



Partnership Board Meeting Minutes



Meeting held on
Thursday 9 January 2020
10.00-12.00
Chalvedon Community Centre

In attendance

Keith Bobbin, Resident Partnership Member	(KB)
Gill Buttwell, Heart of Pitsea Administrator (Minute Taker)	(GB)
Viv Clements, Business & Governance Manager, NHS Basildon and Brentwood CCG	(VC)
Peter Dickson, Resident Partnership Member	(PD)
Michelle Fairchild, Interim Community Involvement Manager, Basildon Council	(MF)
Tracey Griffith, Resident Partnership Co-Chair	(TG)
Sue Houghton, Resident Partnership Co-Chair (Meeting Chair)	(SH)
Paul Nagle, Resident Partnership Member	(PN)
Jan Stobart, Big Local Representative	(JS)
Carole Turkson, Resident Partnership Member	(CT)

Apologies received

Julie Clark, Resident Partnership Member	(JC)
Andy Florence, Resident Partnership Member	(AF)
Ashley Gillam, Youth Worker, Essex County Council	(AG)
Simon Johnson, Chief Officer, BBWCVS	(SJ)

Meeting Started 10.04pm

(1) Welcomes

SH welcomed members. She and TG would like to change the format of partnership meetings to make them more appealing and engaging for members (discussed later in the meeting).

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

Minutes of the last meeting were reviewed.

Typo, p3, Youth Forum Update, line 3, change [expenses] to experiences.

Minutes were agreed.

Updates and actions going forward are:

Volunteer Packs (part of Resident Member Engagement)

ACTION ONGOING: SJ to forward documents to PN/GB

Defibrillators in the community

ACTION ONGOING: 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.

HoP Finance Policy

ACTION ONGOING: New coordinator to take forward finalisation of Finance Policy.

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

Doodle Poll showed that Tuesday evenings and Thursday mornings were the best days/times for meetings ongoing.

Hearing Help Essex

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

Coordinator Recruitment Update

Following interview, Stephanie Vella has been appointed as Heart of Pitsea coordinator. Start date/contract are subject to satisfactory DBS check and references.

Youth Forum

The Big Local journalist visit: an article has been written following his visit to the Youth Forum. This will be published on the Big Local website and possibly in the Times Educational Supplement.

Experience and Extras Project (funding for Basildon Upper Academy teachers and pupils to apply for extra-curricular resources): Following KB chasing The Academy for a decision before the deadline, the school have now engaged and the project is on track.

ACTION: Big Local article link to be circulated.

Community Christmas update

SH said it was lovely to see everyone at the event. TG reported that just under £700.00 was banked to the Heart of Pitsea account. Members felt that the rides were better and that the activity 'side shows' were very good. Magic mirrors were less popular. Food stalls were good and their seating encouraged people to stay. A number of ride company staff had fed back that they were very impressed with the politeness of the young people of Pitsea. GB reported that the lights in the market trees had been turned off.

Ideas for 2020: better plan for position of stalls and rides. Hot food stall. Christmas Craft stalls in Pitsea Market. Youth Forum 'Youth Market Challenge' to be included. Lights in the high street. Plug reinstated on Pembroke House balcony for HoP Christmas tree.

GB informed the meeting that the Spectrum Brass Band and Pitsea and Basildon Carnival Association have historically been given donations for taking part in the event (total £400.00 in 2018). 5 non-profit organisations that had taken part this year and resident members were asked felt it would be fair to provide a donation to all of them.

AGREED: All resident members agreed to donate £100.00 to each non-profit group (£500.00 total)

ACTION: Community Christmas planning meeting to be arranged when coordinator in post. Members to send any ideas for 2020 planning meeting to GB.

Basildon 70 Hero Awards update

Resident members had attended the event. It was felt that it was disappointing that it was only a reception, without awards presentation.

Southend YMCA SOS Bus Project Proposal

GB has sent some questions asked by SH to Southend YMCA regarding the proposal and is awaiting reply.

No further matters arising. Minutes agreed.

Partnership Meetings

SH explained that she and TG would like to change the format of Partnership meetings, to make them more engaging for members. Thoughts and ideas:

- Choosing a theme for each meeting
- Information sheet on decisions to be circulated at meetings and to those who cannot attend
- Meetings to be more conversational
- Cheese and wine
- Pancake Day theme for February meeting
- Formal meetings in between

2020 Resident Social Events

The meeting discussed ideas/prospective venues for resident social events:

- Laser Tag
- Music Bingo
- Walk & Talk (Parks)
- Bowling
- Aqua Park
- Crazy Golf (Festival Leisure Park)
- Pub Gardens
- Dartboard Challenge
- Pool Table Challenge
- Use to engage with local residents....'join us at X to talk about X'. 'We have money to spend locally - what should we spend it on'
- Bring and share food & stories events, including other cultures
- Use Chalvedon Community Centre on Friday lunchtime/afternoon, when it is busy with members.
- Use local cafes in the evenings

2020 Community Social Events

The meeting discussed ideas/prospective venues for community social events:

- Quiz Nights on Friday evenings at Basildon Academy (x 4)
- Dog Show (promoting Poo Patrol bins and well-trained doggies)
- Summer Holiday Activities (short sessions involving adults/children encouraging picnics after). More external organisation led. Colour Burst took a long while to get organised/started on the day, so if held again, perhaps timed tickets, 2 arenas?
- VE Day AGM with afternoon tea, wartime musical entertainment.
- Cocktails
- Speakers

ACTION: MF to investigate if VE day events being held locally. GB to contact Basildon Heritage/Pitsea Activity Centre.

Big Local Connects Event

Big Local Connects is being held in Nottingham, 10/11 July. PD and CT interested in attending. Youth Forum may be attending to deliver a workshop.

ACTION: GB to contact Local Trust to ask how many spaces could be made available for Heart of Pitsea

Emergency First Aid Training for staff and residents

First Responders can provide a 3-day Level 3 first aid training course which goes into more detail than the basic 1-day course and also covers illnesses. This would cost £450.00 (£150.00 per day) + £20.00 per person for books/certificates. We can book the large training room at The George Hurd Centre FOC. Course can be held on 3 consecutive days or 1 day a week (course must be completed within 12 weeks) and can be held on weekends. NB The trainer goes on Holiday 2nd week in March. Potential and interested attendees: PN, SH, PD, GB, 2 x Youth Club workers, 1 x Youth Forum member, new coordinator.

AGREED: All resident members agreed to the cost of the course.

Youth Forum Awayday

SH has asked the Youth Forum members to provide ideas and required budget for an awayday. SJ had previously suggested an overnight residential at Wat Tyler Country Park, where they could formulate a children's trail around the park. Other outdoor activity learning centres like Danbury Outdoors and Stubbers in Upminster, could be options.

Big Local Upcoming Events

- Loneliness and Social Isolation - residential in Birmingham, 15/16 Jan (SH attending)
- Environmental Clusters - various locations 23Jan, 24 April, 18 June (SH attending)
- Workers event - London 4 February

ACTION: GB to book workers event for herself and new coordinator

Legacy Park Phase 2 (Wetland Habitat)

ACTION: SH to contact Basildon council for update.

Party Nights

Party nights have previously been held at The Place, Pitsea Leisure Centre, but the venue has recently had negative reviews. PN suggested tying up with a local charity to sell tickets/increase attendance. Cromwell Manor and Chalvedon Community possible venues.

AGREED: All resident members agreed to trial 2 events.

Meeting Ended 12.11

Date of next meeting Tuesday 25 February, 7.00pm-9.00pm at Pitsea Library.