



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

Meeting Location:	Ellesmere Port Library 1 st Floor Meeting Room
Date & Time:	Friday 7 August 2026 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 Jem Borsberry Celia Webber Sharon Capper Kevin Brock Charlotte Wynne Victoria Ashdown Peter Peters Kathy Cofax Steve Jackson Danni May	Terasa Newton Karl Crawley Farhan Patel Lesley Croft Gemma Davies Laura Stewart
Board Advisors/Supporting Officers Present	Board Advisors/ Supporting Officers Apologies
Hayley Owen Beth Gould	Sandra Lloyd
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 welcomed all Board members to the second Neighbourhood Board 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.

KB highlighted the importance of these meetings and that this funding will make a huge difference in this area. Thanks to everyone who attended today's meeting.

Board Members introduced themselves and described their connection to the area.

- Kevin is local to the area and now works for a Children's Charity. Kevin is keen to build up trust and to make a difference to the community.
- Jem has grown up in the area, working primarily with young people and keen to encourage pride in the area.

- Sharon is local to the area and works in the Port Arcades and volunteers at a local food charity. Sharon is keen to see more community events.
- Danni is from Ellesmere Port and has founded the youth organisation, Blades Down. She is keen to build up the sense of community and for generations to work together.
- Victoria is local to the area and works at Chester Zoo. She would like to understand the issues and how people can be helped.
- Cllr Lisa Denson is the local Westminster Cllr for the area and is currently the Deputy Mayor of Ellesmere Port. She would like to raise aspirations and inspire people born in the area.
- Kathy has lived in the area all her life and worked with many people from Ellesmere Port. She would like for people to believe in Ellesmere Port and to be more positive about the area.
- Kev has moved to Ellesmere Port in 2020 and would like for people to build up trust and excitement in the Pride in Place Board.
- Peter is the Minister for the local Church and would like for the narrative around Ellesmere Port to be supportive and positive.
- Justin is the local MP for the town for 11 years and would like to see this as an opportunity to shape how we deliver in this investment and encourage pride in the area.
- Charlotte manages 6 GP practices across Ellesmere Port and is really passionate to improve health and wellbeing and quality of life.
- Celia has lived in Ellesmere Port since 2004 and her passion is local history. Celia is keen to share the history and heritage of Ellesmere Port, improving pride and opportunities in the area.
- Steve has worked locally and lives in Ellesmere Port, keen to develop a social enterprise that will add to the area. Steve would like for this opportunity to allow people to feel they can access opportunities.

Apologies: - Terasa Newton, Karl Crawley, Farhan Patel, Lesley Croft, Gemma Davies

ACTION: KB noted that quoracy should be addressed at the next meeting. SL to add to the agenda.

Declarations of Interest – Listed Below.

- Lisa runs a local community Family Service
- Jem is part of the directorship for Ellesmere Port Collective, a not-for-profit organisation.

Action Members were reminded to please share their Declarations of Interest form – please email SL if you have not sent your form in.

ITEM 4 - Action Points

To agree the action points of the previous meeting held on 9th July 2026

- ACTION: SL to send out Declaration Form to all Board Members to sign and bring to next meeting, some sent in via email, SL chased again with agenda for this meeting. **DONE**
- 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). **ONLY A FEW HAVE**
ACTION: ALL Terms of Reference approved, agreed it will be an active document that evolves with the Board. **DONE**
- 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. **DONE**

- 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. **DONE**
- 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. **ONLY A FEW HAVE**
- 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. **NONE RECIEVED**
- 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. **BEING DONE**
- ACTION: All Board Members send in any ideas for quick wins. **ONLY A FEW HAVE BEEN RECEIVED**
- ACTION: Timeline requested for the next MHCLG submission in November of the Regeneration Plan. **DONE – See Item 13.**

AGREED: Board Members agreed the actions notes.

ITEM 5 - Quick Reminder of Overview of Pride in Place Programme

Examples of Activities and Regeneration in other towns.

Board Members were split into groups: summary feedback below.

