Roles & Responsibilities:
Chair: Jessica Higgins
Minutes: Martin Bell
Agenda Setting: Jessica Higgins

Agenda / Minutes Pride in Penhill Board Meeting
Date: 29/07/2026 **Time:** 18.00-21.00 **Venue:** Buckhurst Community Centre, Walcot
Attendees: Jessica Higgins, Margaret O'Brien, Karen Bathe, Rebecca Clements, Roy Stephen, Michael Lartey (departed at 8.15pm), Janine Ngotho, Sebastiao Rodrigues, Harish Mimmidisetty, Rebecca Banwell-Moore (MP's Office), Patrick Herring (MP's Office), Cllr Emma Bushell (Joined at 8.15pm)

Martin Bell (Secretariat), Millie Lawlor (Engagement Officer), Elizabeth Spence (MHCLG), Teresa (Local resident – observer)

Apologies: Melissa Twine, Maria Parsons, Cllr Steve Allsopp, Adam Wainwright

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Set Agenda Items					
Time	*Agenda Item/ Purpose*	*Owner*	*Documents / Links*	*Minutes*	*Actions*
	Introductions	Jessica		Jessica welcomed all attendees and facilitated a round of introductions Apologies were notes from Melissa Twine, Maria Parsons, Cllr Steve Allsopp and Adam Wainwright. Cllr Emma Bushell due to attend from 8pm. Elizabeth Spence from MHCLG was welcomed as an observer and to answer any questions. Martin confirmed the board has 15 members, with a seat left vacant for a Park South resident should the Boundary submission be approved to extend to Park South An additional vacant seat is available following departure of a board member requiring a future decision on whether this is filled	
	Terms of Reference, Code of Conduct and Conflicts of Interest	Martin		Martin Bell presented a summary of the formal governance documents, emphasising their importance for establishing a common operating base, ensuring transparency, accountability, and managing potential conflicts Jessica Higgins clarified the dual role of board members: Strategic: Focus on the long-term legacy and impact of the programme beyond just spending the £20 million	- All Board Members to and formally accept the ToR, Code of Conduct and Conflict of Interest Policy

				Operational: Act as "community connectors" to ensure community voices are heard and the programme remains accessible It was confirmed that a quorum at a meeting of the Board is the nearest whole number to one half of the Board members (currently 8) Elizabeth Spence (MHCLG) clarified that dissolution by MHCLG would be a worst-case scenario, not the intention, with the aim for lasting legacy. Jessica Higgins provided extreme examples (misuse of funds). A concern was raised about political changes. Elizabeth Spence highlighted the programme's local leadership and broad overarching priorities (thriving places, stronger communities, resident control) allowing local determination. Martin Bell noted the stability provided by current MP and ward councillor terms. A query was raised about formal confirmation/ acceptance letter to board. It was agreed these will be issued with a statement of subject to completion of two declaration forms. Slides were available for Board Members and will be sent with minutes for future reference.	and return completed Declaration of Interests and Acceptance of Responsibilities within two weeks - All Board Members to provide any proposed amendments to the ToR, Code of Conduct, or Conflict of Interest Policy to Martin Bell within two weeks - Jessica Higgins to issue confirmation letters to board members
	Neighbourhood Board Charter	Martin / Jessica		An exercise was conducted to collaboratively define how the board wishes to work together, fostering respect, effective communication, and a shared vision These ideas were captured for compilation into a formal charter	- Martin to compile 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. The Boundary was discussed, currently is the Walcot East MSOA which covers elements of Park North. A submission has been made to MHCLG to extend the boundary to cover all of Parks (Park North and Park South) following extensive	

