

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

Meeting Location:	Ellesmere Port Library 1 st Floor Meeting Room
Date & Time:	Friday 4 September 2026 5.30pm – 7.30pm (refreshments from 5.15pm)
Neighbourhood Board Members Present:	Neighbourhood Board Members not Present:
CHAIR – Kevin Bradburne Justin Madders MP Celia Webber Sharon Capper Charlotte Wynne Victoria Ashdown Steve Jackson Kevin Brock Farhan Patel Lesley Croft Kevin Brock (observer until reappointed)	Terasa Newton Karl Crawley Peter Peters Gemma Davies Cllr Lisa Denson Kathy Cofax Jem Borsberry
Board Advisors/Supporting Officers Present	Board Advisors/ Supporting Officers Apologies
Hayley Owen	
Invitees Present	Invitees Apologies

Minutes and Actions Points

ITEM 1,2,3 - Welcome, Introductions and Apologies

Ellesmere Port & Rossmore Pride in Place Neighbourhood Board Chair Kevin Bradburne (KB) welcomed all Board members. 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. Kevin noted that the board has made good progress to date and thanked the board for their continued support and hard work.

Apologies: - Tereasa Newton, Karl Crawley, Gemma Davies, Peter Peters, Cllr Lisa Denson, Kathy Cofax

Declarations of Interest - None.

ACTION: ALL send any DOI forms into CWaC via Sandra asap.

Important – today's meeting is not quorate due to apologies and no decisions can be made formally but agreement and a follow up email to agree any decisions.

KB also welcomed Kevin Brock (KBr) back to the board after a follow up meeting with KB, KBr has been reappointed back to the board – subject to the amendments to the Terms of Reference. All board agree (those present) and will be confirmed in email.

ACTION: Decision needed - Board to confirm the amended Term of Reference by email in advance of next meeting and reappointment of Kevin Brock in line with the Terms of Reference.

Board noted the resignation of Danny May from the board and wanted to record their thanks for Danny for their support to date and ongoing support to Pride in Place in the future.

It was noted that Cllr Denson will update on any potential new board member candidates at the next meeting.

ACTION: SL - Add New Board Member Update to agenda for next meeting

JM spoke to someone who applied but didn't come to interview due to accessibility issues (noting this was personal choice not due to this not being accommodated). Consider re connecting with them to understand their requirements.

ACTION: JM – JM to follow up re previous applicant.

ITEM 4 - Quick Reminder of Overview of Pride in Place Programme

Accessibility of board papers, presentations and communication was discussed by the board. SJ raised that there may be a number of channels to communicate and consideration needs to be given to these options and what works best for individuals. Potential for a sharepoint site which people can access paper copies for people who would prefer this in the meeting and email for those that like papers in their in box. CWaC suggested that they could discuss with their Equality and Diversity officer for any best practice.

ACTION: CWaC to liaise with Equality and Diversity officer on accessibility for board members. Once this have been done then a potential for a poll to be issued re people's preferences of communications and format for access board papers and information.

ACTION: A new Pride in Place banner to be produced to support the community survey – with the QR code to access the survey.

ITEM 5 - Ministry Of Housing, Community & Local Government Development Plan Template for 10 Years (awaiting template for 4 year Investment Plan)

HO explained the guidance for the 10 yr vision and that we are awaiting the 4 year regeneration plan guidance still from MHCLG. Board would like to invite our MHCLG rep to a future meeting

ACTION: SL – Invite MHCLG rep to a future meeting

29th October Monitoring Form Return to MHCLG on spend and activities to date - CWaC are working on this and will report to board

ITEM 6 – Community Engagement Approach & Communication –

Online surveys* Social Media Surveys* Event Pop Ups * Questions * Interactive Feedback* Flyers

Pride in Place page on Councils Ellesmere Port Regeneration Website - can the survey be brought further up the page so its is easier to see and access

ACTION: CWaC to speak to digital team and look to move the survey to be the first thing people see when they land on the PIP web pages.

