



# Partnership Board Meeting Minutes



Meeting held on  
Tuesday 19 February 2019  
10.00am-12.00noon  
at Chalvedon Community Centre

## In attendance

Keith Bobbin, Resident Partnership Member	(KB)
Gill Buttwell, Heart of Pitsea Administrator (Minute Taker)	(GB)
Peter Dickson, Resident Partnership Member	(PD)
Chris Evans, Chief Officer, Basildon, Billericay & Wickford CVS	(CE)
Andy Florence, Resident Partnership Member	(AF)
Tracey Griffith, Resident Partnership Co-Chair	(TG)
Sue Houghton, Resident Partnership Co-Chair (Meeting Chair)	(SH)
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)
Carole Turkson, Resident Partnership Member	(CT)

## Apologies received

Julie Clark, Resident Partnership Member	(JC)
Viv Clements, Business & Governance Manager, NHS Basildon and Brentwood CCG	(VC)
Jean Lane, Resident Partnership Member	(JL)
Jean Thompson, Resident Partnership Member	(JT)

## Absent

Trevor Simmons, Resident Partnership Member	(TS)
Ashley Gillam, Youth Worker, Essex County Council	(AG)

## Meeting Started 10.03

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

SH welcomed members and asked for any declarations of interest. KB declared an interest on item 3 (Basildon Academy - future relationships) in his position as a governor of the school.

### (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:**

SJ had contacted JT. JT has decided to stand down as a resident member due to other commitments.

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

Creation of the conference project funding brief is on hold due to difficulties within the PPG. SJ and GB are still supporting the PPG volunteer patient members.

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

SJ stated that party nights can be held at Chalvedon, but further investigation is needed into what is achievable.

**ACTION:** SJ to provide list of available dates at Chalvedon for discussion at the Awayday.

**Pitsea Community Christmas evaluation meeting:**

Meeting has been arranged.

**ACTION:** SJ to provide an update at the March partnership meeting.

**Legacy Park:**

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

**Wellbeing Hub Update:**

TG explained that at the last Wellbeing Hub Meeting (attended by herself and SH) Citizen's Advice had presented options on potential premises for the Hub. The Place (Pitsea Leisure Centre) has been decided unsuitable. Cleves Court (under the flats near to Cribbs) would cost £20k per year approx for the lease with a possible reduction due to necessary fit-out costs. The now empty Need-to-print premises (on Pitsea High Road opposite Lidl Pitsea) is smaller and would cost £12k per year for rent, with minimal refit costs. Heart of Pitsea will not provide project funding if premises cannot be secured and the Hub moves outside of our defined boundary area.

**ACTION:** SH & TG attending next Wellbeing Hub meeting on 8 March.

No further matters arising. Minutes agreed.

### **(3) THE HEART OF PITSEA**

**Health Market update:**

11 organisations had attended and had found the event very beneficial, especially for networking. The event had started earlier to maximise patient footfall, which had worked well. It was good to see the Dipple foyer so busy. One attendee, who had come all the way from Clacton-on-sea especially for the Health Market, said they would like this kind of event in their area.

### **Basildon Academy - future relationships:**

SJ directed members to this item on his monthly activity report. SJ is currently supporting the Business Studies department by delivering a programme of 1-hour classroom sessions twice a week for 5 weeks, which would incur a cost implication of his salaried time to Heart of Pitsea. It is intended that this programme will culminate in a 'Youth Market Challenge' type of event. A discussion was held and the outcome was:

The Basildon Upper Academy Youth Market Challenge event would be held on Northlands Pavement, outside Pitsea Library (separate from the Heart of Pitsea Youth Market Challenge, being held in Pitsea Market in May). In addition to this initiative, Heart of Pitsea is investing further in the Academy, by funding Southend YMCA to deliver First Aid courses for sixth form students and the Youth Forum funding £10k from their own budget for the potential creation of 15 mini-projects within different departments in the school. KB stated he would be happy to engage with the school if it would assist in building relationships. There was no conflict of interest within this item for KB.

**AGREED:** Resident members agreed to SJ continuing to support the Basildon Upper Academy Business Studies department by delivering the classroom sessions and to develop the Academy 'Youth Market Challenge'.

**ACTION:** SJ to create a report on the expected process, including the in-kind cost of his hours, and requirements expected from the school (i.e. staff to supervise the 'Youth Market Challenge' event) for resident members to review, in order to consider future relationships with the school.

### **Southend United Youth Club Visit:**

Free admission tickets (donated by Southend United to last summer's 'The9' celebration event) are still available. SJ proposed to use them to arrange a trip for Youth Club members via a mini-bus. TG has authority to drive an Essex Youth Service 17-seater mini bus, which could be used free of charge. Refreshments to be funded.

**AGREED:** Resident members agreed to the visit.

**ACTION:** SJ to create a project brief for the Youth Club visit and set date. TG to book mini bus.

### **A Base For Heart of Pitsea:**

SH/TG/SJ/GB had visited the empty 'Needforprint' shop on Pitsea High Road, available on a 3-year lease. This has been put forward to resident members as an option as a base for Heart of Pitsea, along with the option to adapt and rent a space upstairs, in Pitsea Library. JS explained that if the shop was the agreed option, our LTO would need to agree to take on a lease on our behalf.

**AGREED:** Resident members agreed to pursue the concept of a HoP base in Pitsea. SJ encouraged resident members to get involved.