				engagement. It was also noted that funds can be spent outside the boundary if it benefits residents within the boundary. The next major milestone is the November 2026 submission of 10-year vision and 4-year investment plan. Elizabeth Spence clarified the vision can be high-level, and the investment plan does not require project identification at this stage. A query was raised on why the area was chosen, Elizabeth explained that it is based on Indices of Multiple Deprivation and Community Needs Index, with a cap of one area per parliamentary constituency. Jessica Higgins initiated discussion on programme costs and sustainability. Swindon Borough Council and South Swindon Parish have absorbed initial setup costs. Jessica will request itemised costs for Year 1 to understand the financial implications of running the programme. The programme needs to fund its own operational costs (management, legal, procurement, engagement) rather than relying on accountable bodies to absorb them. This prepares the programme for independence by Year 3 when the government expects boards to move towards independent status. MHCLG has suggested Community Interest Company (CIC), Community Benefits Society, or Cooperative models. Community caretakers are funded until December; Millie's contract is for one year to March 2027. The Board will need to decide on continuation and duration of these roles. A query was raised on the complexities of independence based on experience with the community centre (charity status, independent accounts, trustee accountability). Jessica emphasised that while not an immediate decision, independence needs to be considered from the outset to shape future decisions and ensure long-term sustainability beyond government funding.	- Jessica to supply admin and operational cost estimates by SBC and Parish Council - Jessica to supply information on Community Caretaker role and Millie’s role including impact for review and decision at future board meeting
	Time Frames	Martin		Proposed monthly board meetings until the November submission, then potentially bi-monthly	- Martin Bell to circulate a poll

				It was agreed that the next Board meeting will be held on Weds 26th August The timeline is in the slides for Board Members and will be sent with minutes for future reference	to members regarding preferred meeting days, online capabilities, and email addresses for future communications
	Working Groups	Martin		Working groups sit below the Board, supported by a Community Stakeholder Forum. They provide an opportunity for wider community involvement. Proposed Themes (open to refinement): - Community Health, Well-being & Inclusion - Children, Young People & Families - Community Pride, Culture & Events (including safety and crime) - Environment, Public Spaces & Neighbourhood Improvement (including housing, transport, green spaces) - Skills, Employment & Local Opportunities Working groups are not decision-making bodies but are designed to target engagement, gather specific community voices and ideas, and feed proposals back to the Board. Members discussed their preferences for leading or co-leading groups. Provisional leads/co-leads were identified, with some gaps remaining There are tight timescales to meet the November submission, it was agreed that an initial planning session for working groups would be held in early September, likely 2nd Sept. Working Group leads will need data in advance of this meeting. It was a greed that a Working Group launch event would take place mid-September (likely second week). To take place in a larger venue like a school hall where all	- Martin Bell to share the list of Working Group members and engage with those not present to confirm which Working Group they will sit on.

				working groups could have tables, allowing stakeholders to engage with multiple groups in one visit.	- Martin Bell to share non-board members interested in working groups with the identified leads - Martin & Millie to work on data pack for Working Group leads of data gathered so far to inform their working group
	Community Engagement Plan	Millie		Millie provided an update on the community engagement work competed since starting the role which includes: - 32 engagements - Weekly street walks. - Visits to partner organisations (churches, community groups). - Two weekly coffee drop-ins. - Weekly "Walkie Talkies" health walk. - Monthly Community Action Days (e.g., painting signs, litter picking, future planting). - Family Fun Day (40 attendees, children's input on parks). - Engagement with skate park users (competitions funded by Parish Youth Service). A website (Pride In Place – Walcot & Park North) and Facebook page have been set up All engagement data is recorded (Microsoft Forms, Excel) and available for Board access Some challenges in reaching underrepresented communities, overcoming barriers to participation but noted high level of passion and pride from residents for the area	- Millie to provide monthly engagement updates to the board including a calendar for upcoming engagement activities

				Future plans - September focus on engaging with schools	
	Summary of Feedback from event at Mountford Manor 11th July	Jessica		This was referenced and is included in the slide pack for members	-
	Capacity & Programme Operations	Jessica		This was discussed as part of the Pride in Place Overview section noting that board decision will be required in the future	
	Pride in Place Launch	Jessica		- Not discussed due to time	
	End				

Key Decisions:

- Meeting minutes will be published on the Swindon Borough Council website
- 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
- A letter of acceptance will be issued, subject to return of declaration forms
- Compile feedback on governance documents for discussion at the next Board meeting
- 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
- Begin generating ideas and gathering feedback from working groups to inform the Pride in Place Plan for the November submission
- A WhatsApp for the group was discussed and a question will be included in the poll to be sent to all Board members.
- Once poll is complete – emails will be shared amongst the Board