



Partnership Board Meeting Minutes



Meeting held on
Thursday 25 February 2021
7.00pm
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)
Tracey Griffith, Resident Partnership Co-Chair (meeting chair)	(TG)
Simon Johnson, Chief Officer, BBW CVS	(SJ)
Paul Nagle, Resident Partnership Member	(PN)
Carole Turkson, Resident Partnership Member	(CT)
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)
Andy Florence, Resident Partnership Member	(AF)
Sue Houghton, Resident Partnership Co-Chair	(SH)
Jan Stobart, Big Local Representative	(JS)

Meeting Started: 19.05

Declarations of Interest:

- SJ stated a possible DOI within the discussion around Community Connect (due to involvement with a similar project)

Actions from meeting 21 January:

- SV to request for the overpayment of £80.00 is returned by Northlands School - **ONGOING**
Invoice has been sent. Payment hasn't been returned.
ACTION: SV to chase.
- TG to look into opening a TSB account and will update residents - **ONGOING**
ACTION - TG will investigate and report back.
- SV to investigate cheaper HoP phone contract - **ONGOING**
SV waiting to investigate until April phone contract cost increase.
ACTION: SV to take forward.

- SV to contact Active Essex to identify the delivery provider within the Heart of Pitsea boundary and also to contact local schools to check what they are currently doing and see if there is any support we can add.
SV reported that information was requested but received too close to February half term to achieve anything.
ACTION: SV to take forward for Easter.
- SV and SJ to discuss potential involvement of Youth Club staff in the Wat Tyler Country Park project - **ONGOING**
Youth club staff agreed to incorporate working on the Wat Tyler Country Park Project and the new HOP instagram account, as part of their normal duties this year. SV/SJ had met.
ACTION: SJ will set up meeting with Wat Tyler project leads. SV will include in next meeting.

Minutes from Meeting held on 21 January AGREED although LTO fee section still in contention.
ACTION: LTO fee section to be updated and agreed following LTO fee meeting scheduled for 5/3/2021.

POINTS OF DISCUSSION:

Community Connect Club

SV reported that the Community Connect project agreement has expired. Due to closure of the physical club, budget remains within the project as allocated funds for things like venue hire and cost of resources haven't been spent. Phone costs to enable one attendee to join online club to be moved to the project budget.

AGREED: All residents **AGREED** to roll Community Connect Club over for a further year.

ACTION: SV to check remaining budget from current project and to request CVS Finance Officer moves club attendee phone cost to project budget.

BOSP Skills for Life Project

SV had sent members an update before the meeting with information received from BOSP project lead. This explained that they had relocated to Wat Tyler Country Park due to The Place, Pitsea Leisure Centre, now being used as a Covid-19 Testing Centre. Two objectives of the grant have been achieved. A full time project supervisor has been recruited from within the HOP area and some young people being supported on this project reside within the HOP area. Also young people will be using the High Street and Northlands pavement area as part of their training.

A discussion took place:

- A number of members agreed that the information provided by BOSP had been clear and detailed and still considered this to be a worthwhile project for the area.

- BOSP relocation has been caused by the current pandemic and a one-off, unseen extenuating circumstance.
- Heart of Pitsea contribution is a small percentage of the full project cost.
- Clarification is needed from Local Trust if we would be in breach of our Lottery funding criteria now that the project is based outside of our boundary.

AGREED: Resident members present voted unanimously to continue with the project even though BOSP will now be based just outside of the HOP area, providing Local Trust are happy that this is not in breach of funding criteria.

ACTION: SV to contact our Big Local Rep for advice.

