



# Partnership Board Meeting Minutes



Meeting held on  
Thursday 18 November 2021  
10am-12noon  
Chalvedon Community Centre

## In attendance

Gill Buttwell, Heart of Pitsea Administrator (minute taker)	(GB)
Kathy Canham, Digital Communications Manager, Basildon and Brentwood CCG	(KC)
Michelle Fairchild, Community Development, Basildon Borough Council	(MF)
Andy Florence, Resident Partnership Member	(AF)
Tracey Griffith, Heart of Pitsea Coordinator	(TG)
Paul Nagle, Resident Partnership Member (meeting Chair)	(PN)
Jan Stobart, Big Local Representative	(JS)

## Apologies received

Keith Bobbin, Resident Partnership Member	(KB)
Peter Dickson, Resident Partnership Member	(PD)
Sue Houghton, Resident Partnership Co-Chair	(SH)
Simon Johnson, Chief Officer, BBW CVS	(SJ)
Carole Turkson, Resident Partnership Member	(CT)

---

The Heart of Pitsea Plan Assessment Meeting facilitated by Wendy Sugarman and Hana Vyas for Local Trust (held on Zoom).

An assessment of the Heart of Pitsea new Plan was held during the first hour of this Partnership Meeting. A video recording of this session is available separately, on request.

---

## Partnership Board Meeting

Minutes from meeting held on 17 October were **AGREED**.

No Declarations of Interest were declared.

## Resident Members Christmas get together

Residents were reminded that the annual Christmas get together is being held on Friday 26 November, 4.30pm, at the Harvester at Festival Leisure Centre. Lifts to and from the Harvester are available.

## Heart of Pitsea AGM

The AGM is being held on Saturday 27 November, 11am-1pm at the Chalvedon Community Centre. The event will include a power point presentation review of our last 18 months and the appointment of the partnership Co-chairs. A number of people from external organisations and Community Connect and Youth Forum members have said they are attending.

## HoP Christmas Tree/Market Lights

The HoP Christmas tree is with Everetts Electricals, who have kindly agreed to put it up and London and Cambridge Properties/Pembroke House have agreed for it to be placed on their balcony again this year. This will be arranged before the Community Christmas event and a banner publicising the event will be put on the balcony railings.

The Pitsea Market Manager has tested the HoP lights in the market trees and they are working. He has kindly said he will switch them on for us before the Community Christmas event.

TG reported that she has contacted Basildon Council to establish if the lamp post Christmas lights would be put up again this year. Her enquiries have been redirected several times and no information has been received.

**ACTION:** MF will investigate the Pitsea Christmas lamp post lights with the council.

## Community Christmas event

The Community Christmas event is being held on Saturday 4 December. Leaflets have been designed and printed and will be delivered to homes within the HoP boundary (and one small area outside) on and after 18 November. Leaflets will also be going into Maple Grove and Northland pupil book bags and placed in local hubs, business and shops. Youth Forum are providing £300.00 towards the Community Marquee. Jet Wheel Tyres have donated £50.00.

A meeting was held at Pitsea Library and attended by Peabody (who are donating £300.00 towards the Community Marquee), Library staff and members of the Basildon Carnival Association.

The event format is growing and is expected to include:

- A marquee housing the Youth Forum Market Challenge and local groups including Basildon Heritage, Basildon Neighbourhood Watch, Peabody and HoP.
- 3 side shows (funded by HoP)
- The Community Policing Team
- BBW CVS
- Basildon Carnival float
- Betty's Bubbles Baileys Hot Chocolate horse box
- Burger Van (Pitsea Market)
- Hot dog stand (Pitsea Market)
- Hammer whack (Pitsea Market)
- Pitsea Library Festive Crafts and Letter to Santa (funded by HoP)

TG invited residents to attend and will set up a rota for the day.

**ACTION:** CK checking if mobile vaccination unit is available.

## Youth Forum Update

- **Big Local Connects:** 2 Youth Forum members had attended this year's event and delivered a workshop. PN reported that the members had enjoyed the experience and benefitted from it. JS reported that the session had been very well received.
- **Super Cool Super School Northlands School Competition:** Winners of the competition have been decided, logos have been designed and T shirts are being printed. Canvas artworks will conclude the project.
- **Youth Market Challenge:** The Youth Forum have a team and external teams are hoped to attend. Pitsea Library are kindly hosting the teams as a base.
- **Northlands School History Wall:** PN has requested and is awaiting a brief from the school Chair of Governors.
- **Christmas Meal:** Will be held a Spoons in Basildon - date TBA.
- **Membership:** Youth Forum is looking to increase numbers, including encouraging current Youth Club members to join.

KC informed the meeting that the NHS is keen to engage with young people and invited the Youth Forum to get involved.

## New Plan & Budget

**ACTION:** TG will adjust the budget to remove amounts that are no longer included, i.e. unspent project funding and Youth Club staff salaries, which will be reduced due to TG and GB covering 2 Youth Leader roles.

## School Uniform Funds

Northlands and Basildon Academies will be returning unspent funding. BBW CVS have allocated 30 x £50.00 vouchers to Heart of Pitsea. Northlands and Maple Grove will be allocated 10 vouchers each and HoP will identify 10 community recipients that fit the criteria.

## Laptops & phone

The 2 staff laptops and the HoP phone handset have been purchased. GB is using the old HoP phone for Facebook. The hard drives on the old laptops are failing, so a decision needs to be made on their future use.

## Review of the HoP monthly finance reports

All members looked at the monthly finance reports. It was agreed again that the documents continue to be difficult to read.

**ACTION:** TG to discuss format of the finance documents with the CVS Finance Officer. Budget Trackers to be produced and new plan figures to be included.

## Other Business:

- **Community Connect:** The Christmas Fish and Chips night will be held on Wednesday 8 December. The current project agreement for Community Connect concludes in December and an extension to March 2022 will be sent out by email for resident agreement.

- **Incredible Edible:** A local resident is interested in running an IE plot and is expected to submit a proposal for a project which could engage young people as part of the 'Youth Climate Change Ambassador' project in the new year.
- **HoP Legacy Park:** A tyre swing has been attached to a piece of equipment and needs to be removed. One swing has been replaced and one more needs to be replaced.

**ACTION:** Legacy Park signage meeting to be arranged with Council.

- **Youth Clubs:** Youth Leader Laura leaving on 8 December. GB taking over. The Part Time Trainee Youth Club appointment wasn't successful.
- **Essex Youth Services:** Youth Services are rejoining the Partnership. TG keen to utilise Youth Services resources in exchange for weekly 11+ attendance data.

**ACTION:** TG to set up partnership agreement for Essex Youth Service.

### Local Trust Update

JS informed the meeting that Local Trust require partnership members to take part in the annual Partnership Review and complete a survey. Date for submission end of January.

**ACTION:** Email versions to be sent to CK.

### Basildon Council Update

MF reported that the Basildon Economic Development Officer is keen to meet with HoP and TG reported that the officer has already been in touch and that she has arranged a meeting.

Community grant funding will be available from December.

GB informed MF that community use of the Parkside Centre has been discussed recently.

**ACTION:** MF will investigate the situation with the Parkside Centre.

### Basildon and Brentwood CCG Update

CK informed the meeting of new CCG initiatives:

- suicide prevention campaign
- campaign to tackle abuse at GP surgeries
- clinically verified 'Essex Child Health' app

### Meeting ended 12.11pm

Next meeting - TBA