



MEETING OF THE CANVEY ISLAND NEIGHBOURHOOD BOARD

APPROVED

Date:	17 th April 2026	Time:	10am - The Paddocks Community Centre, Canvey Island
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INVITEES		
Name	Role	Organisation
BOARD MEMBERS		
Steve Bish	Chair	Castle Point and Rochford School Sports Partnership
Cllr David Blackwell	Leader of Castle Point Borough Council	Castle Point Borough Council
Dame Rebecca Harris	Member of Parliament	Member of Parliament, Castle Point
Greg Mydleton (on behalf of Roger Hirs)	Police Fire and Crime Commissioner, Essex	Essex Police
Elaine De Can	Town Clerk	Canvey Town Council
Alex Hawkins	CEO, Yellow Door	Yellow Door, Canvey Island
Thea Behrman	CEO, Estuary Festival	Estuary Festival
Peter Tassell	CEO, PYT Restaurants	PYT Restaurants
Derek Gray	CEO, Monaco Leisure	Monaco Leisure
LOCAL AUTHORITY REPRESENTATIVES		
Amanda Parrott	Assistant Director of Climate and Growth	Castle Point Borough Council
Mark Spriggs	Economic Development and Regeneration Manager	Castle Point Borough Council
Katie Leney	Regeneration Officer	Castle Point Borough Council

Kate Wilde	Senior Communications Advisor	Castle Point Borough Council
Deborah Saunders	Executive Assistant	Castle Point Borough Council
EXTERNAL ATTENDEES		
Russell Dalton	Localities Lead	Essex County Council
Shane Williams (only present for item 8)	Assistant Director of Recreation	Castle Point Borough Council
Lee Monk (only present for item 8)	Relationship Manager	Active Essex

Action	Meeting Date	Owner	Status
Send photos and biogs to KW for website.	17 th March 2026	All	Open. PT to provide a photo and biog.
KWill will work with SB to deliver a skills audit.	17 th March 2026	KW & SB	Open – Update will be provided at 17 th 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 th March 2026	MS	Open. MS to share updated letter with SB and Cllr B before it gets sent off.
12-month Forward Plan and meetings schedule to be agreed.	17 th March 2026	MS/SB	Open. Meeting dates in diaries for 2026. Forward Plan is being worked on.
Update meetings to add Luke Hartley as being in attendance on behalf of RH.	17 th April 2026	KL	Completed. Minutes updated and uploaded to website.
AP to discuss Knightswick leases with CPBC Asset Team and whether they are willing to bring conversations forward.	17 th April 2026	AP	Open. Discussion pending due to Assets current capacity
Invite ECC Highways to the next meeting and integrate their input into the Lake agenda item.	17 th April 2026	CPBC/ECC officers	Closed. ECC is attending, discussion had as to topic
Start planning launch event, agree a date and book a venue. Set up a Board sub group to support.	17 th April 2026	MS	Open. Review of sub group to lead and deliver
The Chair will seek clarifications as above and update the Board by email. An electronic vote will be arranged in due course.	17 th April 2026	SB	Closed. Information provided via email on 21.04.26 and an electronic vote launched to conclude 29.04.26
Bring back a high-level overview of Town Centre Improvements in May/June meetings.	17 th April 2026	AP/MS	Open. June meeting

Bring Desire Lines discussion to the next meeting to think bigger picture.	17 th April 2026	AP/MS	Open. To be included in the Lake discussion
Commission a 4-year communications plan to manage long term message of legacy.	17 th April 2026	KW	Open. Being reviewed as a next step for Comms brief and possible budget. Will require procurement input.

ITEM	TITLE	LEAD
1.	Welcome and Apologies	SB
	The Chair welcomed all to the meeting. Apologies were received from Cllr Scott, JF, MW, TH, LF, AH, IB, LW.	
2.	Declarations of Interest	SB
	No additional interests were declared.	
3.	Approval of previous meeting's minutes – 17th March 2026	SB
	The notes of the meeting dated Tuesday 17 March 2026 were agreed by Board members as a true and accurate record subject to the addition of Luke Hartley being added as an attendee on behalf of RH, Action: Update the minutes prior to finalisation and adding to the website.	
4.	Matters Arising and Action Tracker	SB
	<u>Terms of Reference</u> MS explained that the updated Terms of Reference which were presented at the last meeting require formal approval from the Board. Board members approved the Terms of Reference. <u>Action Tracker</u> <ul style="list-style-type: none"> • PT has already sent a photo for the website to Kate Willard. KL will follow up with her to get this. • Letter to Secretary of State – MS explained that the letter has been updated to come from Cllr Blackwell and the Chair. This will be shared with both before being sent off. • The meeting schedule has been confirmed now until January. The forward plan is in progress and future agendas are being built and priorities staggered. • SB reminded Board members to complete their Skills Audits and return them to himself and Kate Willard 	
5.	Canvey wide Regeneration & Funding Streams	AP/MS
	AP provided an update on wider regeneration efforts by CPBC: <ul style="list-style-type: none"> - The Castle Point Plan is still progressing through the statutory process - Canvey Town Centre master plan from 2012 need refreshing and is in CPBC work plan. How this interacts and works in tandem with this Board's work is still to be considered and agreed <p>Cllr Blackwell noted that the old master plan was enthusiastically welcomed locally at the time but much of it didn't materialize and questioned whether some elements of the old plan could be used. It was noted that CPBC are investing actively in the Knightswick Shopping centre but, long term plans depend on key lease agreements within the centre. RH queried whether conversations in terms of leases could be brought forward where possible so that work and intentions can be ascertained. AP</p>	

