

## Minutes

**Date:** 08 August 2026

**Time:** 10.00 – 13.00

**Venue:** Matthew Henry Church

**Chair:** Tina Upton

**Minutes taken by:** Rachel Foster

**Board Attendees:** Tina Upton (TU), Helen Bromley (HB), Karen Crawford (KC), Councillor Carol Gahan (CG), David Stockdale (DS), Paul Wallbanks (PW), Jack Davies (JD), Karen Smith (KS)

**Guest Attendees:** Rachel Foster (RF) - CWC Support - minutes, Dylan Topham (DT) - MP Support via TEAMS, Sharon Marshall (SM), CWC Observer subject to starting in new support role.

**Apologies:** Russ Dean (RD), Samantha Dixon MP (SD)

| Item                      | Minutes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Action/ Owner |
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| <b>1. Welcome - Chair</b> | <p>All welcomed.</p> <p>1.1 Karen Smith and Jack Davies welcomed to their first Board meeting.</p> <p>1.2 Sharon Marshall was welcomed as a Board observer for this meeting as she has been recently seconded, following a recruitment process to the role of Proud of Blacon Neighbourhood Manager. Sharon will take over from RF Sharon will not be a Board member. Sharons contact details will be shared with Board.</p> <p>Sharon outlined her past experience including as a Community Safety Warden, Localities Officer, Lache Neighbourhood Manager and her most recent role in the Tackling Poverty team in Cheshire West and Chester Council. Sharon noted that building relationships, supporting change, building trust, listening and building on strengths of communities were key to her experience and skills to date and she was looking forward to working with the Board to support the Proud of Blacon programme.</p> <p>1.3 Chair confirmed that the formal business of the Board happens at these meetings. There may occasionally be matters of e-business, circulated by email from or on behalf of the Chair, for specific board decision.</p> <p>All other means of communications between Board members are not decisions. The importance of transparency and public accountability in decision making was noted.</p> |               |

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| <b>2. Apologies</b>                                   | Samantha Dixon MP – Holiday<br>Russ Dean – Holiday                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | -                                                                                                                                                                                                                                                                                                                    |
| <b>3. Declarations of Interest</b>                    | <p>3.1 Noted that it is the responsibility of Board Members to update their Declarations and submit updated forms should they change – none received.</p> <p>Declaration of interest register at <a href="#">Appendix A</a> will be published following the meeting on the Proud of Blacon web page.</p> <p>3.2 Board requested to declare any conflicts based on Agenda - none received.</p> <p>3.3 Noted that since July Board agreement was sought virtually by the Chair to procure survey data review works from Active Cheshire. Jack Davies was excluded from the decision due to conflict of interest.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p>Maintain updated DoI forms – <b>all Board Members, ongoing</b></p> <p>Register to be published <b>RF wb 10.08.26</b></p>                                                                                                                                                                                          |
| <b>4. Minutes of July Meeting and Matters arising</b> | <p>4.1 Chair noted minutes are not a transcript but a summary of meeting. Expected that all Board Members have read all minutes and agenda papers prior to the meeting.</p> <p>4.2 Discussion regarding <i>Item 6</i> of July minutes. Board agreed Chairs resource decision in July Board due to exceptional challenge of urgency of MHCLG requirements and therefore, capacity and support needs to meet the deadlines. One amendment proposed and agreed change to July minutes. Additional sentence added on page 6 - <i>Following discussion, the majority of the Board agreed the decision.</i> Minutes were agreed for publication.</p> <p>4.3 All actions complete, noted or on agenda. Board training and development needs to be added to a future meeting.</p> <p>4.4 Paul queried accuracy of boundary map that had been published on the Proud of Blacon page following return to MHCLG. RF noted it may be her error and would check and correct as necessary. Chair noted that the agreed <a href="#">boundary map</a> from last Board was submitted to MHCLG as in <a href="#">Appendix B</a>.</p> <p>4.5 Some frustration with time taken for domain procurement via Council. Domains subsequently secured by Chair via GoDaddy for £31.12. Board discussed next steps in developing, supporting and maintaining web presence. Quote received by Chair from a Blacon based company for this, at £850.p.a.</p> <p>Local IT company advised having an email linked to the website. Using MS packages offered by GoDaddy was recommended by the local company. Board agreed in principle the package costing £95.88 for first year and £191.88 for subsequent annual renewal. But they asked for clarification to be sought that the quote was for a business</p> | <p>Agreed July Minutes to be published <b>RF wb 10.08.26</b></p> <p>T&amp;D needs to be added to future agenda – <b>Chair</b></p> <p>Correct published map to be checked and corrected as necessary <b>RF wb 10.08.26</b></p> <p>Sub group to be established to support domain development and delivery. Also to</p> |

