



# MEETING MINUTES OF THE CANVEY ISLAND NEIGHBOURHOOD BOARD

Approved

<b>Date:</b>	17 <sup>th</sup> March 2026	<b>Time:</b>	10am - The Paddocks, Canvey Island
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<b>INVITEES</b>		
<b>Name</b>	<b>Role</b>	<b>Organisation</b>
<b>BOARD MEMBERS PRESENT</b>		
Kate Willard	Outgoing Chair	
Steve Bish	Incoming Chair	Castle Point and Rochford School Sports Partnership
Rev. Marion Walford	Reverand, Parish of Canvey Island	Church of England, Parish of Canvey Island
Derek Gray	CEO, Monaco Leisure	Monaco Leisure
Elaine De Can	Town Clerk	Canvey Town Council
Joel Friedman	Canvey Jewish Trust, Chair	Canvey Jewish Trust
Alex Hawkins	CEO, Yellow Door	Yellow Door, Canvey Island
Thea Behrman	CEO, Estuary Festival	Estuary Festival
Peter Tassell	CEO, PYT Restaurants	PYT Restaurants
Luke Hartley (on behalf of Rebecca Harris MP)	Member of Parliament	Member of Parliament, Castle Point
<b>LOCAL AUTHORITY REPRESENTATIVES</b>		
Angela Hutchings	CEO	Castle Point Borough Council

Ian Butt	Director of Place and Communities	Castle Point Borough Council
Amanda Parrott	Assistant Director of Climate and Growth	Castle Point Borough Council
Lance Wosko	Assistant Director, Finance & Procurement (s151 Officer)	Castle Point Borough Council
Mark Spriggs	Economic Development and Regeneration Manager	Castle Point Borough Council
Kate Wilde	Senior Communications Advisor	Castle Point Borough Council
<b>EXTERNAL ATTENDEES</b>		
Greg Myddleton	Strategic Head of Partnerships and Delivery	Essex Police

<b>ITEM</b>	<b>TITLE</b>	<b>LEAD</b>
1.	Welcome and Apologies	<b>KW</b>
2.	Declarations of Interest	<b>KW</b>
3.	Approval of previous meeting minutes	<b>ALL</b>
4.	MHCLG; feedback and update	<b>AP/MS</b>
5.	Communications and media <ul style="list-style-type: none"> <li>a. Social Media Update (protocol, metrics &amp; review of other possible channels)</li> <li>b. Communications Grid (Update March – June 2026)</li> <li>c. Standalone Website</li> <li>d. Branding Update inc. MHCLG Branding Guidelines</li> </ul>	<b>KWilde</b>
6.	Governance review (update and outstanding actions) <ul style="list-style-type: none"> <li>a. Updated Terms of Reference to reflect current MHCLG Guidance</li> <li>b. Risk Register &amp; Fraud Register</li> <li>c. Minutes &amp; Agendas</li> <li>d. Board Photos &amp; Bios</li> <li>e. Monitoring to MHCLG</li> </ul>	<b>AP/MS</b>

7.	Canvey Town Centre regeneration and growth plans for Canvey Island	<b>AP/MS</b>
8.	Board skills audit	<b>KW</b>
9.	Proposed Pride in Place event	<b>KW</b>
10.	Schedule of meetings	<b>KW</b>
11.	A.O.B	<b>All</b>

### Action Tracker

<b>Action</b>	<b>Meeting Date</b>	<b>Owner</b>	<b>Status</b>
Update the minutes template to include an action tracker.	17 <sup>th</sup> March 2026	KL	<b>Completed.</b> Action tracker table added to minutes template.
Send photos and biogs to KW for website.	17 <sup>th</sup> March 2026	All	<b>Open.</b> PT to provide a photo and biog.
Ensure Canvey Town Centre regeneration and growth plans for Canvey Island are standing agenda items for the Board.	17 <sup>th</sup> March 2026	KL	<b>Completed.</b> Added to agenda template as a standing item.
KWill will work with SB to deliver this skills audit.	17 <sup>th</sup> March 2026	KW & SB	<b>Ongoing</b> – Update will be provided at 17 <sup>th</sup> April 2026 meeting.
AH office to draft letter to Secretary of State to announce Chair appointment and canvas diary dates for him attend as keynote.	17 <sup>th</sup> March 2026	AH/CPBC officers	<b>Open.</b> In progress
12-month Forward Plan and meetings schedule to be agreed.	17 <sup>th</sup> March 2026	MS/SB	<b>Open.</b> Meeting dates in diaries for 2026. Forward Plan is being worked on.

## **1. Welcome and Apologies**

The Chair welcomed everyone and introduced Steve Bish as the newly appointed Chair for this Board. The Board congratulated Steve warmly.

Apologies were noted from: TH, Cllr. Scott, Cllr. Blackwell, Rebecca Harris MP, RD, CM, LF

## **2. Declaration of Interests**

No additional Interests were reported.

## **3. Approval of previous meeting minutes.**

The Minutes of the meeting held on 29<sup>th</sup> January 2026 were approved by the Board as a true and accurate record of that meeting.

