



# Partnership Board Meeting Minutes

Meeting held on Thursday 17 January 2019  
7.30pm-9.30pm at Pitsea Library

## In attendance

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

## Apologies received

Julie Clark, Resident Partnership Member	(JC)
Carole Turkson, Resident Partnership Member	(CT)
Peter Dickson, Resident Partnership Member	(PD)
Andy Florence, Resident Partnership Member	(AF)
Sue Houghton, Resident Partnership Co-Chair	(SH)
Jean Lane, Resident Partnership Member	(JL)
Trevor Simmons, Resident Partnership Member	(TS)

## Absent

Emma Branch, Transformation Manager, NHS CCG	(EB)
Jean Thompson, Resident Partnership Member	(JT)

## Meeting Started 19.35

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

TG 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 and no changes were necessary.

Updates and actions going forward are:

#### Contacting resident members who haven't joined meetings/engaged with the partnership:

GB had spoken to TS earlier in the day and due to prior commitments he had sent his apologies to the meeting. PN told the meeting that JT had called into Youth Club during SJ's paternity leave.

**ACTION:** SJ to contact JT.

#### Dipple Medical Centre Patient Participation Group (PPG) Conferences/Health Market:

**ACTION:** SJ to create a conference project funding brief which will be added to slack and resident members to be asked for decision by email.

#### Investigate booking Chalvedon Community Centre for a Heart of Pitsea Party Night:

SJ had visited the centre and found that they have a packed programme of events already booked. He suggested investigating Northlands School although members thought the school may only host events directly connected with their own initiatives. It was felt worthwhile trying one event at Chalvedon.

**ACTION:** SJ to investigate Chalvedon Community Centre further.

#### Essex Fit Mums

SJ explained that the classes held at Pitsea Leisure Centre were not well attended. The outdoor sessions are working well. He had suggested that their budget is held and further classes start when the weather improves and that they initiate sessions using the new outdoor gym equipment. (this information has already been posted onto Slack).

#### Heart of Pitsea Awayday

Ongoing.

**ACTION:** TG & SH to investigate a venue and agenda for the event.

#### BATIAS Monthly Social Group

Sessions will be changing to fortnightly (this information has already been posted onto Slack).

#### Christmas meal

TG said that the meal had gone well and she thanked GB for arranging it.

#### LTO Expression of Interest update

3 organisations had responded to the invitation to submit an Expression of Interest - BBWCVS (CVS) Essex Boys and Girls Club (EBAGC) and Basildon Upper Academy (BUA). BUA didn't apply. CVS and EBAGC had both applied. The application from EBAGC wasn't complete - a meeting with them is scheduled for 24/1/19. CVS has been informed this is happening.

No further matters arising. Minutes agreed.

### (3) THE HEART OF PITSEA

#### Pitsea Community Christmas review:

It was felt that bad weather had let the event down. Everyone who had been at the event all felt that it was well organised. Community Market marquee had been tight for space - larger marquee for next event. Feedback from business had been good, especially Costa Coffee, who had their best day of the year - they had stated that they would be interested in getting involved

in next year's event. A good relationship had been forged with Peabody, who kindly paid for the Community Market marquee. Pre-publicity for business who contributed had been appreciated. Library activities had been successful. Arena area on Northlands Pavement had worked well. There had been problems with the stage management in the market square. Evaluation meeting will hopefully be held in February.

**ACTION:** SJ to set up evaluation meeting and provide an update at the March partnership meeting.

#### **Mini Medics Update:**

Project has started. 231 Northlands School children to be trained. SJ meeting Maple Grove School Head Master to offer the 200 remaining training places to its pupils.

#### **Kids Inspire Update:**

An Arts Therapist is now working with pupils at Northlands School. There has been some confusion with the Emotional Trauma Training for staff, as this had been proposed as a free service, but Northlands School had been asked to pay for part 3 of the training. SJ has discussed this with Kids Inspire and felt that this had now been resolved.

The person leading on the 'Who's in Charge' (family counselling) at Northlands School has changed, causing some difficulty in communication on the project. 2 high quality case studies had been received just before the meeting, but not a complete overview of the project. Family Counselling sessions are still available. Completion date of the project unknown.

Northlands School extremely happy with the projects - possibility of contacting them for a testimonial?

#### **Community Connect Club Update:**

A core group of around 5/6 people (including PN) regularly attend, with numbers rising to around 10/12 people when special talks/workshops/events are provided. The meeting discussed 'refreshing' the club by setting up a schedule of events and publishing this online, creating leaflet and banners for distribution within the HoP boundary, a visit to Maydells to remind residents about the club and investigate opening of the back door of the hall with management at The Place, which would enable easy access for the Maydells residents next door.

#### **Youth Club:**

3 members of staff have now been appointed and their induction will be held on Friday 25 Jan - TG will attend for a short session. PN has already started working at the club and it is hoped the 2 others will begin the following week. The younger club (5-10 year-olds) has around 10 regular attendees with approximately 5 volunteers from the older age group members working. The 11+ age group session has around 15 regular members attending. JS explained that for governance purposes, if PN gives a report to the partnership on the Youth Club, this must be given as an employee, not as a partnership member and if decisions need to be made, he should make a declaration of interest.

#### **Youth Forum:**

Currently 8/10 forum members are attending the fortnightly meetings and there is interest from younger members to join when old enough. The forum have produced a project brief to install dog poo bins in the new play area/outdoor gym parks (hard copies were circulated to the meeting), requesting 50% from Heart of Pitsea and providing 50% from their own budget to fund

the project. If HoP wouldn't wish to provide funding, the Forum would probably pay the whole amount. The Forum are currently developing the project timeframes etc and inviting designs from local school children.

