

**Minutes of the Skegness Neighbourhood Board Meetings
(Consolidated)**

Held on Thursday, 6 November 2025 at 11am &

Tuesday, 18 November 2025 at 11am

Venue: Online via Microsoft Teams

Present:

Board Members:

Paul McCooey, Chair – Duncan & Toplis
Cllr Steve Kirk – ELDC Portfolio Holder for Coastal Economy
Cllr. Adrian Findley – Town and County Councillor
Claire Foster – Fomer Deputy Boston College
Jacqui Bunce – NHS Integrated Care Board
Cllr. Danny Brookes – Lincolnshire County Council
Dr. Batul Dungarwalla – Lincolnshire CVS
Sara Munton – Deputy PCC
James Brindle – Executive Director of Magna Vitae
Chris Baron – Former Director of Butlins
Tracey Stringfellow – Heritage Trust of Lincolnshire
Emma Tatlow – Active Lincolnshire

Advisors & Support Team:

Maria Cotton – East Lindsey District Council (ELDC)
Jon Burgess – ELDC
Michael Dow – ELDC
Luisa Stanney – ELDC
Michelle Gant – The Engaging People Company

Observers:

Heather Frecklington – Focus Consultants
Brad Johnson – East Coast Pride
Steve Larner – Town Clerk for Skegness Town Council
Steve Andrew – Hildreds Shopping Centre
Ben Curtis-Stanley – Skegness TEC
Dave Holt – Media Wristbands
Claire Draper – Mellors Group

Summary of Minutes

The Board reviewed and refined the Skegness Regeneration Plan ahead of the 28 November 2025 submission deadline. Members confirmed that Board feedback had been incorporated, agreed that some detailed matters should be deferred to Phase 2, and supported amendments to improve clarity around funding, governance, programme scope and evidence. It was agreed that the plan should be updated to reflect these points, that expectations for Board support and decision-making processes should be strengthened, and that the plan remains on track for submission.

1 Welcome and Introductions

The Chair welcomed Members to the meeting. Members joined and departed at points due to conflicting engagements, which the Chair acknowledged without concern.

2 Apologies

Apologies were noted variously from PCC representatives, Town Deal colleagues, and local authority staff.

3 Declarations of Interest

Brad Johnson declared an interest as a trustee of an organisation referenced within papers under discussion. No other conflicts were raised.

4 Minutes of Previous Meetings & Matters Arising

The 18 November meeting noted that no new standalone minutes had been issued from the 6 November 2025 meeting as the two meetings form a continuous decision-making sequence. The Chair confirmed that consolidated minutes would be issued at the conclusion of the two linked meetings.

The Board revisited the outcome of the previous meeting and agreed to a) review the revised Regeneration Plan for Skegness, b) confirm how Board feedback had been incorporated, c) resolve outstanding technical queries and d) establish expectations for programme governance and support and prepare for the 28 November 2025 MHCLG submission deadline.

5 Regeneration & Investment Plan

The Board discussed the development and vision for the Skegness Regeneration Plan, including methodology, principles, scenario modelling and rationale.

MD described in detail how the project team had logged all Board Member comments into a tracking table, cross-referenced feedback to changes in the revised Regeneration Plan, and updated wording, structure and evidence base accordingly.

Some contributions, particularly around project appraisal criteria, detailed project design and pipeline selection, were noted and recorded but intentionally not implemented at this stage, as they belong to post-submission work from December onwards.

Board Members welcomed the clearer alignment between local engagement, Zencity polling and thematic discussions held across the autumn.

MD emphasised that the revised plan presents a more transparent relationship between resident priorities and proposed interventions, based on the Board's request for strong evidence-led justification.

Clarity on funding amounts, revenue, capital and capacity allocations was provided by MD. Members sought confirmation of several financial details, including Year One allocations and the remaining capacity funding.