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|                                         | <p>and not a personal account and had sufficient access levels.</p> <p>A sub group was requested to support the content and features of the website when it is designed. SM to co-ordinate and support, sub group nominated as Russ, Tina and Carol.</p> <p>4.6 RD had set up What's App group for informal Board connection, confirmed via Chair that he had drafted a Facebook page but was holding back subject to web page development – all agreed with approach.</p> <p>4.7 Paul summarised progress with securing window at Blaon Enterprise Centre/ Blaon Library. Board noted this was a great achievement given challenges in finding suitable visible space in Blaon. Board discussed support for Proud of Blaon space. Paul noted he may also be using adjacent space for his What's On Blaon work. Paul noted he had explored other opportunities and was awaiting some further responses from SPAR before concluding his review of opportunities to promote Proud of Blaon in physical spaces locally. Paul to share costs and proposal for the Proud of Blaon space with SM. Board agreed in principle to support the Proud of Blaon window space subject to confirmed costs.</p> | <p>clarify and confirm quotes from GoDaddy and local IT company for circulation to Board - <b>SM wb 10.08.26</b></p> <p>Window display holders' proposal and costs to be shared with SM – <b>PW when returned from leave</b></p> |
| <b>5. Survey Findings</b>               | <p>5. 1 Karen C shared <a href="#">presentation</a> of outcome of survey review. Board noted thanks for the work undertaken by the sub group.</p> <p>Pride in Place survey was undertaken, across the whole of Blaon, by MP office prior to Board being established.</p> <p>5.2 Discussion regarding how some of the themes had been broken down based on number of references to specific issues i.e. Bins, roads, pavements, accessibility and safety to try and ensure key themes were more transparent.</p> <p>5.3 Discussion regarding underrepresented groups identified; Businesses, 20–29-year-olds and Primary age children and opportunities to engage in different ways.</p> <p>Noted that 1 in every 5 comments in the surveys related to children and young people.</p> <p>5.4 Board requested weighting be added and population demographic percentages.</p>                                                                                                                                                                                                                                                                                                                       | <p>Weighting &amp; population to be added and circulated - <b>KC, JD wb 10.08.26</b></p>                                                                                                                                         |
| <b>6. Planning Community Engagement</b> | <p>6.1 Chair noted that MHCLG expect a variety of engagement and not just surveys, Board can be creative in how to approach engagement.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                  |