- Town Centre
 - Strong idea that worked well: Well in Runcorn and Neo in Rock Ferry – good examples of community spaces/ hub with services all in one place and everyone is welcome.
- Westminster
 - Strong idea that worked well: examples included a PIP event where Halton had renovated a Church for a community space for a cafe, one-stop shop where people could access services in a safe space.
- Rossmore & further afield
 - Strong idea that worked well: Keen to see a community hub where people especially youth could attend but do not have to be part of a particular group to attend. A place that is funded, staffed and open to all, with lots of organisations that can join in.

Board Members discussed examples of places that worked well, how it worked (funding, community buy-in, strong leadership) and whether these examples could work here. Key themes from the discussion included a community hub, youth space and one-stop shop.

ITEM 6 - Deputy Chair

AGREED: Terasa Newton has been appointed as Deputy Chair. Congratulations!

KB thanked all Members who put themselves forward – your time and effort is much appreciated.

ITEM 7 – Ministry Of Housing, Community & Local Government (MHCLG) Submissions 17th July

HO noted that the Council have submitted information to MHCLG. Informally the feedback from MHCLG has been positive.

ITEM 8 - Community Engagement Approach & Communication

Online surveys Social Media Surveys* Event Pop Ups * Questions * Interactive Feedback
Currently Pride in Place page on Councils Ellesmere Port Regeneration Website – Council Communications Team and MP's Communication Officer.*

Some early ideas on where and how we can communicate with local people about events and gaining their feedback on the improvement projects Board to agree an approach for community engagement and communication

KB noted that the Board have a short time to run and deliver engagement events. Board Members discussed in groups ideas that could be operated between now and October 2026.

- Town Centre
 - Meet your neighbours/ Meet the team day – invite local CIC's to attend
 - Community Connect group to see how they could support
 - Ballot boxes (like in Tesco's with small colourful counters) where people could vote on what they want the area needs based on which box they put their counter
 - Using doctors/ shops/ schools noticeboards
 - Asking schools/ residents to design posters on what they want Ellesmere Port to look like – to form part of some wall art. Prizes to be awarded. Port Sunlight has done a mural like this It has also been done in Ellesmere Port where schools designed a boat where the paving formed part of the canal trail
- Westminster
 - National Waterways Museum have an open day in September
 - Utilising Church – all Nations Day to bring people together 25th October
 - Pound and pie night where small community groups could bid for money
 - Port Arcades space could be used as drop-in
 - Live Well website – online hub for all PIP information to sit with events, key news and easy to navigate for all residents to access
 - Digital displays – to be used on digital screens and websites
 - OAP rave
 - Friend of Ellesmere Port Train Station – they have a wall which could be used for a piece of art work or similar.
- Rossmore & further afield
 - EP Collective have taken on the old media shop at the Port Arcades – they are looking at restoring the boat paving trail and PIP Board Members could support this
 - Underpass could be painted by primary and high school children
 - Ward walks to take place by Cllrs with school children – they can point out any issues/ any spaces they don't feel safe so that this can be addressed
 - Acorns Primary and Acorn Manor – setting up discussions based on older people's memories of Ellesmere Port
 - Running a sports day for adults – to get people to be engaged
 - Stanford Street Allotments – opportunity to be opened up for a spooky welly boots walk and pumpkins.
 - Business breakfast opportunities
 - Posters around town – like the way Pinder's Circus advertises

- Women and girls safety – video featuring Ellesmere Port people about walking home. This video is ready to go.
- Board Members to speak to businesses to ask if they will be a 'Safe Shop'. This allows people to ring home/ be in a safe space.

HO noted that letter drop provided opportunity for all residents to find out about Pride in Place event has been delivered early on at Blacon. They are now using this feedback to shape their engagement. Important to facilitate conversations to in order to get as many people engaged as possible as survey is only one way forward.

Cllr Denson asked about costs about flyer to the fuller areas. Option to create an introduction to the Board Members and to ask people what they want.

ACTION: HO/ SL to find out costs of the flyers and postage to the full PIP area in Ellesmere Port.

KB asked the Board how they are going to take these engagement events forward, as timescales are tight.

