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MINUTES

Board Title: Laindon Neighbourhood Board
Date: 08 June 2026
Time: 18:00pm to 19:30pm
Location: James Hornsby School
Chair: Tammy Nicholls
Serviced by: Olivia Dourado

Attendees: Tammy Nicholls (Chair), Michael Plant, Richard Holden MP, Sharon Barbour, Ward Councillor (TBC), Thomas Williams, Dr Anita Pereira (Apols), Grant Taylor, Colin Evans, Olivia Dourado

Guests: None

No.	Agenda Item	Purpose	Description	Lead
1.	**Welcome and apologies**	**For discussion**	Group introductions from all present inclusive of Chair, board members, MP and accountable body. Ward member for Laindon is still awaiting confirmation Apologies - Dr Anita Pereira	**Chair**
2.	**Terms of reference / board document packs** **Future onboarding of board members**	**For discussion/ Approval**	Terms of reference draft has been provided to all members for review and comment (Action), once approved and agreed these will govern the board and its members. Terms of reference will be reviewed annually, however if a review is required prior then this can be arranged. All supporting documents including risk register and conflict of interest form will be circulated for completion to be included in the July report submission.	**All**
3.	**Risk register / Conflict of interest**	**For discussion / action**	Conflict of interest; Importance of making any conflicts of intertest know is paramount to transparency of board members, it should be noted that when an conflict of interest occurs this does not mean the service in question can no longer be commissioned but rather the board member with the conflict will not be able to vote and reasonable measures will be taken to ensure any conflict of interest is managed appropriately. Risk register; This document will be created in collaboration of all board members to ascertain what potential risks may occur and what can be done to mitigate that risk to prevent them from occurring, or what to do to rectify the risk if I were to occur. *Conflict of interest and risk register will remain a standard agenda item.*	**All**
4.	**Board meeting frequency/venue**	**For discussion**	Upcoming board meetings agreed; • Thursday 25th June 6-7:30pm (Venue TBC) • Thursday 9th July 6-7:30pm (Venue TBC) Frequency of board meetings will align with report submission deadlines, option for hybrid will be included when required. Online touch down sessions will also be arranged to reflect report submission deadlines	**All**

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5.	**Tonic – Research and Survey** **Pride in place film**	**For discussion**	Tonic Overview: Procurement process completed prior to being selected and paid for using the initial PiP funding given to the council. Their aim is to engage with as many members of the community as possible through face-to-face interviews, pop up events and postcard surveys. Tonic attending James Hornsby on Weds 17th June to run sessions with the pupils. Olivia has also met with Tonic to provide insight of the locality with key areas of high footfall and diversity. Board comments: Residents of the area have a personal responsibility to get involved to make change happen, this was also related back to the 'Wigan Deal' which is a social contact between Wigan Council and its residents. Highlighted importance of familiar community members being present alongside Tonic to create safe community spaces to increase engagement. Board members to provide/suggest opportunities and communities for Tonic to engage with to excel the confidence levels.	**Grant**
6.	**Submission deadlines and timelines**	**For awareness**	First report submission due July 17th and second submission due November 30th July submission to include new proposed boundary, conflicts of interest and completed risk register.	**Olivia**
7.	**AOB / Actions**	**For discussion**	**Actions for all board members;** • Produce boundary amendment justification, including map detailing suggested revised boundary. (Deadline, 25.06.2026) • Review Terms of Reference and supporting documents in board pack provided, all comments and amendments to be sent to Olivia Dourado (Olivia.dourado@basildon.gov.uk) • Provide locations for upcoming board meetings on Thursday 25th June and Thursday 9th July. • Review and complete attached documents (Declaration or interest, Risk register and code of conduct. All documents attached for reference) **Actions for Accountable Body;** • Establish police representative to shadow the board (On-going, Olivia has contacted local police Srg for the area and is awaiting a response) **AOB;** Pride in Place explorer tool, created by the Independent Commission on Neighbourhoods- https://www.neighbourhoodscommission.org.uk/pride-in-place-data-explorer/ Tonic Representative to attend virtually on Thursday 25th June to provide updated engagement plan and summary of findings thus far. Attached TONIC bid proposal for reference and additional information	**All**

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