

Minutes

Pride in Place Neighbourhoods Board

Time: Wednesday, 28th January 2026 – 4pm

Location: Hybrid: Hybrid: Accrington Stanley Community Sports Hub / MS Teams

In attendance

Sami Smithson (Chair) (SS)
Damian Talbot – Deputy for Sarah Smith MP (remotely) (DT)
Sarah Smith – MP for Hyndburn (remotely) (SSth)
Cllr Munsif Dad – Hyndburn Borough Council (remotely) (MD)
Cllr Ashley Joynes – Lancashire County Council (AJ)
Andy Parkin – Education (AP)
Graham Jones – Community (GJ)
Rev Paul Hunter – Faith & Community (PH)
Madison Gore – Education (remotely) (MG)
Damian Cunliffe – Local Business (DC)
Adrian Leather – Health and Wellbeing (AL)
Heath Groves – Local Business (remotely) (HG)

Apologies received from

Kimberley Whitehead – Deputy Police and Crimes Commissioner (KW)
Dr Jane Eccles – Health (JE)

Advisers from Hyndburn Borough Council

Mark Hoyle – Head of Regeneration and Housing (MH)
Becky Moon – Democratic Services Officer (BM)

ACTIONS

1. Introduction and apologies (SS)

The Chair opened the meeting and welcomed all Members. Mark Hoyle was formally introduced in his role as Head of Regeneration & Housing at Hyndburn Borough Council.

An update was provided following discussions with MHCLG regarding the Pride in Place submission. While approximately 80% of the submission was viewed positively, further clarification is required in the following areas:



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- Clear referencing of community engagement evidence.
- Explicit links between priorities and consultation feedback.
- Governance processes.
- Forward plan for engagement in 2026 and beyond.

The principal feedback was not that engagement was insufficient, but that the audit trail connecting priorities to evidence was not clearly demonstrated. A change form will be issued, with a two-week turnaround required.

2. Agree minutes of meeting held on 24 November (SS)

RESOLVED

Minutes were agreed as accurate by those who attended the previous meeting.

3. Matters arising from minutes 3rd November where no further discussion is required. (SS/All)

Members confirmed completion of the following actions:

- Strategic Ideas Tracker link added to invitations.
- Financial statement for 24th November meeting was circulated in December.
- The Terms of Reference & Code of Conduct had been recirculated to the new members. BM was continuing to obtain Members photos for the website.
- Pride in Place submission completed and submitted on time.
- Governance session held on 14 January.
- Members had requested circulation of the 2026 events diary when finalised. KB had done so.
- DC & KB had communicated regarding media and comms.
- KB & AP had collated a stakeholder bank.



<ul style="list-style-type: none"> • Job spec was circulated & some interviews had taken place, however no candidate had been found. • The action for HG to identify IT solutions were no longer required. 	
<p>4. Conflicts of interest (All)</p> <p>Sarah Smith declare conflict for any discussion about Accrington Victoria as she was a Member of the Board.</p>	
<p>5. Declaration of Confidentiality. Board to confirm whether any discussions/reports within the meeting to be recorded in the minutes as confidential. (SS/All)</p> <p>Declarations were made relating to Accrington Victoria Hospital presentation and relevant external board roles. Members were reminded to declare any additional interests as matters arise and subjects must not be discussed outside of the Pride in Place Board.</p>	
<p>6. Terms of Reference and Governance. (SS/MH) Update following the Governance briefing held on 14th January, new draft circulated prior to meeting.</p> <p>The Chair summarised outcomes from the governance session with Legal Services. The updated Governance document had been circulated prior to the meeting.</p> <p>Key clarifications:</p> <ul style="list-style-type: none"> • The Board is advisory only. • Hyndburn Borough Council is the accountable body. • The Board recommends and prioritises; the Council signs off spend. • Proper procurement processes must be followed. <p>Members discussed check and challenge, transparency, and adherence to the Nolan Principles.</p> <p>It was agreed that a formal induction framework should be developed for new members, including:</p> <ul style="list-style-type: none"> • Governance overview. • Demographic profile of the Borough. • Strategic context and deprivation data. • Key terminology guide. 	<p>ACTION – ALL Members to submit feedback by 12 February 2026 to BM.</p> <p>ACTION BM, SS & MH. Coordinate induction framework, working with Legal Services as required. BM to contact Head of Legal to request additional Governance briefing for those not present on 14th January.</p>



Deadline for feedback on revised Terms of Reference:
12 February 2026.

7. Board composition – membership update (SS)

7.1 Discuss Board members approach/representation/deputies.

Members reviewed representation gaps including youth voice, environmental representation, diversity and business/finance experience.

An application from a local NHS mental health professional was considered. Discussion centred on balancing representation and capability.

It was further discussed that recruitment should proceed incrementally to ensure effective integration of new members.

SS informed Members that she had asked AP to be Deputy Chair, and that the Deputy would manage the meeting in her absence as required. SS asked Members if there any other volunteers who wished to be consider as she intended to have the Deputy Chair be a changeable role after a period of time. GJ, MG & AL also asked to be considered in the future.

RESOLVED - The applicants should be invited to an informal discussion.

ACTION – BM contact parties who have applied or showed interest in joining the Board for interview before the end of February.

