



# MEETING MINUTES OF THE CANVEY ISLAND NEIGHBOURHOOD BOARD

Approved

<b>Date:</b>	29 <sup>th</sup> January 2026	<b>Time:</b>	10am via Teams
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<b>INVITEES</b>		
<b>Name</b>	<b>Role</b>	<b>Organisation</b>
<b>BOARD MEMBERS PRESENT</b>		
Kate Willard	Interim Chair	
Cllr Lee Scott	Cabinet Member for Housing, Planning and Regeneration	Essex County Council
Dame Rebecca Harris	Member of Parliament	Member of Parliament, Castle Point
Joel Friedman	Canvey Jewish Trust, Chair	Canvey Jewish Trust
Alex Hawkins	CEO, Yellow Door	Yellow Door, Canvey Island
Tracy Harris	CEO, CAVS	Castle Point Association of Voluntary Services
Steve Bish	Castle Point and Rochford School Sports Partnership Manager	Castle Point and Rochford School Sports Partnership
Thea Behrman	CEO, Estuary Festival	Estuary Festival
Caroline McCarron	Deputy Alliance Director, South East Essex Alliance	NHS Mid and South Essex Integrated Care Board
Peter Tassell	CEO, PYT Restaurants	PYT Restaurants
Rev. Marion Walford	Reverend, Parish of Canvey Island	Church of England, Parish of Canvey Island
<b>LOCAL AUTHORITY REPRESENTATIVES</b>		
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
Russell Dalton	Localities Lead	Essex County Council

<b>ITEM</b>	<b>TITLE</b>	<b>LEAD</b>
1.	Welcome and Apologies	<b>KW</b>
2.	Declarations of Interest	<b>KW</b>
3.	Submission: MHCLG update (if any)	<b>AP</b>
4.	Facebook page; drafting protocols	<b>K. Wilde</b>
5.	Chair Recruitment: Update	<b>KW</b>
6.	Governance Review: Update	<b>KW/AP/IB</b>
7.	Proposed Event	<b>KW</b>
8.	Children & Young People's Board	<b>SB</b>
9.	A.O.B	<b>All</b>

- 1. Welcome and Apologies**  
Apologies were received from; AH, PB, LW, DB, DG & KL
- 2. Declaration of Interests**  
None noted.

### 3. **Submission: MHCLG Update**

IB updated the Board that correspondence has been received from MHCLG regarding the award of £200k capacity funding.

### 4. **Facebook Page; draft protocols**

The Board discussed the Canvey Island Pride in Place Facebook Page which has been set up and is ready to launch following this meeting. KWilde presented a proposed protocol for posting which was agreed by the Board.

The Board also requested information on metric reporting from the facebook page once launched, a review of other potential avenues to explore, an update to the Communications Plan to cover March – June 2026 and an update on the Canvey Pride in Place standalone website as well as branding (which is was agreed should be based on the themes used in the regeneration plan submission and engagement activities) at the next meeting.

Board members were asked to share any news stories that emerge regarding Canvey and the programme to KWilde.

### 5. **Chair Recruitment Update**

KW provided an update on the progress of the recruitment process for the next Chair of the Board. The person specification for the role was shared with the Board. It was confirmed that the recruitment panel will consist of RH, GM, LS, TH, AP, and KW. The job advert will go live w/c 5<sup>th</sup> February with a closing date of 26<sup>th</sup> February and will be shared on the CPBC jobs page and social media. The Board was encouraged to share the job listing widely among local contacts and communities.

The Board was advised that the intention is for the recruitment panel to shortlist candidates on 2nd March, with interviews ideally to be held on 5<sup>th</sup> March.

It was agreed that there is delegated authority from the Board to progress this matter and make a Chair recommendation to MP and AB.

### 6. **Governance Review Update**

The Board's Term of Reference are to be reviewed following the release of an updated Programme Prospectus published by MHCLG in December 2025. These will be brought to the next meeting.

It was discussed that a skills audit to determine any gaps in Board coverage will be considered following the appointment of the next Chair of the Board.

### 7. **Proposed Event**

The Board discussed a proposal for a "Pride in Place: sharing best practice" event in mid-September to which PiP recipients from across the south-east will be invited. The event would include panel sessions and an optional tour (potentially via the Desire Lines route).

It was agreed that KW, RH and AH will communicate with MHCLG to engage and request the Secretary of State to come to offer the keynote address.

### 8. **Children and Young People's Board**

The Board discussed the launch of the Children and Young People's Board – the name of which was agreed as "Children and Young People's Board". It was noted that the children and young people involved should also be consulted on the name of the project.

The Board agreed:

- that an initial £5k will be made available for the C&YP Board for 2026/2027
- the formal launch of the Children and Young People's Board will be in April.
- that funding would be made available for t-shirts for those involved.

### 9. **A.O.B**

The next meeting of the Board will be 17<sup>th</sup> March 2026 in person (venue TBC).