Roles & Responsibilities:
Chair: Charlotte Beckhurst
Minutes: Martin Bell
Agenda Setting: Charlotte Beckhurst

Agenda / Minutes Pride in Penhill Board Meeting

Date: 21/07/2026 **Time:** 18.00-21.00 **Venue:** John Moulton Hall, Penhill

Attendees: Charlotte Beckhurst, Will Stone MP, Emily Webb, Mel Booth, Lydia Morey, Lee Bailey, Cllr Martyn Pearce, James Trotman, Sebastian Lawniczak, Heidi Starling, Michael Hadgraft, Diana Pithers, Christian Jacobs, Rosie Hacon, Aaron Webb

Martin Bell (Secretariat), Camille Clarke (Engagement Officer), Helena Robinson (Director of Integrated Communities & Partnerships, SBC), Joe Polson (MP's Office)

Apologies: Liz Watson, Grace Barnes

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At the beginning of the meeting all attendees should clearly state their name for the purpose of the recording.
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Set Agenda Items					
Time	*Agenda Item/ Purpose*	*Owner*	*Documents / Links*	*Minutes*	*Actions*
	Introductions	Charlotte		Charlotte welcomed all attendees, apologising for the late circulation of documents due to Martin's focus on submissions to the Ministry of Housing, Communities and Local Government (MHCLG) Assurance was given that future documents would be circulated with ample time Apologies were noted from Grace Barnes and Liz Watson It was confirmed that the meeting would be minuted and recorded, with minutes to be published on the Swindon Borough Council Website Charlotte outlined an informal meeting style for discussion-focused sessions, emphasising equality among members and a collective focus on the best interests of Penhill residents, rather than organisational representation Each member introduced themselves Helena Robinson, Service Director for Integrated Communities and Partnerships at Swindon Borough Council, was introduced. Her role is to act as an advisor and a link to the council, serving as the accountable body for the programme. Charlotte clarified that Helena is a non-voting member, present to support the board's independence and resident-led focus, and to broker council support when needed.	

	Terms of Reference, Code of Conduct and Conflicts of Interest	Martin		Martin Bell presented a summary of the ToR, outlining its function as the operational framework for the board, covering decision-making, accountability, and defining relationships with partners Martin presented the Code of Conduct and Conflicts of Interests Policy, stressing the importance of integrity, fairness, transparency, ethical decision-making, and building public trust. Board members were requested to thoroughly review the Terms of Reference, Code of Conduct, and Conflict of Interest documents. Any concerns or proposed amendments should be submitted via email A query was raised regarding the governance of private messages. Will Stone clarified that Freedom of Information (FOI) requests could potentially apply to relevant communications, advising caution It was confirmed that the Chair is the primary spokesperson, and all media enquiries should be directed through them to ensure a unified message and protect the board's reputation Charlotte reiterated key points from the Code of Conduct, including the importance of equal opportunities (avoiding assumptions), active and constructive engagement, respectful challenge, open-mindedness, and ensuring everyone presents a united front once decisions are made, even if personal beliefs do not align. A query was raised on clarifying what it constituted as a gift. Slides were available for Board Members and will be sent with minutes for future reference	- Martin to circulate a survey with a question on Board Member preference for date for open meeting - Members will be required to sign a Declaration of Acceptance of Responsibilities and a Declaration of Interests form and return to Martin and Charlotte by 4th August 2026
	Neighbourhood Board Charter	Charlotte		Board members participated in an activity to develop a board charter. Working in pairs, then merging into larger groups, they brainstormed key principles derived from the Code of Conduct. These ideas were captured on post-it notes for compilation into a formal charter	- Martin to compile post it notes into a Charter for the Board
	Pride in Place Overview	Martin		Martin provided a comprehensive overview of the Pride in Place programme, which involves £20 million over 10 years, aimed at creating lasting, sustainable change. This covered an overview of the programme, principles, areas of spend, roles and responsibilities, boundary area, timeline, funding and spend to date.	

