Pride in Place Neighbourhood Board for Raffles and Morton

Minutes of Board Meeting
24th July 2026
The Lookout – Community Hub

Status (Draft/Approved)	DRAFT
Date of Approval	
Minutes Taken By	Gwen Backhouse
In attendance	Joshua Jenkins - Chair Hayley Bishop - Area Planning Manager Cumberland Council Julie Minns - MP Deborah Earl - Julie Minns Office Manager Sarah Sayer – Community Development Officer Margaret McKay Stefanie McKnight Daniel Walker Gemma McManus Steve Airey Kelly Pattison Leslie Tickner Gwen Backhouse - Minutes
Apologies received	
Absent without apologies	Anne Quilter Nina Orchard

Item	Minutes	Actions (Initials)
1.	<u>Terms of Reference</u> The Terms of Reference were circulated to attendees prior to the meeting, and Joshua invited attendees to make comments or suggestions. A question was raised about whether the current quorum requirement of two Neighbourhood Members and two Co-opted Members was sufficient to support informed decision-making. Joshua explained that Co-opted Members may include Board members who do not live in the area as well as individuals brought in for their expertise. It was agreed that the wording should be amended to: "*The quorum must include at least two Neighbourhood Members, plus a third member who may be either a Neighbourhood Member or a Co-opted Member, and elected representatives must not outnumber non-elected Board Members present.*" It was noted that these Terms of Reference are bespoke to Raffles & Morton. The Terms of Reference were approved by the Board. **Action: Joshua to amend the wording on Quoracy in the Terms of Reference Document**	JJ
2.	<u>Code of Conduct</u> The Code of Conduct was circulated to the Board prior to the meeting. There was only one question, asking if DBS checks would be required of Board members. Although it is not a requirement, DBS checks will be undertaken for best practice reasons in the near future, but there was an issue arranging this with the Council and Joshua will be in touch with Board members when this begins. In the meantime, suitability checks and due diligence checks have been carried out. All Board members were happy to adopt the Code of Conduct and it was signed by all attending Board members.	
3.	<u>Conflict of Interest policy</u>	

	The Conflict of Interest Policy was circulated to all attendees before the meeting. Having reviewed it in advance, all members present agreed that it was acceptable.	

4.	<u>Declaration of Interest</u> All Board members have returned their Declaration of Interest forms. It was noted that declarations of interest will be requested before each meeting in relation to the agenda items. Board members will be asked to declare any relevant interests at every meeting, rather than relying on a single declaration. This approach was agreed by all members present.	

5.	<u>Chair's Report</u> Joshua thanked all attendees for agreeing to be part of the Pride in Place Raffles & Morton project. After each meeting, minutes will be shared publicly via the website. Joshua provided an overview of the Pride in Place programme, which will provide £20 million over ten years for the Raffles and Morton area. The funding is intended to benefit residents within, or immediately outside, the Carlisle 009 area. Funding is provided by central Government through the Ministry of Housing, Communities and Local Government and will to increase to £2million per year in Year 3, with an overall split of 63% capital and 37% revenue. £150,000 of capacity funding has been reveived. For 2026/27, £120,000 of capital funding and £270,000 of revenue funding has been allocated, with half of the revenue funding received to date. The second half is expected following confirmation of the Board submission. The initial capacity and revenue funding currently provides approximately £420,000 for revenue expenditure, alongside £120,000 for capital expenditure. Very little has been spent to date, aside from around £300 on marketing and events. Further funding is expected from April, after which the programme is expected to provide approximately £2 million per year. The Board is required to submit a ten-year vision and four-year investment plan by 30 November, developed with the community through engagement activity.	

	The project has three aims: *stronger communities*, *thriving places* and *taking back control*. A question was raised about whether the capital funding could be used for consultancy and design-related costs, such as surveyors, designers and planning work. Joshua agreed to clarify this. **Action: Joshua to confirm whether the funding can be used for consultancy, planning and design-related costs.** A further question was raised about whether funding could be accessed earlier or borrowed against future years. Joshua explained that funding cannot be drawn down in advance but could be borrowed against. Any unspent funds will not be lost. £150,000 has been allocated to get the project started. Joshua then outlined the decisions and committed expenditure that have already been made to get the project started, and recommended to the Board to continue with the following: - Joshua was announced as Chair on 9th June 2026. - Joshua has employed a Community Development Officer, Sarah Sayer, to support engagement work between now and the 30 November 2026 deadline for the engagement report. Sarah has been employed for one year, with the option to extend. Sarah's role will cost £50,000 per annum, including tax and pension. - Secretariat support has been outsourced to Gwen Backhouse at Curlew Secretarial Solutions. Gwen's cost will be under £10,000 per annum. The Board agreed to continue with the above decisions. Joshua noted that it is the Board's decision to look at what happens after Sarah's first year.	JJ

6.	<u>Proposed Incorporation of Raffles & Morton Pride in Place</u> At present, the Council is the accountable body for the project and holds the funding. Hayley Bishop has worked closely with Joshua to ensure communication flows effectively. The aim of the Pride in Place initiative is for the project to become its own entity and accountable body within three years. At present, Raffles & Morton Pride in Place is not a legal entity, which means it cannot hold a bank account, make card or cash payments, or apply for grants and other funding.	

