PRIDE IN PLACE
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MINUTES

Board Title: Chalvedon Neighbourhood Board
Date: 18.08.2026
Time: 10:00-11:30AM
Location: Microsoft Teams
Chair: Jay Robinson
Serviced by: Olivia Dourado

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

Guests:

No.	Agenda Item	Purpose	Description	Lead
1.	**Welcome and apologies**	**For discussion**	Approval of minutes 29.07.2026 for publication and action log updates. (Approved) Members are invited to declare any conflicts of interest at this point in the meeting • No declarations dated 18.08.2026	**Chair/All** **10:00-10:05**
2.	**Youth Board**	**For discussion/ Action**	Discussion of youth board proposal options (Attached) Board decision to implement a youth advisory group for a multi factored approach to support the main board, this is inclusive of piloting ideas, support decision making and provide advice. An established group of young people has shown an interest in taking part including 15 young people from the upper and lower academies. It has been noted that the youth board will need consist of a representative sample of young people ensuring diversity. There is scope for the youth board to cover both boundary areas with Thomas (Laindon Board Member) offering to present his format. By having a shared board will also mean shared use of officer time and resources available. **Action:** Olivia will liaise with Thomas to arrange his attendance. Key criteria need to be agreed by the board, such as what is to be achieved by the youth board, and the level of responsibility youth members will hold, clear guidelines and risk parameters, as well as minimum and maximum number of attendees. A youth board will also provide young people with skills and life experience which has been identified a community need through consultation.	**All** **10:05-10:30**
3.	**Phase 2 engagement plan**	**For discussion/ Action**	Phase 2 of engagement will also be an opportunity to raise the profile of Pride in Place within the Chalvedon Boundary whilst also asking in depth questions to support November submission planning.	**All** **10:30-11:00**

			The board has highlighted a need for capturing the views of those who did not voice their feedback in Phase 1 inclusive of harder to reach communities. The board needs to agree of proposed budgets to facilitate this secondary phase of engagement, Board members highlighted opportunity to use available budgets for branded materials such as identification badges when out promoting pride in place rather than using the budget to hire facilities to host events. Free community halls and venues have been suggested by the board as a starting point to arrange a roadshow of events in accessible locations across the boundary. **Roller skating opportunity** MU – Local roller-skating group located in Basildon has shown there are micro communities with growing interest and attendance, showing an organic need for more activities and spaces for roller skaters. DR- Agreed that this may be an opportunity to open a local roller-skating ring which can be used for all ages and run as a business to be income generative. MU- suggestion school playgrounds could be explored for rental purposes for skating groups as this can generate income for schools and facilities are already accessible. **Rasing the profile** Board members to canvass the area as an awareness activity, this will inform residents of what pride in place is, how to get involved and get to know the board as their representatives. Walkabout of the area can also be completed by the board, this will give the board an opportunity to become familiar with areas that are of priority to target activity of improvement and generation. Quick win idea of community litter pick, this will increase community ownership and pride and also be an opportunity for residents to meet new people, exercise and increase feelings of safety. **Consultation comments** JM – Proposed idea of hiring staff to complete consultation on behalf of the board, this can be further explored for additional clarification on how this process would work. Alternative consultation times need to be available to allow an increased level of responses due to capturing different audiences outside of traditional working hours.	
4.	**Context and History of Chalvedon**	**For discussion**	MU – Bon Sheridan at Twinning has an extensive knowledge of the history of the area as well as supporting data of around 40 years, **Action:** Jay to make contact.	**All** **11:00-11:15**

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5.	**AOB**	**For discussion**	AOB • Next board meeting: Tuesday 1st September 2026, 10am-11:30am Venue TBC, Bi-weekly occurrence starting 1st Sept Tuesdays 10.11:30am. MU has offered to support with sourcing locations for meetings to be hosted going forward, proposed locations include Briscoe school, Well being hub and Chalvedon Community Centre. • Logo – Jay has created an activity sheet to be completed at HAF clubs. • Notice Board Consultation – Basildon Council Tenancy Team is conducting a survey to assess the use of notice boards across the borough and have asked for board members to share feedback. Community Estate Notice Board Survey - Residents August 2026 **Green Flag Celebration event** Date: Saturday 12th September Time: 10am-1pm The flag will be raised at 10am by the mayor, this will then be followed by sports activities facilitated by ATF. The board are invited to attend and engage with attendees to complete additional consultation, Commonplace can be utilised to create a secondary survey using the final Tonic report. **Board membership** Rebecca Rees has formally resigned from the board as she does not have capacity to support due to being on medical leave. She is still keen for both Upper and Lower academy to be actively involved. Should there be a shadow board created Rebecca is also keen to part of this as a non-voting member. **Special thanks to the board** Chair of the board shared thanks to all members for their contribution with consultation, including Janice attending sheltered accommodation. **Proposals, funding and decision making** Learning curve established across the board to increase skills on reviewing funding applications, making decisions and constructive scrutiny. JM – Standardised decision tree and funding application document to be agreed and created by the board to implement going forward. By having a clear audit and paper trial	**All** **11:15-11:30**

			of all financial decisions will ensure the board is compliant with governance and regulation. The Board are now the equivalent to bank managers and have a duty, responsibility and reputation to uphold. **Action:** Olivia to add finance and governance as agenda item for September 1st, 2026.	

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
Invite Thomas to a board meeting to present his youth advisory group proposal	**Olivia – 01.09.2026**	Olivia has contacted Thomas to arrange a date suitable to attend, awaiting response. 20.08.026	On-going
Jay to contact Bob at Twinning	**Jay - 01.09.2026**		On-going
Olivia to add finance and governance as agenda item for September 1st, 2026.	**Olivia – 01.09.2026**	Complete	Complete

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