

**Pride in Place Programme Board
Full Board Meeting #9**

**9 January 2026 at 14.00 – 17.00hrs
Teams Call**

Present:

Josh Babarinde OBE MP (JB)	Member of Parliament for Eastbourne
Catherine Clifford (CC)	Board Member
Richard Garland (RG)	Board Member, Chair
Mark Holland (MH)	Board Member
Duncan Kerr (DK)	Board Member (part)
Loretta Lock (LL)	Board Member
Jim Mathieson (JM)	Board Member
Lisa Rawlinson (LR)	Eastbourne Borough Council
Joanne Rogers (JR)	Board Member
Dr Yusaf Samiullah OBE (YS)	Board Member
David Wakefield (DW)	Board Member
Nicola Walker (NW)	Sussex PCC
Cllr Stephen Holt (SH)	Eastbourne BC (leader) (part)
Inga Frame (IF)	Office of Josh Babarinde OBE MP
Kara Tombling DT479 (KT)	Sussex Police

Apologies & Distribution:

Katy Bourne OBE (KB)	Sussex PCC
Cllr Penny DiCara (PD)	East Sussex County Council
Jessica Lelliott (JL)	East Sussex County Council (Transport SE)
Bryn Mabey (BM)	Eastbourne Borough Council
Ben Mayer (BM)	Eastbourne Borough Council
Becky Shaw (BS)	East Sussex County Council

Meeting Notes and Actions

1. Welcome, Apologies and Introductions

Cllr Penny DiCara (PD).
Kara Tombling was welcomed to the board.

2. Interests of Members (Conflicts of interests)

No conflicts of interest were declared.

3. Meeting Purpose

To provide updates on Pride in Place Programme Board activities including governance, ward workshop outcomes, board structure and capacity projects.

4. Regeneration & Investment Plan – Status Update

The Board received a detailed update on the Regeneration & Investment Plan. The Plan was submitted to central Government on 27 November, ahead of the deadline.

Following submission, clarification was requested on the neighbourhood boundary map; this has since been addressed. Members noted that while the eastern residential area of Sovereign Harbour sits outside the formal boundary, residents will still be included in all the public engagement and consultation activities of the Board. The MP reiterated the Board's request to include this area within the boundary was made to Government who rejected the revision.

On 18 December, a Whitehall senior policy adviser confirmed that the Plan had passed initial triage and is now subject to a light-touch detailed assessment by senior civil servants. No firm decision date has been provided. The full plan will be published at that point.

5. Governance: Email and Document Management

The Board discussed arrangements to strengthen governance through improved email and document management. All non-statutory members now have Board email accounts. A Microsoft 365 / SharePoint / OneDrive structure was agreed as a practical starting point, with distribution lists and consistent email signatures to be implemented. The Chair confirmed that Board correspondence will move fully to Board email addresses.

6. Ward Workshops and £10k Ward Micro-Fund

The Board held an extended discussion on ward workshops and the £10k per ward micro-fund. It had previously been promoted and agreed that that priority micro-projects arising from the Cllr hosted ward workshops would receive funding from the capacity budget.

Lessons have been learned from the workshop programme. Members acknowledged the significant engagement work undertaken and the volume of data generated and analysed. Several workshops in this first round are still to be arranged by local Cllrs.

Concerns were raised about representativeness, fairness, and the need for transparent criteria, light-touch applications and proportionate monitoring. Members agreed that future formats and promotion should be reviewed to ensure inclusive participation across all wards.

Given a high proportion of projects related to public realm improvements across all wards, a hybrid delivery approach was proposed, separating town-wide public realm improvements from ward-level micro-grants. It was agreed the Board would appoint a charitable organisation to undertake a ward-wide 'Spring Clean' to tackle maintenance tasks in every area. A ward 'walkabout' will identify key tasks (litter picks, weeding, notice-board repairs, painting, gardening, lighting etc.) and the appointed organisation will need to involve local community groups, resident associations, friends groups where in situ. NOTE: This work is additional to local authority statutory duties.

It was agreed that the remaining list of ward micro-projects required further due diligence before confirming. A light-touch application form would be provided to grant applicants for completion and return asap to provide accountability for public monies.

7. PIP Prospectus and Monitoring

An update was provided on central government's Plan for Neighbourhoods requirements, including the expectation that Boards will transition to community-led delivery models by Year 3 (2028).

Capital/revenue Pride-in-Place funds start April 2026 (subject to approval); To date, Capacity funding has been received as follows: 2024/25: £250k received / 2025/26: £200k received. The Board needs to submit a first-year monitoring return in April 2026.

8. Board Structure, Capacity and Resourcing

The Board discussed future structure and resourcing, including the use of sub-committees (working groups) to prepare recommendations for full Board decision. Members highlighted sustainability risks associated with reliance on volunteer time alone and expressed strong support for recruiting a paid professional Programme Manager alongside a PT Board Administrator.

It was also agreed to recruit several new community Board Members. This process, led by the Chair, will include a skills/experience/diversity review of the current Board, and the production of Role Description and Recruitment pack. It is hoped the new Board Members will be in place by April/ May 2026.