**ACTION:** SJ to create a project brief for the Heart of Pitsea base.

### Legacy Park Name and Signage:

CE explained that there had been an underspend of £9,000 from the £132,000 project fund, which could potentially be used for signage. SJ stated that during initial meetings, Basildon Council, had led Heart of Pitsea members to believe they could name the park, and 'Heart of Pitsea Legacy Park' had been previously suggested.

Launch event ideas discussed: tie in with AGM/Youth Forum to fund an activity/Community Stalls/Fit 4 Fun launch of 6-week fitness programme (using funding left from 2018) utilising the outdoor gym.

**ACTION:** SH to invite resident members to provide their feedback on the legacy park, plus ideas for the name and signage. To be discussed at Awayday.

### Media Plan:

SJ stated that it is intended that the Media Plan receives a big investment and encouraged members to get involved.

**ACTION:** Media Plan to be discussed at the Awayday.

## (4) PARTNERSHIP

### Partnership Membership - Code of Conduct Renewal:

All members received, read and signed a copy of the Heart of Pitsea Code of Conduct. Copies of the Heart of Pitsea Constitution were available.

**ACTION:** GB to make a copy of the Heart of Pitsea Constitution available at Pitsea Library.

### Heart of Pitsea Awayday:

The Awayday will be held on Thursday 14 March, 10am-4pm, at Huttons Café in Wickford Memorial Park. Refreshments/lunch will be provided. Crazy golf available as an activity. SH and TG happy to provide transport. An evening 'Awayday Part 2' will be planned (also with a fun activity) for those who have said they are unable to attend, plus anyone else who would like to come along.

**ACTION:** CE/JS to produce a draft Heart of Pitsea Financial Policies and Procedures document and item to be added to Awayday agenda for finalisation.

### LTO Expression of Interest Update:

TG explained that 2 organisations - Basildon, Billericay and Wickford CVS (current LTO) and Essex Boys and Girls Club - had expressed an interest. JS had provided a financial forecast for costs for each organisation, which had shown there would be no financial gain to move from the CVS. Essex Boys and Girls Club office is in Chelmsford, so remote from Pitsea. These facts were put to the resident members, who had agreed to continue with Basildon, Billericay and Wickford CVS as our LTO.

## 5) Local Trust - Big Local Rep Update

The Big Lottery Fund has changed its name to The National Lottery Community Fund.

Big Local communities are advised to use the new logo on any new materials and to update the logo on websites and other digital platforms.

BL Connects will this year be held on 13-14 September 2019 at the De Vere East Midlands Conference Centre, University of Nottingham. 3 spaces per BL area. Accommodation and meals provided. Travel costs will be reimbursed. SH encouraged resident members to attend.

The research team at Local Trust is focusing on Impact Measurement for 2019. There will be a number of activities this year including a series of 1-day sessions/Big Local clusters/targeted support to identify evidence of impact. Heart of Pitsea to contact Local Trust if interested in any of these initiatives.

JS has been offered a new contract by Local Trust to continue as a Rep. Her assignment with Heart of Pitsea finishes at end of February and she is currently awaiting confirmation of assignments under her new contract.

All contracts between Local Trust and Locally Trusted organisations must end on 31st March 2026. Any unspent funds at that date will be returned to the National Lottery Community Fund. If our LTO makes grants to third parties to deliver projects, they must provide evidence that they have actually spent the funds awarded by 31st March 2026. LTO's will not be able to enter into contracts (grant offers/commissioned works/leases etc) that extend beyond March 2026. From September 2019, all submitted BL Plans will need to cover the period up to Dec 2025/March 2026 to indicate how remaining funds will be spent (including any staff redundancy payments).

At this point the meeting discussed areas of funding including the possibility of rediverting the funds earmarked for the Wellbeing Hub (if not sited in the Heart of Pitsea area), placing a hold on project funding rounds and profiling previous projects to assess outcomes and what projects worked. A focus on crime is currently being explored.

Big Local's relevant to join a cluster with Heart of Pitsea: Canvey/Grays. Kent Cluster already formed, so unlikely Northfleet/Dartford/Slade Green would join with HoP. North Meets South and other BL's on the East London fringe may work.

**ACTION:** JS to investigate Big Locals for a cluster. GB to register expression of interest to the Impact Measurement programme and to investigate resident members who would like to get involved. Headings/projects Heart of Pitsea wish to fund/deliver to be discussed at Awayday.

## [Any Other Business](#)

### [Maple Grove School:](#)

SJ directed members to this item on his monthly activity report.

A discussion took place around difficulty with engagement, and how it has historically been much harder to build a relationship with Maple Grove School than with the other 2 schools in the Heart of Pitsea. Members are keen to develop a working relationship with the school.

**AGREED:** The school is to be directed towards funding opportunities as and when they become available.

**Kids Inspire ‘Now and Then’ Project:**

The Kids Inspire Arts Therapist at Northlands School isn’t delivering the hours/impacting on pupils as stated in their agreement. However, Northlands School is extremely happy with the project. Confusion over whether Emotional Trauma Training for staff is a free or paid-for service, remains unresolved.

**ACTION:** SJ to arrange meeting with Director of Kids Inspire. Co-chairs may attend.

**Partnership Meeting Dates:**

**ACTION:** Partnership Meeting dates to be set and provided to members.

**Financial Reports:**

JS offered to help convert the Heart of Pitsea bank account reports into accounts.

**ACTION:** CE to investigate £250.00 discrepancy on December expenditure report created by CVS Finance officer.

No further ‘any other business ’was discussed.

**Meeting Ended 11.52**

**Date of next meeting**

TBC