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 5 June 2026

Time: 10am – 11.30pm

Meeting Chaired by:
Nick Holbrook-Sutcliffe – Chair

Board members:
Diederik Smet
John Angell
Carol Clayson
Imran Hussein
Sue Ashmore
Shaun Dawson
Graham Hutchison
Cllr Kevin Mills

Apologies:
Mike Tapp MP
Bradley Austin Matthews
Charlie Spore
Cllr Lynne Wright

In attendance:
Megan Ruffell – Pride in Place Programme Officer (DDC)
Christopher Townend – Head of Place and Growth (DDC)
Freya Donovan – Community Development Support Officer (DDC)
Representative from MPs office

1. **Welcome**
   Everyone was welcomed to the meeting.

   Minutes of last meeting will be circulated to all board members, to check, approve and sign off.

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

   The meeting was recorded as quorum in line with the TOR.

   No declarations of interest were declared.

2. **Procedural items**

Terms of Reference
DS highlighted that one thing missing is the removal of any board member. MR advised that small section added under item 3.3.

Action: MR to amend terms of reference to include the following:

- Under item 3.3. include Chair and Vice Chair. Also include if any board member not following rules, then may lead to removal.
- Add terms of reference to be reviewed every 6 months.
- Skills matrix of the board to be included.

All happy to sign off terms of reference subject to these amendments.

3. **Strategic items**

Engagement plan
Are some key dates that will need to stick to - engagement events will run from now to 23 October. Data will be collated and included in report to go to MLCHG on 30 November.

As per engagement guidelines, will be attending at least one event per week – MR to attend these and happy for any board members to come along if they wish. Two/three larger events where some board member must attend.

For MLCHG report need to include how will engage with under-represented communities. Report needs to be 750 words with brief details on what engagement plan will be.

Have included key events aware of in Dover, any other events board think should attend, let MR know. Was mentioned there is a tenants meeting on 22 August, MR confirmed that will be attending.

Action: MR to find out if there are any other tenants' meetings with Housing Associations etc. that should be attending.

DS asked if there are any more events going on in Buckland and St Radigunds. MR not aware of any, if any board members know of any events advise MR. Need to be more present in these two wards, does not have to be a big event, just pop-up/light touch events.

SA felt it would be good for organisations such as Carers UK to be involved in event.

DS suggested when MR out and about, letting board members know so maybe could come along if want.

Action: MR to do a weekly round-up email to board.

Action: MR to contact other PiPS to see how they have engaged with community which have been successful.

Grid to be done with all meetings of organisations i.e. Smart Project so board members can add if available to attend plus a further grid detailing all events, again for board members to add if they can attend.

Action: MR to draft meeting/event grids and circulate to board.

DS suggested putting information on noticeboards.

SD felt it would be good to get involved in volunteering side.

Will need some way of getting people to access survey online i.e. QR code. IH suggested a prize draw for completing survey.

Ward boundary amendments
Some suggestions been put forward by board members, as follows:

- Incorporate White Cliffs Primary School and grounds
- Include all of River Dour instead of just parts
- Join some of the areas up, as currently Curzon Hall and other streets not included in Tower Hamlet area
- Field behind Friars Way and Monks Way, which leads to Old Park Nature Reserve, this area is an opportunity for fly tippers so think would be good to include this as well

GH said could get funding elsewhere for areas along River Dour so maybe this should not be included.

DS felt as there are lots of big sites along route of River Dour, including Pencester Gardens, and as the fund was for Buckland and St Radigunds this could mean the money is used up very quickly. MR advised do not have to include in geographical area but still use different areas for events if they benefit those living in Buckland and St Radigunds.

KM though it was good to include as many areas of deprivation as possible, but without any engagement we do not know what people of these wards want.

JA opinion was to leave boundaries as they are as nothing to stop us working in these other areas. MR outlined that can go out to whole of Dover to find out what is wanted but will need to know what percentage of those people who live within boundaries will benefit.

All agreed to move the boundary to include Dover Christchurch Academy but keep all other boundaries the same.

Media training offer
Have received a more bespoke package for 3.5 hr session for 13 people. The second session will be further training for 4-5 delegated spokespeople.

KM felt there was a benefit to having media training as will all have same message. JA agreed that it was important to do.

SA thought maybe DDC comms team could advise on type of things journalist would ask etc.

All agreed to going forward with training.

4. **Finance**

Budget update
MR advised have ordered branded gazebo and two flags. The Chair mentioned getting pin badges (magnetic backing) for board members.

Action: MR to get quote for pin badges.

Questions raised on VAT element and interest on account. DDC governance going to Cabinet in July in regard approval of spending funds.

DS suggested layout of budget be updated to include what has already been reserved against allocated spend.

S151 officer to next board meeting
Should be attending next board meeting on 3 July, just waiting for confirmation.

5. **Comms and Engagement**

People's parliament
Need to demonstrate that strengthening governance and recommended that detail model is bought back to next meeting to satisfy concerns listed under risk.

SA said it was not just about terms of reference, but what membership would be and expectations.

DS suggested maybe not having fixed members on this group so hear different voices and opinions, as is danger of creating a sub-board.

SD asked who it would be chaired by - was clarified that it would not be chaired by anyone from this board.

Action: The Chair to bring paper back to next meeting with Terms of Reference.

6. **AOB**

Bios getting published on website next week.

Monitoring around KPI's may change, MLCHG will next ask for them in April 2027.

MR outlined publication guidelines – agenda needs to be published 5 working days before board meeting. Draft minutes sent to the Chair within 10 working days following meeting and then another 10 working days for approval from board.

With regards code of conduct, if any policies would like to read through let MR know.

SA outlined that students from Whitfield Aspen School who live within boundary have come up with ideas and would like to present these at a board meeting. All agreed would be good idea for them to do presentation, but a group of board members attend the school rather than students attending a board meeting. The Chair suggested also inviting other schools along to give their ideas.

7. **Meeting close**
Next meeting 3 July, 10am – 12pm – St Radigund's Community Centre.