Meeting: Pride in Place, Bentilee & Ubberley Neighbourhood Board Meeting 1
Date: 16/07/26
Time: 5.30pm
Location: The Discovery Centre, Discovery Drive, Bentilee
Co-Chairs: Amy Harris & Simon French
Minute Taker: Cassie Weaver

Attendees

Board

Amy Harris – Co-Chair

Simon French – Co-Chair

Cllr Sarah Jane Colclough

Cllr Lynn Watkins

Steve Adams (Community Foundation)

Tracey Johnson (EPIC Housing)

Sha Owusu

Peter Grocott (Moss Green Resident's Association)

Andrew Firman

Donna Firman

Lee Jones Jr (Ten Count)

Mereoni Jegesa

Others

Vicki Gwynne – Local Authority Accountable Body representative

Nicola Howell – Office of Gareth Snell MP

Andy Meakin – CEO VAST

Cassie Weaver – Partnerships & Collaborations Lead, VAST

Apologies

- Louise Davies (Jericho)
- Gareth Snell MP (unable to access via video link)

Agenda

1. Welcome and Introductions

Co-Chairs Amy & Simon welcomed attendees and set out the aims for the meeting, everyone introduced themselves as this was the first Board Meeting with many meeting for the first time. The Chairs explained the plan to rotate venues around the community in future.

2. Review of Previous Meeting Minutes.

As this was the inaugural meeting no previous minute available.

3. Documentation Review

Terms of Reference – draft Terms of Reference document reviewed, *a number of amendments were agreed upon, to be made by VAST and circulated prior to next Board Meeting*. Draft ToR submission to MHCLG acceptable for upcoming reporting deadline.

It was decided that *everyone should consider which policies the Board requires moving forward and share prior to the next board meeting*. *VAST to provide list of recommended best practice policies.* From that point future training will be decided upon. It was agreed Minutes should be circulated within 10 working days following a Board Meeting.

The Secretariat role was discussed and agreement reached that the function should be independent of and accountable to the Board. *CW to share VAST's agreement with Co-Chairs prior to next meeting* so that the delivery agent for the Secretariat function

can be decided upon then. VAST indicated that they are happy to perform the secretariat function within the terms of their existing agreement.

Boundary Map – the boundary map was reviewed with changes confirmed by a vote; addition of remainder of Beverley Drive, inclusion of Twigg Street, Youlgreave and Uffington Parade.

4. Timeline & Important Dates

Cassie Weaver ran through important dates;

Milestone	Deadline
Initial capacity funding (£150k) released to support engagement and board setup	Early 2026
First delivery funding payment begins	April 2026
Neighbourhood Board membership and boundary proposals confirmed to MHCLG	**17 July 2026**
MHCLG review of boards and boundaries	Autumn 2026
Pride in Place Plan submitted for approval	**30 November 2026**

Tracey Johnson asked about the timing and payment schedules across the programme*. Vicki Gwynne to clarify payment amounts and timings at the next meeting*

VG stated MHCLG are very keen for match funding to be used wherever possible to extend the impact of Pride in Place initiatives.

5. Community Engagement to date – what we've learnt

Cassie Weaver delivered an overview of feedback received to date through VAST's community consultation. The presentation has been shared to Board members via email link.

6. Community Engagement going forward

Community Engagement Plan – Board Members received a hard copy of the draft Community Engagement Plan required for submission to MHCLG on 17th July. Cassie Weaver gave brief overview of contents. *All to read and review in readiness for next Board Meeting.*

Branded items such as lanyards, were requested to clearly identify board members and support safeguarding when approaching members of the public. *VAST to investigate options for branded items and feed back to board.*

Simon French stated Discovery Academy and Maple Court events can be utilised to reach local people.

Lynn Watkins stated that Fun Days have been well received in the past and she would be keen to do this going forward. *Requires a few gazebo's, CW suggested VAST can investigate options available.*

VAST are delivering various activities over the summer, Amy Harris encouraged all to try and attend where possible.

Amy Harris tasked everyone with holding 5 conversations within the community in readiness for the next board meeting, to identify where residents would like to see funding spent.

7. Any Other Business

Amy Harris to investigate setting up dedicated Social Media channels.

Amy Harris to set up Whatsapp Chat for all Board members.

Introductory letter / newsletter to be circulated to every household, VAST to support with additional content, design, print and organising delivery. A suggestion of quarterly updates was put forward by Amy.

8. Actions and Next Steps

Meeting Date	**Action**	**Owner**	**Progress**
16/7/26	VAST's agreement to be shared with Co-Chairs prior to next Board meeting	VAST	Completed
16/7/26	Circulation of Minutes within 2 weeks (10 working days)	VAST	Completed
16/7/26	Terms of Reference documentation to be updated	VAST	Underway
16/7/26	Consider policies required and share thoughts prior to next meeting	All	Underway

16/7/26	VAST to provide a best practice list of policies	VAST	Underway
16/7/26	Clarify timing and amount of payments from MHCLG over the course of the programme	Vicky Gwynne	Underway
16/7/26	Familiarise with documents submitted to MHCLG	All	Underway
16/7/26	Investigation of ID options, cost, design etc	VAST	Underway
16/7/26	Investigation of gazebo's etc for events	VAST	Underway
16/7/26	Set up Whatsapp group	Amy Harris	Completed
16/7/26	Investigate other social media channel options	Amy Harris	Underway
16/7/26	Teams link requested for next meeting	VAST (in collaboration with Discovery Academy)	Completed, circulated by email
16/7/26	Before next Board Meeting hold 5 conversations with local people to identify what they would like to see funding go towards.	ALL	Underway
16/7/26	Group email creation	VAST	Completed – all emails shared in recent email comm's

9. Date of Next Meeting

Date: Thursday 20th August

Time: 2pm

Venue: Discovery Academy

Meeting Close

Amy thanked everyone for coming