Pride in Place Neighbourhood Board for Raffles and Morton

**Minutes of Board Meeting**

**Saturday 8th August 2026**

**The Lookout – Community Hub**

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| **Status (Draft/Approved)** | DRAFT |
| **Date of Approval** | |
| **Minutes Taken By** | Gwen Backhouse |
| **In attendance** | Joshua Jenkins - Chair<br>Julie Minns – MP<br>Anne Quilter – Councillor (Cumberland County Council)<br>Sarah Sayer – Community Development Officer<br>Stefanie McKnight<br>Daniel Walker<br>Gemma McManus<br>Steve Airey<br>Kelly Pattison<br>Leslie Tickner<br>Gwen Backhouse - Minutes |
| **Apologies received** | Hayley Bishop<br>Margaret McKay |
| **Absent without apologies** | |

| Item | Minutes | Actions (Initials) |
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| 1. | <u>Declarations of Interest</u><br><br>Joshua declared an interest in relation to Item 12.<br>See Declaration of Interest Register for ongoing declarations. | |
| 2. | <u>Approval of minutes (24th July 2026)</u><br><br>The minutes of the previous meeting held on 24th July 2026 were agreed as a true record of the meeting. | |
| 3. | <u>Matters Arising</u><br><br>*Amend Terms of Reference*<br>The Terms of Reference have been amended and are now published on the website.<br><br>*Capital funding for consultancy, planning & design costs*<br>Joshua enquired about the use of funding on consultancy and planning costs and it has been confirmed that this will be permitted on a case by case basis<br><br>*Policy & procedure creation*<br>Gwen and Joshua have begun drafting the policies and procedures; however, this work will be paused until the Council confirms how responsibilities will be allocated between the relevant parties. Joshua has a meeting with Colin Cox at Cumberland County Council to discuss this in September.<br><br>*Office/shopfront*<br>Joshua has spent some time exploring options; however, there is currently no commercial space available to lease in the area. There may be options for using Council-owned buildings, and Anne agreed to send Joshua information about rooms at Morton Manor. Joshua will also look into alternative options, such as portacabins.<br><br>The Board raised a concern about lone working, and actions relating to this will be picked up once premises have been secured. | |

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| | *Meeting dates:*<br>Meeting dates for the next twelve months have been set and Gwen distributed these to the Board (See Item 16 for dates).<br><br>***Actions:***<br>***Joshua to meet with Colin Cox at Cumberland County Council to clarify the allocation of responsibilities and the wording of policies.***<br><br>***Joshua to continue looking into a shopfront/office option.***<br><br>***Anne to send Joshua information on space in Morton Manor.*** | <br><br><br><br>JJ<br><br><br><br>JJ<br><br>AQ |

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| 4. | <u>Election of Deputy Chair</u><br><br>Stefanie expressed an interest in taking on the Deputy Chair role.<br><br>Joshua proposed that the Board accept Stefanie as Deputy Chair, this was seconded by Leslie and accepted by the Board. | |

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| 5. | <u>Chair's Report</u><br><br>Joshua updated the Board on his activities over the last two weeks and raised areas to consider for the near-future.<br><br>By 30th November 2026, the Neighbourhood Board must submit its Pride in Place Plan to MHCLG for assessment and approval.<br><br>This comprises:<br><br>• the community's overarching 10-year vision for the area, informed by meaningful community engagement; and<br>• a detailed four-year investment plan, setting out the proposed interventions and how they support the programme's three strategic objectives.<br><br>The Board agreed that the next few meeting dates will need to be used to pull this together, but also there may be a necessity to add additional meeting dates if required. Engagement is a critical part of this process and so data gathered at the Raffles Community Day and from Morton will be used for this. | |

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| | The Engagement Sub-committee will look at opportunities to gather data.<br><br>It was also suggested that a questionnaire and feedback opportunities should be added to the letter being sent out to homes to introduce the project. The Board agreed that this would be a good way to gather views.<br><br>***Action:***<br>***Joshua to reword the community letter to include an opportunity to give views, ideas and feedback.*** | JJ |

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| 6. | <u>Community Engagement Sub-Committee</u><br><br>Joshua had drafted Terms of Reference for the Community Engagement Sub-Committee, which the Board agreed to adopt.<br><br>The Community Engagement Sub-Committee will comprise:<br>Chair: Joshua Jenkins<br>Co-Chair: Gemma McManus<br>Stefanie McKnight<br>Steve Airey<br>Daniel Walker<br>Anne Quilter<br><br>The Committee will meet before the end of August and come up with a programme of engagement for early in the school term. | |

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| 7. | <u>Engagement Update</u><br><br>The Engagement plan has not yet started, so there was nothing new to report.<br><br>Sarah Sayer starts her post on Monday 10th August 2026. | |

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| 8. | <u>Finance Report</u><br><br>Joshua circulated a draft budget for the Board to review.<br><br>There were some questions around the type of vehicle required by the Community Warden, but it was agreed that once the role description has been agreed, a suitable vehicle can be identified. | |