MD clarified that the cited £360,000 capital, £232,000 revenue and £150,000 capacity figures relate to Year One allocations. Underspend referenced in the previous minutes was further clarified as unspent capacity funding yet to be committed. MD advised that wording would be corrected to avoid misinterpretation. There was consensus that clearer financial presentation in future papers would better assist the Board.

MD advised that the current programme management resource requirements equates to approximately one-third of an FTE. This limited capacity has contributed to delays in circulating materials and reduced ability to prepare substantial content ahead of meetings.

A proposal was put to the Board to increase support to £60,000 based on a standardised model of salary plus on-costs for both a Programme Manager and a Programme Coordinator. It was noted that proposed costs intentionally excluded the

additional costs absorbed by the Council, including legal, procurement, and design support.

MD advised that most local authorities in the PfN programme expect to absorb such unclaimable costs per place, per year, reflecting MHCLG guidance that such overheads are part of delivering a 10-year programme.

The Chair acknowledged the explanation, noting the importance of aligning Board expectations with the true scale and resource implications of the programme.

Several Members raised concerns around timeliness of agenda and paper circulation, sufficiency of information for decision-making, and clarity of the Board's role (strategic oversight vs. operational involvement), attendance fluctuations and implications for quorum.

SL emphasised the need for the Board to explicitly define what support it expects, standards for papers, minutes and agendas, required attendance for decision-making.

The Chair welcomed this and highlighted that the arrival of the new Assistant Director at the Council offers an opportunity to strengthen leadership and align roles more clearly.

Concerns were raised regarding references in the plan relating to NHS services and dental provision in relation to programme scope. It was agreed for the wording to be updated.

Members noted that digital literacy needs to be acknowledged as a cross-cutting challenge affecting skills, health inequalities and business engagement.

Questions were raised about whether specific posts or functions funded through the programme would be ringfenced, especially in light of pending local government changes. Clarity was requested in papers regarding which elements are allocations vs. annual commitments. A reminder was made that public realm investments often generate revenue liabilities, which must be acknowledged in business cases.

Several Members noted they had to leave the meetings early due to other responsibilities, illustrating wider capacity pressures across partners.

Members supported the emerging hybrid approach to project selection, stressing it may be difficult to commit to detailed programme elements given the compressed

timescales. It was noted that newly proposed activities must be capable of aligning with (and not duplicating) existing initiatives. Members agreed the programme must remain visibly open to opportunities and applications from a wide stakeholder base. MD provided an overview of key programme timelines noting final submission of the plan to MHCLG is 28 November 2025. ELDC Executive Board (Cabinet) consideration of the Regeneration Plan on 25 November 2025 ahead of submission. Members acknowledged the pressure but agreed the plan was on track for submission.

9 Next Steps & Any Other Business

MD offered direct follow-up with any Members needing individual clarifications. Members stressed the importance of ensuring the public-facing narrative is clear, positive and accessible. The Chair reiterated the need for continued collaboration and thanked all Members for their contributions through what has been a challenging but productive phase. The Chair emphasised the importance of continuing constructive partnership working.

Consolidated minutes and final edits to be completed by 22 November 2025.

ACTIONS LOG

BOARD MEETING	ACTION	TO BE COMPLETED BY
06.11.25 / 18.11.25	Update the Regeneration Plan	Complete
06.11.25 / 18.11.25	Correct wording on financial allocations	Complete
06.11.25 / 18.11.25	Amend plan wording relating to NHS services and dental provision	Complete
06.11.25 / 18.11.25	Proceed with submission of the Regeneration Plan	Complete
06.11.25 / 18.11.25	Clarify in future papers which funding elements are allocations and which are annual commitments.	Complete
06.11.25 / 18.11.25	Strengthen expectations for governance and Board support, including standards for papers, agendas, minutes and decision-making requirements.	Outstanding
06.11.25 / 18.11.25	Record detailed project appraisal, design and pipeline matters for Phase 2	Complete
06.11.25 / 18.11.25	Ensure future project proposals align with existing initiatives	Complete
06.11.25 / 18.11.25	Complete final edits and consolidated minutes by 22 November 2025.	Complete