

Minutes

Pride in Place Neighbourhoods Board

Time: Thursday 16th April 2026 – 3.30pm

Location: Hybrid: QER, Scaitcliffe House / MS Teams

In attendance

Sami Smithson (Chair) (SS)
Sarah Smith – MP for Hyndburn (SSth)
Cllr Ashley Joynes – Lancashire County Council (AJ)
Kimberley Whitehead – Deputy Police and Crimes Commissioner (KW)
Damian Talbot – Deputy for Sarah Smith MP (remotely) (DT)
Dr Jane Eccles – Health (Remotely) (JE)
Andy Parkin – Education (APn)
Graham Jones – Community (GJ)
Rev Paul Hunter – Faith & Community (PH)
Madison Gore – Education (remotely) (MG)
Damian Cunliffe – Local Business (DC)
Heath Groves – Local Business (HG)
Abda Hussain – Community (AH)
Wesley Davitt – Young Person Voice (WD)

Apologies received from

Cllr Munsif Dad – Hyndburn Borough Council (MD)
Adrian Leather – Health and Wellbeing (AL)

Advisers from Hyndburn Borough Council (HBC)

Mark Hoyle – Head of Regeneration and Housing (MH)
Alexander Peach – Programme Manager (AP)
Becky Moon – Democratic Services Officer (BM)

ACTIONS

1. Introduction and apologies (SS)

SS opened the meeting and welcomed all members. A brief round of introductions was undertaken, allowing members to outline their roles and areas of representation.



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<p>SS provided an update on recent engagement with Ministry of Housing, Communities and Local Government (MHCLG).</p> <p>SS confirmed the appointment of APn as Deputy Chair for the meeting and forthcoming period. GJ expressed his concerns and objections.</p> <p>SS clarified that the appointment followed MHGLC guidance and the Board's draft Governance policy.</p> <p>AP acknowledged that, the approach aligns with MHCLG guidance. KW suggested that in person meetings should have taken place. SS agreed to action this.</p>	<p>ACTION: SS to hold follow-up discussions with members regarding concerns raised.</p>
<p>2. Conflicts of Interest</p> <p>No new conflicts were declared at this stage. Members were reminded to update their registers and declare interests as they arise during discussions.</p>	<p>ACTION: KW to update her Register of Interests. BM to supply a new form.</p>
<p>3. Declaration of Confidentiality</p> <p>a. Board to confirm whether any discussions/reports within the meeting to be recorded in the minutes as confidential.</p> <p>None were raised.</p> <p>SS reminded members that certain discussions may be commercially or otherwise sensitive and therefore should not be disclosed outside of the meeting where appropriate.</p>	
<p>4. Agree Minutes – circulated by email on 20 February 2026</p> <p>The minutes of the previous meeting were presented for approval. No amendments had been submitted in advance.</p> <p>RESOLVED: Minutes were agreed as accurate by those who attended the previous meeting on 28th January 2026. GJ & DC abstained due to not reviewing the minutes prior to the meeting.</p>	



5. Action Log

5.1 Review completed actions from meeting 28th January.

(BM) [C] Item 6.1: Action Complete,
Item 6.2: Members emailed, one replied.

(BM) [C] Item 7.1: Action Complete

(BM) [C] Item 9.1: Created Risk Register No feedback received.

Item 10.1: Members Emailed [MH]

Item 10.2 [MH]

Item 10.3 [MH]

Item 11.1: [C] Recruitment Process Complete

The Board reviewed progress against actions from the previous meeting.

BM confirmed that the actions had been completed.

MH provided updates on outstanding items, including:
Arrangements made for DC to meet with the Council's Communications Lead.

Follow-up undertaken in relation to a business matter raised by MG, with the Council facilitating contact with the appropriate department.

Members noted the updates and acknowledged the progress made.

6. Governance Update & Board Reports.

The Members received a presentation from AP and were invited to consider the governance documents circulated in advance of the meeting.

Members discussed the role of the board as a decision-making body, acknowledging HBC was the accountable body for funding and the importance of transparency, governance and Member engagement.

Approval of Documents

Terms of Reference

No objections were raised.

RESOLVED: Approved.



Governance Protocol

Members suggested inclusion of flexibility to reflect future changes, including local government reorganisation.

RESOLVED: Approved, subject to minor amendment.

Code of Conduct

No concerns were raised.

RESOLVED: Approved.

Recruitment, Retention and Removal Policy

Concerns were raised in relation to this document, and that some amendments were required

SS requested a meeting be set within a week of the meeting to agree the document.

Members were informed that the Board exceeds the MHCLG required guideline of 51% for members on the Board to be living or working within the boundary of the initiative.

ACTION: SS requested that it be published in the minutes for the meeting the list of Members attending the Terms of Reference in person Training at HBC on 14 January 2026, as follows:

Sami Smithson
Munsif Dad (left early)
Ashley Joynes
Adrian Leather
Paul Hunter
Jane Eccles
Madison Gore

It was noted that an induction process was still required for all Members. KW asked whether all Deputies for the statutory members would be required to accept the governance of the Board. It was confirmed that Deputies were expected to adhere to the standards expected.

ACTION: SS, Council representatives and SSth to review the policy with legal input and circulate a revised version for agreement.

