PRIDE IN PLACE
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MINUTES

Board Title: Chalvedon Neighbourhood Board
Date: 01.09.2026
Time: 10:00-11:30AM
Location: Well-being Hub, Felmores
Chair: Jay Robinson
Serviced by: Olivia Dourado

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

Guests: Dawn Hodges, Team Leader for Well-being Hub

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 01.09.2026	**Chair/All**
2.	**Well Being Hub**	**For information**	Dawn Hodges, Team leader for Well-being Hub provided an overview the well-being hub including support and services provided and wider community impact. The well-being offers the healthy child programmes from 0 -18yrs and 25yrs with special educational needs and development, along with many other multiple health provisions. Bernardos also operates from the hub and provides social care services for a holistic support service. Highlighted need for parenting and behaviour classes, pressures for parents to get back into work leads to children being cared for by multiple people/serviced which can often result in lack of consistency for both children and families. A good rapport with family's needs to be established prior to parenting and behaviour classes and this is often achieved through group classes and interactive activities; lack of funding service wide prevents the ability to provide these programmes on the scale which is required. Rubbish and Flytipping in both public areas and at home addresses also has a negative impact on health and development. The cause of rubbish and Flytipping can be linked to wider issues such as lack of funding to dispose of rubbish properly or travel restrictions for non-drivers being able to transport large goods to crunch services or local tip. Dawn has also expressed an interest for the well-being hub to be a host for engagement events for pride in place, **Action:** Jay to contact Dawn to arrange a date and time.	**Dawn Hodges**

			MU – Mother's Kitchen is now in partnership with Clean Up UK, a free volunteer clean up provision. Community ownership, socialisation and exercise are all achievable through the service. All rubbish is put into purple bins which are then collected by Council waste teams.	
3.	**Board overview**	**For information**	PowerPoint presentation on the structure of the board, roles, responsibility and expectations. Slides also included relevant information on documentation, communication and in-person/online meeting conduct and input. Board members were all in agreement they now have a clear understanding of their own role as well as the role of the accountable body.	**Chair/All**
4.	**Finance and decision making**	**For discussion/ agreement**	Board discussion on how funding decisions are to be made and ensuring the process is adaptable as programme delivery progresses and the board become more confident and skilled. JM previously provided a copy of his decision-making tree which the board are happy to implement for the current period with the view to amend in the future. The need for an application of funding has been highlighted by the board for any small grants they wish to support. GT also reiterated that the board is not a grant giving organisation but grant funding mechanism can be explored if this is something the board wishes to offer. **Action:** Olivia to create draft funding application, this will include elements such intended outcomes, spend forecast and cost breakdown, checks on if any other applications have been submitted by the applicant as well as ensuring the form is accessible and can be adapted for varying needs.	**All**
5.	**AOB**	**For discussion**	AOB • Next board meeting: Tuesday 15th September 2026 10-11:30am, venue to be confirmed. **Phase 2 Engagement** *Green Flags event Northlands Park:* Saturday 12th Sept 10am -1pm, followed by activities at Briscoe Primary school. Board members are invited to attend to complete consultation. **Action:** Olivia to draft engagement questions using the draft TONIC report. *Liability and safety:* The board are covered by Basildon Council's liability insurance if Olivia or other member of staff is present at the event, this also applies to health and safety. *Quick wins:* Small scale events and community projects that raise the profile of pride in place, increase community ownership and encourage active involvement are opportunities for the board to have a positive community impact.	**All**

			Engagement plans: Drafted locations and availability have been collated and sent to the board for final confirmation; these events will then be advertised through CommonPlace, social media channels and flyers across the local community. **Letter to Highways** The Chair of the board has sent a letter to Essex County Council Highways department as community feedback showed a demand for repairs to take place on the potholes and broken pavements. This letter can be viewed in the documents folder on CommonPlace. **Northlands Park** Board members have stated there is a large amount of litter within Northlands Park which has a negative impact on park users, Olivia has contacted the community safety team at Basildon Council to explore additional signage being installed as a deterrent. **Logo** Copies of the proposed logo have now been received and will be reviewed to support the creation of the final version which will be implemented going forward. **Dedicated email addresses** Board members have requested dedicated pride in place email addresses for board related business to ensure a clear separation between other work streams and use of personal accounts. Olivia is exploring the best way to implement along with supporting training such as GDPR. **Boundary amendment proposal update** MHCLG has contacted Olivia regarding the proposed boundary amendment submitted, there has been an ask to revise the boundary for consideration or to keep the original boundary with the guidance that investment can be made outside of the boundary as long it is supported by evidence and will positively impact those within the boundary. The board are happy to consider reverting to the initial boundary without and amendments, however Olivia will also look to produce the revised boundary for board consideration of they still wish to submit an extension.	

			Pride in Place Chairs Event Jay will be attending a Pride in Place Chairs event in London next Friday, he has requested any questions the board wishes to have answered at the events are sent no later than Wednesday 9th September. Lunch and travel expenses for Jay are to be reimbursed using the capacity funding, unanimous decision of board in support.	

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	On-going

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