UPDATES:

Men's Shed Plus

SV confirmed investigation has shown that the Chalvedon Community Club and bar is running legally. MF confirmed that the club has been offered, and accepted, another 7-year lease. A discussion took place around:

- Continue to investigate working with Chalvedon Community Association and negotiate the siting of the new mens shed plus on the community centre land and possible office space within the community centre.
- Renovation of the centre is crucial and Chalvedon Community Centre should be encouraged to apply for funding. Could/should HoP provide funding? Council should provide funding.
- Renovation and Men's Shed should be considered as separate projects.
- A formal agreement and memorandum of understanding would need to be created between Chalvedon Community Centre and Heart of Pitsea.
- Concern that the club will continue to operate as before, with little community use.
- Are they changing their constitution to widen membership?
- Alternative sites for the Men's Shed - Proposed Pitsea Road site is on Highways Land. Northland's school field would have issues around access, parking and services.
- Vange Men's Shed - if this is still going ahead is it too physically close to warrant another Men's Shed?
- Viability of using the land outside Chalvedon community Centre would need to be reviewed and agreed with Basildon council.

AGREED: All residents agreed to contact Chalvedon Community Association to investigate working together.

ACTION: MF to contact Chalvedon Community Association to discuss applying for renovation funding. SJ to offer support to the charity.

Newsletter and Resident Survey

The newsletter and survey are with the printer. There has been difficulty finding a company to print the pre-paid envelopes. Hold up on delivery, but it should be out during early March. Survey can be extended to end of April.

World Book Night 23 April

SV has received 80 free books from the organisers of World Book Night. They are all the same book - a compendium of feelgood stories, written by well-known authors and suitable for adults. SV is investigating distributing them to sheltered housing and the local church. Postage cost would need to be budgeted if they are sent out to individuals.

ACTION: SV to send postage costing to resident members.

Instagram

GB is working with Youth Leader Laura Whitehead (LW) on the new Instagram account. As 80% of our Facebook followers are female, our target audience for Instagram will be predominantly young people, men, businesses and organisations within our boundary. We will also be aiming to attract business/organisations outside of our boundary, both to encourage project funding applications to Heart of Pitsea and to increase the profile of Heart of Pitsea and for creating opportunities for any future funding applications we may wish to make. We will be posting all about Heart of Pitsea projects. GB and LW are using 'Trello' (an online collaboration tool) to pull our content together and we will be using 'Later', an online platform which will allow us to plan, schedule and publish Instagram posts up to one month in advance. GB encouraged members to follow HoP on Instagram.

Quiz Nights

3 general knowledge, online quiz nights have been arranged, with quizmaster Snoopy at the helm:

- Risky Quizness - Friday 2 April
- Smarty Pants - Friday 2 July
- Name TBA - Friday 1 October

All quizzes will be held on Zoom, unless lockdown restrictions allow us to book a venue.

Easter

SV asked members if they would like to arrange anything for Easter. Ideas included providing Easter craft packs or setting up an Easter Egg Hunt or Trail.

ACTION: SV to create a project brief and set a budget for residents.

Anything Else?

SV suggested asking the Incredible Edible staff if they would like to host some online sessions where HOP residents could 'Ask the Gardener' gardening hints and tips. GB reported that the gardener had produced a great planting plan for the Mill Green plot. SV has looked into gardening kits (with seeds etc) that could be provided to residents with the HoP growing guide and the gardener's planting plan.

Finance Sheets

PN requested clarification of payments showing on the Profit and Loss Sheet for Training/Organisation Support: £2,000 in April 2021 and £1,800 in November 2021.

ACTION: SV to investigate payments with CVS Finance Officer

Ihasco Training

The Ihasco Licence has not been renewed for HoP, although the CVS has renewed for 5 of the courses.

Youth Forum

PN informed the meeting that the Youth Forum Pitsea Pound Pot video that had been put on hold due to the pandemic, would now be created. The videographer has come up with new ideas for the production and Youth Forum members would provide voiceovers for the film.

Legacy Park Signage

Park signage designs are being put together by Basildon Council and should be with us soon.

Scheduling dates for Partnership Meetings

GB suggested setting dates for Partnership Meetings for the remainder of the year. PN and SJ said that it would be helpful if they aren't held on the same day as the CVS Trustee meetings.

Meeting ended 20.33

Next meeting - date and time TBA