PRIDE IN PLACE
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MINUTES

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, Sean Quartermaine, Councillor Noble, Rebecca Rees, Debbi Robinson, Viktor Underwood, Diane Brown, Grant Taylor

Guests: Thomas Oliver

No.	Agenda Item	Purpose	Description	Lead
1.	**Welcome and apologies**	**For discussion**	Approval of minutes 15.07.2026 for publication and action log updates. (Approved) Members are invited to declare any conflicts of interest at this point in the meeting • No declarations 29.07.2026	**Chair/All**
2.	**Green Flag event proposal**	**For discussion/ decision**	Thomas (Health and activity co-ordinator) attended to present a proposal for match funding of £2500 to support delivery of Green Flag status celebration in Northlands Park. The event is aimed to celebrate Northlands Park being awarded Green Flag status and raise the flag. Event details: Date Saturday 29th August 2026 Location Northlands Park Time 10am-2pm Proposed activity: Football fun factory, music, food and beverages, sports and more The event has been allocated £2500 but is requesting an additional £2500 from pride in place to support the event. The requested match funding will be allocated from the remaining capacity budget. The event will provide a wide range of park users who will also be able to complete the next phase of consultation which will inform the decisions made in the November report submission. Board comments on proposal; DB – This is a great opportunity for the board members to engage with the community and share information and awareness of what pride in place is and the community ownership of how the money is to be spent. JM – Highlighted concerns for using pride in place funding for consumption over investment, question was asked on return on investment and community perceptions of how funds are being spent/allocated. Questions have been sent to Thomas for additional clarification.	**Thomas/All**

			JS – Low spend high impact opportunity for the board to achieve in depth consultation whilst positively celebrating the achievement of green flag status in the park. This event will also encourage more park users. **Action –** All board members to vote on proposal (Attached) no later than Friday 7th August to plan accordingly. JM – Reputation and accountability of the board to be a consideration when reviewing funding proposals and opportunities.	
3.	**Board activity**	**For discussion/ Action**	• **Youth board** Olivia has compiled proposals for consideration when creating a youth board, please see attached document for consideration. Board members are supportive of having a youth board but have requested some additional steer based on what has already been achieved in other pride in place areas. • Quick wins ahead of November submission for consideration; **Potholes** – Send a letter to Essex County Council highlighting the community impact potholes have on the community and express a need for repairs as a priority. **(Action)** **Street Cleansing** – Inform Basildon Borough Council of specific areas which require attention for rubbish collection, maintenance of hedges and reporting Flytipping. Reports can be made directly to the team. Report online - Basildon Borough Council **Walkabout** – The board may wish to conduct a walkabout within the boundary area to assess key location which may benefit from pride in place investment, this will also be an opportunity to engage with the local community to promote pride in place and how to get involved. **Rose villa Surgery** – JR presented the opportunity of potential for the board to support the refurbishment of the Rose Villa Surgery outdoor space. This a project that has a great community impact for improving the look and feel of an area as well as encouraging community ownership of maintaining the space.	**All**
4.	**Phase 2 engagement plan**	**For discussion/ Action**	To support phase 2 of engagement whereby in-depth community feedback is to be collected in order to direct the action plan for the November report submission Board feedback on TONIC report: Feedback within the report states that are a number of community members who are not aware of Pride in Place and what the programme is or does. As part of the secondary phase of consultation raising awareness and promotion of pride in place is key to community input and programme success. Rasing the profile needs to be incorporated within the Phase 2 engagement plan. Feelings of safety and isolation have been highlighted as key themes within the TOPNIC report, these will be focal points of the secondary phase of consultation to deep dive into what this means for the community and how Pride in Place can support the community to improve feelings of isolation and safety. Consultation questions; What does success in Chalvedon look like? How will hard to reach communities be included/ consultation methods be adapted?	**All**

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5.	**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 • 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**	**All**
6.	**AOB** **Board meeting frequency/Venue**	**For discussion**	AOB • Outstanding documentation reminder – Complete • August date for meeting and venue options – Date confirmed 18th August 10-11:30am, venue to be confirmed. • **Visit to another Pride in Place area** There is scope to organise a board trip to visit another Pride in Place area which as a similar demographic makeup and priorities for improvement. This will allow the board to obtain relevant insight into what has and hasn't worked well in other areas to help support their won proposed plan of delivery. This will be revisited as an action when the programme has progressed to a stage where this will be of maximum benefit to the board.	**All**

			• **'You said we did' Community update** JS- Suggested a regular community update which features feedback from the community which has been actioned, this can be shared as a news bulletin via common place.. This will increase community trust that their feedback is being acknowledged and resolutions are being achieved. • **Logo activity** Request for community groups and holiday clubs to submit suggestions for the new Chalvedon Pride in Place logo. WC 17th August JR will circulate a logo activity document which will contain instructions, prompts and submission details.	

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
Circulate Green Flag event funding proposal to board members for formal votes	**Olivia – 05.08.2026**	Awaiting formal board votes	Complete
Write a letter to Essex County Council for potholes	**All – 18.08.2026**	Draft letter to be circulated to board	On-going
Draft proposals for Youth board to be circlated for consideration	**Olivia – 18.08.2026**	Drafts have been shared to the board for review and comment	On-going
Logo activity	**Jay – 17.08.2026**		On-going

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