PRIDE IN PLACE
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AGENDA

Board Title: Chalvedon Neighbourhood Board
Date: 13.10.2026
Time: 10:00-11:30AM
Location: Tesco, Pitsea Microsoft Teams
Chair: Jay Robinson
Serviced by: Grant Taylor

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

Guests: Steph (Tesco)

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.	**Steph and her work within the Chalvedon community**	**For information**	Representatives to provide an overview of the support and services provided to the community, knowledge and expertise of the are and how collaborative working with the service can be supported through pride in place.	**Steph/All** **10:05 – 10:20**
4.	**Boundary adjustment**	**For information**	Due to feedback from MHLGC around the boundary proposal, a vote for the slightly refined submission needs approval before submission.	**Thomas Williams/All** **10:20-10:40**
5.	**Engagement up until now post TONIC**	**For discussion/ action**	• Any feedback about data/themes etc. • We can still continue to engage with the community.	**All** **10:4011:00**
6.	**Spacehive**	**For discussion**	• Call with Frank from Spacehive, could support with applications.	**JR/all** **11:00-11:10**
6.	**AOB**	**For discussion**	AOB • Next board meeting: JR cannot attend 29th October 2026 10-11:30am, Venue to be confirmed • IS there another date that people can make? Perhaps the week after?	**All** **11:10- 11:30**

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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)