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|  | <p>6.2 As well as MP survey there was some engagement at Blacon Festival and Community forum in advance of Board being established.</p> <p>6.3 Discussion re who to engage with. Agreement that can build upon survey engagement and connect through existing places and groups including but not exclusively, youth centres, pubs, shops, GPs, Children's Centre, Social Housing providers.</p> <p>6.4 Board noted need to explore ways to engage with those who don't complete surveys or why maybe aren't as engaged as others locally.</p> <p>6.5 Discussion re breadth and depth of engagement. Surveys are one tool but Board noted importance of engaging in different ways to get depth and greater understanding.</p> <p>6.6 Referenced MHCLG Toolkit which has some templates, which has been shared with Board and provides ideas and suggestions for consideration.</p> <p>6.6 HB advised there is literature that can support approaches for engaging with the groups identified as most underrepresented. Also noted need to consider other cohorts not just by age i.e. refugees, asylum seekers, ethnicity as they may also be underrepresented.</p> <p>6.7 Ideas to support creative engagement included;</p> <ul style="list-style-type: none"> <li>• photo voice initiative with local exhibition</li> <li>• community litter picking with walk/ listen and talk focus – complete a form get a voucher</li> <li>• community events in different places</li> <li>• community forums i.e. youth, new parents, community reps (those that had engaged with Board recruitment process)</li> </ul> <p>6.8 Board discussed need for residents to know more about what Proud of Blacon is.</p> <p>6.9 Agreed need for a subgroup to develop community engagement plan and plan action. Karen S, Jack and Paul will form sub group supported by Sharon.</p> <p>6.10 Potential Quick wins discussed with consideration of initial survey feedback included:</p> <ul style="list-style-type: none"> <li>• Litter pick with engagement opportunities</li> <li>• Proud of Blacon window in Enterprise Centre</li> <li>• Logo competition for children/ young people (<i>MHCLG Brand Guidelines have been circulated to Board</i>)</li> <li>• Review of surveys for any quick wins</li> <li>• Youth club support to open/ some essential equipment –Delta Centre, Venny</li> </ul> | <p>Engagement sub group to be established to develop community engagement plan and plan action including consideration of quick wins - <b>SM wb 10.08.26</b></p> |
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|                                          | <ul style="list-style-type: none"> <li>• Children's pop-up event bringing any other facilities into more use locally</li> <li>• Youth panel building on high school youth parliament</li> <li>• Providing young people with development opportunities</li> <li>• Mapping play facilities (inc Av Services) including any additional play facility opportunities especially relating to SEND</li> <li>• SEND equipment in play areas</li> <li>• Possible adult outdoor gymnastics equipment in some play areas</li> <li>• support for the High School costs of opening the sports hall outside school hours.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <b>7. Targeting Community Engagement</b> | <p>7.1 Carol noted importance of focusing on the key deadline of 30 November which is when the Board have to submit an investment plan to MHCLG which is informed by Community engagement. Capacity funding is there to support the Board to do this.</p> <p>7.2 MHCLG have said they would provide a draft example and guidance for the investment plan in the summer but not yet received.</p> <p>7.3 Summary recently from other Pride in Place discussion groups:</p> <p><i>The guidance is currently being finalised, and we will share it as soon as it is ready.</i></p> <p><i>As with Phase 1, Phase 2 areas' Pride in Place plans will centre around a 10-year vision, and an investment plan for the first four years of delivery. We plan to make some changes to simplify the information that we request, to encourage areas to emphasise how they are meeting the core fundamentals of the programme. This includes evidencing:</i></p> <ul style="list-style-type: none"> <li>• <i>Meaningful and inclusive community engagement, and demonstrating how this has informed the vision for your area</i></li> <li>• <i>That the board is the empowered decision-making body, with appropriate governance arrangements in place</i></li> <li>• <i>Appropriate systems are in place for management of public funds</i></li> <li>• <i>We will release updated guidance on the expected content for Phase 2 areas' Pride in Place plans in summer 2026</i></li> <li>• <i>Pride in Place plan submissions will be made via an online platform, which we expect to go live in September 2026. Details of this will be sent to Phase 2 areas via correspondence.</i></li> </ul> |  |

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|                               | <p><i>In the meantime, I encourage you to focus your efforts on community engagement. Building a strong understanding of local priorities and hearing directly from residents and stakeholders will provide an important foundation for shaping your long-term vision.</i></p> <p>7.4 Board noticed importance of developing a clear vision through engagement as a priority.</p> <p>7.5 Discussion regarding ensuring engagement is strength based, building on what's strong not on what's wrong. This is a 10-year programme so should think long term in ambition.</p> <p>7.6 Sharon shared some examples of engagement locally from her current role that she will share with Board including a film.</p> <p>7.7 Brief discussion regarding consideration of need for a Community Engagement Worker. Board agreed to defer decision until better understand outcomes and actions of newly agreed engagement working group and Sharon's capacity.</p> <p>7.8 Noted that Agenda Item – Building a vision for Blacon – was partially discussed, due to time pressure in this meeting it will be deferred to the next meeting.</p>                                                               | <p>Engagement sub group to consider these key points as part of developing the community engagement plan and plan action including consideration of quick wins - <b>SM wb 10.08.26</b></p> <p>Inspirer film and outcomes to be shared – <b>SM wb 10.08.26</b></p> <p>Can be considered at a future Board if necessary – <b>Chair</b></p> <p>To be added to next meeting agenda – <b>Chair and SM</b></p> |
| <b>8. Partnership Working</b> | <p>8.1 Chair outlined that she had started drafting an overview of themes and potential partners but due to time pressures not able to work through further in today's session.</p> <p>8.2 Chair agreed to share the draft for all Board members to consider and add to support further discussion at next Board meeting.</p> <p>8.3 Chair noted had received direct approaches from Cheshire Community Foundation and Westminster Foundation regarding to connect regrading Proud of Blacon. Pending dates to meet. Chair will keep Board updated on discussions.</p> <p>8.4 If Board members have organisations that they think it would be helpful for Tina to reach out to regarding opportunities to increase funding please share via Sharon, immediate suggestions included Bluecoat and Airbus.</p> <p>8.5 Chair has reached out to Blacon Neighbourhood Alliance and is hoping to meet with Executive Board representative in due course.</p> <p>8.6 Chair noted for Board awareness that a referendum is being held on 20 August as detailed on link provided <a href="#">Blacon Neighbourhood Plan and Blacon Neighbourhood Development Order   Cheshire West Planning Policy</a>.</p> | <p>Share draft partnership thematic – <b>Chair wb 10.08.26</b></p> <p>Chair to update following meetings – <b>Chair, meetings TBA.</b></p> <p>Suggestions for other connections to Sharon – <b>All, as they arise.</b></p>                                                                                                                                                                               |

