



Partnership Board Meeting Minutes



Meeting held on
Thursday 8 February 2024
10am-12noon
Chalvedon Community Centre

In attendance:

Keith Bobbin, Resident Member	(KB)
Gill Buttwell, Project Support Worker (minute taker)	(GB)
Peter Dickson, Resident Member	(PD)
Andy Florence, Resident Member	(AF)
Ashley Gillam, District Youth and Community Commissioner, Essex Youth Service	(AG)
Michelle Fairchild, Community Development, Basildon Borough Council	(MF)
Tracey Griffith, Coordinator/Resident Member	(TG)
George Mitchell, Youth Support Worker, Essex Youth Service	(GM)
Paul Nagle, Resident Partnership Chair (meeting chair)	(PN)
Simon Johnson, Chief Officer, BBW CVS	(SJ)
Peter Wagner, Resident Member	(PW)

Apologies:

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 11 January were reviewed and AGREED.
Update: TG has purchased a new Christmas tree of lights and is awaiting a response from Everett Electricals regarding storage and installation on the Pembroke House balcony at Christmas time 2024.

UPDATES:

Men's Shed Project

- The final land lease has been agreed by both HoP and Basildon Council and we are awaiting to receive a copy to be signed by 2 Men's Shed Trustees (Peter Dickson and Keith Bobbin).
- The quote for the laying of the footings for the building is still awaited from Morgan Sindall.
- The quote for the shed structure and installation received early 2023 (£937.80) has been honoured.
- Everett Electricals will provide the necessary UK Power Network report for the electricity connection to the Chalvedon Community Centre.

- Chalvedon Community Centre has agreed to the installation of an outside tap and Morgan Sindall have suggested a water standpipe might be best.
- Visit to The Beacon Men's Shed Monday 12 February at 10am. TG, AF, KB, PW & PD attending.
- TG investigating shutters and a ring alarm. Trustees to be key holders.
- TG & PD will be attending a Men's Shed health and safety forum being held at Halstead Men's Shed on 21 March.
- HoP Men's Shed opening times to be decided. The shed cannot operate after 6pm (to limit noise) and will need to be arranged around the Chalvedon Community Centre opening times.

ACTION: A Men's Shed Trustees meeting to be arranged to discuss what support HoP workers can provide before Heart of Pitsea Big Local closes.

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

- Additional funding of £1360.00 for extra work on the production of the coercive control film has been paid. The final 2 films are nearing completion and will hopefully be available to show at BBW CVS 3rd Sector Summit on 20 March.
- The 1st prize winner of the crime survey draw has agreed to accept the home alarm system, and the remaining 9 winners to be contacted. Healthwatch will analyse the crime survey findings, which will be sent to Essex Police.
- TG is arranging for the Crime of the Century drama workshops to be delivered in Northlands and Maple Grove primary schools.
- BBW CVS will be granted £20k to continue the A.C.T.I.O.N. project.
- The Youth Forum will arrange a crime debate for the older youth club members to take part in. All participants will receive gift vouchers for taking part and additional gift vouchers will be awarded to the winning team.

Exit Planning

- The celebration 'Hullabaloo' event will be held on Saturday 23 March, from 2pm-5pm, at the Basildon Upper Academy. Budget £3,500. The event will include a children's area with a bouncy castle, face painting and magic shows. The main area will have information displays and a DJ playing easy listening music. Catering will include a buffet and hot dog stand, soft drinks and an ice cream van with hot drinks. The event flyer has been sent to print and will be delivered within the HoP boundary during the 1st 2 weeks of March and GB/TG will drop flyers at hubs, including Pitsea Leisure Centre, Pitsea Library, Chalvedon Community Centre and the Dipple Medical Centre. A save the date invite will be sent out via email to the guest list and added to the HoP Facebook page/website page. Banners will be placed on the school railings to direct people to the event. TG will investigate branded bags and sweets for children.
- Healthwatch (an organisation that reports on patient feedback to the NHS and social care providers) has been appointed to provide a report on the 2023 Heart of Pitsea resident survey and to then combine it with previous surveys (conducted in 2013, 2017 and 2021) at a cost £1,620.00. The results should be available mid-March and a decision to be made as to how we share these.
- The final publication 'Reflections' will be an A4, 16-page booklet. GB has put together an outline for articles, which will be written by PN, TG and GB. It will be image heavy and text light. The booklet will be delivered within our boundary and available for pick up at the Hullabaloo event. Deadline for publication artwork to printer is 6 March.

Youth Clubs

- The older club has been promoted, which has attracted new members.
- The younger group has around 17-18 members attending each week and upcoming activities will include the popular assault course (next week) and biscuit decorating later in the month.
- The final youth club session at The Place is expected to be on Wednesday 15 March, then the clubs will move to the Crown Centre.
- SJ is keen to collaborate with another local organisation to run the clubs when BBW CVS take them over.

Youth Forum

The youth forum has one remaining member and has approximately £1k remaining from their original £60k budget to spend before they close. The forum has committed £80 to the youth club which will be used for resources and will also be providing additional funding to replace broken nerf guns. The second Northlands School art project is underway and will conclude with an exhibition in late February/early March. The forum funded Essex Youth Service project 'Winter Shield' is running well. The sessions now run from 4pm-6pm on Wednesdays and are attracting around 20+ attendees each week. EYS are addressing the anti-social behaviour problems at Elm Green, by running an additional 'Winter Shield' session on Tuesday evenings from 3pm-5pm on Northlands Pavement, near to the walkway from Pitsea Library to the estate.

ACTION: EYS to send Tuesday Winter Shield Flyer for Facebook and Youth Club members.

Finance

The monthly finance sheets were viewed. TG explained that the minus amount of -£825.55 within the 2023 summer activities budgeting was an adjustment due to funding being moved from the underspend from the Young Climate Change Ambassadors project. This paid for the eco-activities within the summer events programme.

There is an amount of £1,200 that hasn't been allocated within the overall budgeting. This may be added to the BBW CVS grant for running the youth clubs.

Any Other Business (items 1-3 recorded earlier in the meeting)

- A grant of £2,000 to Basildon and Pitsea Carnival Association will be used for the Pitsea Community Christmas event 2024.
- A grant of £2,000 has been put forward to the Chalvedon Community Centre to run a summer inflatable day. Decision awaited.
- Basildon Creative People and Places have agreed to fund and facilitate a free Easter Trail for 2024, which will include a free half day workshop for families to take part in and collect prizes from the trail. Heart of Pitsea to provide a contribution of £250.00 for the event.
- The meeting decided not to provide a Youth Forum award at the Hullabaloo event. Certificates will be presented and past members will be invited.
- Meetings will be arranged with partnership members and Local Trust researcher Jocasta Davis, to capture thoughts and experiences of the Big Local journey, which will be used as part of the Local Trust closing data. PN, TG, SJ and KB to take part.
- AG reported that Essex Youth Service now has Social Prescribers at the Basildon Hub, who provide health and wellbeing signposting to young people and that the hospital team is working well.

- The Pitsea Pots and Walk and Talk groups will be allocated £1500 to continue within the Men's Shed project. TG reported that £300 will be spent on bark/soil that needs to be replaced in the pots over the coming weeks. The pots group has received great feedback from passers-by and local businesses have offered free hot drinks to volunteers. The group are now working on the Dipple raised bed, which is being planted as a herb garden.
- TG and GB will be sorting resources at The Place and the BBW CVS office next week.

Meeting ENDED: 11.30am

!!!LAST!!! meeting (10am-12noon at Chalvedon Community Centre):

Thursday 28 March 2024 (PBM & AGM)