8. Receive financial report updates. (SS/BM)

Members noted the financial update previously circulated. Capacity funding remains subject to Council governance and procurement compliance. Further detailed reporting to be included in future meetings.

9. Risk register (SS)

Members were reminded to submit emerging risks.

Key themes identified:

- Governance clarity.
- Delivery capacity.

ACTION BM – to create Risk Register spreadsheet. Members to send items to be included to BM.



- Stakeholder engagement.
- Public perception and communication.

10. Receive verbal updates and/or reports from Board members (what key matters would be useful to update the board on from the area you represent) Written reports ahead of the meeting would be appreciated if apologies are being sent.

Members gave information of boards and committees which they were already part of and of possible links and contacts which could be made in the future.

- **Deputy Police and Crimes Commissioner – Kimberley Whitehead**
 - The representative was not in attendance. Members were informed KW was in London on behalf of PCC and could not attend the meeting.
- **Community – Graham Jones**
 - GJ emphasised his own opinion the Board should focus on prioritising large transformative projects over fragmented smaller interventions.
- **Higher Education/Young People – Andy Parkin**
 - Reported student concerns regarding town centre engagement and safety, and the importance of visible regeneration.
- **Business – Heath Groves**
 - Reiterated the strategic case for borough-wide public Wi-Fi and digital infrastructure as enabling interventions.
- **Health, Activity and Wellbeing – Adrian Leather**
 - Emphasised alignment of regeneration initiatives with measurable health outcomes. It was continued collaboration with local health boards and smaller partnership initiatives. It was noted that there had been successful initiatives in East Lancs area and could be used as inspiration.
- **Lancashire County Council – Ashley Joynes**
 - AJ provided updates on cultural and archive partnerships and reiterated links with voluntary groups.

ACTION BM – to email all Members requesting a list of their reach/groups/committees they which are standing members of to develop a database.



- **HBC – Munsif Dad**
 - Had to leave the meeting early, no report was given.
- **MP – Sarah Smith**
 - No further update were given.
- **Medical & Health – Dr Jane Eccles**
 - No report was given as Member could not attend.
- **Small business/evening economy – Damian Cunliffe.**
 - DC provided an update on media and communications discussions. It was agreed that further clarity was required on delivery mechanisms.

DC attended the local Pub Watch meeting and reached out to other business in the town. Feedback from business owners was viewed positive input, they wanted to self-sustainable projects from the Board and ways of increasing footfall within the town centre for retail and hospitality businesses. Youth Zones were suggested by business owners. It was suggested to Members that discussions with other business holders, a “Dragon’s Den” for young entrepreneurs. Suggesting that it could be supported by the Board and local businesses.

Business owners had suggested a response team for safety within the town centre, it was noted there is the volunteer group “Angels”

- **Environment/Countryside/Green Spaces**
- **Primary/secondary education – Madison Gore**
MG confirmed continued engagement with schools and Family Hubs. She had visited the Dula Café in the Arndale Centre and engaged with the manager. MG also noted t Members that children who are home schooled often fall through the gaps of community engagement.
- **Charity/Faith/Voluntary Sector – Paul Hunter.**
No updates received
- **Heritage & Arts**
No updates were received.

ACTION – MH to facilitate an intro DH to Head of Comms at HBC

ACTION – MH to speak with MG about a query from the Dula Café



<ul style="list-style-type: none"> Media, Comms, Marketing <p>Members emphasised the need to evidence community engagement more explicitly within future submissions and align communications activity with consultation plans for 2026. Members noted that a budget from Capacity Funding could be available to Members who wished to hold engagement events within their area. It was suggested each Member could have a minimum of three in 2026, a budget was not outlined, it would be dependent on the event and would need to be agreed by the Board.</p> 	
<p>11. Receive updates regarding the recruitment of Programme Director role and resolve any actions required. (MH/SS)</p> <p>An update was provided on recruitment and procurement requirements. Interim arrangements remain under review. SS re</p>	<p>ACTION - MH to progress recruitment process.</p>
<p>12. 'Pride in Place – Strategic Ideas Tracker' review current tracker and discuss prioritising and next steps. (All)</p> <p>Members discussed prioritisation methodology for projects within the Strategic Ideas Tracker. The importance of evidencing community feedback in alignment with MHCLG guidance was emphasised. Potential use of digital tools and CRM systems to support scoring and data capture was discussed. Members reiterated support for projects demonstrating wide borough benefit, including digital connectivity initiatives. BM had created a spreadsheet which sorted all feedback results into type. This had been sent to SS & MH prior to the meeting.</p>	
<p>13. Presentation on the plans for Accrington Victoria Hospital (not the concerns) this is the opportunity for the committee working on AVH site to showcase what they are planning to the board. (SSth/JE)</p> <p>A presentation was delivered outlining future plans for the site. Commercially sensitive matters are excluded from these minutes.</p>	



<p>14. Future meeting dates:</p> <p>Members confirmed preference for Wednesday or Thursday meetings after 4pm. Dates to be circulated for confirmation.</p>	<p>ACTION – BM to poll members for new dates at the end of March</p>
<p>15. AOB – NONE AROSE</p>	

The meeting was closed at 7.10pm

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