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AGENDA

Board Title: Chalvedon Neighbourhood Board
Date: 18.08.2026
Time: 10:00-11:30AM
Location: 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, Debbi Robinson, Grant Taylor, Diane Brown

Guests:

No.	Agenda Item	Purpose	Description	Lead
1.	**Welcome and apologies**	**For discussion**	Approval of minutes 29.07.2026 for publication and action log updates. Members are invited to declare any conflicts of interest at this point in the meeting	**Chair/All** **10:00-10:05**
2.	**Youth Board**	**For discussion/ Action**	Discussion of youth board proposal options (Attached) Board to agree on youth board strategy to begin implementation plans including supporting governance documents such as terms of reference and code of conduct.	**All** **10:05-10:30**
3.	**Phase 2 engagement plan**	**For discussion/ Action**	Finalise Phase 2 engagement plan to be agreed with support of proposals collated and circulated. Actions to complete; • Budget/ incentive to participate • Location/venue • Resourcing/staffing • Materials/ survey questions Engagement target including representative sample of participants	**All** **10:30-11:00**
4.	**Context and History of Chalvedon**	**For discussion**	Draft introduction for Chalvedon Neighbourhood Board November submission. Key points to be included within the submission such as data, history and developments to reflect the community.	**All** **11:00-11:15**
5.	**AOB**	**For discussion**	AOB • Next board meeting: Date time and location TBC • Logo – Finalise activity and submission deadline • Notice Board Consultation – Basildon Council Tenancy Team is conducting a survey to assess the use of notice boards across the borough and have asked for board members to share feedback. Community Estate Notice Board Survey - Residents August 2026	**All** **11:15-11:30**

Action	Ownership / Deadline	Update	Status
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

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