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| <b>9. Procurement Procedure</b>                    | <p>9.1 Board reviewed proposed <a href="#">procurement</a> procedure, primarily for goods and services, to enable efficient and effective action as needed for core activities.</p> <p>9.2 Sharon, now appointed for Board and Programme support, will have access to a purchase card and can raise purchase orders.</p> <p>9.3 Lower value spend requires Chair approval. All spend will be monitored and will be published at regular intervals.</p> <p>9.4 Board proposed a line be added to the procedure, that as well as considering best value and meeting the procedure as drafted the approach should include consideration of local suppliers to encourage investment in local suppliers and providers where possible and appropriate.</p> <p>9.5 Board voted to approve the proposed <a href="#">procurement procedure</a> with the amendment included.</p> | <p>Agreed Procurement Procedure to be circulated and published <b>RF – wb 10.08.26</b></p>                                                    |
| <b>10. Any immediate actions for Communication</b> | <p>10.1 Proposal to increase Board visibility, skills and ambition each Member brings through some very short videos in Blaon. Will support increasing awareness of Proud of Blaon.</p> <p>10.2 July minutes, Declaration of Interest Register and Procurement procedure to be published, <a href="#">Pride in Place – Proud of Blaon   Cheshire West and Chester Council</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p>Board videos to be explored with CWC Communications team – <b>RF/ SM wb 10.08.26</b></p> <p>Publish on webpage - <b>RF wb 10.08.26</b></p> |
| <b>11. AOB</b>                                     | <p>11.1 Chair had not received any AOB items ahead of the meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                               |
| <b>12. Future Meeting Dates</b>                    | <p><u>Confirmed Dates</u>: 5 September, 3 October, 31 October, 21 November</p> <p><u>Venue(s)</u> for September Board - Blaon High School- TBC</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p>Meeting invitations to be sent on behalf of Chair, <b>SM wb 10.08.2026</b></p>                                                             |

Appendices below

**Appendix A - Declaration of Interest Register**

This is the Declaration of Interest Register referred to in the Terms of Reference adopted by the Blacon Pride in Place Neighbourhood Board. It will be available for inspection at each Board meeting, or on request by any Board Member. Register last updated on: 14.07.26

Register of Conflicts of Interest: Known Ongoing Conflicts

| Date Identified | Name of Board Member | Role  | Details of Declaration/ Conflict                                             | How Notified* | Action Taken**    | Follow Up Required | Date Resolved |
|-----------------|----------------------|-------|------------------------------------------------------------------------------|---------------|-------------------|--------------------|---------------|
| 13.07.26        | Christina Upton      | Chair | Employed as Minister of Religion, Rector of Holy Trinity Church, Blacon      | Dol Form      | Noted on register | n/a                | n/a           |
|                 |                      |       | Chair of Trustees of Holy Trinity Church (registered charity).               | Dol Form      | Noted on register | n/a                | n/a           |
|                 |                      |       | Chair of Trustees for Pantry for Blacon CIO (registered charity)             | Dol Form      | Noted on register | n/a                | n/a           |
|                 |                      |       | Trustee (Director) of Chester Diocesan Board of Finance (registered charity) | Dol Form      | Noted on register | n/a                | n/a           |