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| | Joshua will check where Pride in Place sits in terms of VAT when he has his meeting with Colin Cox at the council in September.<br><br>The Board felt that a marketing budget of £10,000 was insufficient. Following discussion, it was unanimously agreed that this should be increased to £25,000, and Joshua will amend the budget accordingly.<br><br>It was also agreed that options for marketing support should be explored, including whether to outsource this work or employ someone in the role. Joshua will look into the available options, which will be discussed at the next meeting.<br><br>The Board approved the budget, subject to the agreed amendment to the marketing allocation.<br><br>***Actions:***<br>***Joshua to amend the budget for marketing from £10,000 to £25,000.***<br><br>***Joshua to look at marketing support options, and whether to outsource or employ someone into the role.*** | <br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br>JJ<br><br><br>JJ |

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| 9. | Quick Wins & Delivery Update<br><br>*Raffles Community Day*<br>CandyPrint has produced all the promotional printed materials for Pride in Place.<br><br>The event will be used to gather views using a method recommended by MHCLG called 'Postcards to the Future'.<br><br>The results of this will be stored in Capsule CRM and a self-built web-app to centralise the information and keep it secure.<br><br>Steve, Joshua, Stefanie, Gemma and Margaret will be attending the Raffles Community Day.<br><br>There will also be someone at the church who can capture views from older adults who don't go to the park area of the Community Day.<br><br>There was a feeling that a similar event should happen at Morton too. | |

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| | It was also suggested that the Postcards to the Future could be used as an engagement tool in schools too.<br><br>*Bike Pump Track Proposal*<br>The Board discussed the potential development of a bike pump track as a possible quick win project. Initial work had been undertaken, including discussions with suppliers, early cost estimates, consideration of potential locations and initial conversations with the Council regarding land ownership, maintenance responsibilities, planning and procurement requirements.<br><br>Members recognised that the proposal could respond to a need for more youth provision and that some informal feedback from young people had been positive. However, it was also acknowledged that the project should not be progressed on the basis of limited feedback alone, and that wider community engagement would be needed to confirm whether this is a local priority.<br><br>A detailed discussion followed around the most appropriate location, whether the track should be considered as a stand-alone quick win or as part of a wider long-term plan, and whether alternative quick win options should also be explored. Points raised included accessibility for both Raffles and Morton, proximity to housing, potential noise and disturbance, drainage and flood risk, future use of available sites, and the importance of ensuring any decision does not restrict longer-term community aspirations.<br><br>There was broad agreement that further information would be needed before any commitment is made. This should include additional quotes, clarification of Council policies and procedures, confirmation of land and maintenance options, and a clear engagement plan to test community views. It was suggested that engagement should include young people, residents in both Raffles and Morton, and any groups who may be harder to reach. Previous engagement findings should also be reviewed to identify themes, gaps and priorities.<br><br>The Board noted that, while the proposal may have merit, it should not proceed until there is clear evidence that the wider community supports it and that the location and delivery approach are appropriate. It was therefore agreed that the project would be paused at this stage, with the focus moving to community engagement, options appraisal and gathering | |

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| | the information needed to support an informed future decision.<br><br>In the meantime, the Board was invited to consider alternative options for visible quick wins in the community.<br><br>*Community Warden*<br>The Board felt that there should be further engagement required around the employment of a Community Warden.<br><br>Joshua continues to look into the feasibility, costs and role description of a warden and the area that would be covered. It is a role that used to exist in Raffles and Morton that was covered by the Council.<br><br>*Communications Letter*<br>Joshua drafted a letter (and will amend it to include a questionnaire or way of capturing views and include a couple of suggested amendments).<br><br>It was also agreed that until an office is found, a PO Box address should be set up.<br><br>***Actions:***<br>***Joshua to make amendments to letter before printing and add a map of the 009 area on the back.***<br><br>***Joshua to set up a PO Box address for Raffles and Morton Pride in Place.***<br><br>***Gwen to send quotes for delivery and printing to Board.*** | JJ<br><br><br>JJ<br><br><br>JJ |

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| 10. | <u>Legal Entity Options</u><br><br>Options on different legal entities were sent to the Board prior to the meeting. They were then invited to discuss which option would be most appropriate.<br><br>The Board unanimously agreed that the Community Interest Company was the best option in the short-term, possibly with a view to upgrading to charity status in the long-term.<br><br>Joshua confirmed that the Council and MHCLG were happy for this to go ahead. | |

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| | Board members were asked to confirm if they were happy to become directors with a liability limited to £1 to Joshua in the next week.<br><br>Joshua will prepare the documentation for the application and also look into finding an accountant.<br><br>***Actions:***<br>***Board members to confirm that they are happy to become directors within the next week.***<br><br>***Joshua to prepare the documentation to become a Community Interest Company.***<br><br>***Joshua to look into finding an accountant.*** | <br><br><br><br><br><br><br><br>All<br><br><br>JJ<br><br><br>JJ |

