler Trust (men's mental health organisation) have arranged another Warrior Cup football tournament for Saturday 1 September. Heart of Pitsea have been invited to take up a table at this event. Previous quiz money (already earmarked for the trust) will be utilized, either to pay for team entrance fees, as a trophy sponsorship, or just as a donation.

**ACTION:** PN to ask Youth Forum if they would like to enter a team. GB to contact Craig Tyler Trust re sponsorship options.

### Business Enterprise Day: update

PD/PN/SJ attended this event held at the Basildon Upper Academy. They helped to assist 50 young people in 8 teams, to create a mobile phone app and decide on a budget, marketing strategy and business pitch. The competition included prizes and HoP giveaways.

### Health Market

The next Health Market will be held on Monday 10 September, 9am-12noon at The Dipple Medical Centre. A good number of organisations have already signed up, including Alzheimers Association, Basildon Mind, Essex Carers and Young Carers. The event has been advertised in the Heart of Pitsea Facebook page and also on the new website. GB invited partnership members to attend.

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

JS reminded resident and advisory members about completing the Big Local survey. GB and SJ already completed the workers survey. Workers event is scheduled for November.

Deadline for applications for 'Creating Civic Change' (art-based project for up to 5 Big Local areas) is end of September. CE stated that Basildon Council are interested. PN said that the Arts Association would look into it.

Communications workshop: report still outstanding from this initiative. There is a need to progress quickly as it had been suggested NCS would get involved in October.

Local Trust research assistant request to visit HoP: dates had been suggested. Requires follow-up.

Partnership Update: this is due in November and forms need to be completed.

**ACTION:** TG to follow up on report from Comms workshop.

## **Any Other Business**

### **Proposal Panel (to review and vote on new proposals received):**

Meeting set for 21 August, 11am, venue tba. KB confirmed his attendance. Youth Forum to vote on any projects for young people, should the vote be 'tied' following the resident vote.

### **Hop Action Plan:**

Needs to continue to be updated - JS suggested meeting to look at this. Plan could be colour coded (red; amber; green). SJ to use the new plan to work on his upcoming tasks.

**ACTION:** GB to upload Action Plan to Slack.

### **28 September, McMillan Coffee Morning:**

TG suggested a HoP pop-up on the day or researching if any other organisations were running something locally that we could get involved in.

### **Accounts:**

CE stated that there is currently around £58,000 left in the current budget draw down. Southend United had received their first payment. He confirmed that the Basildon Council venue hire figure stated on the accounts was for use of The Place, by both the Youth Club and Community Connect Club.

### **LTO Expression of Interest:**

Meeting date to be set.

### **Newsletter:**

PN felt that there was a need to produce a newsletter asap. Members agreed that there is a lot to tell local residents.

**ACTION:** GB to take this forward to SJ.

### **Prospective new Resident Partnership Member:**

New applicant has attended a Partnership meeting and submitted an application form. Next step is for them to meet with the co-chairs.

**ACTION:** SH and TG to look at their availability in the next 2 weeks.

**Meeting Ended 11.21**

**Date of next meeting**  
**TO BE ARRANGED**