SENSE TEST: Current Board Member Views On Emerging Main Themes, Emerging Key Projects (based on event feedback, community survey feedback and network conversations)

All agreed that the emerging themes around **Young People, Town Centre and Community Connection** reflected what they had been hearing in the surveys and conversation at events.

Discussion around how the community survey data collected would be analysed. Board Members discussed needing some focused conversations with key groups, cohorts and individuals. Capacity of the board to undertake all of these actions was also discussed. A lot of really good connections in the groups to existing groups, meetings etc. VA has a meeting arranged with CWVA, it was agreed this would be sent to CWaC to attend. A discussion was had around capacity to support the ongoing engagement and data analysis which could be brought in asap.

All agreed that CWaC would work with VA on a brief for the support required on engagement and data analysis asap.

ACTION: SL to develop a scope and share with VA as board nominee, to agree a scope of engagement support and analysis needed for the community survey and community engagement plan. Include ½ workshop on findings for board to plan themes.

Accessibility of the current survey was discussed and guidance to support the questions to ensure that all could access this with appropriate guidance and any translation required.

SJ agreed to look at the questions and draft some guidance to support each question.

ACTION: SJ & CWy to look at guidance and share with KB.

ACTION: SL to speak to Comms team re translation of the community survey.

KB suggested the board have a half-day session to work through in more detail the survey and emerging themes. It was suggested this would work well once an organisation is selected to support the board on engagement and analysis

ACTION: half day to arranged in line with appointment of engagement support organisation

Pride in Place Promotional Flyer To Households and Businesses in the Pride in Place area – Board Members discussed the drafts provided and agreed they would like a double-sided flyer with a map on the back, and for the map to be more visually pleasing and friendly to the public. Graphics to look at this. In principle they would like A5 double sided with two quotes, one for residential only and one for residential and businesses.

Queried the number of residential units showing 7463. Clarify the numbers as nearly 15,000 households in PIP area.

ACTION: SL to get two quotes for flyer for doubled sided with a map on back – one quote for delivery to residential only and one quote for delivery to residential and business property.

ITEM 7 - Board Subgroup Updates & Emerging Board Themes

Captured above in engagement discussion regarding emerging themes.

CW updated on group meetings across the 3 practices and invited board members to support these and the covid and flu vaccination events to promote PIP.

ACTION: SL order 3x ballot boxes for the GP practices- must be bigger than current ballot box

ACTION: Events Subgroup/Marketing Subgroup - Map the assets within the boundary so board can look at where it might be appropriate to put more boxes.

ITEM 8 – Training For Board Members

Discussion over what training can be accessed for individual board members and for the board as a whole. Map all training requirements and always consider whether these are needed for individuals, board or can be extended to wider PIP community.

ACTION: KB to liaise with CWaC over any training requests and the best way to action these.

ITEM 9 - Any Other Business (AOB) Updated Timeline to Produce Development Plan on PowerPoint

CW updated on the 20th Sept conference at National Waterways Museum - has the room been booked and need leaflets to support this. CW meeting with LD to discuss and will feedback. The small grants dragon den style event was discussed and suggested that either an organisation to support this maybe best or whether a different approach could be considered such as vouchers to encourage people to complete the survey – raffle approach may work?

CW also has access now to the boards in the Port Arcade and will be working on these and feedback. The table for the board to fill in detailing the community grant request will be circulate electronically for input-

ACTION: Grant Table to be sent to KB and LD for completion.

KB fed back that through TN, CCF have offered to share their experience of small grants with the board.

VA will organise a marketing subgroup – **add to next meeting agenda.**

ACTION: SL to add Marketing Subgroup to next meeting agenda.

ITEM 10 - Date of Next Meeting & Meetings Up to December

Future meetings dates

Board meetings to be scheduled for the remainder of the year.

ACTION: SL - A poll to be issued for dates and day preferences for in person meetings monthly.

ACTION: SL - Poll to be issued for monthly TEAMS meetings (to be 2 weeks after each in persons meeting).

**KB thanked all for attending and contributing to the progression of the Pride in Place activities.
Meeting ended at 19.30pm**

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ACTION: JM – JM to follow up re previous applicant.

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