PRIDE IN PLACE
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AGENDA

Board Title: Chalvedon Neighbourhood Board
Date: 15 July 2026
Time: 10:00-11:30am
Location: TBC
Chair: Jay Robinson
Serviced by: Olivia Dourado

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

Guests: Tonic

No.	Agenda Item	Purpose	Description	Lead
.	**Welcome and apologies**	**For discussion**	Approval of minutes 02.07.2026 for publication and action log updates. Members are invited to declare any conflicts of interest at this point in the meeting	**Chair** **10:00-10:05**
4.	**Board documentation**	**For discussion /approval**	Board members to provide any additional amendments to documentation provided for review. Olivia – Circulate final versions for signature/ completion via Docusign.	**All** **10:05-10:30**
5.	**Boundary extension proposal**	**For discussion/ approval**	Review of proposed boundary extensions for board to make final agreement for submission.	**All** **10:30-11:00**
6.	**AOB** **Board meeting frequency/Venue**	**For discussion**	AOB Venue options for next board meeting to be sent to Olivia/ Pride in Place inbox. Essex County Council 100 Day Plan – Discussion on impact of plan and similar priorities to Pride in Place. (Reforming Essex: 100 Day Plan) Call to action – All board members to actively support consultation	**All** **11:00-11:15**

Action	Ownership / Deadline	Update	Status

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Collate proposed area boundary extensions to create a final agreed boundary to be included in July report submission	**All – 25.06.2026**	Agreed proposed boundary to be included in July report submission to MHCLG for decision.	On-going
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 documentation provided for comment/approval and signature	**All – 25.06.2026**	All board members have been provided copies of relevant documentation for review	Complete
Review Terms of Reference documentation	**All – 15.07.2026**	All board members to review and submit comments/amendments to Olivia / Pride in Place inbox	On-going
Location for board meeting 15.07.2026	**All- 02.07.2026**	Confirmation of venue availability to be submitted to Olivia to confirm booking and circulation	On-going
Pride in place film created by Basildon Council Communications team (Rich)	**Olivia – 02.07.2026**	Film is in final draft and once approved Olivia to circulate to board members.	Complete

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)