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MINUTES

Board Title: Chalvedon Neighbourhood Board
Date: 15.09.2026
Time: 10:00-11:30AM
Location: Changing Pathways / Microsoft Teams
Chair: Jay Robinson
Serviced by: Olivia Dourado

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

Guests: Tania (Changing Pathways) / TONIC representative

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 15.09.2026	**Chair/All**
2.	**Changing Pathways**	**For information**	• Representative Tania gave an overview of the service provided by Changing Pathways, which is a domestic violence support service, they support anyone who has been affected by domestic violence with no restrictive qualifying criteria. • Much like any other charity organisation financial restraints hinder service delivery, due to the impact of the cost-of-living crisis there has been an influx of cases with an element of financial abuse. This in turn to leads to a higher service demand for essentials, white goods, personal CCTV devices and mobile phones. Cost of living crisis has also impacted safe accommodation availability with the average stay now being 6-18 months due to lack of affordable move on accommodation. • Essex County Council fund core work but not additional expenses such a food and travel vouchers. • September is a period where there is increased demand for school uniforms and stationery (DB to provide contact details for local uniform shops), high demand in food has also been highlighted. MU has offered to provide the centre with a freezer and 100 ready meals a week for distribution; he has also offered to assist nappies and sanitary products. MU also has the authority to provide food voucher and register new companies to also be able to do. Tania and MU to explore this opportunity further outside of the board meeting. • Changing Pathways has also agreed for meeting room space to be used going forward and to complete consultation work with those they support as their trusted body to encapsulate feedback from harder to reach/isolated community members.	**Changing Pathways/All**

3.	**TONIC**	**For information**	Representatives from TONIC attended to present the executive summary for the engagement completed, a total of 342 residents were surveyed via online consultation, in person interviews and workshops. Top 6 priorities are as follows but no priority order has been assigned; • Youth clubs, teen spaces and things for young people to do • Projects to make streets and public spaces feel safer • Better parks, playgrounds and outdoor recreation spaces • Cleaner, better maintained streets and public spaces • Community spaces, activities and events that bring people together • Skills, training and routes into employment Key areas for the board to focus on are removing barriers of access and/or participation, improving what already exits and making it better. The board is now also completing a secondary phase of consultation to dig deep into what the community want and need. Details of the additional consultation events will be promoted via Commonplace and via the board members. (Copy of executive will be available in the document hub on Commonplace)	**TONIC/All**
4.	**Phase 2 engagement delivery**	**For discussion/ action**	• Confirmation of proposed drop-in locations and board members who will be facilitating • Questions to be asked and how responses will be collated and analysed	**All**
5.	**November submission**	**For discussion/ action**	• Agreed dates for task and finish group to support the submission • Beat the street data, for consideration	**All**
6.	**AOB**	**For discussion**	AOB • Next board meeting: Tuesday 29th September 2026 10-11:30am, Bowers Gifford Football Club, Crown Avenue, Pitsea, Essex SS13 2BE. • Board membership and recruitment, two board members have resigned due to personal reasons so there is an opportunity to recruit new members. All board members will partake in a skills audit to identify strengths of the current board and opportunities to recruit board members in areas of expertise the board doesn't currently hold. Position of Vice Chair will also be open for recruitment. All updates regarding recruitment and submitting applications will be listed on the CommonPlace. • Green Flag event update, the Green Flag event on Saturday 12th September was a huge success and well attended, the event was followed by a series of activities in Briscoe Primary School. Board members in attendance were able to partake in depth • Youth advisory group, Thomas from Laindon Neighbourhood Board to attend to present proposal at the next board, this is a provisional due to his scheduling availability.	**All**

			• Collaboration with Wombles clean up team, community clean up support by Maz and clean up UK. The service also operates to be inclusive of those with additional support needs and disabilities.	

Action	Ownership / Deadline	Update	Status
Establish police representative to shadow the board	**Olivia – 25.06.2026**	No response	Closed
Invite Thomas to a board meeting to present his youth advisory group proposal	**Olivia – 01.09.2026**	Olivia. Follow up email sent 02.09.2026	On-going
Jay to contact Bob at Twinning	**Jay - 01.09.2026**	Email sent 01.09.2026	Complete
Diane to visit well being hub	**Jay – 15.09.2026**	Jay to make introductions for Diane and Dawn to arrange a visit	Complete
Confirmation of liability insurance coverage	**Olivia/ Grant – 15.09.2026**	Details on liability insurance included within minutes above	Complete
Draft funding application document	**Olivia – 15.09.2026**	Drafted document has been sent to board members for their comments and amendments	Complete
Draft engagement plans and consultation questions.	**Olivia – 15.09.2026**	Draft engagement plans have been circulated to board members for confirmation and drafted questions has also been circulated for feedback.	On-going
Dedicated pride in place email addresses for board members	**Olivia – 15.09.2026**	Requested information for internal IT team for setting up email addresses / relevant training such as GDPR	On-going
Upload Essex Highways Letter to CommonPlace with supporting news story	**Olivia – 15.09.2026**	Copy of letter uploaded and news story shared	Complete
Signs with eyes request from community safety team to be installed in Northlands park as deterrent for anti-social behaviour and littering	**Olivia – 15.09.2026**	Olivia contacted community safety team, awaiting response	Complete
Well-being hub to be hosting location for engagement events.	**Jay – 15.09.2026**	Jay to liaise with Dawn	Complete

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