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 8 May 2026

Time: 2.15 – 4.15pm

Meeting Chaired by:
Nick Holbrook-Sutcliffe – Chair

Board members:
Diederik Smet
John Angell
Carol Clayson
Imran Hussein
Bradley Austin Matthews
Sue Ashmore
Shaun Dawson
Charlie Spore
Graham Hutchison
Cllr Lynne Wright

Apologies:
Cllr Kevin Mills
Mike Tapp MP

In attendance:
Rebecca Dunroe – Pride in Place Programme Officer (DDC)
Megan Ruffell – Pride in Place Programme Officer (DDC)
Rebecca Dyer – Community Development Manager (DDC)
Christopher Townend – Head of Place and Growth (DDC)
Representative from MPs office

1. **Welcome**
   Everyone was welcomed to the meeting. The following additional goals of this programme were added to list from previous meeting:

   - enthusiasm
   - progress
   - positivity

   Minutes of last meeting agreed and went through actions.

   Minutes will be published on DDC website in line with MLCHG.

2. **Procedural items**

The Chair confirmed will look at terms of reference again at next meeting and then review every 3 months.

LW felt that when we are meeting here as Board members, this project and this board is our priority and should be put first above anything else. CT said links to code of conduct and could add another line under Nolan Principles that comply to policy and procedures of accountable body which all agreed.

DS raised the following:

1.3 - as identifying themes, should we also include metrics on how report to MLCHG.

RDu advised is a specific monitoring guidance that accountable body must complete. Can ask what their specific requirements are and refer back.

3.1 – as this already been actioned is this relevant. If ever need a new Chair how would they be appointed - CT can get this checked.

4.1 – should there be hybrid option as well.

RDu advised would depend on where meetings are held, if they are in ward there are very limited options and hybrid not available.

4.9 are we tied to DDC's procurement policy.

CT confirmed as the accountable body, technically right now would need to adhere to DDC procurement policy.

RDy outlined threshold levels for DDC procurement:
Up to £500 any officer can authorise
Up to £5,000 RDy can authorise
Anything over £5,000 Head of Service would need to authorise

6 – in due course will need to be reviewed if set up as CIC.

Replacing statutory decision-making functions needs to be updated as not there to spend money on things that are already statutory and in place.

Act as a planning authority – one of big aspects is how we see environment and as a group would we want to comment on planning applications. CT advised that technically board could.

There is no actual mechanism of how to remove people from board if needed. RDu suggested that could add something in terms of membership.

How many board members are appointed and how appointed, could look at being quite a broad matrix system. RDy advised have a matrix, which can be shared.

On question raised by GH it was agreed that any board member can nominate/sponsor someone to potentially become a board member.

SA mentioned that terms of reference state the Chair will not be an elected member but does not say same about Vice-Chair. All agreed should be unelected member for Vice-Chair and this to be included in terms of reference.

GH asked why the Chair should act as sole spokesperson and was advised this is in the first instance, until board members have had media training.

It was highlighted that MP has automatic seat on board, but this is not in terms of reference. RDu advised is in MLCHG guidance.

All agreed that if MP not able to attend meetings, proxy can attend to feedback details.

A further discussion was held on whether board members should also be given opportunity for proxy to attend any meetings in their place. DS outlined that for board members to have proxies, there has been some due diligence done when interviewed for board. BM highlighted that MP is designated board member.

All agreed that board members who are designated officer can have a proxy/volunteer no proxy.

Action: RDu to add to terms of reference.

Under item 3, JW thought should say ‘Dover ward’ with regards to percentage that live or work in Dover.

Action: Terms of reference to be updated and brought back to next meeting.

CT advised, for transparency, terms of reference will be put online. RDu advised terms of reference is one of the first documents that must be submitted to MLCHG by 17 July.

3. **Strategic items**

Discussion on Media Training
Spoke to PR team and they recommended an external company who has provided two proposals:

Option 1: 1 hour media awareness seminar for 13 people
Option 2: half day media training session for around 4 people on each session

1 hour seminar would be done remotely, and this could be done at DDC offices if required.

SA thought the 1-hour seminar was ample and felt it would be really helpful to do together.   GH also felt 1 hour seminar was ample for our needs.

IH felt those who need the media training the most, might get lost if there are more people attending compared to smaller groups, which might be more helpful.

DS emphasised that some board members have had no media training and will need to bring them up to the same baseline. St Radigunds Community Centre do have a radio studio, that received funding from Port of Dover, where could do mock sessions amongst us after training has taken place.