	<p>explained this would be a CPBC Asset Team decision but, the question could be raised,</p> <p>SB noted the Canvey Lake featured prominently in the engagement feedback last year and this is high on this Board's agenda. He advised the Board that a larger conversation on this and how it overlaps with the work of this Board will be brought to the next meeting. After discussion it was agreed that it would be useful for ECC Highways team to attend the next meeting to present the work they have previously completed regarding walking and cycling plans & public realm improvements relating to the lake.</p> <p>Action – AP to discuss Knightswick leases with CPBC Asset Team and whether they are willing to bring conversations forward.</p> <p>Action – Invite ECC Highways to the next meeting and integrate their input into the Lake agenda item.</p>	
6.	MHCLG Update	AP/MS
	<p><u>Monitoring Return</u></p> <p>The Board talked through the monitoring return which was shared in advance of the meeting. It includes:</p> <ul style="list-style-type: none"> - Details of all capacity funding spent to date - Changes to Board membership within the last 6 months - Planned project spending in the next 6 months - Forecasted budgets for this delivery year <p>The Board approved the monitoring return.</p> <p><u>Zen City Survey</u></p> <p>MS talked through the Zen City survey which has been provided by MHCLG.</p> <ul style="list-style-type: none"> - Engagement last Autumn had a small impact with more people knowing about Pride in Place - People generally feel Canvey Island is not going to get any better, there's a trust issue - The last question, your local town has been funded £20m, only 35% of people knew about Pride in Place - We need to keep working on getting the message out. <p>The Board discussed the results and noted the need to keep engaging and updating the community to get the word out about the programme and what is happening.</p>	
7.	Launch Event	MS
	<p>MS explained that the Memorandum of Understanding for the release of delivery funding is still in progress with MHCLG. This will need to be signed before any delivery funding is released. Once this is in place and the pre-election period rules are no longer in place (post 7th May) a date can be agreed and publicised.</p> <p>Action – Start planning event, agree a date and book a venue. Set up a Board sub group to support.</p>	
8.	Paddock Investment Proposal	SW
	<p>Shane Williams and Lee Monk joint the meeting for this item.</p> <p>SW presented the two proposals for investment sought from the Board.</p> <p><u>Project 1 – Active Wellbeing Suite & Partnership Hub</u></p> <ul style="list-style-type: none"> - Active Wellbeing Suite: This project seeks to transform currently inaccessible areas of The Paddocks, such as the former 1066 bar into a new Active Wellbeing Suite to help reduce local health inequalities and to increase social connectivity for residents facing significant barriers to 	

physical activity. The suite will be a safe, non-intimidating environment featuring assisted-exercise equipment specifically for older adults (55+), those with long-term health conditions, and disabled residents.

- The Partnership Hub: This project seeks to renovate unused first floor rooms and make them fully accessible via a new lift. This will create a central, modern workspace for partnership working and allow the embedding key stakeholders including local authority services, health systems, youth providers, and voluntary groups within the heart of the community. This co-located space will facilitate "system integration," providing a vital base for volunteers, skills development, and accessible services.
- SW explained that £300,000 (£150k in Year 1 and £150k in year 2 of delivery funding) is requested from the Board to support the total project cost of £1,033,000. External matched funding, in addition to £100k CPBC funding has been secured for the remainder of the project costs.