				Actual spend to date: ~£50,500 (covering board establishment, community engagement, and consultants) Committed spend: Approximately £59,000 (primarily Martin and Camille's salaries for remaining months) Remaining: Approximately £40,000, with further commitments anticipated for the Chair's honorarium and legal advice on subsidy control and procurement A question was raised about the continuity of funding if there is a change in government. Charlotte confirmed it is a £20 million government grant and committed to seeking clarification from MHCLG A query was raised regarding any interest generated on funds held by Swindon Borough Council. Charlotte will investigate if interest accrues and who benefits. A suggestion was made to explore placing funds in an interest-generating account once the board becomes an independent accountable body A board member questioned the funding for Martin and Camille's roles beyond the initial capacity funding. Charlotte clarified that the board would ultimately decide on future staffing needs. Martin's post is for two years. Camille's post was initially for one year, but the Parish Council committed to two years, subject to board approval Slides were available for Board Members and will be sent with minutes for future reference	- Martin to seek clarification from MHCLG on commitment to funding should their be changes in government - Martin to explore question on interest accrued
	Time Frames	Charlotte		The board is required to submit a Pride in Place Plan (outlining a vision and four key priority areas) by 30 November. This tight deadline necessitates monthly board meetings until November A suggestion was made to designate one of the pre-November meetings as a public forum or to include a public Q&A segment The need for flexibility regarding meeting dates, times, and locations was discussed, including rotating venues and considering IT/Teams access and parking. Suggestions for venues included Pinetrees meeting room, local church halls, and Euclid Street. A survey will be circulated to gather preferences	

				The timeline is in the slides for Board Members and will be sent with minutes for future reference	
	Working Groups	Charlotte		Five working groups have been established, based on government documentation: • Community Health, Well-being and Inclusion • Children, Young People and Families • Community Pride, Culture and Events • Environment, Public Spaces and Neighbourhood Improvement • Skills, Employment and Local Opportunities Leads will be responsible for coordinating meetings, maintaining summaries of discussions, ensuring agreed actions are carried out, and collating feedback for board meetings Initial responses from board members regarding their preferred groups were reviewed, and members were given the opportunity to adjust their commitments. The slides sent with the minutes will include the decisions made. Next Steps for Working Groups: Groups were tasked with considering: • Strategies for recruiting more residents to join • Identifying other key organisations or businesses to involve • Determining the most effective meeting times and formats A proposal for a collective working group launch day/evening was discussed to ensure consistency in approach and facilitate initial brainstorming. This idea was agreed upon, and proposed dates will be circulated via a poll A point was raised on identifying a local influencer in the area Additional data is available from surveys and engagement events	- Martin to write up notes from flip charts and circulate to working group leads - Martin / Camille - Compile all existing community engagement data for presentation at the working group launch - Martin to share with leads additional

					people who have expressed interest in Working Groups
	Community Engagement Plan	Camille		Camille provided an update on her six weeks in post as Community Engagement Officer, detailing her outreach efforts with various community groups (cafes, toddler groups, craft clubs, library drop-ins) and local schools (secondary and primary) A query was raised about information shared on Facebook by the Parish Council. Charlotte explained this was an interim communication method until a formal communication plan is agreed upon A suggestion was made to involve school media students in documenting programme activities A request was made to share Camille's engagement data with the Children, Young People and Families working group The need to focus on engaging the missing middle demographic (e.g., through "chip shop chats" or community fun days) was highlighted The development of a comprehensive communication plan was identified as a priority for the next board meeting. Initial ideas included establishing a dedicated Facebook page, distributing flyers, and leveraging existing community events Several board members confirmed their attendance at the upcoming Penhill Fun Day. It was suggested to create flyers for this event to promote the Pride in Place programme and upcoming workshops/launch dates. Rosie offered to design the flyers, costs were approved for printing.	- Camille to share engagement data with Michael Hadgraft - Agenda item for next meeting – Communications Plan - Rosie to design flyer and Martin/ Charlotte to organise printing

	Pride in Place Launch	Charlotte		Members briefly shared initial ideas for a Pride in Place Penhill launch event, including: - Penhill Carnival - Organising an event with a well-known band on a local field - Hosting another community event on Seven Fields - Sports event (Charity football match) - BBQ / Food - It's a Knockout - Family picnic - Introducing stock car building kits for children - Featuring multiple local bands - These ideas were captured for further discussion at a later date	
	End			Next Board Meeting 18th August 2026	

Key Decisions:

- Meeting minutes will be published on the Swindon Borough Council website
- Helena Robinson will serve as a non-voting advisor to the board, providing a link to Swindon Borough Council
- Board members are to review the Terms of Reference, Code of Conduct, and Conflict of Interest Policy and submit any proposed amendments via email
- Declaration of Interest and Acceptance of Responsibilities forms are to be completed and returned electronically within two weeks
- Monthly board meetings will be held until the 30 November plan submission
- A collective launch event for working groups will be organised, with proposed dates circulated via a poll
- Working Group leads to generate ideas for recruiting residents and involving organisations for their respective working groups
- Costs approved for flyer printing
- Begin generating ideas and gathering feedback from working groups to inform the Pride in Place Plan for the November submission
- A WhatsApp group will be set up for general board communication. Charlotte will speak with Rosie's mother.
- Once poll is complete – emails will be shared amongst the Board.