## **4. MHCLG; feedback and update**

IB and AP noted that additional capacity funding has been agreed with final information now in the process of being sent to MHCLG with regard to the main programme submission. The Risk and Fraud Register is an outstanding item to be finalised and submitted. Draft registers were provided to the Board for today's meeting but there will be a future session with the Board on this matter.

## **5. Communications and Media**

### **Social Media Update**

KWilde updated the Board on social media statistics to date. Canvey Board Facebook page has 14 likes and 16 followers (followers will receive updates in their feeds). There have been 3,410 page views (94% of views are by non-followers).

Suggested next posts are:

- Appointment of new Chair
- Formal news of the funding being approved by MHCLG.
- Friday 8th May is the launch of the Children and Young Peoples Board.

The Chair will circulate invitations to this to the Children and Young People's Board, and this will also be an opportunity to involve local press and media.

KWilde discussed other potential social media platforms (see Appendix A). The point was made that we should only expand social media activity if there is sufficient resource to manage this properly and if we are crystal clear as to why we are doing it and there was full agreement with this. AM suggested there could be an opportunity to engage a young person from the Island on this project, with DG supporting this proposal as he too is working with some brilliant young people on social media content production and platform management. MW wondered whether it might be worth checking with the Board as to where and how colleagues' social media activity could be piggy backed.

### **Communications Grid**

KWilde presented an updated communications grid (Appendix B). GM noted that the Desire Lines material, and other work that the Board has already delivered, could form content for communications, and that a regular rhythm of communications would be important, alongside something from the past and current Chairs. TB made the important point about how the engagement process should also remain front and central to communications

activity. KW noted the importance of continuing to embed engagement in the decision making process in a way that is auditable, and the Board concurred with this. With regard to the ongoing consultation, it was agreed that we can use 'Citizen Space' to enable branded, open and constant access for comment.

### **Standalone Website**

MS reported that basic web site design is now ready. The site will also host a private space for Board members, and it will have its own URL. Board photos and biogs will be on this web site (this is also an MHCLG requirement). MS to share current design and state of play with regard to the website after the meeting.

***Post meeting note:*** *The website does not have a Board member log in area – on CPBC IT department advice; confidential documents can be shared via a secure link which negates the need for log ins and passwords.*

### **Branding Update inc. MHCLG Branding Guidelines**

Access to the branding portal has been organised. No other action required on this matter until funding goes live at which point, there are guidelines on where and when the Funded by UK Government Logo should be included in public materials.

KW also noted that there is now a media protocol in place, and this will be circulated to the Board.

## **6. Governance Review**

### Updated Terms of Reference

The revised and updated Terms were appended as part of the Board pack. The most significant change is that 51% of the Board must live or work in the boundary and capacity funding spend and minutes should be published. It was confirmed that the Board is compliant with the 51% criteria.

### Risk Register & Fraud Register

Draft versions of these were circulated as part of the Board pack. These will be agreed by email and reviewed further by the Board at a later stage, along with a discussion about risk appetite.

### Minutes & Agendas

New Minute template in place. It was agreed that an Action Tracker would be introduced and therefore an 'Actions' column on the right-hand side of the template should be introduced.

**Action: update the minutes template to include an action tracker.**

### Board Photos & Bios

Any outstanding should be sent to KW for use on the standalone website.

**Action: all, send photos and biogs to KW.**

## **7. Canvey Town Centre regeneration and growth plans for Canvey Island**

AP noted the Castle Point Plan work is well underway and this Plan will run to 2043. In relation to Canvey Island, there are two key areas; town centre (including public realm) and West Canvey with regard to uplift in building stock and environment. These two areas sit alongside the seafront. There is master planning in place from 2012 for the town centre but this work is being reviewed to look at longer term development, commercial retail and public realm.

The seafront is being reviewed to see what can be done to further support visitor numbers to the seafront and to increase the offer in this location, including consideration of the splash park.

Work is also underway with a review of housing stock across the Island and broader work and funding in relation to both community and coastal infrastructure.

It was agreed that Canvey Town Centre regeneration and growth plans for Canvey Island would be a standing agenda item to ensure the Board is kept fully apprised as to the broader growth and economic context.

It was noted that next stage engagement process should also be discussed and agreed by the Board.

**Action: Ensure Canvey Town Centre regeneration and growth plans for Canvey Island are standing agenda items for the Board.**

#### **8. Board Skills Audit**

KW shared with the Board plans to deliver the skills audit which was planned to ensure the Board is properly representative and has the skills and attributes that it needs to discharge its duties.

**Action: KWill will work with SB to deliver this skills audit.**

#### **9. Proposed Event**

KWill outlined the proposal for this one-day event to be held in the autumn.

**Action: AH office to draft letter to Secretary of State to announce Chair appointment and canvas diary dates for him attend as keynote.**

#### **10. Schedule of Meetings**

Proposed every four weeks or so with the option to call stands ups if additional Board time required. IB proposed a forward plan be put in place for next 12 months, and it was agreed this would be helpful.

**Action: 12-month Forward Plan and meetings schedule to be agreed.**

#### **11. A.O.B**

The Chair proposed, and it was subsequently agreed, that AOBs would only be permitted if submitted to the Chair a minimum of 48 hours before the relevant meeting and their inclusion of said item was agreed by the Chair.

The date of the next meeting of the Board will be agreed and communicated to the Board via email.