



Partnership Board Meeting Minutes



Meeting held on
Thursday 19 November 2020
10.00am
Via Zoom

In attendance

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 (meeting chair)	(TG)
Sue Houghton, Resident Partnership Co-Chair	(SH)
Simon Johnson, Chief Officer, BBW CVS	(SJ)
Paul Nagle, Resident Partnership Member	(PN)
Jan Stobart, Big Local Representative	(JS)
Carole Turkson, Resident Partnership Member	(CT)
Stephanie Vella, Heart of Pitsea Co-ordinator	(SV)

Invited Guest

Ross Williams from The West Ham United Foundation	(RW)
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Apologies received

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

Meeting Started: 10.05

Community Skills Station Project

Our licence for the online training courses expires end February 2021 and will cost an additional £1k plus VAT to renew. Uptake of the training has been quite low and there are a lot of other organisations offering free online training too.

AGREED: Partnership will consider and make a decision nearer to the licence renewal date.

ACTION: GB to continue to promote the training courses on Facebook.

West Ham United Foundation 'Holiday Hunger' Initiative

10.10am RW, from The West Ham United Foundation joined the meeting. He explained that as an independent charitable arm of the football club, the West Ham United Foundation is

completely reliant on funding. It runs 35-40 community programmes each year, including the Holiday Hunger project, which has been running for 4 years. The foundation has worked with Basildon Council and Active Essex during summer 2020 to deliver a free, 20-hour activity and food programme for 80 young people, with sessions running for 4-hours, at 2 venues in the borough. Due to constraints with providing hot food, the programme delivered a healthy cold lunch to participants and also included family food shopping/food swapping advice. This project cost £6,000 in total. RW explained that the Foundation has been looking to activate the Holiday Hunger initiative within the Heart of Pitsea area over Christmas but due to venue and time constraints, this is now unlikely to happen.

10.19 MF joined the meeting

RW stressed that the project can be adapted to provide (a) both the food and activities, or (b) the food element if there is a local activity provider or (c) the activities if there is a local food provider. They can deliver the project during the current pandemic restrictions, with all risk assessments in place. Delivery would be primarily outdoors, but an inside space, large enough to keep young people within their 'bubbles, would be needed to provide shelter from bad weather etc.

10.25 SH joined the meeting

A discussion took place to consider:

- Delivering a project during February half term 2021.
- Delivering the project in collaboration with local schools, social services and the police.
- Investigating using the Chalvedon Community Centre and Heart of Pitsea Legacy Park.
- Investigating mobile caterers that provide could healthy hot food at competitive prices.
- Contacting Faze Catering to see if they could provide food.
- Linking to the local foodbank to supply sports coaches.
- Contacting Active Essex to contribute funding.
- Use the tried and tested Heart of Pitsea outdoor activities model.
- Design our own collaboration project in order to build sustainability for the initiative to continue beyond Heart of Pitsea.
- Providing support for families at Christmas, by collaborate with local schools to provide food packages/hampers, based upon the project previously delivered by Kids Inspire.

Christmas

SV reported that:

- Cribbs & Sons are unable to site the HoP Christmas tree on the flat roof of their premises. TSB Bank flat roof is now being investigated.
- Everetts Electrics will be repairing the streetlight that powers the HoP Market Tree lights.
- The Christmas banner has been designed and will cost £45.00. The newsletter has been designed and will cost £247.00 for printing and delivery with the HoP boundary.

New Plan Survey

The previous online survey has been located and will be used again for the new survey. Hard copies of the survey will be printed and delivered within the HoP boundary with a pre-paid return envelope at a maximum cost of £1744.50.

AGREED: Residents agreed to fund 5 x £50.00 prizes for a 'return our survey' competition.

ACTION: SV to investigate costings of the last survey, research analytic costings and circulate budget for approval.

Local Trust Update

JS asked if partnership members were still happy to receive Local Trust training emails - all agreed. Only CT remaining to complete the Heart of Pitsea Local Trust Annual Review.

ACTION: CT will complete the annual review via email to JS.

Basildon Council Update

MF had nothing to report to the meeting.

BBW CVS Update

SJ had left the meeting by this point.

ACTION: SJ to send update by email if there is anything he would like to report.

Anything Else?

Youth Forum 'Experiences & Extra's' Project Update

PN reported that he had informed The Basildon Academies that the deadline for submitting applications to the Experiences & Extras project is the end of December. The Academies had subsequently submitted an application to purchase 32 mountain bikes at a cost of over £5k. This had been rejected as it didn't meet the required objectives set out by the Youth Forum within the project agreement. Approximately £8k is still available. The Academies Head of Performing Arts is looking into consulting with pupils to submit a bid. KB informed the meeting that he had spoken with the Chair of the school governors, who would be contacting staff to encourage them to engage/work with Heart of Pitsea.

Approval of minutes of last meeting and matters arising

Minutes of the October meeting were agreed.

Christmas Community Quiz

Quiz teams will be asked to make a note of their answers and mark their own scores.

AGREED: Prize of £80.00 for the winning team and £40.00 for the 2nd place team will be donated to a charity of each team's choice. £10.00 gift (possibly chocolates/wine) will be delivered to the winning team.

Dates of next meetings:

- **Thursday 17 December, 7pm-9pm (Short Partnership meeting and Christmas Quiz)**

ACTION: GB to contact Faze Caterers to decline offer of buffet delivery for the meeting.

Meeting ended: 11.35am