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| 11. | Executive Capacity and Delivery Structure<br><br>The Board discussed the current delivery arrangements and noted the significant amount of executive and operational work being undertaken by Joshua, in addition to his role as Chair.<br><br>Members recognised and recorded their thanks for the considerable amount of work he has carried out to date.<br><br>It was acknowledged that the current position is not sustainable in the longer term and creates potential accountability and conflict of interest issues, as the Chair is undertaking delivery responsibilities which would not normally sit within the chairing role.<br><br>The Board also noted that the workload across Pride in Place projects has proved greater than anticipated and that dedicated staffing capacity will be required for communications, engagement, programme delivery, staff and volunteer management.<br><br>A number of possible options had been circulated prior to the meeting and were considered by members. The preferred approach was to move towards recruiting a dedicated programme lead/manager, but members recognised that this would take time and that interim arrangements were needed to maintain momentum during the set-up phase. | |

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| | The Board discussed the proposal for Joshua to continue undertaking specified executive delivery work on a time-limited, remunerated basis for up to six months, pending recruitment to the appropriate role. It was emphasised that any payment would relate only to additional executive and delivery responsibilities, not to the role of Chair.<br><br>Members agreed that safeguards would be required, including clear separation between chairing and delivery responsibilities, appropriate management and oversight arrangements, and Joshua declaring an interest where relevant. Stef will chair any parts of meetings where there is a conflict of interest. The Board also noted that Joshua's business commitments and wellbeing must not be adversely affected.<br><br>Following discussion, members agreed to proceed with Julie Minns' recommendation: *to adopt a time-limited version of Option 2 for a period of six months, with Joshua undertaking up to 10–15 hours per week of executive delivery work on a pro-rata basis, subject to Cumberland Council's agreement. During this period, the Board will advertise and recruit to the programme lead role outlined in Option 1*.<br><br>The Board was clear that this is an interim arrangement only and must end after six months, by which point a suitable person should be employed to undertake the delivery role. The arrangement is intended to support the initial set-up phase and maintain progress while the longer-term staffing structure is put in place.<br><br>It was agreed that the proposed remuneration rate would be £28.04 per hour, based on the recommended salary level of £54,690 pro rata.<br><br>***Agreed: The Board agreed that Joshua may be remunerated for specified executive delivery work for a maximum period of six months, subject to Cumberland Council's approval, on the strict understanding that this arrangement will cease at the end of that period and that recruitment to a dedicated programme lead role will be progressed during that time.***<br><br>***Actions:***<br>***Joshua to speak to Cumberland Council to confirm the position and circulate the proposed job description. The*** | JJ |

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| | ***Board to progress*** **recruitment planning for the programme lead role.** | |

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| 12. | Advisory Board Update<br><br>Leslie is circulating invites.<br><br>The Terms of Reference have been agreed for this group. | |

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| 13. | Youth Board Update<br><br>Stefanie will look at implementing the Postcards to the Future project into local schools.<br><br>She will be getting in touch with schools when term starts to introduce Sarah Sayer.<br><br>Sarah and Stefanie both have enhanced DBS checks and are trained in safeguarding.<br><br>A venue for the Youth Board needs to be found, ideally that isn't in a school as it was recognised that some young people are not comfortable in that environment. | |

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| 14. | Business Network Update<br><br>Steve has been communicating with other local businesses but wants to get some marketing out to find those businesses that don't have shopfronts.<br><br>The local shops like Co-op and Morrisons are very community focused and are keen to be involved.<br><br>Steve asked for some ID cards or Hi-vis coats to give visibility, Joshua confirmed ID cards are being printed at the moment.<br><br>Joshua agreed to reach out to some local leads he has to invite them to be part of the Business Network.<br><br>Steve also plans to get in touch with some of the larger businesses that employ locals such as Pirelli and McVities.<br><br>**Joshua to invite some of his local leads to be part of the Business Network.** | <br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br>JJ |

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| | **Steve to source contacts of local managers at Pirelli and McVities** | SA |

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| 15. | <u>Any Other Business</u><br><br>Julie Minns has spoken with the local police station who have said they do have storage available for Pride in Place to use if they want it.<br><br>The Board noted that it would be good to get local organisations; such as the police to come and speak to the Board, this is something that Joshua will look into once the plan is submitted in November. | |

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| 16. | Future Meeting Dates<br><br>**Next meeting: 18th September @ 6pm**<br><br>Friday 18th September @ 6pm<br>Monday 12th October @ 6pm<br>Friday 20th November @ 6pm<br>Friday 11th December @ 6pm<br>*January (TBC) @ 6pm*<br>Thursday 11th February @ 6pm<br>Friday 19th March @ 6pm<br>Thursday 15th April @ 6pm<br>Friday 21st May @ 6pm<br>Thursday 17th June @ 6pm | |