PRIDE IN PLACE
LED BY YOU – BACKED BY UK GOVERNMENT

Pride in Place Dover Board Meeting Minutes

Location: St Radigunds Community Centre, Poulton Close, Dover, CT17 0HL

Date: Friday 3 July 2026

Time: 10am – 12pm

Meeting Chaired by:
Nick Holbrook-Sutcliffe – Chair

Board members:
Diederik Smet
Imran Hussein
Sue Ashmore
Graham Hutchison
Cllr Kevin Mills
Mike Tapp MP
Bradley Austin Matthews
Cllr Lynne Wright

Apologies:
Charlie Spore
Shaun Dawson

In attendance:
Rebecca Dyer – Community Development Manager (DDC)
Representative from MPs office

1. **Welcome**

   Everyone was welcomed to the meeting.

   Meeting was recorded as quorum in line with the TOR.

   No declarations of interest were declared.

   The Chair said are a clear alliance with accountable body. Have not done risks yet and still some work to do on skills matrix. Terms of Reference are back on agenda.

   Minutes from 8 May and 5 June to be signed off and then can be published. GH passed motion to adopt them, SA seconded.

   Add to minutes that was working group established that took ideas forward.

RD advised interviews for new Pride in Place officer are next Thursday (9 July), would like representatives from board to attend interviews. SA happy to volunteer to attend interviews.

NHS thanked RD for taking on role temporarily.

RD advised picking up pin badges later today.

Terms of Reference need to remain fit for purpose. RD advised have to go to cabinet on Monday (6 July) to get approval for funding of 10-year programme and terms of reference attached to the Cabinet report, however these still have to be reviewed.

Point 1 – agreed
Point 2 – agreed
Point 3 – rather than bullet point list refer to 2.2
Point 4 – include removal from board
Point 5 – agreed (link appendix)
Point 6 – agreed
Point 7 – include removal of board member/chair etc. and conflict of interest
Point 8 – agreed
Point 9 – agreed

Updated Terms of Reference to be circulated to board, will also be added to website.

2. Procedural items

Appointment of Vice Chair
The Chair has received two applications for vice-chair from SA and SD. SA to be vice-chair. If board not against idea, the Chair would like to have two vice chairs but the only published one will be SA. SD would be good at outreach events with community. All agreed.

SA highlighted at some point need look into having own email addresses, as currently do not know what etiquette is yet, do we all respond to one person or to accountable body etc.

3. Strategic items

The Chair attended community event this week and first time spoke about Pride in Place. When asked about boundaries, advised they were given to us, which they accepted.

Engagement plan

- *Survey*
  Copy of survey circulated and RD outlined changes to opening phrase – all happy with this. LW suggested in opening phrase to add something else after more welcoming. Was agreed change to better place to live and what that means to you. The Board discussed not only survey content but also survey methodology, data quality, accessibility, response rates and plans for analysis.

Following amendments/additions to be made:

1. Change other wards to 'elsewhere in Dover district'.

3. Include age brackets 65–84 and over 85

6. Change question to 'What is your connection to the community of St Radigunds and Buckland'. Also include following:

   Are you a carer for someone
   No connection

9. Remove healthcare provision and change to 'What could be done to make you lead a healthier life i.e. walking etc. How healthy do you feel' (on scale of 1-7).

32. Change navigate to move around.

34. How proud are you currently to live in your community.

Change each question so does not say scale of 1-7 at start but move this to end of question.

Was agreed at last meeting that would use wheel, which is 1-7, however last question to be on scale of 1-10.

IH felt would be good in regards transport link to have a connection to town, that just does a loop down to seafront. Ideally would want it to be free. RD advised if comes out of survey there is a need/want for this, could invite Stagecoach along to discuss.

IH suggested for each question to have a title i.e. How to navigate.

IH said could also add a further question to name a town/city/area that you love, and what it is about this area that you love.
The Chair suggested adding 'think of a place that you would really like to live'.

Add is 'English your first language' and 'are you part of a community group, if so which one'.

Gender question to be added.

Once RD has made changes, will circulate again and ask for some board members to complete a test survey.

