**Agenda / Minutes Pride in Penhill Board Meeting**

**Date:** 18/08/2026 **Time:** 18.00-20.00 **Venue:** John Moulton Hall, Penhill

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

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

**Apologies:** Liz Watson, Grace Barnes, Sebastian Lawniczak, James Trotman

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

*This meeting is being recorded with an AI tool called Minute.ai.*
*At the beginning of the meeting all attendees should clearly state their name for the purpose of the recording.*
*In order for the tool to work in the way that is intended, attendees must speak clearly so that the details are recorded correctly.*
*All actions should be stated clearly and with the name of who is responsible for the action.*
*We thank you all for your continued support.*

*If you have something you need to present, please ensure you have the equipment to present your item yourself*

| **Set Agenda Items** | | | | | |
|---|---|---|---|---|---|
| *Time* | *Agenda Item/ Purpose* | *Owner* | *Documents / Links* | *Minutes* | *Actions* |
| | Actions from previous meeting | Charlotte | | Minutes Publication: The previous minutes are now published on the Swindon Borough Council (SBC) website. They will move to a standalone website once established.<br><br>Declarations of Responsibility: Board members who have not completed these electronically were asked to sign paper copies provided at the meeting.<br><br>MHCLG Funding Commitment: Martin shared official confirmation from the Ministry of Housing, Communities and Local Government (MHCLG). The government has committed to provide up to £20 million over 10 years. However, legally, no current government can bind its successor. In the absence of other details, the board will proceed with the 10-year outlook.<br><br>Interest on Funds: Martin has asked SBC Finance regarding interest accrued on the funding and the possibility of utilising high-interest accounts. A response is pending. | - Carry forward action |

| | | | | | |
|---|---|---|---|---|---|
| | | | | Working Group Data Pack: A compiled data pack of existing resident engagement feedback has been shared to prevent working groups from duplicating previous consultation efforts.<br><br>Flyers & QR Sign-ups: Rosie designed the flyer which was handed out for events. It was reported that out of approximately 70 flyers distributed in Penhill, four people signed up via the QR code (2 of whom were already registered). The Board noted the need to evaluate and diversify engagement methods moving forward. | |
| | Amendments from Legal Paperwork / Return of Declaration Forms<br><br>Response from Board Member Poll | Martin | | Working Group Minutes: The Board agreed to amend the terms of reference with a slight amend to not requiring minutes for working group meetings. Instead, working group leads will submit high-level summary reports to the Board instead of formal minutes to allow the groups to remain dynamic and fluid.<br><br>GDPR and Subject Access Requests (SARs): A concern was raised over personal data and potential SAR access to personal mobile devices used for board communications. It was clarified that a SAR does not constitute a criminal investigation; individuals are typically asked to provide relevant screenshots rather than hand over devices<br><br>• **Device Preferences:** Nine members responded. Most prefer electronic communications, though paper copies will be provided to those who request them.<br>• **Meeting Venue:** John Moulton Hall (JMH) remains the preferred physical location. Virtual meetings via Microsoft Teams remain an option, but accessibility for members without devices must be managed. | - Martin will obtain guidance from the SBC Information Governance team to explain SAR procedures clearly. Board members may opt out of the proposed WhatsApp group until this clarification is provided |

| | | | | | |
|---|---|---|---|---|---|
| | | | | • **Public Meetings:** The poll indicated a preference for September or October. Board members noted that speculative spending rumours are circulating in the community. The Board agreed that prompt publication of board minutes and the launch of the new communication plan are vital to correct misinformation. No agreement was made on the first public meeting at this stage. | |
| | Neighbourhood Board Charter | Charlo tte | | The charter was formally approved and adopted by the Board | - Martin to send the Charter to the WG Leads |
| | Neighbourhood Board Pen Portraits | Martin | | Members were asked to complete a paper slip with information to use published on website | - |
| | Working Group Feedback from Launch<br><br>Data Pack | Leads / Co-Leads<br><br>Martin | | Each lead provided a summary of their group's launch meetings:<br><br>Environment, Public Spaces & Neighbourhood Improvements (Aaron/Di):<br><br>The group reviewed community assets including JMH, Chippenham Close Community Centre, and the Everleigh Centre.<br>Potential short-term fixes: Installing window mesh, CCTV, heating improvements, and upgrading toilets to meet adult Special Educational Needs (SEN) and disabled specifications at the Everleigh Centre to make it fully inclusive.<br><br>Potential long-term dreams: Upgrading Seven Fields and the Parkside Hub into a regional destination. Projects proposed include extending the skate park, reviving the splash park (leveraging existing infrastructure), and installing a 3G AstroTurf pitch and tennis courts.<br><br>Community Health, Wellbeing & Inclusion (Lydia):<br><br>Feedback includes an integrated sports, health, and community hub featuring NHS/GP facilities, mental health support, and a community café. Additional ideas included subsidised music lessons with professional tutors.<br><br>Skills, Employment & Local Opportunity (Emily): | - Conduct an audit of existing assets and occupancy |