Project 2 – Mercury Hall Stage Modernisation

- To transform the existing Mercury Hall at The Paddocks Community Centre, in Canvey, into a premier venue for large-scale productions by installing a new stage, curtains, professional lighting, and theatre sound systems. SW explained that the upgrades are designed to stimulate the local "event economy," creating a ripple effect for Canvey Island businesses such as security, hospitality, and transport. Furthermore, the project would provide enhanced opportunities for residents to engage with arts, culture, and educational opportunities within their local community.
- SW explained that £100k is sought from the Board, with £100k funded by CPBC

The Board asked questions based on the presentation and it was confirmed that:

- There will be a community café in the paddocks reception area
- There will be private booths in the hub for confidential conversations
- The hub will not be open to all to "hire" in the current plans however, there is flexibility to adapt the approach as the project progresses
- Current bar in the mercury hall has limitations for larger events but, a pop up bar in reception proved to work well on recent event which took place. A larger bar is difficult given the layout of the building

The Chair thanked SW and LM for the presentation and both left the meeting so that the proposals could be discussed by the Board.

The Board discussed:

- Some Board members had concerns about the messaging behind this Board subsidising CPBC projects or services where the community might expect other agencies to provide these services.
- Some members expressed concerns about funding a potential revenue stream e.g. from the Mercury Hall events and what this revenue will be spent on
- It was noted that Project 1 offers the most compelling case in terms of community impact and use and delivers on the feedback received in the engagement carried out to date
- The importance of marking the legacy of PiPP funding to any project that is funded so that the spending of any money is visible to the community and isn't lost in BAU projects.

The Chair concluded that further information was needed before the Board were ready to vote on the two proposals. The Board agreed to seek further clarification on this points raised above and conduct a vote by email to make a decision on each project (this is necessary due to funding deadlines of matched funding on the Active Wellbeing Suite).

Action – The Chair will seek clarifications as above and update the Board by email. An electronic vote will be arranged in due course.

9.	Shopfront Improvement Programme – Proposal	MS
	<p>MS updated Board members on the Shopfront Improvement Programme proposal for funding. Key highlights noted were:</p> <ul style="list-style-type: none"> • The quality of commercial stock in Canvey Town Centre is generally poor and dated • Poor quality stock is a deterrent to new businesses, poses challenges and additional costs for existing business owners and negatively contributes to perceptions of poor safety and a tired high street by visitors • PiP Engagement October 2025 - “Canvey Town Centre” was the third most prioritised element from the “postcards from the future” engagement exercise • People told us the town centre felt “tired” and “uninviting”; there was a desire for more diversity in the offer and a wish for a safer town centre • The Board proposed the allocation of £80k to Town Centre “Shopfront Improvement Schemes” in the 4 Year Investment Plan submitted to MHCLG. The funding would come from the revenue element of the delivery funding provision. • Typically works cover new shop fronts, repairs and re-instatement, repainting of shop fronts, repairs (not roof) and repointing, and pedestrian access to comply with Disability Discrimination Act. <p>The Board was asked to approve the funding and commencement of delivery of the programme in line with the 4 – year investment plan.</p> <p>The Board raised and discussed the following:</p> <ul style="list-style-type: none"> - Whether the previous Dutch theme design suggested in the former Town Centre masterplan could be used. AP confirmed a design code could be commissioned at the cost of circa £5k - Concerns that issues in the town centre go beyond signage and there are broader issues that this won't solve. How do we stop businesses moving on once funding is released. - What powers are available for CPBC to encourage owners to make improvements where there is no engagement - That there is need to deliver results in year one of the programme – this scheme could present visible changes which the community can see. - Other ways that immediate impacts could be seen in the town centre e.g summer events programme <p>The Cahir summarized the Board’s discussion and it was agreed that it was too early in the programme for this project to be agreed and wider thought needs to be given for the overall approach to the Town Centre.</p> <p>Action – Bring back a high level overview of Town Centre Improvements in May/June meetings.</p> <p>Action – Bring Desire Lines discussion to the next meeting to think bigger picture.</p> <p>GM left the meeting after this item (the Board was no longer quorate at this point).</p>	
10.	Communications Update	KW

	<p>KW updated board members on communications. Key highlights were</p> <ul style="list-style-type: none"> • We have 58 followers, was 16, on Facebook. It needs monitoring as people are making comments • Soft launch of website, it can be searched for, but still things to tidy up, before pushing out wider • We need a marketing and communications strategy for the next four years; what we are going to do, how we will do it, when we are going to do it. Communications and marketing are important to get the message across • AP advised a Regeneration Officer has been appointed and is due to start in July 2026 to work full time on Pride in Place • Next projects: Youth Board and Corporate projects <p>Action – Commission a 4-year communications plan to manage long term message of legacy.</p>	
11.	<p>A.O.B</p> <p><u>Desire Lines</u></p> <p>Already discussed briefly and will be brought to the next meeting.</p> <p>The Chair thanked all attendees and closed the meeting.</p>	All
	<p>The next meeting will be on Friday 22nd May at The Paddocks.</p>	