



HEART OF PITSEA

# Partnership Board Meeting Minutes



Meeting held on  
**Thursday 22 October 2020**  
**10.00am**  
**Via Zoom**

## 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)
Andy Florence, Resident Partnership Member	(AF)
Tracey Griffith, Resident Partnership Co-Chair	(TG)
Simon Johnson, Chief Officer, BBW CVS	(SJ)
Paul Nagle, Resident Partnership Member (meeting Chair)	(PN)
Jan Stobart, Big Local Representative	(JS)
Stephanie Vella, Heart of Pitsea Co-ordinator	(SV)

## Apologies received

Julie Clark, Resident Partnership Member	(JC)
Viv Clements, Business & Governance Manager, NHS Basildon and Brentwood CCG	(VC)
Sue Houghton, Resident Partnership Co-Chair	(SH)
Carole Turkson, Resident Partnership Member	(CT)
Peter Dickson, Resident Partnership Member	(PD)

## Approval of minutes of last meeting and matters arising

Minutes of the September meeting were agreed.

## Declaration of Interest

None declared.

## Christmas Ideas

SV has circulated minutes from the Christmas meeting via email. Initiatives discussed at the meeting were:

**Christmas Lights:** Cllr Pat Reid had been invited to attend this meeting to talk about Basildon Council's plans to add Christmas lights to Pitsea, however she was unable to join us. SV reported that Cllr Reid will be setting up a Christmas lights Working Group. The meeting discussed possibly providing funding to add more lights, but with only 8 weeks to Christmas, time would be tight.

**Youth Club Christmas Party:** PN reported that Little Monsters club attendance was currently low and that members of the older group were likely to have moved onto to college/training since lockdown. Introduction of Tier 3 would cause additional restrictions on holding a party.

**AGREED:** No to a Youth Club Christmas party, but a ‘launch party’ will be held when the clubs reopen.

**Gift Tree:** Gifts for children from families in need. The meeting discussed: asking for donations or buying gifts; Covid-19 restrictions on physical donations; ensuring suitability of gifts for age groups/gender/physical or dietary needs; creating gift packs; providing gifts/selection boxes through local schools; providing the foodbank with nice/Christmas related gifts or fresh food boxes people wouldn’t normally receive.

**AGREED:** Gift Tree Project Brief to be created and meeting to be arranged.

#### **ACTIONS:**

SV to:

- Follow up on reinstating the electricity supply on Pembroke House balcony and the whereabouts of the HoP Christmas Tree.
- Investigate the progress of the Christmas Lights working group.
- Create a ‘Merry Christmas from everyone at Heart of Pitsea’ Banner for Pembroke House balcony railings
- Investigate setting up a Christmas Gift project with local schools

GB to set up Christmas Gift project meeting

#### **Newsletter**

GB, KB, PN and SV had met to discuss ideas for the new newsletter design, regular features, content, publication (1<sup>st</sup> issue early 2021, 3 issues per year) and size (A5, 24 page ‘bumper’ first issue, subsequent issues 8 pages). GB had put together a draft project brief, which had been sent to The Academies to look at the feasibility of student involvement. Unfortunately, the school has reported that it is unable to get involved due to safety reasons caused by Coronavirus i.e. adjustment to timetables, restrictions on teaching and the suspending of their enrichment programme. HoP Newsletter to be progressed further.

#### **School Uniform Project**

Northlands School 2<sup>nd</sup> payment has been issued. Receipts/spreadsheet have been uploaded to the monitoring tool. SV to update on spend next month.

## Pitsea Planters

Basildon Council have taken over the cost and works of planting and painting the planters. SV had contacted the council to ask if they would work in conjunction with the community group that have volunteered to carry out the work, she but had received no response. The volunteers are still happy to weed/maintain the planters.

## The Place, Pitsea Leisure Centre

Maintenance of the leisure centre is still ongoing and centre staff are unable to say when it will finish.

## Finance Reporting

SV shared the latest spend report with the meeting. PN reported that some costs had been placed under the wrong project - i.e. Youth Forum Air League costs are logged under the HoP Ahead project.

**ACTION:** PN to add errors to Slack and SV to ask CVS Finance Officer to rectify them.

## BOSP Skills For Life Project

1<sup>st</sup> payment has been made and is being held by BOSP in a restricted fund, as the project is still unable to launch due to Coronavirus.