| | | | | | |
|---|---|---|---|---|---|
| | | | | Statistics show a 50/50 split of employed and unemployed working-age residents in Penhill, with 70% of those employed working in lower-level roles.  Key barriers identified include low literacy levels and school attendance issues.  The group proposed resume/interview workshops and a long-term dedicated skills and training hub for residents aged 14+.<br><br>Children, Young People & Families  Youth (Michael):<br><br>Overlaps were noted with the Open Spaces group regarding play area and skate park upgrades.  Feedback includes funding training qualifications for Penhill residents to enable them to lead youth groups locally, and grow sustainable skills<br><br>Community Pride, Culture & Events  (Mel):<br><br>The group's ethos is to combat local stigma and improve Penhill's reputation through community events.  They identified the need for a centralised information hub so residents know what events are happening<br><br>**Survey Strategy and Swindon Borough Council Support**<br>• Helena (SBC) offered her team's resources—spanning community safety, adult learning, libraries, and health—to assist working groups and prevent duplicate work<br>• The Board discussed the execution of resident surveys:<br>  ○ **Postcode Data:** postcode-level demographic data (e.g., density of older residents) to target door-knocking safely and efficiently<br>  ○ **Door-Knocking Safety:** Door-knocking must be carried out in pairs, and at appropriate times (afternoons/evenings)<br>  ○ **Translation Support:** Provisions to be explored for non-English speaking residents<br>  ○ **Digital App Exploration:** The Board will explore developing a dedicated, long-term Penhill community mobile app for quick pulse-surveys and centralised updates over the next 10 years | - Martin to Compile a list of SBC staff contacts and map them to relevant working groups<br>- Martin to explore post code level data to prioritise door knocking<br>- Board members to send five |

| | | | | | |
|---|---|---|---|---|---|
| | | | | **Think Tank Proposal for NEET Pathways**<br>• The Chair proposed establishing a dedicated, highly focused, time-bound "think tank" to address youth pathways into education, employment, and training (NEETs)<br>• The group will include schools, colleges, employers, and young people themselves. This will sit across the Skills, Well-being, and Youth working groups to lift the heavy administrative burden from the individual leads<br>• *Outcome:* The Board unanimously approved the creation of this think tank | suggested questions for survey to Martin & Charlotte<br>- Martin to Investigate development costs and pros/cons for a custom community app vs. Website<br>- Martin/Charlotte/Helena meet to put this together |
| | Finance Updates<br><br>Operational Budget Proposal<br><br><br><br><br><br><br><br><br><br><br><br><br>Community Engagement Role | Martin<br><br>Martin<br><br><br><br><br><br><br><br><br><br><br><br><br><br>Charlotte | | • **Capacity Funding:** funds remains in the capacity budget to cover legal, governance, and set-up costs.<br><br>• **Delegated Authority Draught:** Martin presented a proposal for a delegated operational budget to enable the Chair and operational staff to make time-sensitive purchases (such as catering, promotional materials, or printing) between meetings without causing project delays<br>• *Board Feedback:* concerns were raised that the proposed limits were too high and the voting quorum (25%) was too low<br>• *Amendment Agreement:* The Board agreed to revise the operational limits:<br>  ○ **Up to £5,000:** Delegated operational spending authority (Martin/Chair)<br>  ○ **£5,000 to £10,000:** Authorised via email consultation and vote (subject to a robust, revised quorum percentage OF 50%)<br>  ○ **Over £10,000:** Requires a formal decision at a full Board meeting<br>• The Delegated Authority required further checks with the Accountable Body but was agreed in principle<br><br>• The Board reviewed the performance of the Community Engagement Officer, currently five months into a two-year contract (with year two contingent on Board approval, otherwise transferring to parish-only duties) | - Martin to update the Delegated Authority Document based on feedback |

