PRIDE IN PLACE
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AGENDA

Board Title: Chalvedon Neighbourhood Board
Date: 02 July 2026
Time: 12:20pm-13:30pm
Location: Northlands Primary School
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 19.06.2026 for publication and action log updates. Members are invited to declare any conflicts of interest at this point in the meeting	**Chair** **12:20-12:25**
2.	**Northlands Primary school – Ben (Head teacher)**	**For awareness**	Ben to attend the meeting to share his knowledge and expertise of the local community.	**Ben** **12:25-12:40**
3.	**TONIC**	**For awareness/ discussion**	Representative to attend the board meeting via teams to provide an overview of the engagement plan, how the consultation is progressing and any areas where support from the board is required.	**TONIC/All** **12:40-12:55**
4.	**Board documentation**	**For discussion /approval**	Members to provide feedback on amendments to documentation provided including terms of reference, conflict of interest, risk register and code of conduct. All members are required to sign the relevant documentation. Competition and submission of 100 words and a photo to be sent to Oliva/Pride in Place inbox – 03.07.2026	**All** **12:55-13:00**
5.	**Boundary extension proposal**	**For discussion/ approval**	Confirmation of agreed boundary extension to be included in July submission, supporting analysis and data will be produced by the accountable body to support extension proposal, this will be inclusive of shopping parades, parks, and local provisions.	**All** **13:00- 13:25**
6.	**AOB** **Board meeting frequency/Venue**	**For discussion**	AOB Venue options for 9th July (2026 6-7:30pm) to be sent to Olivia/ Pride in Place inbox.	**All** **13:25-13:30**

			Board meeting schedule to be agreed for July 2026 – November 2026 to reflect increased frequency prior to submission deadlines, Please refer to attached supporting document.	

Action	Ownership / Deadline	Update	Status
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 23.06.2026	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 – 25.06.2026**	All board members to review and submit comments/amendments to Olivia / Pride in Place inbox	On-going
100 words and a photo to be published on Common Place/ July submission	**All – 03.07.2026**	All board members to complete the 100 words task and submit to Olivia no later than 03.07.2026	On-going
Location for board meeting 02.07.2026	**All- 02.07.2026**	Confirmation of venue availability to be submitted to Olivia to confirm booking and circulation	Agreement to be made 26.06.2026
TONIC to attend the board / circulate copy of the bid to board members for awareness	**Grant – 25.06.2026**	TONIC representative attending 02.07.2026 via teams, copy of bid has been attached	Complete
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.	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)