#### **Youth Market Challenge:**

Date suggested - 4 May 2019. It was suggested that the market is undercover within a marquee, as near to Pitsea Market as possible. The event would be funded from the Youth Forum budget. Aiming for 6 teams. Youth Council members are keen to get involved. Previous brief needs to be adjusted and re-budgeted.

## **(4) PARTNERSHIP**

#### **Awayday:**

Previous date suggested (14 February) might be difficult to achieve.

**ACTION:** TG to provide update once decision on venue has been made.

#### **Media Trust training update:**

TG, AF, CT, SH, SJ & GB had attended the media workshop. Following the session SJ had provided feedback to Local Trust, which might be used for a blog. He felt that it was beneficial that the workshop was able to be targeted as it involved just Heart of Pitsea, rather than a cluster of Big Locals. Some of the ideas suggested were complicated, meaning that they could be very time consuming and might not be achievable. 'Storytelling' had been shown as a way of achieving engagement, but it was felt that this approach was more suitable to a national organisation rather than the Heart of Pitsea, which covers such a small area...it could be inappropriate to highlight the stories of people to their 'neighbours' within their own community. Therefore it is intended we run a 'Life Stories' campaign, interviewing local residents using 3 simple questions: 1. When did you move to Pitsea 2. Why did you move to Pitsea 3. What do you love about Pitsea? SJ has already carried out an interview with the TSB Bank Manager, who grew up and was educated in Pitsea. KB will be interviewed soon. It was suggested that 'Life Stories' might fit well with the Basildon 70<sup>th</sup> anniversary.

#### **Legacy Park Update:**

CE explained that the Funding Agreement for the project has been approved by Local Trust, subject to the submission of a Memorandum Of Understanding (a written agreement to identify the working relationships/ guidelines between Heart of Pitsea and Basildon Council). The construction of the Winifred Road site should be finished next week. A meeting had been held with Basildon Council representatives to discuss the MOU, maintenance, any vandalism replacement costs, surfacing, signage, branding and naming of the park. Council are in principle happy for HoP to name the park and had confirmed that it would cover the additional cost of general wear and tear and the costs incurred due to the delay in construction. Signage costs had not been included in the initial budget so further discussion will be needed on cost/position/design etc. Draft Memorandum Of Understanding has been posted on Slack and will be sent to the Council. Launch event planning - could be included in Basildon 70<sup>th</sup> anniversary and Essex Fit Mums are reserving budget to provide Outdoor Gym sessions on the day.

**ACTION:** GB to investigate how much budget previously agreed by residents to cover ongoing costs of the Legacy Park.

#### Wellbeing Hub Update:

CE explained that the Funding Agreement for the first year of the project has been approved by Local Trust. He stressed that clarity is now needed on what is delivered, the timescales, the costs and reporting and also to establishing clear responsibilities within the delivery partners. He felt it was vital that Heart of Pitsea is included in the steering group and that due to the considerable amount of money involved, the residents should consider and be very clear on exactly what their requirements for the project are. TG updated the meeting that following the procurement process there wasn't one organisation considered as the right model to appoint as provider. At the last meeting, the CCG were now looking at a collaboration of 3 organisations providing delivery - Motivated Minds, The Craig Tyler Trust and Citizen's Advice, under the umbrella of Citizen's Advice. The Place had been considered as a venue. However, it was reiterated that HoP resident members had voted for a 'shop front' model and TG and SH had voiced the concerns that The Place was not a suitable venue to the CCG. The building under the block of flats next to Cribbs had been highlighted but it was believed to be very expensive. CE voiced concerns over the process and the brief throughout the planning. SJ also voiced his concerns and hoped that a strong provider would be appointed. MF stated that Socialbility have now asked the CCG to consider their involvement in the project. A deadline needs to be placed on this project.

**ACTION:** TG to email EB to request she provide feedback.

#### 2019 Social Events:

To be carried forward and discussed at the awayday.

#### Heart of Pitsea Budget - reviewing the next 6 months:

CE explained that the money drawn down from Big Local is low and that there is a need to be cautious. £135,000 is currently earmarked for the Wellbeing Hub and the Legacy Park, leaving approximately £20,000 in the current budget draw down. An additional amount of £66,000 (which was due in October) is due to be received within the next 2 weeks. There will then be approximately £70,000/£80,000 available. Expected project spend over the next 3 months is around £70,000. Therefore, a cash flow projection is needed for the next 6 months....SJ stated that he has already produced this. Authority from the Partnership may be needed to request the next draw down in February/March - to be discussed at the Awayday if date isn't too far off. SJ informed the meeting that Purple Gene projects haven't been well attended so they may be reshaped and that Being Me Creatively has been cancelled due to personal circumstances, which will alleviate some of the cash flow problem.

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

JS informed the meeting that North Meets South Big Local in Chadwell Heath are interested in the Heart of Pitsea Youth activities and would like to invite SJ/PN to attend one of their meetings (happy to cover travel costs).

The Big Local Representative role is changing and contracts are being reissued. All representatives are reapplying for their jobs. Big Local Representative areas may be changing and the role focus will change to be relevant to the end of the programme, particularly Big Local's winding down, creating a legacy and spending their £1M before 2026.

Big Local Cluster for this area -(i.e. Pitsea, Grays etc) is on hold until Big Local Representative roles are finalised.

### Any Other Business

No any other business was discussed.

### Meeting Ended 21.35

### Date of next meeting

TBC

GB to ask SH for her availability during week 3 February and to set date for the next meeting.