Teams meeting to be called to consider final policy.

ACTION: BM to send Register of Interest to DT as deputy of SSth

7. Programme / Funding Overview

Report circulated prior to the meeting including the 2025/26 financial year end capacity funding budget statement. SS and MH provided an overview of programme requirements.



The year end budget statement was noted, and no comments were made on the PiP 2026/27 funding allocation as reported in the report (paragraph 3.4)

A proposal to delegate authority to the Council's Head of Regeneration and Housing in consultation with the Board's Chair to incur expenditure from PiP Capacity Fund up to a maximum amount of £20,000 on any item of expenditure was not resolved.

It was noted that progressing to delivery is dependent on:

- Robust governance being in place.
- Clear processes for decision-making
- Compliance with funding requirements
- Engagement with young people must significantly increase before October 2026
- Quarterly meetings should focus on strategic decision making and delivery updates.

RESOLVED: Members gave authorisation to MH to submit the required programme report to MHCLG. Board membership and capacity funding will be included in the report to MHCLG.

ACTION: ALL Members to undertake engagements and consultation activity between formal meetings and feedback to the Board using the Board Member Report

8. Process, Application and Prioritisation

Members received a verbal update and discussed the approach to project prioritisation. It was noted that the application form which had been circulated prior to the meeting required review and testing.

It was emphasised that all proposals must be supported by evidence of community engagement.

It was noted that governance processes must be fully approved before formal project applications could proceed. Members acknowledged the need for robust processes to ensure accountability and transparency in the use of public funds.

There was a concern raised by some board members with regards to alleged Tier 1 projects and apparent discussions/meetings outside of the board taking place. SS confirmed that there were no Tier 1 funding applications to date. SS asked AP to draw up a Tier 1

ACTION – AP to create a policy regarding the management and selection of Tier 1 & 2 Projects. A cluster to be created with 3-4 Board members.



application policy and that a cluster group be considered with regards to larger scale projects

A further board member stated that they would not support any Tier 1 applications by the ICB/NHS. SS reiterated that there wasn't any Tier 1 applications, meetings or funds committed.

Formalisation of cluster groups was discussed and deferred, apart from a Young People engagement cluster which would include WD, SSth & MD with input from KW.

RESOLVED: Process including the application form presented to Members was accepted for Tier 3 projects. Further work for Tier 1 & 2 selection process was requested.

ACTION KW, SSth, AH WD & MG to arrange the initial focus group for the hard-to-reach and young people demographic to obtain feedback.

9. **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**
 - KW confirmed she had created a report about CCTV in the Hyndburn and wider area. This had been shared with AP. Further data to be gathered across services, regarding violence against woman and girls, young people and hard to reach groups.
- **Community – Graham Jones**
 - GJ stated he had spoken with residents and received feedback that they wanted a clear vision which was ambitious and transformative, and they do not want further consultation
- **Higher Education/Young People – Andy Parkin & Wesley Devitt**
 - AP stated engagement had been undertaken, the feedback remained the same from previous sessions.



- **Business – Heath Groves**
 - HG stated his understanding the value of digital infrastructure. He stated his opinion that any project the Board funded needed to be an area which is commerce generating in protected bubbles, giving examples such as night economy, trades retail and construction.
- **Health, Activity and Wellbeing – Adrian Leather**
 - No report received.
- **Lancashire County Council – Ashley Joynes**
 - AJ provided updates on cultural and archive partnerships and reiterated links with voluntary groups.
- **HBC – Munsif Dad**
 - No report given.
- **MP – Sarah Smith**
 - No report given.
- **Medical & Health – Dr Jane Eccles**
 - JE gave updates with regard to NHS within the Borough
YNotAspire holding a Young People Conference in July 2026, SS asked WD to contact to attend.
- **Small business/evening economy – Damian Cunliffe.**
 - Reported feedback from local businesses, Community event had been held which got positive feedback.
- **Environment/Countryside/Green Spaces**
- **Primary/secondary education – Madison Gore**
 - MG applied to be a governor at a school within the APN border. She also highlighted the recent white paper that had been published and impacted on SEN children and their families within education.
- **Charity/Faith/Voluntary Sector – Paul Hunter.**
No updates received

ACTION HG – create a report to present to the board about the future of the business and digital landscape.

ACTION JE – to send document to BM for circulation.



<ul style="list-style-type: none"> • Heritage & Arts <ul style="list-style-type: none"> ○ KW stated the Council would give feedback in the future. Market Chambers project is awaiting funding outcome. • Media, Comms, Marketing None given 	
<p>10. Key Decisions</p> <ul style="list-style-type: none"> • Governance documents (with the exception of the Recruitment Policy) were approved. • Recruitment Policy deferred pending further review. • Board progressing toward operational delivery phase. • Approval to submit PiP monitoring return was granted. 	
<p>11. 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 arrange new dates.</p>
<p>12. AOB – NONE AROSE</p>	

The meeting was closed at 6.45pm

The following Members left before the meeting concluded due to overrun of the scheduled time. No decisions were made without quorate.

Sarah Smith

Paul Hunter

Ashley Joynes

Abda Hussain

Heath Groves

Graham Jones

Jane Eccles

Madison Gore



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