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MINUTES

Board Title: Chalvedon Neighbourhood Board
Date: 13.10.2026
Time: 10:00-11:30AM
Location: Tesco's Pitsea / Microsoft Teams
Chair: Jay Robinson
Serviced by: Dave Toombs

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

Guests: Stephaine Tesco Community Champion

No.	Agenda Item	Purpose	Description	Lead
1.	**Welcome and apologies**	**For discussion**	Approval of minutes for Thursday 1 October 2026 publication and action log updates. (Approved) Members are invited to declare any conflicts of interest at this point in the meeting • No declarations	**Chair/All**
2.	**Steph- Tesco's Community Champion and her work within the Chalvedon community**	**For information**	• Community representative described their role as supporting local people in any way possible, including through donations, volunteering time and practical assistance. • Having worked in the role for around three years, they highlighted both significant challenges and positive community activity across the borough. • Concern was raised that parts of Basildon, particularly Fryerns, Craylands and Pitsea, can sometimes feel overlooked despite having high levels of need. • Positive feedback was given on the proposed funding, with recognition that additional investment could help local organisations and community projects make a greater impact. • It was noted that there are many worthwhile projects and groups locally that could benefit from financial support. • Discussion highlighted the Seed to Plate initiative at Gilgrove School, which aims to teach children gardening and cooking skills through partnerships with local organisations, with longer-term ambitions to support the wider community. • The project also has aspirations to develop a community hub offering financial advice, budgeting support, life skills and family support services. • It was noted that some local families face significant financial challenges, including homelessness and insecure housing, highlighting the need for practical support and financial literacy opportunities. • Location was noted as outside the boundary area.	**Tesco's Community Champion /All**

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3.	**Boundary adjustment**	**For discussion/ action**	• Jay, Maz, Janice , Cllr Noble and Jack Francis (voting on the behalf of MP James McMurdock) voted in favour of the proposed new boundary. • Felmores Primary School: MP James McMurdock wanted it noted that, under the revised northern boundary proposal, Felmores Primary School would sit outside the boundary area. He wanted the panel to recognise that the school is a valuable community asset and highlighted its significant involvement in engagement activity to date. **Vote Outcome:**The vote was quorate and the proposal was supported.	**All**
4.	**Engagement up until now post TONIC**	**For discussion/ action**	• **Project Proposals:** Jay circulated proposal templates and asked members to submit brief project ideas before the next meeting where possible. Proposals should draw on Tonic research and community engagement findings, and members were encouraged to identify both short-term priorities and longer-term transformational project opportunities. • **Community Engagement:** Members agreed on the importance of continuing to engage with residents and groups who are not currently involved in the process. Feedback to date has highlighted youth and family support as an area requiring further exploration and engagement. • **Consultation Opportunities:** Fire station dinners and Winter Warmer events were identified as potential opportunities to gather additional community feedback and insight. • **Sheltered Housing Engagement:** DT to confirm which sheltered housing schemes will be attending future engagement activities.	**All**
5.	**Spacehive**	**For discussion**	• Spacehive was introduced as a potential fundraising platform for community projects, with the opportunity for Pride in Place funding to supplement money raised through community crowdfunding. • Governance and Criteria: Members noted that the Board would be responsible for setting the application criteria, assessment process and required documentation for projects seeking support. • Costs: Spacehive would charge a 7% fee on funds raised through the platform. • Jay advised that he would be meeting with Tammy from the Laindon Board to discuss their experience of Spacehive and will provide feedback at the next meeting. Initial discussion highlighted the need for further clarification and exploration before any decision is made.	**All**
6.	**AOB**	**For discussion/action**	AOB • Maz suggested that the next meeting be held at the café in Northlands park • Change of date for next meeting – Jay asked to move meeting from 29th – 5th November will confirm venue as he is on holiday.	**All**

			• Board recruitment: Advertising and direct approaches were discussed, subject to consultation with absent members and maintaining local representation. It was discussed that this would need to be done in a fair and transparent way – currently 2-3 places light at the moment- Action: Jay to email members, including James and Diane, and clarify next steps.. • Skills audit: Members were asked to complete the audit to identify gaps and inform recruitment. • Other business: A local woodworking group was suggested for further engagement, potentially through an invitation to meet the board.	

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

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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
Find out which sheltered housing schemes will be attending Christmas engagement events	**Dave 13.10.2026n**	Dave to speak to Sheltered	Ongoing

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