



Partnership Board Meeting Minutes



Meeting held on
Thursday 2 November 2023
10am-12noon
Chalvedon Community Centre

In attendance:

Keith Bobbin, Resident Member	(KB)
Gill Buttwell, Project Support Worker (minute taker)	(GB)
Michelle Fairchild, Community Development, Basildon Borough Council	(MF)
Tracey Griffith, Coordinator/Resident Member	(TG)
Paul Nagle, Resident Partnership Chair (meeting chair)	(PN)
Simon Johnson, Chief Officer, BBW CVS	(SJ)

Apologies:

Peter Dickson, Resident Member	(PD)
Andy Florence, Resident Member	(AF)
Ashley Gillam, District Youth and Community Commissioner, Essex Youth Service	(AG)
Jan Stobart, Big Local Representative	(JS)
Carole Turkson, Resident Partnership Vice Chair	(CT)
Peter Wagner, Resident Member	(PW)

Meeting started: 10.05am

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 5 October were reviewed and AGREED.

ONGOING ACTION UPDATES:

Men's Shed Plus: TG has drafted MOUs for the Chalvedon Community Centre and The Craig Tyler Trust, which are being reviewed by PN. TG met with a representative from Morgan Sindal to discuss possible support with the shed footings/electrics etc. Morgan Sindal is looking into this and may use space within the shed to provide DIY workshops for council tenants.

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

Youth Forum Experience & Extras project with The Basildon Academies. PN met with the Academies representative and covered all the spend within the project. The Academies will provide feedback and images for monitoring purposes. The final element of the E&E project (DJ workshops) will conclude February 2024 at the latest. Equipment purchased to facilitate the DJ workshops will be retained by the school for future projects.

Exit Planning - cost of retaining the HoP website following our closure: TG reported that the website hosting costs (due for payment 1 March 2024) = £330 pa. The Monitoring Tool costs (due for payment 1 September 2024) = £132.00. Total cost = £462.00 pa.

Essex Youth Service: AG to supply EYS club flyers for HoP youth clubs.

UPDATES:

Men's Shed

TG informed the meeting that she had chased the solicitor several times for a decision from Basildon Council regarding a decision on the amended lease for the land but has received no reply. Members agreed that this is a very frustrating situation. MF offered to investigate on our behalf.

Exit Planning

GB reported that 93 resident surveys have currently been completed. Members were provided with feedback on the first 63 responses (as of 23 October):

Question: Are you aware of what Heart of Pitsea has been doing in the community since 2013?

21 said 'No'

4 said 'Not sure'

1 said 'Vaguely from Facebook'

4 said 'Yes'

33 gave fantastic, positive descriptions.

The resident survey has been promoted on the HoP website and FB page. There is a flyer with QR code and the survey has been included within the HoP newsletter, currently being delivered within the HoP boundary. Surveys and post boxes have been placed in Pitsea Library and the Chalvedon Community Centre. Pitsea Library has been very proactive and GB has collected around 20 paper forms from the library so far. The closing date of the resident survey is 15 December.

PN reported the SJ has carried out due diligence on behalf of the BBW CVS, on the videographer who is creating the A.C.T.I.O.N. crime awareness films/offered to create a HoP Exit film.

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

TG and GB will be hosting pop-ups on Monday 6 November, 1.00-2.00 in Pitsea Market (near to Costa) and 2.30-3.30 at Chalvedon Shops.

The community crime survey has now been completed by 198 people. The second prize draw has been held. The 1st prize (A Yale home security system) was won by a family within the HoP boundary and has been delivered. TG is currently trying to get in touch with 5-6 of the other prize winners.

The business crime survey has been launched and promoted on Facebook, and the HoP website. No responses have been received so far. TG & GB will be visiting local businesses to promote the business crime survey before and after the pop-ups on Monday 6 November.

The 2 Johns will be hosting an internet safety session for pupils at Northlands School and Maple Grove School and an evening session for adults/carers at The Basildon Upper Academy on 30 November.

2 new crime awareness films are being created.

The second crime awareness event will be held at the Chalvedon Community Centre on Friday 24 November from 1.30-4.00. 7 organisations are due to attend: Changing Pathways, The Illegal Money Lending Team, Against All The Odds, Neighbourhood Watch, Basildon Police and the Basildon Resident Engagement and Safety Teams. We hope to showcase one of the new crime awareness films at this event.

A meeting will be held in December to discuss winding down the A.C.T.I.O.N. project and its transition to the BBW CVS.

Youth Clubs

PN reported that the clubs were open during half term week. Yesterday's sessions had been quiet. Refreshments are being replenished, but no other resources are being purchased. The Little Monsters club members took part in a Halloween fancy dress competition, with voucher prizes for 1st place (£25), 2nd place (£20) and 3rd place (£15), funded by the youth forum. Sweets had been given to all other members.

Youth Forum & Big Local Connects

Our 2 youth forum members attended the annual Big Local Connects event with TG and PN. They enjoyed attending the event and taking part in workshops. PN had attended an 'exit' workshop about creating stories and a 1-to-1 meeting to discuss our final publication.

Pitsea Community Christmas Event

The Christmas event will be held on Saturday 2 December. Organisations attending: Basildon Heritage, Neighbourhood Watch, Lady McAdden Bras, Peabody, Against All The Odds, the Essex Horse and Pony Sanctuary, the Basildon Foodbank and the Pitsea Uniform Bank. Essex Youth Service will attend with their bus and Essex Fire Service will attend if available. A face painter has been booked and there will be 2 side shows and 1 ride (with small prizes provided by HoP). The location for the event is still unknown, although the top end of Northlands Pavement and The Dipple Medical Centre car park are options. The PA system is booked. Stage entertainers confirmed include Reverend Simon Law from St Gabriels Church, the George Hurd Choir, a martial arts demonstration and La Danse Fantastique dance group. Basildon & Pitsea Carnival are looking for singers and a choir.

Resident Get Together 15 December

KB and SJ confirmed they will attend. TG will contact other members not at the meeting.

Finance

Due to the partnership meeting being held early in the month, the monthly finance sheets were not available for the meeting. They will be reviewed at the December meeting.

Anything Else?

BBW CVS refund for insurance overpayments: SJ informed the meeting that the BBW CVS will be processing the return of the insurance overpayments paid by Heart of Pitsea.

Big Local Partnership Review: JS had emailed to request that partnership members look at an attachment containing questions that need to be answered for the annual Partnership Review, which will be added to the agenda for the next meeting on Thursday 7 December.

Parks Damage: TG reported that the council's parks department won't be replacing the equipment that has been maliciously damaged at the Legacy Park going forward. TG suggested

that as funding is still available from the Parks/wetland/Signage' budget, there might be an opportunity to pre-purchase some of the seats in advance of them needing to be replaced over the next few years. TG also reported that the Legacy Park signage was now being fabricated by the council parks department.

Costings are: Cradle seat £87.25 each, Flat seat £37.00 each, Zip Line seat £98.80 each Tandem swing (for parent & child) approximately £375, Basket swing is approximately £1000.

ACTION: TG to email resident members for decision on pre-purchasing equipment for the Legacy Park.

Youth club table tennis table: A new home will need to be found for the tennis table soon. Members to put the feelers out for an organisation that could utilise it.

Meeting ENDED: 11.02am

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

Thursday 7th December