	Joshua presented the Board with some options to think about that could solve this issue: 1. Continue with the Council as it is. 2. Become a charitable organisation. 3. Become a Community Interest Company. 4. Become a Community Interest Company and convert to a charitable organisation at a later date. The Board discussed the options presented. Joshua agreed to provide a more detailed summary of each option to support an informed decision on the most appropriate way forward. £1,000 has been allocated to spend on information and research and it may be that a consultant or expert is required to assist with this – the Board agreed to this. **Action: Joshua to prepare detailed information setting out the advantages and disadvantages of each option for establishing Raffles & Morton Pride in Place as a legal entity.**	JJ

7.	Advisory Group Commission The Terms of Reference for the Advisory Group Commission were sent out prior to the meeting, and the Board approved both the group and the Terms of Reference. This group will act as an advisory and partnership forum, and the Chair will report findings back to the Board. Leslie Tickner has agreed to Chair this group, and this was approved by the Board.	

8.	Youth Board Commission The Terms of Reference for the Youth Board Commission were sent out prior to the meeting, and the Board approved both the group and the Terms of Reference. The purpose of this group is to ensure that children and young people have a meaningful voice in shaping the future of Raffles and Morton. Findings will be reported back to the Board at future meetings. Stefanie McKnight agreed to Chair this group, and this was approved by the Board.	

9.	Business Network Commission	

	The Terms of Reference for the Business Network Commission were circulated to the Board prior to the meeting, and the Board approved the group and the Terms of Reference. The purpose of the Business Network Commission is to create a constructive relationship between the Pride in Place Programme and businesses operating in, employing people from or contributing to Raffles and Morton. Steve Airey agreed to chair this group, and this was approved by the Board.	

10.	<u>Sub-Committee Creation</u> The Board was asked to consider whether sub-committees would be useful to support specific areas of work, such as finance, engagement and grants. Following discussion, it was agreed that an Engagement Sub-committee would be helpful and should meet regularly, particularly over the next six months while engagement data is gathered for the November report. It was also agreed that different sub-committees may be required at various stages of the ten-year programme and would not necessarily need to be permanent. The Board agreed that sub-committees should be established as needed to support different elements of the project.	JJ

11.	<u>Commission creation of policy and procedures required by TOR</u> The Board was happy to commission the creation of the policies and procedures required by the Terms of Reference and will seek to approve them once completed.	JJ

12.	<u>Election of Deputy Chair at the next meeting</u> Joshua invited Board members to consider standing for the position of Deputy Chair. While the appointment of a Deputy Chair is not essential, it was noted that the role could provide helpful additional support to the Board. Members interested in the role were asked to submit a brief statement explaining why they would be suitable, ahead of an election at the August Board meeting.	

13.	<u>Engagement Plan</u>	

	The Board was invited to agree a set of principles to guide Sarah Sayer as she begins the engagement work. Following discussion, the Board identified the following four principles: **1.** Undertake a review of existing engagement activity to understand what work has already taken place and avoid duplicating previous efforts. **2.** Carry out a mapping exercise to identify key stakeholders, community groups, organisations, businesses and service users connected to Raffles and Morton. **3.** Assess any gaps in current engagement activity and consider where the Board can add value, including potential links with the community panel. **4.** Seek residents' views on how to build a stronger sense of community, encourage collaboration and empower people to develop local solutions together, ensuring that everyone has an opportunity to be involved and feels safe to engage.	

14.	<u>Quick Wins</u> It was agreed that a number of "quick wins" should be identified to help make the project visible within the community and raise awareness of its purpose. *Raffles Community Day* The Board agreed that Pride in Place should have a presence at the upcoming Raffles Community Day on 12 August 2026. Stefanie, Kelly and Steve agreed to explore booking a stand and preparing suitable promotional materials. **Action: Stefanie McKnight, Kelly Pattison and Steve Airey to investigate booking a stand at Raffles Community Day on 12 August and organise a gazebo, flyers and marketing materials.** *Bike Track* Following conversations with young people at the park, Joshua and Julie reported strong interest in the possibility of a bike track being developed there. The Board agreed that Joshua should explore the practicalities and obtain quotes, with a view to the bike track being in place by the end of the year. **Action: Joshua to explore the costs and practicalities of installing a bike track in the park.** *Community Warden* Common concerns raised by the community included overflowing bins, potholes, grass cutting, litter and other maintenance issues.	 KP, SM & SA JJ

	The Board felt that a Community Warden role could be beneficial. The role would not be responsible for carrying out maintenance work directly, but would help identify and report issues, liaise with the Council, and support accountability for local upkeep. It was also noted that the role could support the mapping of local assets, such as the number and condition of bins and other community infrastructure, which would be useful for future projects. **Action: Joshua to investigate the feasibility and costs of employing a Community Warden.** *Communication* The Board agreed that communication should be a priority at this stage. It was suggested that an introductory letter be shared with the local community to explain the purpose of the project, how the funding will work, and the intended benefits for residents. The Engagement Sub-committee will consider the communication requirements and agree the next steps.	JJ

15.	<u>Pride in Place Shopfront/Office</u> Joshua suggested that Pride in Place Raffles & Morton would benefit from having a local community base, which could be used as an office, drop-in space and meeting venue. It was noted that this would support both the practical delivery and visibility of the project. The Board agreed that this would be beneficial and authorised Joshua to explore suitable options, ideally at a cost of less than £10,000 per year. Joshua will investigate potential properties and report back to the Board at the August meeting. **Action: Joshua to explore suitable properties in the Raffles and Morton area that could be leased as a base for Pride in Place Raffles & Morton, and report back at the August Board meeting.**	JJ

16.	<u>Expenses</u> Joshua is attending a Pride in Place Summit in London in September. The Board approved the reimbursement of expenses for travel and accommodation.	
17.	<u>Any Other Business</u> Joshua agreed to prepare and circulate a schedule of Board meeting dates covering the next twelve months.	

	Action: Joshua to circulate proposed Board meeting dates for the next twelve months.	JJ