



Partnership Board Meeting Minutes



Meeting held on
Tuesday 19 May 2020
2.00pm
Via Zoom

In attendance

Gill Buttwell, Heart of Pitsea Administrator (minute taker)	(GB)
Peter Dickson, Resident Partnership Member	(PD)
Andy Florence, Resident Partnership Member	(AF)
Tracey Griffith, Resident Partnership Co-Chair (Meeting Chair)	(TG)
Sue Houghton, Resident Partnership Co-Chair	(SH)
Simon Johnson, Chief Officer, BBWCVS	(SJ)
Paul Nagle, Resident Partnership Member	(PN)
Carole Turkson, Resident Partnership Member	(CT)
Stephanie Vella, Heart of Pitsea Co-ordinator	(SV)

Apologies received

Keith Bobbin, Resident Partnership Member	(KB)
Julie Clark, Resident Partnership Member	(JC)
Viv Clements, Business & Governance Manager, NHS Basildon and Brentwood CCG	(VC)
Michelle Fairchild, Interim Community Involvement Manager, Basildon Council	(MF)

Approval of minutes of last meeting and matters arising

Minutes of the April meeting were agreed. Minutes of the February and March meeting still need to be agreed. Matters arising from January/February/March/April meetings have been carried forward.

ACTION: GB to send February and March minutes via email for agreement. GB to create document of all February, March and April matters arising/actions with status if known. GB to create matters arising/actions document on a monthly basis.

Southend YMCA Mini Medics Project

SV reminded the meeting that there had been a delay with the Mini Medics project, as Maple Grove school hadn't engaged/taken up the sessions offered to them and that eventually Northlands School had utilized them. It was acknowledged that the project lead had put in a lot of work during this period. SV had sent a brief to residents with information on the terms laid out within the project agreement payment schedule. A conversation was held.

AGREED: Residents unanimously agreed to uphold the terms of the agreement.

PN is no longer able to view closed projects on the monitoring tool.

ACTION: SV to contact Pipe Media to reinstate resident access to closed projects.

Listening Post new project proposal - Parenting Programme 5-15's

SV informed the meeting that Listening Post had submitted a new project proposal for a parenting programme for 5-15's and asked residents if they would consider funding a second Listening Post project, while the current 1-21 counselling project is running. PN explained that the rule was that organisations can only run one project at a time, as historically, a number of organisations had struggled to deliver more than one project, causing poor outcomes.

AGREED: Residents agreed to place the Parenting Programme for 5-15s project proposal on hold and to review the situation in 6 months.

ACTION: SV to inform Listening Post of the resident decision.

Annual General Meeting - format for the event and annual report

SV stated that she had written an annual report, which will be used to create an AGM power point presentation. The meeting discussed how best to hold the meeting, the legal requirements and co-chair nominations.

AGREED: AGM will be simplified to the Annual Report power point presentation posted on Facebook and HoP website during the week being 1 June. Co-chair nominations are open.

ACTION: SV to check legal requirements of the AGM on the HoP constitution. Residents can nominate themselves or nominate another resident member (only with that member's agreement) via email to GB.

Men's Shed update

SV shared a design for the building, which included a lobby area, kitchen, 1 toilet, meeting space with storage and a men's shed space. Members felt the layout and size was very good but that an extra toilet should be added. Eco-friendly, energy efficient options to be considered in order to make the building cheaper to run.

ACTION: SV to ask designer to add extra toilet and obtain costings for the building.

VE Day competition - background and update

GB informed the meeting that a competition had been set up, encouraging local people to send in pictures of their VE Day 'at home' celebration. This could be an image of decorations in the home, windows, balconies, front gardens etc. One winner would receive a £50.00 Tesco voucher. Unfortunately, no entries had been received.

Tree of Hope - background and update

SV explained that Tracey had spotted the 'Tree of Hope' concept online and 2 'Tree of Hopes' had been started - one near to the Legacy Park/Chalvedon shops area and one on Pitsea Market - with rainbows, inspirational words, and Heart of Pitsea logos etc wrapped around the trunk. Local residents have been encouraged to add to the trees, and GB shared an image sent by 2 young people adding a rainbow to the Chalvedon tree.

Nominate your local hero - background and update

Local residents will be encouraged to nominate someone is doing good work within the HoP community. Up to 10 winners per month will receive a gift bag/balloon and £50.00 Tesco voucher.

Legacy Park signage - update on wording and creating a nature trail on posts around the park

SV had sent an idea of design to Snoopy and contacted Basildon Council - Rob Baker is currently on leave. The meeting was reminded that there was a £9,000 underspend from the Legacy Park project, which would be used to create 2 x A0 size lectern-style welcome/information signs - one near the Chalvedon Shop side of the field and one near to the outdoor gym on the Winifred Road side of the field. Council will create the design for the signs, HoP just need to decide content (i.e. wording/visuals required). SH suggested that it should include Heart of Pitsea/Legacy Park/Big Local acknowledgement/site map. A children's nature trail of wooden posts with wildlife rubbing plaques would be investigated and funded by HoP. Council will pay for wetland habitat sign.

ACTION: SV to write wording for the 2 lectern-style welcome/information signs and investigate nature trail.

Youth Club Update

GB updated the meeting about Youth Club competitions:

- **Storyline Competition:** This competition has now closed and had received 3 entrants, who had been awarded 1st and joint 2nd prize winners. They had been notified and their National e-book token prizes (£20.00 1st prize and £10.00 each 2nd prize) had been sent via email.
- **Feel Good Photography Competition:** this is now running. Young people are being asked to send in one image that sums up happiness/positivity to them, with a one line explanation or quote. One entry currently. Competition closes 31 May.

- **Make Yourself a Monster Drawing Competition:** This will begin on 1 June, run for 2 weeks and will hopefully engage with younger children too.
- **Joke Competition:** to follow the monster drawing competition.

After a brainstorming meeting with youth club staff, a brief for the new youth club website pages has been sent to Pipe Media, who will design them as part of our yearly support package.

A text has been sent to the parents/carers of youth club members asking if they would be interested in a weekly online youth club session. 5 people have replied yes. Youth Club workers are happy to conduct the sessions.

ACTION: SV to take online youth club forward.

COVID-19 'Out of Lockdown' initiatives to help the community

The meeting discussed:

- Supporting the self employed who aren't covered under the government scheme
- Providing resources, not financial grants
- Using the proposal scheme for small businesses to apply
- Helping with family support for those on low or no income
- Producing a flyer with free adverts for small businesses
- School uniform support via an 'Above and Beyond' or 'Back to School' programme

AGREED IN PRINCIPLE: resident agreed in principle to providing school uniform support and business advertising flyer.

ACTION: SV to investigate school uniform costings and business advertising flyer printing and delivery.

Any other business

GB had received an email from a Dipple PPG member regarding the next meeting. It was felt that this could be done via Zoom and could be used to encourage new patients to engage with the PPG and send in questions for the practice managers to reply to.

ACTION: GB to investigate supporting Dipple PPG meetings on Zoom.

Date of next meeting via Zoom TBA