



# Partnership Board Meeting Minutes



Meeting held on  
Thursday 5 October 2023  
10am-11am  
Chalvedon Community Centre

## In attendance:

Keith Bobbin, Resident Member	(KB)
Gill Buttwell, Project Support Worker (minute taker)	(GB)
Andy Florence, Resident Member	(AF)
Ashley Gillam, District Youth and Community Commissioner, Essex Youth Service	(AG)
Ayo Akingbehin, Youth Support Worker, Essex Youth Service	(AA)
Tracey Griffith, Coordinator/Resident Member	(TG)
Paul Nagle, Resident Partnership Chair (meeting chair)	(PN)
Peter Wagner, Resident Member	(PW)

## Apologies:

Peter Dickson, Resident Member	(PD)
Michelle Fairchild, Community Development, Basildon Borough Council	(MF)
Simon Johnson, Chief Officer, BBW CVS	(SJ)
Jan Stobart, Big Local Representative	(JS)
Carole Turkson, Resident Partnership Vice Chair	(CT)

Declarations of Interest: KB as Governor of Northlands Primary School/Basildon Academies and PN, TG & GB as Youth Club employees.

The minutes from the Partnership meeting held on 7 September were reviewed and AGREED.

## ONGOING ACTIONS:

**Men's Shed Plus:** TG to draft MOU for CCC toilet & kitchen usage and investigate tap outside (see Men's Shed update below). The meeting with Morgan Sindal (to discuss possible support to the construction of the building and provision of tools) is upcoming.

**Youth Forum:** Experience & Extras project with The Basildon Academies - PN will arrange a meeting to discuss the final DJ workshops.

## UPDATES:

### Men's Shed

The Men's Shed Trustees have agreed to their amendments on the draft lease for the land. The solicitor has made these amendments and has sent the lease back to Basildon Council. TG was hoping that the final lease would be signed by the end of September, but this has now been delayed by staff holiday at the council. Chalvedon Community Centre will discuss (at their upcoming meeting on 5/10) the Men's Shed requests for an electricity 'sub meter' and the installation of an outside tap. If agreed, TG will arrange a meeting to discuss the MOU.

**ACTION:** Trustee visit to The Beacon Men's Shed in Thundersley will be arranged once the lease is finalised and the structure has been ordered.

### Exit Planning

The paper survey has been printed and delivered. The online survey is now live and has been promoted on Facebook and on the HoP website. 16 people have completed the survey so far. There are 5 x £50 prize draw prizes as an incentive to take part in the survey. Surveys and post boxes to be placed in Pitsea Library and the Chalvedon Community Centre. The boxes can be moved to other locations before the closing date of 15 December.

PN reported that the videographer who is creating the A.C.T.I.O.N. crime awareness films, has offered to create a HoP Exit film (with interviews, pictures etc).

GB reported that SJ had suggested paying the HoP website host to keep the platform live for 2/3 years, so that the final report and exit publication/film can still be viewed.

**ACTION:** PN to contact videographer to discuss the format and cost of an exit film. TG to look at website hosting costs.

### A.C.T.I.O.N. Crime Awareness Project

TG & GB had attended the Basildon Council 'Operation Dial' ASB Community Engagement Event on Friday 15 September from 3.30pm-6.30pm on Elm Green Park. Lots of residents attended and enjoyed a free bouncy castle, face painting, hot dogs and sweets. Several organisations also attended, including the Basildon Safety Team, Neighbourhood Watch, and Essex Youth Service. TG & GB had engaged with residents and around 30 had completed the crime survey, in exchange for free safety giveaways.

The 2 Johns Internet Safety session for adults/carers will be held at The Basildon Upper Academy on the evening of 30<sup>th</sup> November.

The second crime awareness event will be held at the Chalvedon CC on Friday 24<sup>th</sup> November from 1.30-4.30. So far, 6 organisations have agreed to attend: Changing Pathways, The Illegal Money Lending Team, Against All The Odds, Basildon Police and the Basildon Resident Engagement and Safety Teams. We hope to showcase one of the new crime awareness films at this event.

The crime survey has now been completed by 175 people. The business crime survey has been agreed and will be launched soon.

**ACTION:** Business crime survey to be launched.

### Youth Forum

The youth forum members will be attending the annual Big Local Connects event in October. They have contributed funding towards the Pitsea Community Christmas event. Due to the huge success of their recent 'Past, Present & Future' art project at Northlands School, members have decided to provide funding for this project to run again at the school next year, with the theme of 'Land, Sea & Air'. Recruitment for new forum members has stopped due to the forum closing.

### Pitsea Community Christmas Event

TG reported that the Basildon and Pitsea Carnival Association had agreed to take over the organising of the Pitsea Community Christmas event going forward.

This year's Christmas event will be held on Saturday 2 December. It will have 2 side shows and 1 ride. The UFO ride is no longer available and the company doesn't have an alternative. Location for the event is still unknown, although the top end of Northlands Pavement and The Dipple Medical Centre car park is an option. The PA system is booked and a generator could be supplied by the ride company (£200) if the Dipple Medical Centre isn't able to provide power. GB & TG are contacting local organisations to attend. Creative Basildon are funding an entertainer, Essex Youth bus will attend and hopefully a fire engine. Stage entertainers confirmed include the George Hurd Choir and a martial arts demonstration. HoP will be paying for a face painter. Pitsea Library will have a stall for lantern making, with battery operated candles, purchased by HoP.

### Newsletter

GB reported that the newsletter has gone to print and will be delivered within the HoP boundary at the end of October. The publication has been created with articles written by TG, PN and GB including: a summer events round up; updates on the Men's Shed, ACTION project, the Pitsea Pots group, our Walk and Talk group and our Youth Forum; information on the upcoming ACTION event (24 November), Christmas event (2 December) and our 2 surveys.

### Finance

Members reviewed the monthly finance sheets and no changes were required. TG reported that she is keeping a close track of HoP finance due to the winddown of Heart of Pitsea.

### Essex Youth Service:

AG informed the meeting about the Youth Service clubs including: Friday Basildon club (which regularly sees over 60 young people); Wednesday BAME club; Tuesday LGBT club (which needs volunteers); Monday Essex Music Services club. The 'detached' team will be running for 1 more year.

**ACTION:** AG to supply club flyers for HoP youth clubs.

Meeting ENDED: 10.53am

### Next meetings (10am-12noon at Chalvedon Community Centre):

Thursday 2nd November

Thursday 7th December