PRIDE IN PLACE
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AGENDA

Board Title: Chalvedon Neighbourhood Board
Date: 29.07.2026
Time: 18:00-19:30
Location: Microsoft Teams
Chair: Jay Robinson
Serviced by: Olivia Dourado

Attendees: Jay Robinson (Chair), Janice Strachan, Olivia Dourado, James McMurdock MP, Maz Uluhan, Councillor Noble, Rebecca Rees, Debbi Robinson, Viktor Underwood, Diane Brown, Grant Taylor

Guests:

No.	Agenda Item	Purpose	Description	Lead
1.	**Welcome and apologies**	**For discussion**	Approval of minutes 15.07.2026 for publication and action log updates. Members are invited to declare any conflicts of interest at this point in the meeting	**Chair/All** **18:00 to 18:05**
2.	**Board activity**	**For discussion/ Action**	• Youth board • Quick wins ahead of November submission	**All** **18:05-18:20**
3.	**Phase 2 engagement plan**	**For discussion/ Action**	Pre-determine target audience, location and style of event. • Consider activities/food/information stands • Costs Layout to maximise survey completion (Ticket based system e.g. 1 completed survey = 3 free tickets for the activates/food on offer) **Action – Engagement plan to be confirmed 28.07.2026**	**All** **18:20-18:40**
4.	**November submission planning**	**For discussion/ Action**	**Basildon Communications Team** • Official board headshots and group photos (Agree a date and location) • Photos of engagement and activity can be taken by board members • Logo – Board to brainstorm ideas for the logo, ensuring logo will still be legible in multiple sizes. Due to short period to submission deadline, school workshop for logo may not be achievable. Comms team may also advise logo will need to be created externally due to complexity and team capacity. (**High priority task**) Key aspects required within submission • Boundary / local context • Future vision • Strategy and financial forecasting • Engagement outcomes (Phase 1 and 2) • Project ideas	**All** **18:40-19-15**

			• Additional funding and investment • The Board and Governance **Timeline** (Draft) • Tonic report – End of august • Phase 2 engagement – August/September • First draft of written report – WC 5th October • First draft of full report produced by Comms – WC 2nd November • Comments and amendments WC 2nd Nov – 13th Nov • Final report circulation for approval WC 23rd November Submission deadline **30th November**	
5.	**AOB** **Board meeting frequency/Venue**	**For discussion**	AOB • Outstanding documentation reminder • August date for meeting and venue options • Agree schedule of meetings including touchdowns for the period of August to November 27th	**All** **19:15-19:30**

Action	Ownership / Deadline	Update	Status
Establish police representative to shadow the board	**Olivia – 25.06.2026**	Olivia has contacted local police Srg for the area and is awaiting a response. Response chased again on 07.07.2026	On-going
Review Terms of Reference documentation	**All – 15.07.2026**	All board members to review and submit comments/amendments to Olivia / Pride in Place inbox	**Overdue**

Submission Deadline: Second submission due November 30th (4 year spend proposal for £8 million)