9. Tourism Strategy

The Board agreed that Eastbourne requires a town-wide tourism strategy reflecting changing tourism trends and complementing existing seafront work. This was also an action arising from the 'Economic Strategy'. It was agreed that an external specialist would be commissioned via a brief and tender process.

10. Blue and Green Audit

The Board agreed to commission a detailed blue and green audit to assess parks, open spaces and water-based assets and identify long-term maintenance and improvement opportunities. As well as being a priority identified in public consultations and research to date, this is linked to Experience Eastbourne" – a key theme of the Regeneration Plan. A brief will be prepared to appoint a qualified Landscape Architect firm to undertake the Audit, following a tender process.

11. Communications and PR

The Board discussed communications activity and the importance of maintaining trust and transparency. Since the last meeting, regular public news updates, media relations, blogs and social media activity have been delivered. It was agreed to extend the PRG contract for a further four months. (Board Members JB and SH, with connections to PRG abstained from the decision.)

12. Citizens Forum / Participatory Engagement

The Board considered a proposal from the New Citizen Project to support the design of a citizens forum or assembly. While supportive of deeper participation, members stressed the need for clarity on scope, cost and governance. The Board agreed to commission Phase 1 only, with any further work subject to a separate decision.

13. Visit to Neighbourhood Hub

An update was provided following a useful fact-finding visit to a South London Community Hub.

14. Chair's Thanks and Acknowledgements

The Chair formally recorded thanks to volunteer Board Members who have to date given a considerable amount of personal time to support the delivery of ward workshops and the subsequent analysis of a substantial volume of data.

The Chair also thanked those volunteers who worked alongside consultants to review evidence and shape the Economic Strategy, and those who contributed extensively to drafting the ten-year Investment Plan and four-year Regeneration Plan for Central Government review.

This voluntary commitment was recognised as fundamental to the Board’s ability to operate as an independent, community-led body.

The next meetings are scheduled for:

- 10th April 2026 (Spring)
- 10th July 2026 (Summer)
- 9th October 2026 (Autumn)

Decisions (Formal)

Ref	Decision	Status
1.00	Defer public launch and detailed communications of the Regeneration & Investment Plan until ministerial approval is confirmed.	AGREED
2.00	Adopt the proposed Microsoft 365 / SharePoint / OneDrive document management structure and Board email arrangements as a starting point, subject to refinement based on use and feedback.	AGREED
3.00	Extend the PRG communications contract for a further four months (total £7,500) to maintain continuity during a period of transition.	AGREED (members with interests abstained)
4.00	Proceed with the development of a town-wide, contracted public realm improvement programme, funded from capacity funding outside the ward £10k pots.	AGREED
5.00	Do not approve the current micro-grant project list pending further refinement of scope, governance, funding amounts and monitoring arrangements.	FURTHER WORK REQUIRED
6.00	Commission a town-wide tourism strategy via an external specialist via an open tender, led by the Board with Council and wider stakeholder input.	AGREED
7.00	Commission a detailed blue and green audit via an open tender process, distinct from existing Council evidence work.	AGREED
8.00	Commission Phase 1 only of the New Citizen Project proposal, with no commitment to subsequent phases.	AGREED
9.00	Move towards a formal sub-committee model to support clearer governance, decision-making and programme delivery, with detailed terms of reference to be developed. Begin new Board Member and paid technical and admin support recruitment.	AGREED IN PRINCIPLE

Actions (Open)

Ref	Action	Owner	Date
1.00	Confirm latest DLUHC guidance on monitoring requirements and reporting timeframe and report back to the Board.	Lisa Rawlinson (EBC)	Before first monitoring return (April)
2.00	Finalise and implement the agreed SharePoint / OneDrive structure and set up Board email distribution lists and managed signatures.	Jim Mathieson	Short term
3.00	Move all Board correspondence to Board email addresses and circulate a master list of Board email contacts with the meeting minutes.	Chair	With circulation of minutes
4.00	Review and refine the ward micro-grant project list, confirm funding amounts, and develop a light-touch application and monitoring framework.	Engagement Working Group / EBC	Before extraordinary Board meeting
5.00	Scope and develop proposals for a town-wide public realm maintenance/improvement programme, including shortlist of providers, budget and delivery approach.	Chair / Strategy Sub-group	ASAP
6.00	Draft and issue a specification for a town-wide tourism strategy and bring a recommended consultant appointment to the Board.	Jo Rogers / Mark Holland / Lisa Rawlinson / Catherine Clifford	Q4
7.00	Draft brief and run tender process for the blue and green audit, ensuring alignment with Council evidence work.	Chair/ Jo Rogers / Mark Holland / Lisa Rawlinson	Q4
8.00	Commission Phase 1 of the New Citizen Project and agree timetable for kick-off and scoping activity.	Chair	Q4
9.00	Develop draft terms of reference for sub-committees, including quorum, reporting and decision-making arrangements, and bring them to the Board. Recruit new community-focused Board Members following a Board Audit.	Chair / Governance Working Group	Next Board meeting
10.00	Obtain the latest data from the Citizens Questionnaire for analysis.	Chair	Engagement Working Group next meeting
11.00	Arrange next meeting of the Youth Board with the schools. Define ToR and agenda.	Engagement Working Group / Schools	Q2 (Spring Term)