



Partnership Board Meeting Minutes



Meeting held on
Thursday 23 July 2020
2.00pm
Via Zoom

In attendance

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| Keith Bobbin, Resident Partnership Member | (KB) |
| Gill Buttwell, Heart of Pitsea Administrator (minute taker) | (GB) |
| Peter Dickson, Resident Partnership Member | (PD) |
| Michelle Fairchild, Interim Community Involvement Manager, Basildon Council | (MF) |
| Andy Florence, Resident Partnership Member | (AF) |
| Tracey Griffith, Resident Partnership Co-Chair | (TG) |
| Sue Houghton, Resident Partnership Co-Chair (Meeting Chair) | (SH) |
| Simon Johnson, Chief Officer, BBWCVS | (SJ) |
| Paul Nagle, Resident Partnership Member | (PN) |
| Jan Stobart, Big Local Representative | (JS) |
| Stephanie Vella, Heart of Pitsea Co-ordinator | (SV) |

Apologies received

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| Julie Clark, Resident Partnership Member | (JC) |
| Viv Clements, Business & Governance Manager, NHS Basildon and Brentwood CCG | (VC) |
| Carole Turkson, Resident Partnership Member | (CT) |

Meeting started: 14.11

Approval of minutes of last meeting and matters arising

Minutes of the June meeting were agreed. All actions had been carried out.

Summer Activities Update

SV has updated the summer activities risk assessment and sent it to Basildon Council. Awaiting council acceptance of risk assessment and agreement of land usage for the activities.

Activities programme and costings to be put together. Risk and costings to be decided by resident members and if agreed, sent to insurers.

Community Waste Project Update

The community waste removal initiative has received a huge response. A budget increase to £3k has been agreed (via majority vote) by resident members. 1st round of 4 loads will be

collected tomorrow (24 July). 2nd round of collections to be started. New Life wood are now collecting waste wood - Heart of Pitsea can collect the remaining waste.

ACTION: SV will check fly tipping reports before/after this project.

Community Face Masks Update

Facemasks have been very well received by the community and distributing them has helped increase community engagement. Currently, from the 500 purchased, there are approximately 40-50 adult/50 child masks remaining. SV suggested waiting to judge demand before purchasing more. SJ asked that government advice on face coverings are added to Facebook posts. This has been done and the leaflet supplied with every face mask does include advice.

ACTION: SV to deliver a face mask to KB. GB to check government advice is added to Facebook posts.

Finance Reporting Update

SH, PN, SV, GB had had a productive meeting with the CVS Finance Officer discussing ways of improving the Heart of Pitsea finance reporting. CVS Finance Officer is creating a new reporting draft for the partnership to review/agree.

Communications

- **How can we improve/adapt the way we reach our community?**

SH felt that recent posts of 'selfies' of SV and GB out in the community and SV's encounters with dogs (particularly during the Tuesday 12.30 Community Connect walks) was a good opportunity to adapt the style of our Facebook presence and a way of creating a personal connection with our followers. It was felt that CC Walk in Northlands Park is having a big impact on the small group. They meet 12.30 at Chalvedon Shops - everyone welcome.

ACTION: Photo consent forms to be used for pictures including community members.

- **Newsletter and Business Advertising Update**

SJ had provided an example of his local advertising directory. SV and GB felt that the smaller size might encourage people to keep the booklet and that the design and layout could, along with advertising, include regular Heart of Pitsea features to provide more information in an accessible way. Booklet good for people not online. Some members felt that it was challenging to create regular content and TG suggested approaching the Basildon Upper Academy journalism students to see if they would like to get involved. SV/GB could dedicate time too. First booklet advertising free, pricing structure to follow.

ACTION: GB to contact Basildon Upper Academy and options to be explored.

Youth Forum/Youth Club Update

Youth Forum have voted to fund a new application from Basildon Academy to the Experiences and Extras project. This is for a memory stick for use by 6th form students. Payment is processing. Youth Forum will now start to meet online monthly. Little Monsters club continues online with a small group of participants. Little Monsters website page has been designed and should go live within the next few weeks.

The Mayors Visit

MF had nominated Heart of Pitsea for a Mayor's community visit. This will be arranged for a Tuesday in 3-weeks, to include a walk around Legacy Park, the Incredible Edible plot on Mill Green and to meet the Community Connect walking group members.

ACTION: Mayors Visit thread to be added to Slack. Programme and date of visit to be set.

Any other business

Pitsea Pots: Pitsea and Vange Facebook group members have highlighted the bad state of the planting in the raised bedding planters on Northlands Pavement. SV and GB had met with London and Cambridge Property's Manager, the Market Manager and members of the Facebook group to look at the planters. LCP have agreed to clear the pots and to allow IE to use the 2 planters at the side of The Place. Volunteers to maintain planting. Bulbs already planted in pots to be saved. Wildflower seeds and seasonal bulbs to be added. Council are unable to provide wildflower seeds, but have provided contact of company for HoP to purchase. JS suggested bringing this up with the Mayor. Contact Cribbs regarding planting on roundabout in the High Road?

AGREED: Residents agreed to a budget of £200.00 for wildflower seeds and bulbs.

Big Local Update: JS reminded members of the upcoming online training sessions:

Caring for your local environment during COVID19

28/07/20 16.00 to 18.00 <https://localtrust.org.uk/big-local/events/caring-for-the-environment/>

COVID19 panel discussion: resilience and resourcefulness in our communities

28/07/20 12.00 to 13.00 <https://localtrust.org.uk/big-local/events/resilience-or-resourcefulness-communities-during-covid-19/>

COVID19 conversation: digital inclusion

04/08/20 10.30 to 11.30 <https://localtrust.org.uk/big-local/events/covid-19-conversation-digital-inclusion/>

Could you spot a Loan Shark? (delivered by Illegal Money Lending Team)

28/07/20 10am to 11am <https://www.eventbrite.co.uk/e/could-you-spot-a-loan-shark-tickets-113357615680>

06/08/20 10am to 11am <https://www.eventbrite.co.uk/e/could-you-spot-a-loan-shark-tickets-113480350784>

11/08/20 10am to 11am <https://www.eventbrite.co.uk/e/could-you-spot-a-loan-shark-tickets-113480774050>

13/08/20 10am to 11am <https://www.eventbrite.co.uk/e/could-you-spot-a-loan-shark-tickets-113481088992>

Only 2 HoP residents have completed the 3-year residents survey. There is still time to take part. Anyone who would like a hard copy needs to supply postal address before 31/7

ACTION: JS to send survey info to SV.

Big Local Connects Feedback:

SV felt the person delivering the economic session had been a bit condescending and rude, but the mindfulness session had been good and the group that worked with young offenders and school groups could be beneficial for the crime project/youth clubs. TG felt the environment session had been good - her explanation of the HoP waste project had been well received. Cycling clubs are growing - CVS can signpost HoP to Active Travel funding. Research on a possible cycling project to be done.

Meeting ended: 15.18

Date of next meeting, Thursday 20 August, 2pm-4pm, via Zoom