



# Partnership Board Meeting Minutes



Meeting held on  
Thursday 17 December 2020  
19.00pm  
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)
Paul Nagle, Resident Partnership Member	(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)
Simon Johnson, Chief Officer, BBW CVS	(SJ)
Carole Turkson, Resident Partnership Member	(CT)

Meeting Started: 19.06

Minutes from 19 November were AGREED

Declarations of Interest: NONE DECLARED

## Chalvedon Community Centre

The Chalvedon Community Centre (CCC) lease with Basildon Council is due for renewal. SV and MF had met to discuss the lack of community activity at the CCC (which is a requirement of the lease and stated within the CCC constitution). There is a possibility that Heart of Pitsea could either take over the lease or become joint leaseholder with the CCC. This would address the lack of community activity and could provide a space for the HoP Men's Shed Plus and other HoP community projects. A discussion took place and points raised were:

- Joint lease could cause usage conflicts with the CCC and would need management.
- PD asked if there is room for the Men's Shed containers? SV explained that if the CCC was used as a HoP community space, only 2 containers would be needed for the Men's Shed project and that she felt there would be room within the CCC bin area. Permission would

be needed from Basildon Council to place containers on CCC land and a ground survey would need to be commissioned.

- JS asked if the CCC is a registered charity and do they want to renew the lease? MF explained that the CCC is split into 2 associations - a company for the bar and a charity for the community space. Community projects have not got off the ground, so most activity is within the bar, which pays its profits to the charity.
- A joint lease could allow HoP to use the community space and the CCC to continue with the bar.
- The CCC building belongs to Basildon Council. It needs work and HoP cannot be considered a 'cash cow' to fund this.
- The lease is renewed every 7 years, which Local Trust might consider a long enough term for funding. they would usually expect a 25-year lease as a minimum and this could be the sticking point with going ahead. MF explained that Basildon Council leases usually roll on beyond the 7 years.
- HoP would need to become a charitable organisation to take on the lease.
- HoP residents could become Trustees.
- CCC could change its constitution to open up membership to the wider community.
- PN pointed out that historically HoP has never wanted a building but felt that incorporating the Men's Shed into the community centre is a good idea.
- It would be great for HoP legacy and good to provide continuation of the CCC
- HoP could look at obtaining external funding.
- What would happen when the Big Local programme ends.
- Training on running a community centre could be beneficial.

**ACTION:** Meeting to be arranged for early 2021

### Listening Post 1-2-1 counselling

SV informed the meeting that Listening Post have now used 120 hours and had reported many school teachers had accessed the project. 1 client had disclosed a serious issue in their 12<sup>th</sup> and final session and had been provided with an additional 12 sessions.

### Christmas Hampers

SV reported that Northlands School and families were very grateful for the HoP hamper provision.

### Youth Club and Community Connect

SV informed the meeting that The Place, Pitsea Leisure Centre might open after Christmas, although this depends on COVID-19 tiering. The meeting discussed the logistics of opening the younger age youth club, creating a COVID secure plan, with a maximum of 24 young people, splitting and maintaining bubbles into school groups. Perhaps hold fire opening until Spring?

PN reported that 3 members of staff are running the online club, with only 2 brothers attending. SV said that staff could be furloughed, however staff are working on other projects, including setting up an Instagram account for HoP.

### Youth Forum Experiences and Extra's project

PN stated that a staff member at Basildon Academy has surveyed 300 students to create a project application, but this has been delayed due to their ill health. Youth Forum have agreed to extend the deadline for this application until end of March. Deadline for other applications remains end of December. Approximately £8k remains within the project budget.

**ACTION:** PN to contact YF for thoughts/ideas for HoP Instagram account.

### Local Trust Update

JS reported that Canvey Big Local and Riverside Big Local would now like to arrange the networking/training that had been cancelled due to COVID. 3 Training sessions with networking could be arranged and topics suggested are:

- Communication skills & styles
- Structuring meetings
- Problem solving - how to recruit new members

**ACTION:** JS to set up a Doodle Poll for dates and sessions people would like to attend

### Basildon Council Update

MF had nothing to report to the meeting.

Date of next meeting TBA