|          |                             |                     |                                                                          |          |                   |     |     |
|----------|-----------------------------|---------------------|--------------------------------------------------------------------------|----------|-------------------|-----|-----|
|          |                             |                     | Trustee of Chester Clergy Families Charitable Trust (registered charity) | Dol Form | Noted on register | n/a | n/a |
| 13.07.26 | <b>Jack Davies</b>          | <b>Deputy Chair</b> | Employed at Active Cheshire                                              | Dol Form | Noted on register | n/a | n/a |
|          |                             |                     | Trustee of Cheshire West Voluntary Action                                | Dol Form | Noted on register | n/a | n/a |
|          |                             |                     | Partner is Director of Healthbox CIC                                     | Dol Form | Noted on register | n/a | n/a |
| 11.07.26 | <b>David Stockdale</b>      | <b>Board member</b> | Employed as Senior Leader at Blacon High School                          | Dol Form | Noted on register | n/a | n/a |
| 11.07.26 | <b>Russ Dean</b>            | <b>Board member</b> | Blacon Neighbourhood Alliance Member                                     | Dol Form | Noted on register | n/a | n/a |
|          |                             |                     | Blacon Youth FC Committee Member and coach                               | Dol Form | Noted on register | n/a | n/a |
|          |                             |                     | Blacon Boxing                                                            | Dol Form | Noted on register | n/a | n/a |
|          |                             |                     | Chester FC                                                               | Dol Form | Noted on register | n/a | n/a |
| 11.07.26 | <b>Paul David Wallbanks</b> | <b>Board member</b> | Blacon Neighbourhood Alliance Member                                     | Dol Form | Noted on register | n/a | n/a |
| 11.07.26 | <b>Karen Crawford</b>       | <b>Board member</b> | No declarations                                                          | Dol Form | Noted on register | n/a | n/a |
| 11.07.26 | <b>Samantha Dixon MP</b>    | <b>Board Member</b> | Member of Parliament                                                     | Dol Form | Noted on register | n/a | n/a |

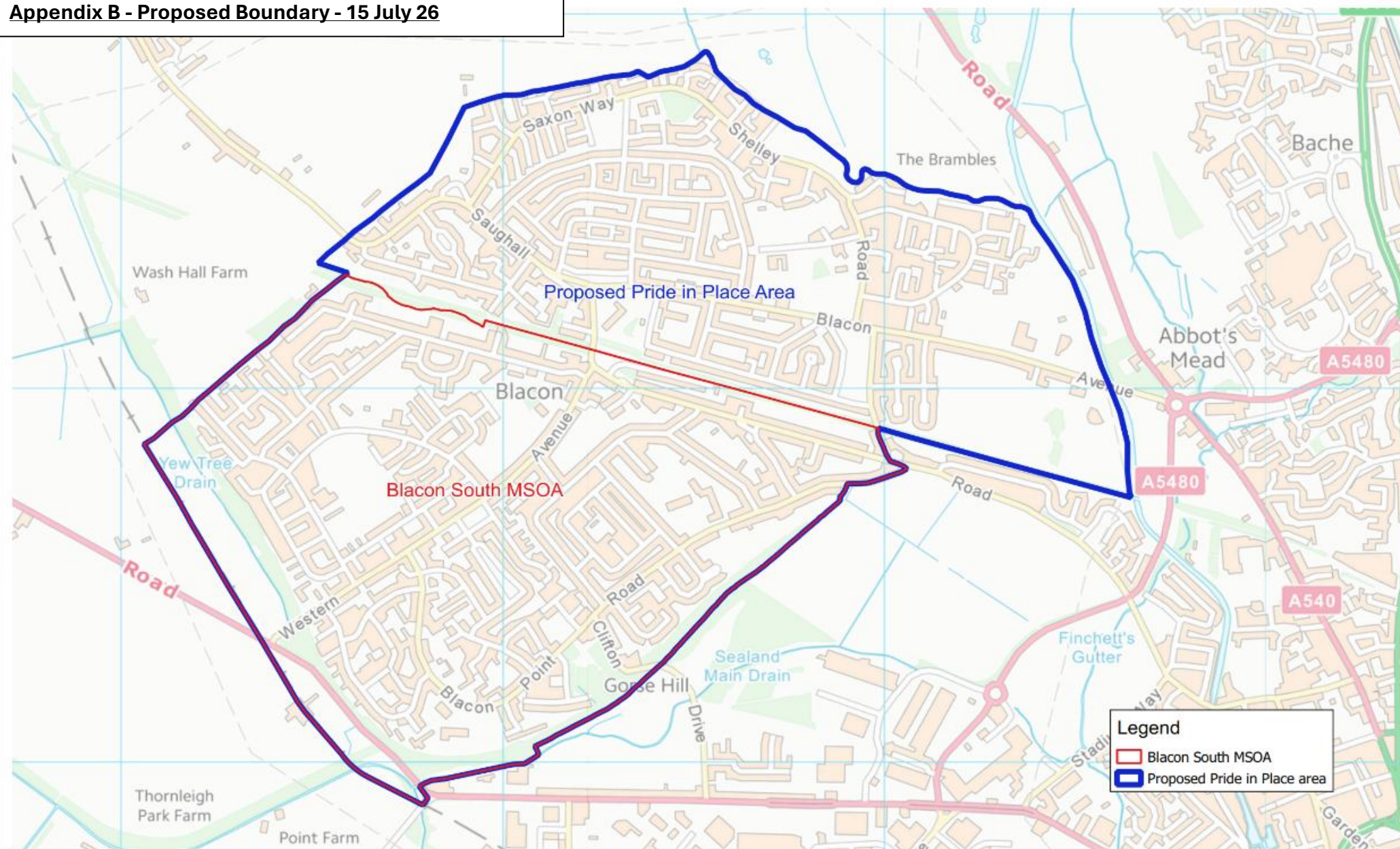
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|          |                             |                     | Property in Area – address redacted                         | Dol Form | Noted on register | n/a | n/a |
|          |                             |                     | RSPB Membership                                             | Dol Form | Noted on register | n/a | n/a |
|          |                             |                     | Chester Zoo Membership                                      | Dol Form | Noted on register | n/a | n/a |
|          |                             |                     | Member of Labour Party                                      | Dol Form | Noted on register | n/a | n/a |
|          |                             |                     | Member of Community Union                                   | Dol Form | Noted on register | n/a | n/a |
| 14.07.26 | <b>Carol Margaret Gahan</b> | <b>Board Member</b> | Blacon Ward Councillor                                      | Dol Form | Noted on register | n/a | n/a |
|          |                             |                     | Member of the Labour Party                                  | Dol Form | Noted on register | n/a | n/a |
|          |                             |                     | Member of The National Trust                                | Dol Form | Noted on register | n/a | n/a |
|          |                             |                     | Member of the GMB Trade Union                               | Dol Form | Noted on register | n/a | n/a |
|          |                             |                     | Trustee of Blacon Beacon                                    | Dol Form | Noted on register | n/a | n/a |
|          |                             |                     | Trustee of Ernest Jones Trust (Local Labour Party)          | Dol Form | Noted on register | n/a | n/a |
| 14.07.26 | <b>Karen Smith</b>          | <b>Board Member</b> | Director at Here and Now Chester Ltd Social Enterprise      | Dol Form | Noted on register | n/a | n/a |
|          |                             |                     | Employed as Team Leader/ Volunteer Co-Ordinator by Here and | Dol Form | Noted on register | n/a | n/a |

