

Leigh Park Neighbourhood Management Board**18th of September 2026****09:30 to 11:30 The Dickinson Centre, Park Community School****Attendees**

Chris Anders (Chair)	Park Community School, Headteacher
Stuart Crow	MP Staff/Parliamentary Aide representing Rt Hon Alan Mak MP
Cllr Jason Horton	Havant Borough Council, Ward Councillor for Leigh Park Central and West Leigh
Ian Mitchell	Havant Police, Police Constable (filling in for Jamie Graham)
Jackie Branson	Community Champion
Revd Jonathan Jeffery	St Francis Church, Leigh Park & St Clare's Church
Nancy Fellows	Creatful CIC, Founder
Sarah Goodwin	Motiv8, Head of Safeguarding and Compliance
Sylvia Brunner	Citizens Advice Havant, Volunteer
Tim Houghton	Community First, CEO

Apologies

Kim Benham	Resident, Community Champion
Corniche Plumridge	Off The Record, Chief Executive

Observers

Richard Jones	Havant Borough Council, Pride in Place lead
Emma Dovener	Havant Borough Council, Pride in Place Coordinator
William Bentley	Havant Borough Council, Pride in Place Support Officer

Agenda

ITEM	TITLE
1	Welcome and Introductions CA welcomed everyone and explained the meeting agenda. Board Members and representatives from Havant Borough Council all introduced themselves. Apologies were received from CP and KB.
2	Minutes of the last meeting All Board members briefly reviewed the minutes from the meeting on 17/07/26. Small amendment made to include date at the top of the notes page, but all agreed that the content of the minutes was accurate.
3	Actions inc. review and sign Terms of Reference and Code of Conduct CA ran through the action list from the meeting on 17/07/26. The completed actions were as follows: • Extend boundary to cover Park House Farm Way – WB • Add to agenda for next meeting to nominate or elect a Vice Chair – WB • Amend Terms of Reference to include details about the appointment of a Vice Chair – WB • Come up with some proposals for PiP awareness events – ED • Final versions of Terms of Reference and Code of Conduct to be circulated and approved at the next meeting – ALL • Think about how to engage with the community through their local connections and the organisations which they represent – ALL All present Board members agreed to sign Register of Interest and Code of Conduct during or at the end of the meeting. ACTION: ALL remaining Board members – Fill in Register of Interests and sign Code of Conduct at earliest opportunity
4	Appoint Vice Chair CA explained the need to appoint a Vice Chair to ensure that important votes are able to take place in the event of his absence. CA nominated JJ for the position of Vice Chair. JB seconded the nomination, and all other present Board members assented to the appointment. DECISION – Board appointed Revd. Jonathan Jeffery as Vice Chair
5	HBC Role Clarity RJ provided some clarity around the role of HBC and the four staff that are working on the programme, there are two distinct roles: 1. Accountable body

	- RJ is the overall programme lead providing the link with senior HBC leaders and ministry officers. He can offer support with establishing value for money on projects and business case development as well as third party appraisal of project proposals - SR will support with programme management and develop the systems to support the board and the programme behind the scenes. She'll also support RJ with monitoring and reporting and can offer project management advice to the board. - HBC can also offer support from other teams such as finance and legal as required by the board. 2. Board and Programme Support - ED's role is to support the board generally; but specifically with the development of the plan, advocating for the board with HBC and within wider stakeholder networks. She can help with developing project ideas as well as with the programme of engagement. - WB will provide the secretariat for the board, offer general project support and development and help with event/meeting logistics.
6	Finance overview RJ discussed funding profile for Leigh Park Pride in place, outlining the following for the Board: - Total available funding over the 10-year timeframe - The money which has been received from MHCLG so far - How much money has been spent on the PiP Programme in Leigh Park so far - What funds are currently available for the PiP Programme in Leigh Park RJ emphasised the importance of HBC being open to scrutiny when it comes to funding and ensuring that the Board have oversight and approval over the funding process. RJ suggested funding oversight group for the future, either as part of the Board or as a sub-committee. CA suggested selecting some initial members at the next meeting. Board discussed general ideas and potential areas in which funding could be spent. Emphasised that with the amount of funding available there's a huge range of possibilities. Reinforced that the 10-Year Vision will guide where funding is delivered during the course of the programme. ACTION: WB – Add "Select Finance Sub-Committee" to the next meeting's agenda.
7	Pride in Place Plan development & timeline CA gave a brief overview of the layout and content required for the Pride in Place Plan in order to provide some clarity for Board members. ED introduced herself and her role on the PiP Programme, and presented to the Board a summary timeline leading up to the deadline for the Pride in Place Plan on November 30th: September - Plan outline/framework available [COMPLETED] 18/09 Network mapping [COMPLETED DURING MEETING] - Engagement builds 28/09 start inputting info into Plan outline October - Engagement continues - Data examination 16/10 Board priorities/vision - First draft of Plan content November

- Second draft of Plan content
- Draft of Plan design
- Headline investment plan draft
- 30/11 DEADLINE (subject to MHCLG extension)

TH asked about the feasibility of completing the required engagement by end of November given the short notice. CA explained that the Board's priority should be to try and complete Plan by the November 30th deadline, but to take advantage of the extension to February 26th 2027 if they needed more time to conduct engagement.

The Board discussed some ideas for how to develop their plan, including engagement strategies and the 10-Year Vision.

