



# Partnership Board Meeting Minutes



Meeting held on  
Tuesday 15 October 2019  
10.00-12.00  
The Chalvedon Community Centre

## In attendance

Keith Bobbin, Resident Partnership Member	(KB)
Gill Buttwell, Heart of Pitsea Administrator (Minute Taker)	(GB)
Michelle Fairchild, Interim Community Involvement Manager, Basildon Council	(MF)
Tracey Griffith, Resident Partnership Co-Chair	(TG)
Simon Johnson, Heart of Pitsea Co-ordinator	(SJ)
Paul Nagle, Resident Partnership Member (Meeting Chair)	(PN)
Jan Stobart, Big Local Representative	(JS)

## Apologies received

Julie Clark, Resident Partnership Member	(JC)
Viv Clements, Business & Governance Manager, NHS Basildon and Brentwood CCG	(VC)
Peter Dickson, Resident Partnership Member	(PD)
Andy Florence, Resident Partnership Member	(AF)
Ashley Gillam, Youth Worker, Essex County Council	(AG)
Sue Houghton, Resident Partnership Co-Chair	(SH)
Carole Turkson, Resident Partnership Member	(CT)

## Meeting Started 10.07am

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

PN welcomed members. No declarations of interest received. He explained that Andy Florence had asked him to inform the meeting that he would be resigning as a resident partnership member. He had enjoyed his time with Heart of Pitsea, but unfortunately now felt that he was no longer able to commit to being a member.

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

Minutes of the last meeting were reviewed. No changes necessary - minutes were agreed.

Updates and actions going forward are:

[Volunteer Packs \(part of Resident Member Engagement\)](#)

SJ has identified previously created documents.

**ACTION ONGOING:** SJ to forward documents to PN/GB.

### Defibrillators

Northlands School and Maple Grove School had expressed the need for a defibrillator on their premises. Members discussed siting defibrillators in more than 2 areas to make them accessible to the wider community. Advertising their locations and checking if they are linked to the 999 emergency services was felt important. Outdoor locations would be vulnerable to vandalism/theft.

**ACTION:** SJ to create 2 briefs for residents to review - Option A: purchasing 2 defibrillators - one for Northlands School and Maple Grove School; Option B: purchasing 4 defibrillators to include option A plus 2 additional units to be located in busy areas i.e. in the Chalvedon shops area/Pitsea High Road area.

### AGM Power Point Presentation for Facebook/Website

**ACTION ONGOING:** SJ to tweak presentation for posting onto Facebook/Website.

### Men's Shed HoP Hub project

SJ reported that Men's Sheds have carried out a site survey and will provide a report. The cost to Heart of Pitsea is £400.00 (understood to be half the normal price).

### Basildon Volunteer Awards + Basildon @70 Awards

Keith attending Volunteer Awards (Wednesday 30 October at Woodlands School SS16 5AB, 6.30pm for 7.00pm start). Space still available - contact GB if you'd like to attend.

### HoP Finance Policy

**ACTION ONGOING:** To be carried forward to the next Partnership meeting. JS to send Finance Policy to GB.

No further matters arising. Minutes agreed.

## (3) Partnership

### Co-ordinator Update

SJ announced that he has been appointed to the role of Chief Officer of the CVS, so he will be leaving his position of Co-ordinator with Heart of Pitsea. Although extremely sad to be leaving, he felt that he would be able to transfer the skills and knowledge learnt during his time with Heart of Pitsea would be transferable to his new role and help to improve collaboration with the CVS (our Locally Trusted Organisation). TG asked JS if she would assist with the interview process for the new Co-ordinator. PN happy to be involved.

### Availability for 2020 meetings - what days/evenings can you do?

TG explained that she, SH and PD had discussed the need to make meetings more informal and that she was concerned that the current format was discouraging members from attending. Ideas suggested were 30 mins 'food and catch up' before meeting starts? Change of venue? Suggestions for new format welcomed. JS explained that Local Trust are offering free training sessions on creating effective and fun meetings.