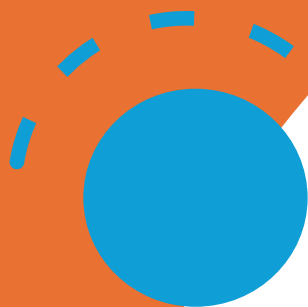
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|          |                      |                     | Now Chester Social Enterprise                                                                                                                                          |          |                   |     |     |
|          |                      |                     | Member of Cheshire West Voluntary Action                                                                                                                               | Dol Form | Noted on register | n/a | n/a |
|          |                      |                     | Member of West Cheshire & North Wales Chamber of Commerce                                                                                                              | Dol Form | Noted on register | n/a | n/a |
|          |                      |                     | Married to Alan Smith who is a Councillor for Blacon ward, Chester, Cheshire                                                                                           | Dol Form | Noted on register | n/a | n/a |
| 13.07.26 | <b>Helen Bromley</b> | <b>Board Member</b> | Employed at Cheshire West and Chester Council as Director of Public Health                                                                                             | Dol Form | Noted on register | n/a | n/a |
|          |                      |                     | Professional role - commissions various Public Health Services such as Starting Well; Sexual Health; Substance Misuse. Some of these services are delivered in Blacon. | Dol Form | Noted on register | n/a | n/a |
|          |                      |                     | Through professional role work in partnership with many organisations across the public, private and voluntary sectors.                                                | Dol Form | Noted on register | n/a | n/a |

|  |  |  |                                      |          |                   |     |     |
|--|--|--|--------------------------------------|----------|-------------------|-----|-----|
|  |  |  | This is the nature of Public Health. |          |                   |     |     |
|  |  |  | Member of Unite Union.               | Dol Form | Noted on register | n/a | n/a |

\* Eg verbal declaration at Board meeting, written Declaration etc

\*\* Eg member withdrawing from a decision-making process; disclosure to members.





