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AGENDA

Board Title: Laindon Neighbourhood Board
Date: 22nd October 2026
Time: 17:30-18:30pm
Location: Asda Pipps Hill, Heron Retail Park, Miles Gray Rd, Basildon SS14 3AF
Chair: Tammy Nicholls
Serviced by: Thomas Williams/ Dave Toombes

Attendees: Tammy Nicholls (Chair), Richard Holden MP, Jose Kattady, Dr Anita Pereira, Colin Evans, Michael Plant, Sharon Barbour, Thomas Williams

Accountable Body Representatives- Grant Taylor, Dave Toombes

No.	Agenda Item	Purpose	Description	Lead
1.	Introduction, administration and apologies	For discussion	• Welcome and apologies • The board are asked to approve the minutes from the last meeting- 8th October • The board are given the opportunity here to declare conflict of interests here	Chair/All 17:30 to 17:35
2.	Increasing the board and appointing a Vice Chair	For discussion/ approval	• Review of the skills audit and discussion around board expansion • Process of vice chair appointment	Chair 17:35-17:55
3.	Review of the engagement and looking forward	For discussion /approval	• Review of engagement data- who have we spoken to, who have we not spoken to? • Youth Board and Community Board discussion- following on from our last meeting.	All 17:55-18:10
4.	November Submission Update and discussion	For discussion/ approval	• Grant to give an update on the timelines and where we are right now • Board discussion re documents and priorities	Grant 18:10-18:25
5.	AOB	For awareness/ discussion	To be sent through to the board- latest	All 18:25-18:30
6.	Date and Time of next meeting	For discussion	5th November - Venue at Laindon Medical Center 17.30-18.30	Thomas 18:30

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Action	Ownership / Deadline	Update	Status
Olivia to contact proposed venues for provisional dates and hire costs	**10.09.2026**	Draft email has been sent to the Chair for approval prior to sending to proposed venues for confirmation	On-going (continual action- to arrange venues for meetings)
Board Membership expansion- Grant to look into ToR and policies around this. Board members are urged to complete a skills audit and return. Board members are asked to submit potential board members, when we expand	**ASAP- All are responsible for this task**		
Arrange a call with board members to discuss the November Submission in more detail- following on from this meeting	**ASAP**	Thomas is speaking with Grant and Tammy about next steps.	On-going
Grant to circulate the engagement tracker, for the board to complete and fill in the gaps following round 2 of engagement	**22.10.2026- Grant**		On-going
Thomas to circulate Theory of Change ahead of the next board meeting after calls with sector colleagues, who have supported the development of the document	**22.10.2026- Thomas**		On-going
Arrange the first Youth Board meeting for early/ mid November- arrange the presence of partners, young people, charities and local schools for the kick off.	**30.11.2026 (Ahead of the 2nd Submission deadline)**	Partners have been contacted Documents have been drafted	On- going

Submission Deadline: First report submission due July 17th (boundary extension proposal and neighbourhood board governance) and second submission due November 30th (4 year spend proposal for £8 million)