AGREED: CWy noted that Board Members have different strengths – best to agree on same asks so that everyone can send out the same message. JM noted this messaging could be used at all events, but each Board Member can adapt it to their event (i.e. primary school event compared to speaking to businesses)

ACTION: Board Members to agree standardised questions and messaging to use across all sub—groups. Draft template to be sent round via WhatsApp and the Council can then circulate the final version. CWy to help lead on this. Questions to be sent to CWAC to review and form into a final set of Questions which can be used in different forums.

ACTION: HO to send on brand guidelines to VA.

ACTIONS:

CW to reach out to Port Arcades about central noticeboard space, previously used by the Local History Society.

CWy to lead Community Connect Group and CIC event, where PIP Board Members can speak to all.

CW to reach out to Facebook History group to advertise PIP events

CW to reach out to EP Boat Museum about events

CW and LD to lead on organising group events and attendance with Board Members

JB/ DM is happy to reach out to primary and high schools/ colleges via email to send round tasks

CWy to lead Community Connect group. Standardised questions to be agreed.

KB to speak to KC and KB about reaching out to businesses

VA to lead on marketing and brand awareness, to create a marketing strategy

JB to look at linking in with PIP and women and girls safety video

Task & Finish Leads

Education/Schools - Jem

Community Connect – Charlotte

Business – Kevin

Elderly – Celia

Events – Lisa

Marketing – Victoria

ACTION: Task & Finish Leads to set up WhatsApp group to organise sub-groups and events. Leads to report back at the next PIP meeting.

ITEM 9 – Board Themes

ACTION: Board Themes to be added to next agenda as an item.

ITEM 10 -Training For Board Members

ACTION: Board Members to consider any training that may be useful, please email Sandra.

ITEM 11 – Procurement

HO updated on the Council's procurement and procedure rules.

A purchase card has been authorised – SL will be the card holder for this. Board Members will have access so that they will not be out of pocket for items of values up to around £250.

Anything up to £5,000 can be taken to one supplier, ideally local. Please reach out to KB and SL for this. Anything higher than this amount, the Council will work with Board Members to help with procurement. The Council as the accountable body will follow Cheshire West and Chester's procurement rules. CWAC can help support procurement for events for what is needed i.e. from face painting to bouncy castles, Board Members are welcome to reach out to Council leads.

ACTION: SL/ VA to look at the costs of branded PIP t-shirts/jackets for Board Members to wear to events.

ITEM 12 – Profile For Members

Board Members to provide an overview of who you are and why you wanted to be a PIP representative.

ACTION: Board Members to write profiles

ACTION: SL to circulate example profile of Blacon PIP Board [Pride in Place Blacon Board](#)

ACTION: All to review PIP website – how can it be made more engaging? [Pride in Ellesmere Port | Cheshire West and Chester Council](#). Option to set up standalone PIP website that is separate to the Council's official page.

ITEM 13 - Regeneration & Investment Plan - Next Deadline November 2026

Indicative timeline for each stage shown to Board Members. (Please note we are not sure what CWAC approvals are needed as accountable body for legal and finance stages so Sandra has put some possible dates and stages for this in November.)

Ellesmere Port & Rossmore

Pride In Place Development Plan 2026



Board Members highlighted concerns on timescales – task and finish group leads to be ready for September's meeting to meet the deadlines. Noted this is initial engagement, engagement will be carried out throughout the ten years.

ITEM 14 - AOB

ACTION: Stellantis Family Fun day to be added to events – taking place on 6th September.

ITEM 15 - Date of Next Meeting & Meetings Up to December – TBC

AGREED: Board Members agreed for Board Meetings to take place monthly on Friday evenings, 5.30pm - 7.30pm in person. Board Members agreed for Teams meetings to take place in the two weeks before the monthly meeting.

ACTION: SL to send round poll to Board Members of what meeting times would work well for them for the Teams meeting – Thursdays look to be a good day for most Board Members 5.30-7.30pm.

ACTION: An additional Teams meeting to take place in two weeks' time for Thursday 20th at 5.30 - 7pm.

ACTION: HO to organise Thursday 20th Teams Meeting

September meeting to take place 4th September, 5.30pm - 7.30pm at Ellesmere Port library.

ACTION: SL to send round calendar invite.

MEETING ENDED AT 20.45.