Will also have surveys for 5-11 years and 11-15 years, as better way to engage with young people. Will have graffiti boards, which will be taken along to events, to get young people to draw their ideas on them.

- *Calendar of events*
  Events highlighted in green are solely for Pride in Place, will not be starting these until new officer in place. Events in white are those already happening, which

Community team will be attending, and thought maybe a board member could come along as well. Plan to hold a Fun Day at end of August, if everyone happy with this will start organising. Event will be on held on the green in Buckland and will hold an Autumn event in St Radigunds.

SA enquired whether still having a launch event - RD advised was going to do this at one of the first Pride in Place events.

RD asked if anyone wishes to attend Dover Harbour Festival on 4 July - LW/GH/BM happy to attend. RD to drop off gazebo/flag.

GH had provided list of weekly events to give example of type of events that board members could attend. RD advised can pick one of these events each month, along with event list provided by CC and add them to calendar.

Action: RD to add events to calendar.

Survey will be ready for event on 18 July.

Bespoke Pride in Place events will be started from August. All agreed to hold Fun Day event on Sunday (30 August) before August bank holiday.

- *Comms for engagement*
  IH suggested having a short video advert where can say who we are, what Pride in Place is with generic shots of area etc. RD thought this might be something DDC Comms team could do and can share calendar with them, for them to attend when they can.

  BM asked if still having media training, RD advised this would be arranged once new Pride in Place officer in place

  GH mentioned if want to reach hard to reach people, have any thought been given to contacting residential homes, would need surveys printed off for this.

- *17th July submission*
  Questions circulated to board prior to meeting.

  New proposed boundary to include Dover Christ Church Academy as large majority of those attending the school live within the Pride in Place wards.

  All agreed happy to submit information.

4. **Finance**

Budget update
No change since last meeting. Due to go to Cabinet on Monday to authorise all future spend. RD to check whether money just rolls over.

S151 officer to next board meeting
Will be able to attend meeting at end of July. Every local authority must have an S151 officer who is responsible for all spend at council. Board members noted the

current limitations in financial reporting and welcomed future input from the S151 Officer to strengthen oversight.

5. **Comms and Engagement**

People's parliament
The Chair thought as the events attending will be reaching out to a number of communities the people's parliament was not needed and formally advised would not bring any further paper forward.

The Chair asked what will be measured by. RD said main thing is getting completed questionnaires. The Chair would like to feedback on how getting to the harder to reach groups. MT said could possibly do a letter with QR code link but will look into this and come back to the Chair. LW has links to Dover Pantry and would be worth taking some forms there along with posters with QR codes. RD advised Pride in Place officer will also send out questionnaire to any contacts.

DS suggested having a standing page in community magazine. RD to move forward with this.

Action: RD to provide script for type of things can say at events, this to be provided before first event on 4 July.

RD asked if everyone was happy for a press release to go out, PR team will put together and will be circulated to all board members prior to going out. Bios are pretty much ready to go onto website.

Board's interest in outcomes, impact and evidence quality would better reflect the strategic challenge provided during discussion.

6. **AOB**

We were not successful on early adopters.

Invite circulated to all board members to the opening of The Bench on 8 September, board meeting will be held before the event.

Action: KM to see if can arrange a visit prior to 8th.

7. **Meeting close**
Next meeting 31 July, 10am – location to be confirmed as will see if can have meeting at Buckland Community Centre.

8 September, 10am at The Bench followed by opening event.

The Chair summarised that there is real commitment to community engagement which is driving the board right now. Are some occurring concerns that need to be aware of, capacity is risk right now. Financial visibility is limited and governance structure is still maturing/learning. The following points were raised: Strengths

- Good energy and momentum.

- Strong commitment to community engagement.
- Practical delivery planning.
- Positive early governance foundations.

Risks/Concerns

- Potential gap between activity and strategic outcomes.
- Reliance on a relatively small delivery team at this time.
- Risk of collecting significant volumes of data without a clear route to decision making at this stage,

3. Risk Management

The minutes record the Chair's comment that risk work has not yet been completed.

- capacity and resilience;
- engagement quality;
- evidence credibility;
- financial oversight; and
- reputational risk.