Action: RDu to request cost for more bespoke training.

Discussion on initial ideas for capacity fund spend, ward boundaries and mapping exercise of PiP area

Mapping system been developed just for PiP area. RDy outlined some of the projects/activities already taking place:

- Inspire programme is open to young people across all of Dover district and can fund an activity, dependent on which tier the activity is in, from 4 – 12 weeks.

  IH felt it would be good to have link to this programme from PiP website.

- Job clubs run across whole of the district, do not currently have one in Buckland or St Radigunds but do have an officer who can provide this.

- Community grant scheme twice yearly - £50k in both Winter and Summer round, where organisations can apply for up to £2.5k.

Following happening in future, which could affect wards:

- **Confidential:** Been approached by DWP for area to have a Youth Hub which would be open 5 days a week. DWP job coaches would be at the hub along with mental health experts, people doing CV's etc. Idea is to have a one-stop, open 9-5 with proviso that DDC own the premises.

- Have got investment for multi-use games area adjacent to Buckland Community Centre to upgrade facility to become a play zone. Just about to go to planning and all funding in place.

- Currently a development on old hospital site and under section 106, developers must provide a play park within the development.

- There are currently no 3G all-weather pitches in Dover district, but construction starting on a fully funded £1m multi-use surface at Dover Christchurch Academy. Three clubs have already signed an agreement to run their clubs there.

  Will also be another pitch at Dover Boys Grammar School/Astor College funded by Football Foundation - Dover Rangers and others will be able to run their clubs there.

Mapping system can be broken down into things such as assets owned by DDC, any leisure facilities, medical facilities etc.

RDu outlined that looking at specific boundaries, if go in line with DDC boundaries then it covers Tower Hamlets as well. If would like to change the boundaries, this is something need to go back to MLCHG by 17 July.

LW said that not all of Tower Hamlets is included. RDu advised projects can be held outside of red line, as long as they serve the communities that are within it.

Action: Before next meeting, all to look at boundaries and advise if there are any changes want to make and reason for these.

Engagement plan for capacity fund needs to be submitted to MLCHG by 17 July.

Action: All to find out what events/groups aware of within boundaries and send details to RDu/MR.

Action: RDu/MR to get quote for PiP banner/gazebo.

Action: RDu/MR to mock up paragraph that going to send to MLCHG.

DS said need to use activities as evidence base towards plan that is submitted in November.

Future training
Any other ideas on training let RDu/MR know and we can explore them.

Early Adopters Scheme
Other than details in the paper circulated, still do not know if we have been selected. If we are, then board will need to decide if want to go ahead with this. Idea is to make board self-sufficient within the 3 years.

4. **Finance**

With committed funding, have approximately £88k available to spend on engagement, quick wins etc. Have been given a further £135k capacity funding and budget information shows what has been spent so far. First payment of £117k from £19.6m has been deposited in accounts. DS said budget information needs a line showing committed spend.

Table sets out annual salary costs for Programme Officer year on year, based on current inflation. The first three years there is also an increment rise. £52k has been committed for this year from capacity funding plus £10k for consultant leaving £87,800.

DS asked if programme officer role ever had to be made redundant would DDC take responsibility for this. CT advised anything after LGR will not happen straight away, as would take several years. If do become a CIC, the programme officer role could still remain under DDC.

Action: RDy to update wording and send to the Chair/DS.

5. **Risk**
   Will continue to stay on agenda.

6. **Comms and Engagement**
   As MP's office no longer here, will roll over to next agenda.

   Have couple of pages on DDC website related to PiP which tie in with policies and procedures. Do have an email address prideinplace@dover.gov.uk but is something will need to work around for board members i.e. google account. To be brought back to next meeting as agenda item.

   Following to be included on next agenda:
   - Communication
   - Risk
   - Early Adopters
   - Engagement Plan (main)

   The Chair said People's Parliament approach is worth developing further and will bring paper on how think could work and safeguard to next meeting.

   The Chair advised happy to have 1-1 meetings with any board member if got any concerns or any development may want.

   SA felt it was really important, in terms of development, that there is training available and understand group dynamics.

   DS said people need to protect their mental health as well and support each other.

   SD thought would be good at end of each meeting to have a reminder of what learnt i.e. at today's meeting learnt what activities are already happening in and around district.

7. **Meeting close**
   Next meeting 5 June 2026, 10am – 12pm.

   Some other potential dates as follows, these may be held in morning:

   - 26 June
   - 10 July

Action Summary
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