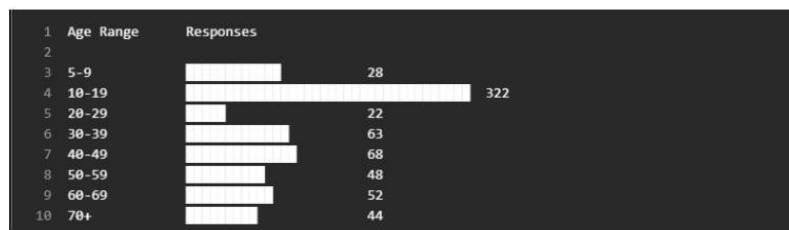
# Pride in Place

Survey feed back

| Rank | Improvement Theme             | Mentions | %     |
|------|-------------------------------|----------|-------|
| 1    | Parks & Playgrounds           | 215      | 14.1% |
| 2    | Roads & Pavements             | 186      | 12.2% |
| 3    | Youth Facilities / Activities | 162      | 10.7% |
| 4    | Safety & Policing             | 145      | 9.5%  |
| 5    | Transport & Crossings         | 145      | 9.5%  |
| 6    | Cleanliness & Litter          | 139      | 9.1%  |
| 7    | Green Spaces                  | 129      | 8.5%  |
| 8    | Sports & Leisure              | 125      | 8.2%  |
| 9    | Schools & Education           | 100      | 6.6%  |
| 10   | Housing                       | 83       | 5.5%  |
| 11   | Bins                          | 53       | 3.5%  |
| 12   | Community Centres             | 38       | 2.5%  |

### Priorities by Age Range

| Age Range | 1st Priority       | 2nd Priority        | 3rd Priority                            |
|-----------|--------------------|---------------------|-----------------------------------------|
| 5-9       | Parks & Play Areas | Sports & Activities | Safer Crossings                         |
| 10-19     | Youth Activities   | Parks & Play Areas  | Sports Facilities                       |
| 20-29     | Youth Activities   | Roads & Pavements   | Parks & Play Areas                      |
| 30-39     | Youth Activities   | Parks & Play Areas  | Green Spaces                            |
| 40-49     | Youth Activities   | Parks & Play Areas  | Cleanliness & Litter                    |
| 50-59     | Youth Activities   | Safety & Policing   | Roads & Pavements                       |
| 60-69     | Roads & Pavements  | Green Spaces        | Youth Activities                        |
| 70+       | Roads & Pavements  | Safety & Policing   | Green Spaces & Accessible Outdoor Areas |



#### What This Means:

**Strongly Represented**

- ✓ 10-19 year olds
- ✓ 30-49 year olds

#### **Moderately Represented**

- ✓ 50-69 year olds
- ✓ 70+

#### **Underrepresented**

- 20-29 year olds
- Primary School age
- Businesses

## Parks & Playgrounds Improvements

Parks and playgrounds were the most requested improvement overall

- 215 mentions
- 14.1% of all coded suggestions
- Ranked #1 across all priorities
- What Residents Asked For

Children, young people and adults frequently requested:

- New and improved play equipment
- Better-maintained playgrounds
- Improvements to The Venny
- More activities in parks
- Safer play areas
- Better lighting
- Improved seating
- More inclusive equipment for children with additional needs
- Cleaner parks and open spaces



## 2 Roads & Pavements

- 186 mentions
- 12.2% of all suggestions

Residents repeatedly asked for:

- Pothole repairs
- Pavement resurfacing
- Safer walking routes
- Better accessibility for wheelchairs and mobility scooters
- Improved crossings
- Parking improvements near schools



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## More activities for children and young people

were mentioned 162 times, representing 10.7% of all improvement suggestions and making youth provision the **third most requested priority** across the Blacon consultation.

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If you combine Youth Facilities (10.7%) with Sports & Leisure (8.2%), then activities and opportunities for children and young people account for approximately:

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18.9% of all suggestions (287 mentions).

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That means almost 1 in every 5 suggestions was related to things for children and young people to do.

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## Safety & Policing

Nearly 1 in 10 improvement suggestions (9.5%) focused on making Blacon safer through tackling anti-social behaviour, reducing crime, addressing drug-related concerns and increasing visible community safety measures.

- 145 mentions
- 9.5% of all coded suggestions
- Residents commonly raised concerns about:
  - Anti-social behavior
  - Drug-related activity
  - Crime
  - Community safety
  - Police visibility
  - Safer neighborhoods



## 5 Fifth Most Requested Improvement

- Transport & Crossings
- 145 mentions
- 9.5% of all coded suggestions

### Residents highlighted:

- Safer pedestrian crossings
- Traffic management
- Better bus services
- Improved street lighting
- Safer routes to schools
- Accessibility improvements for walking and mobility users



## 6th Most Requested Improvement: Cleanliness & Litter

**Cleanliness and litter were mentioned 139 times, accounting for 9.1% of all improvement suggestions**

### Residents Asked For:

- Cleaner streets
- Less litter
- Reduced fly-tipping
- Action on dog fouling
- Better street cleaning and maintenance
- Litter concerns
- Requests for better-maintained public spaces

**Nearly 1 in 10 resident suggestions focused on cleaner streets, reduced litter and better environmental maintenance, making cleanliness one of the top priorities identified in the Blacon consultation.**



## Green Spaces & Maintenance

Green Spaces was the 7th most requested improvement in the Blacon surveys.