## Listening Post Community Counselling Project

2<sup>nd</sup> payment has been made and monitoring tool has been updated. 20 sessions from current agreement have been used. 9 active clients. PN pointed out that the reporting showed 1 client under the current agreement had received 19 sessions (agreement states 12 per client)?

**ACTION:** SV to contact LP regarding the client reported to have received 19 sessions.

## HoP Ahead Grant Project

Currently 1 request for information received. Forms and guidance have been sent, but no response from enquirer as yet.

## Incredible Edible Project

Project has one new attendee. The bed on land near Pitsea Road has been extended. Project signs are up. Monitoring needs to be updated by the project staff member.

**ACTION:** SV to chase staff member regarding monitoring update.

## Northlands Primary School Musical Instrument Enquiry

An enquiry has been received from the Northlands Primary School music teacher for the purchase of additional musical instruments needed for Coronavirus 'bubbles', which the school budget

cannot cover. SV pointed out that purchasing school resources might be considered a 'statutory' requirement which HoP funds cannot be used for, however it was suggested that the funding could be tied into a project, perhaps to include a virtual musical performance.

**ACTION:** SV to ask Northlands Primary School music teacher to submit a proposal.

### **More Covid-19 Projects?**

SV asked the partnership if they felt there were any additional projects they might like to create to address local needs due to the continued pandemic? Resident members state that they felt that we have already covered a lot of issues and needs. SV suggested an employment support project, offering help with CV's and interview technique and GB informed the meeting that the Advice Store is now open and offering this service (and has promoted it on our Facebook page). It was suggested that we promote our projects by continuing to add them to our FB page and create a double-sided information leaflet to be posted within our boundary before Christmas.

**ACTION:** Project brief for double-sided information leaflet to be created.

### **Strategic Partners who might Hop On Board? - new organisations to approach?**

The HoP Constitution states there can be up to 6 strategic partners on the partnership and currently there are only 2 - Basildon Council and the BBW CVS - attend meetings and contribute to the partnership. Essex Youth Service and the NHS CCG haven't attended or engaged for some time. A discussion took place around engaging with organisations that could provide support/expertise for specific projects i.e. Community Police Team for our proposed Crime project and a mental health support organisation for our proposed Men's Shed Plus project. SJ suggested approaching Peabody, as their expertise is wide-ranging and they have housing stock within our boundary.

**ACTION:** Members to send further project ideas to GB.

### **Local Trust Annual Review**

JS carried out the Local Trust Annual Review, asking partnership members to answer 2 questions (1, if they are happy to continue as a partnership member and 2, if they are happy to be contacted by Local Trust) via Zoom Chat. Members who didn't take part will be contacted separately via email.

### **Basildon Council Update**

MF reported that the location of the proposed Youth Zone was still under discussion. SV asked if there was any update on the Chalvedon Club lease with the council.

**ACTION:** MF to investigate status on Chalvedon Club and report back.

## **BBW CVS Update**

SJ reported:

- He has been asked to create a video to promote the Youth Zone survey to young people.
- BBW CVS is working with a BAME group to promote healthy living for better immunity within the BAME community. Committee Chair is a Dr from Rose Villa Surgery, within the HoP boundary.
- No homeless shelter in Basildon this year as one single venue couldn't be identified and there are difficulties around volunteers. However, the majority of Basildon homeless are in accommodation. BBW CVS are setting up a working group to look at providing resources, hot food and support for those who choose not to go into accommodation. The meeting discussed approaching St Gabriel's Church to investigate support for homeless in Pitsea. MF reported that the Salvation Army in Basildon will be providing hot meals and washing facilities.
- Basildon Rotary Club are lighting St. Martins Glass Bell Tower in Basildon Town Centre to mark World Polio Day and their call for donations to the Rotary Club immunisation programme.
- BBW CVS are promoting the seasonal Flu jab programme. TG and JS reported that they were unable to get their jab due to lack of vaccines.

## **Anything Else?**

AF passed on thanks from Oakwood Grove for the Men's Shed survey postcards and requested 4 facemasks for residents at the centre.

TG suggested a Christmas Zoom Quiz for the Partnership in December to combine with a short Partnership meeting. PN happy to facilitate quiz.

**ACTION:** Look into quiz software or quiz app to use.

Dates of next meetings:

- Thursday 19 November, 10am-12noon (Partnership meeting)
- Thursday 17 December, 7pm-9pm (Short Partnership meeting and Christmas Quiz)