- CA used the case study on Kitty's Laundrette in Anfield as an example of ways to "think through the money" – Kitty's Laundrette provides a community space, community service, but also generates its own revenue
- SG raised some questions to consider for engagement: What do people come to Leigh Park for? What do people do outside of Leigh Park when they leave?
- The Board agreed that employment problems would be at the heart of their vision for Leigh Park, and discussed ways of creating pathways for employment, volunteering and internship

RJ also clarified purpose of 4-Year Investment Plan as a more mechanical document to identify spending objectives in the immediate future of the project. This helped the board contextualise their overall plans, with the 10-Year Vision providing breadth and various possibilities, while short term goals would be indicated in the 4-Year Investment Plan

The Board acknowledged the importance of community engagement in this process, as the feedback from their engagement will help guide their vision, and their vision will then guide spending priorities on projects.

ED emphasised importance of communications strategy and branding for the Board as they move into the next phase of the project and begin their engagement work. She explained that a strong communications strategy would help the community to understand the purpose of PiP, what the Board was actually doing, and to help share good news stories from an early stage to help build faith within the community.

ED offered the support of HBC Communications team to produce branding for Leigh Park PiP in the short term – the Communications Team would need to cross charge for hours worked from the PiP budget, but this is likely to be a quicker and cheaper process than going through consultants or agencies.

The Board suggested that in the future of the project, branding could be outsourced to those within LP community in order to deepen the ties of local people with PiP.

The Board also discussed some ideas for brand imagery and what about Leigh Park they wanted to reflect with their branding, suggesting a need to encompass the heritage of the area. Imagery of oak trees, acorns, and tree rings were all proposed.

SB stressed the importance of appealing to and reaching out to the elderly when it comes to branding and awareness, as discussions of online communications threaten to isolate those who are less confident with technology and the internet.

CA proposed that for the short-term of the programme, at least until the November 30th deadline, the HBC Communications team would be used to produce branding for Pride in Place in Leigh Park. No objections were raised by Board members.

	DECISION – Board agreed for HBC Communications Team to lead on a branding and communications strategy for the Leigh Park Pride in Place Programme
8	Data & insight ED led a mapping exercise with the Board members to identify community assets, opportunities for improvements, empty spaces, “bumping in” places (meeting people), and post it notes for ideas. Purpose – identifying what Board members already know about the area without relying on what the data is telling us. Following the mapping exercise, ED briefly outlined key data headlines for reflection, which will be circulated among Board members after meeting. The Board then moved on to discussing ideas for engagement in the coming weeks. CA proposed creating information flyers to hand out for community engagement as a way of making sure that they have something to give to local residents to spread awareness for PiP. The Board suggested having an online form with fairly simple questions, some quantitative and some more open or with prompts, in order to engage with the community. Some of the proposed questions to include were: • What do you love about Leigh Park? • What would make Leigh Park even better? (Positive framing of question, not “What would you improve?”) • What do we want to achieve in Leigh Park for ourselves? • What do we want to achieve in Leigh Park for future generations? The Board also discussed how they would record more informal conversations with members of the community. They suggested creating a form for Board members to fill out whilst having these conversations in order to help digitise all the data from the engagement. Different ways of engaging with the community were also discussed. Some proposals included: • Using existing activities/events with captive audiences in order to spread awareness of PiP • Going to talk to people where they already are, for example doctors surgeries, community centres, public spaces, etc. • Organising PiP specific drop-in sessions which provide food as an incentive for people to turn up JH raised concerns about adult literacy issues, and the Board acknowledged that websites and flyers can’t be the only engagement options as they would exclude certain groups of people who struggle with reading and with using online technology. ACTION: ED – Circulate data headlines among Board members ACTION: ED and WB – Extrapolate findings from mapping exercise and share with Board members ACTION: ED, WB, and HBC Comms Team – Produce a PiP flyer to help spread awareness ACTION: ED, WB, and HBC Comms Team – Create engagement questionnaire form ASAP
9	Meeting planning and schedule

	CA clarified to the Board that leading up to the Pride in Place Plan submission deadline on November 30 th , in addition to full Board meetings there would be regular workshops organised by ED to help Board members develop their ideas and vision for PiP in Leigh Park.
10	AOB
11	Date and time of next meeting The next workshop session will be held on Tuesday 29th of September, from 13:00 to 16:00 at the Dickinson Centre. The next full Board meeting will be held on Friday 16th October 09:30 to 11:30 at the Dickinson Centre.

Decision Log

Decision made	Date
Board appointed Revd. Jonathan Jeffery as Vice Chair	18/09/2026
Board agreed for HBC Communications Team to produce some branding for the Leigh Park Pride in Place Programme	18/09/2026

Action Log

Action	Nominee
Fill in Register of Interests and sign Code of Conduct at earliest opportunity	All remaining Board members
Undertake stakeholder mapping for the proposed Leigh Park area.	Havant Borough Council (NOT SURE IF WE COVERED THIS IN 18/09 MEETING)
Add "Select Finance Sub-Committee" to the next meeting's agenda.	William Bentley (Havant Borough Council)
Circulate data headlines among Board members	Emma Dovener (Havant Borough Council)
Extrapolate findings from mapping exercise and share with Board members	Emma Dovener and William Bentley (Havant Borough Council)
Produce a PiP flyer to help spread awareness	Emma Dovener, William Bentley, and HBC Comms Team
Create engagement questionnaire form ASAP	Emma Dovener, William Bentley, and HBC Comms Team