PRIDE IN PLACE
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Ellesmere Port & Rossmore Pride in Place Neighbourhood Board – Meeting Notes

Meeting Location:	**Ellesmere Port Library 1st Floor Meeting Room**
Date & Time:	**Thursday 9th July 6.30pm – 8.30pm (refreshments from 6.15pm)**
Neighbourhood Board Members Present:	**Neighbourhood Board Members Present:**
CHAIR – Kevin Bradburne Justin Madders MP Councillor Lisa Denson Terasa Newton Jem Borsberry Celia Webber Lesley Croft Sharon Capper Karl Crawley Farhan Patel Laura Stewart Kevin Brock Charlotte Wynne Victoria Ashdown Peter Peters Kathy Cofax Steve Jackson Gemma Davies	Danni May
Board Advisors/Supporting Officers Present	Board Advisors/ Supporting Officers Apologies
Sandra Lloyd	
Invitees Present	Invitees Apologies

Minutes and Actions Points
ITEM 1,2,3 - Welcome, Introductions and Apologies New Ellesmere Port & Rossmore Pride in Place Neighbourhood Board Chair Kevin Bradburne welcomed all Board members to the first Neighbourhood Boad meeting. KB highlighted that he is keen for meetings to be a safe space for people to express their views and encourage debate whilst keeping all discussions confidential. KB asked that all Board Members be looking out for local challenges and opportunities to help form a special development plan for Ellesmere Port & Rossmore. Roundtable initial feedback on hopes for Pride in Place were: projects to be proud of, legacy projects, not all short term projects ones that have potential to be longer term, projects that build on community spirit

and activities already happening in the area, better system to update people about events and opportunities in the area, projects for all generations, friendship projects to decrease loneliness and isolation, more events that get communities together more often, projects that make everyone proud of the area, projects that promote healthy living and connecting people, projects to promote the town unique history and heritage assets, projects that promote a more cohesive offer, projects that attract the money and people visiting cheshire oaks outlet village into the town, a youth focus project, kids youth theatre activities, improve the look of the town its run down in places and not kept well.

Apologies:- Danni May
Declarations of Interest - None.

ACTION: SL to send out Declaration Form to all Board Members to sign and bring to next meeting.

ITEM 4 - Overview of Pride in Place Programme

- Highlighting objectives, frequency of meetings, Declarations of Interest, Quorum, role of the Council and community engagement
- Roles and Responsibilities - the role of the Council as the Accountable Body for the Programme. The Council must ensure the programme is compliant, delivered in-line with the Ministry of Housing, Communities & Local Government (MHCLG) guidance, legally, and in-line with procurement regulations.
- Neighbourhood Board Training – Finance, Comms, Community Development & Engagement, etc.
- **Finance – overview –** Summary of funding for whole programme, capacity funding and spend to date - Plan for future capacity funding – spending profile

AGREED: - Monthly Board Meetings, subgroup meetings to be held in between board meetings and each can have their priority engagement plan. Also, a mixture of meeting styles from boardroom, walking meetings, coffee and chat meetings, online TEAMS meetings.

AGREED: - Quorum for Board Meetings is 75% or 10 people which ever is the greater. The Board is 19 people so 14 people need to be present to vote on any items at a full Board meeting.

AGREED: - ALL Board Members agreed on the Finances shown regarding Capacity Funding to date and proposed future Capacity Funding spend along with main funding breakdown.

ACTION: KB asked ALL Board Members to email themes they want for the sub groups (e.g. youth, arts, culture, heritage, skills, events, communications, training, employment, public realm, empty shops)

ITEM 5 - Terms of Reference

•Review draft Terms of Reference
•Approval of Terms of Reference

ACTION: ALL Terms of Reference approved, agreed it will be an active document that evolves with the Board.

LD raised an item regarding Director of Cheshire West and Chester Council being on the Board. GD and SL left the room whilst KB spoke to Board Members on this item.
AGREED: The Board members concluded the council should have a seat represented by a senior officer but not voting rights and this was voted on.

ITEM 6 - Baseline Evidence For Ellesmere Port & Rossmore

•Presentation of initial data: community needs, socio economic profile
•Discussion: gaps, opportunities, and early insights

ITEM 7 - Returns for MHCLG (Neighbourhood Board and boundary clarification)

The chair will outline the timeline for submission of the board and any boundary changes needs to be submitted by 17th July, discussion around a potential boundary change, only be minor extensions of red line allowed and not to include additional lower super output areas.

- Boundary Map – list any additions and why
- Summary Community Engagement Plan from July - November

ACTION: SL to share Pride in Place area Map and Map of additional areas with all Board Members, also share the presentation that covered: Map, baseline data on the health of people in the area, town centre masterplan refresh survey results, Pride in Place drop in engagement event 11th April summary findings slide, outline of projects MHCLG – Ministry of Housing Community and Local Government have suggested the funding could support. Also provide timeline leading down to November MHCLG submission.

AGREED: ALL Board Members agreed on the additional areas being added to the existing Pride in Place area and for this to be submitted to MHCLG by 17th July.

ITEM 8 - Community Engagement Approach

A quick presentation to the board providing information on what engagement has currently taken place, the early findings and further planned sessions.

The Chair will ask the Board to write down:

• What questions do we want to ask the community?
• What are the things we want to see change?

Feedback can be sent after meeting and will be used at the next meeting.

KB talked about passporting some funds to a local third sector organisation to run any community engagement pop up and consultations, including them summarising the findings into a report for the Neighbourhood Board to use to help form the development plan of projects.

KC offered the use of an empty unit in the Port Arcades for pop ups or a base for Pride in Place.

ACTION: SL to send out the Engagement Plan to everyone, the last few pages of the report shows the next few months current activities logged.

ACTION: ALL Board Members to feedback on any events they think a Pride in Place presence would be good at to gain community feedback on priorities, themes for projects etc. Please note engagement will be intense over the next few months to help form the development plan listing all the projects for the next 4 years, however community engagement will be ongoing so we will need to keep updating the Engagement Plan and establish some regular events etc.

ACTION: KB asked ALL Board Members to send in any good quality photos that showcase the Pride in Place area and people that could be used for promotional pull up banners we are creating to have at events as part of our stand.

ITEM 9 - Communications For Neighbourhood Board

Currently Pride in Place page on Councils Ellesmere Port Regeneration Website – Council Communications Team and MP's Communication Officer

- Agree on early communications on behalf of the Neighbourhood Board – who and how

Some early ideas on where and how we can communicate with local people about events and gaining their feedback on the improvement projects

AGREED: KB asked that this item be discussed and agreed at the next Board Meeting, due to the time constraints this evening.

ITEM 10 – Deputy Chair of Neighbourhood Board

ACTION: Any Board Member interested in supporting KB and the Board by becoming a Deputy Chair should nominate themselves via email. KB will update on this soon.

ITEM 11 - Any Other Business (AOB)

• Preparation for short term deliverables ("quick wins") options

The chair requests the board give consideration for potential 'quick win' projects for more detailed discussion at the next meeting.

Initial responses were: - targeted youth engagement, young people event, small quick win projects to build trust in the Neighbourhood Board, Pie and Pound night where local people propose a small project they need funding for to the local community present and everyone votes on which projects get the funding.

ACTION: All Board Members send in any ideas for quick wins.

ITEM 12 - Date of Next Meeting – to be confirmed

<u>MEETING ENDED AT 20.31.</u>

ACTION: SL to send out Declaration Form to all Board Members to sign and bring to next meeting.

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