10.45am - TG left the meeting.

**ACTION:** JS to investigate LT meetings training (also relates to 'Big Local Clusters' discussed later in the meeting). GB to create Doodle Poll to ascertain everyone's availability for meetings.

#### (4) The Heart of Pitsea

##### Project update - Incredible Edible (decision required)

SJ has identified a freelancer who could be employed to continue the Incredible Edible project. 3 employment options to be considered:

Option A - keep project running over the winter with winter vegetable planting + organising a 'mini soup' in early spring. (£10.00 per hour for 3 hours per week)

Option B - maintain the gardening plots until Spring (£10.00 per hour for 2 hours per week)

Option C - stop the project.

**ACTION:** SJ to create a brief for residents to decide.

##### Project update - Legacy Park Phase 2 (decision required)

Phase 1 has £3k left from the budget to complete the installation of signage and bins (in conjunction with the Youth Forum 'Poo Patrol' project). Basildon Council are requesting an additional £8k from Heart of Pitsea for Phase 2, to include a wetland/educational area and to improve visibility by thinning/reducing bushes and shrubs. SH and TG have already agreed to the additional £8k Heart of Pitsea contribution.

**AGREED:** PN and KB agreed to the £8k Heart of Pitsea contribution.

**ACTION:** SJ to contact CT, PD and JC for their decision on the funding.

##### Project update - Christmas Event 2019

Christmas lights have been approved by resident members but the cost doesn't include VAT. Rides/attractions have been reserved (cost of £3.8k). Project over budget (cost £4.3k).

**ACTION:** SJ to send information to resident members for decision on increasing the budget.

#### (4) Local Trust - Big Local

##### Rep Update

JS circulated new Local Trust guidance on how to write the next Big Local Plan. This explains the requirements for creating: A - the costed vision to allocate remaining funds; B - the new action plan; C - the legacy statement for once the £1m is spent.

**ACTION:** JS to provide update of remaining Heart of Pitsea funding.

##### Thames Gateway Cluster update

Following the scoping exercise to identify regional Big Local's preference for cluster groups, the outcome was that a whole 'East of England' cluster would be formed first. The outcome of this cluster may create smaller groups going forward. Big Local training could be used to for meetings/training sessions for Heart of Pitsea to host Canvey, Thurrock and Grays BL's.

**ACTION:** JS to investigate training and to liaise with GB regarding date and venue.

## Any Other Business

### Youth Forum 'Poo Patrol' Project

PN reported that Youth Forum members had visited Northlands School and had presented certificates and prizes for the winning poster designs. Winning designs have been sent to Basildon Council to create the signs and will be posted on the HoP website and Facebook page.

### Active Essex 'This Girl Can' Festival

SJ explained that Active Essex have been in contact regarding a collaboration on this project - more information is required.

### Hearing Help Essex

Monthly sessions at Pitsea Library have been disrupted due to the lift not working. SJ has investigated alternative venues. Dipple Medical Centre not currently possible. Sessions may move into the Over 50s club in the The Place and would be open to non-members. Mini Health Market project could be created to include other organisations like BASIS. There would be a cost for Hearing Help to re-advertise the sessions.

**ACTION:** SJ to create a brief for funding of advertising and supporting the project for 6 months.

### Project Monitoring Tool

The project monitoring tool on the HoP website has been tweaked to separate completed/ongoing projects. SJ is meeting Local Trust to discuss the possibility of selling the monitoring tool. PN expressed an interest to get involved in this.

### Youth Forum Budget

Clarification needed that resident members are happy for the the Youth Forum budget to be increased to £2,500 per year.

**ACTION:** Information to be sent/clarification to be made electronically.

## Meeting Ended 11.53

Date of next meeting Thursday 21 November, 7.30pm-9.30pm at Pitsea Library.