- 129 mentions
- 8.5% of all improvement suggestions

### What Residents Asked For:

- Better-maintained green spaces
- More trees and planting
- Improved grass cutting
- Cleaner parks and open spaces
- Protection of existing green areas
- More attractive public spaces

Green spaces and environmental maintenance were mentioned 129 times, representing 8.5% of all improvement suggestions.



## Blacon Community Hero's

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| Rank                                                                                  | Hero / Organisation                  | Estimated Share of Hero Mentions |
|---------------------------------------------------------------------------------------|--------------------------------------|----------------------------------|
|  1 | Martin Dean                          | 22%                              |
|  2 | Ross Broadbent / Blacon Boxing Club  | 13%                              |
|  3 | Adventure Playground / Venny Staff   | 10%                              |
| 4                                                                                     | Teachers & School Staff              | 9%                               |
| 5                                                                                     | Blacon Youth FC Volunteers & Coaches | 6%                               |



## **Procurement and payments permissions procedure**

As the Proud of Blacon project gets going, we will need to purchase goods and services for work to progress.

There are two aspects to consider.

Firstly, legal requirements. There are laws about how public money can be spent on procuring services or goods. The Council as the Accountable Body, has various rules that make sure that those laws are kept to, using Due Diligence.

According to these rules:

- Payments of under £5K including VAT only need one quote (written quotation)
- Payments just over £5k may be possible to complete an exemption form to keep the process to just one quote (each case needs advice)
- Payments over £5K up to £25K will require at least 3 quotes – may be able to use exemption form route to just one quote for some items/ costs (each case needs advice)

In future months, when we begin dealing with larger amounts, we can address procurement procedures in more detail then. Essentially, Board need to note that there are national thresholds that we have to follow for purchases or contracts which will need to go out to tender.

Secondly, we as Board have oversight of how our money is spent. But it would not be sensible for Board meetings to be clogged up by deciding about minor essential expenditures. There needs to be an acceptable threshold.

I would like to propose that, with Chair's permission in advance, anything up to £1,000 can be spent by Board members or Proud of Blacon staff. Noting that full receipts must be retained.

That as well as considering best value and meeting the procedure as drafted the approach should include consideration of local suppliers to encourage investment in local suppliers and providers where possible and appropriate.

CWC support officer will have a Purchase Card and ability to raise Purchase Orders. Any other reimbursement procedures to be confirmed.

Summaries of spend will be provided at each Board and will be published.

**Board Approved 08.08.2026**

# Contract Procedural Rules

## E15 Procurements of Goods, Services or Works below UK Procurement Threshold

E15.1 Where the estimated costs of any goods, services or works contract is less than the Procurement Threshold (inclusive of VAT), quotes shall be invited as outlined in the following table

| Level        | Value of Contract                                                                                                                                                                                                                                                                                      | Procurement Process                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Low          | Less than <b>£5,000</b>                                                                                                                                                                                                                                                                                | One quotation. Best practice to receive a written quotation. Officers should seek to buy from local suppliers (where available), to maximise the impact of the Council's spending in the local economy.                                                                                                                                                                                                                                                                     |
| Intermediate | <ul style="list-style-type: none"> <li>- <b>£5,000</b> to UK Procurement Threshold for goods and services</li> <li>- <b>£5,000</b> to Light Touch Contracts threshold for social, health, education or other public services</li> <li>- <b>£5,000</b> to UK Procurement Threshold for works</li> </ul> | A minimum of <b>three</b> electronic Request for Quotations ( <b>RFQ</b> ) to be sought from the market place, with a compulsory requirement to conduct the Risk Based Sourcing process ( <b>RBS</b> )* via the Procurement Team and use of The Chest; it is strongly recommended that more than three quotes are obtained to enhance competition, wherever appropriate; forward planning and engagement with the market place will help to ensure maximum competitiveness. |
| High         | <ul style="list-style-type: none"> <li>- Greater than UK Procurement Threshold for goods, services or works.</li> <li>- Greater than the Light Touch Contracts threshold for social and other specific services</li> </ul>                                                                             | A full <b>Tender</b> process must be undertaken via the Procurement Team in compliance with Applicable Public Procurement Legislation                                                                                                                                                                                                                                                                                                                                       |