| | | | | | |
|---|---|---|---|---|---|
| | | | | • *Feedback:* Members agreed her work is highly valuable but suggested broadening her focus from youth engagement to include older demographics and sheltered housing residents<br>• *Decision:* The Board unanimously voted to approve and secure her funding for year two of the project | |
| | Neighbourhood Launch - Discussion | Charlo tte | | • **Date:** Saturday, 26 September 2026 [312].<br>• **Location:** Penhill Park (Parkside Hub end of Seven Fields)<br>• **Format:** A community festival to launch the Board and promote Pride in Place. Shuttle buses will be explored and proper toilet facilities will be coordinated to ensure accessibility for residents from all parts of Penhill. Mel will lead organisation through her working group | |
| | Communication and Engagement Strategy Proposal including Website, Facebook and Banners<br><br>Marketing/Com munication Plan | Martin<br><br>Charlo tte | | - Due to time constraints, the full marketing plan was deferred to the September meeting. However, three immediate items were approved:<br>1. **Banners:** Procurement of 3 to 4 local promotional banners at around £450 each. Banners will be placed in high-footfall areas<br>2. **Bus Wraps:** Agreed to obtain cost estimates for local bus wraps<br>3. **Facebook Page:** The existing "Pride in Place Pen Hill" Facebook page will be activated, allowing the Board and parish networks to reshare official updates | - Defer Comms & Engagement Plan as well as Marketing / Communication Plan to September meeting<br>- Progress design, placement and purchase of Banners and bus wraps<br>- Launch the Pride in Place Penhill Facebook |
| | AOB | Charlo tte | | **Coordination with Home Office "Clear, Hold, Build" Initiative**<br>• Martin updated the Board on a separate Home Office initiative, "Clear, Hold, Build," which Wiltshire Police are planning to launch in Penhill<br>• The initiative targets organised crime, drug disruption, and subsequent community rebuilding/crime prevention design<br>• While it has no independent budget, there are strong opportunities for coordination. For example, police door-knocking campaigns can include high- | |

| | | | | | |
|---|---|---|---|---|---|
| | | | | level, open-ended community questions to gather data for the board without direct brand association<br><br>**Board Vacancy**<br>• The Board debated whether to immediately replace Christian (bringing the count back to an odd number of 17 for voting purposes) or remain at 16.<br>• *Decision:* The Board voted to remain at 16 members and review the vacancy in the future. If split votes occur in the interim, the Chair retains the deciding vote as per the Terms of Reference<br><br>**Heritage Open Day:** Scheduled for 19 September 2026 (coordinated by Engagement Officer)<br>Volunteers needed for the day for Meet and Greet and teas and coffees 10am-4pm. Anyone who can help please contact Camille at engagement@centralswindonnorth-pc.gov.uk | |
| | End | | | Next Board Meeting 15th September 2026 | |

Key Decisions:

- **Board Charter:** Formally approved and adopted.
- **Working Group Governance:** Agreed that working group leads will submit high-level summary reports to the Board rather than formal, detailed minutes.
- **NEET Think Tank:** Approved the creation of a specialised, time-bound think tank to construct education and employment pathways for local youth.
- **Operational Spending Limits:** Approved in-principle the delegated operational budget, subject to revised limits (£5,000 operational limit; £5,000–£10,000 email vote; £10,000+ full Board decision).
- **Community Engagement Officer:** Unanimously approved the funding extension for Community Engagement role into year two.
- **Community Launch Event:** Approved Saturday, 26 September 2026, as the official launch date, to be held at Penhill Park.
- **Board Vacancy:** Resolved to leave the vacancy unfilled and maintain 16 board members until a review in the future.