

**Minutes of the Skegness Neighbourhood Board Meeting**  
**Held on Tuesday, 16 September 2025 at 11:00am**  
**Online via Microsoft Teams**

---

**Present:**

**Board Members:**

Paul McCooey, Chair – Duncan & Toplis  
Jacqui Bunce – NHS Integrated Care Board  
Claire Foster – Fomer Deputy Boston College  
Batul Dungarwalla – Lincolnshire CVS  
Cllr Danny Brookes – Lincolnshire County Councillor  
Cllr Adrian Findley – Town & County Councillor  
David Bruce – Skegness Storehouse and NHS Community Connector

**Advisors & Support Team:**

Jon Burgess – East Lindsey District Council (ELDC)  
Pranali Parikh – ELDC  
Michael Dow – ELDC  
Sandra Watson – ELDC  
Michelle Gant – The Engaging People Company

**Observers:**

Claire Draper – Vice Chair of Connected Coast Board  
Heather Frecklington – Focus  
George Jones – Focus  
David Mullaney & Morag Moore – Skegness TEC  
Ryan Fish & Chris – Whittam Cox  
Jacky Evans – Lincolnshire Police  
Dave Holt – Media Wristbands

---

**Summary of Minutes:**

The Board reviewed progress across programme delivery, including significant community engagement activity, updates to the masterplan, and the launch of the Call for Projects process. Key discussions focused on strengthening collaboration across themes, refining masterplan priorities, and ensuring inclusive community participation. The Board formally approved the street cleaning proposal and updated Terms of Reference, while noting further proposals to be developed and considered through the project submission process.

---

**1 Welcome and Apologies**

Chair Paul McCooey welcomed attendees.

## **2 Apologies**

Apologies were received from: PCC Mark Jones, Steve Lerner, Steve Andrew, (DPCC) Sarah Munton, Chris Kirkwood, James Brindle, Tracy Stringfellow, Ian Dickinson, Andrew Leivers, Chris Baron and Emma Tatlow.

## **3 Declarations of Interest**

Dr. Batul Dungarwalla declared an interest in a proposal later on the agenda.

## **4 Minutes of Previous Meetings & Matters Arising**

The minutes of the meetings held on 11 August 2025 were approved as accurate records. Matters arising included outstanding actions for Michael Dow to provide an update on the Gantt chart and the Roy Harper piece, while engagement with delivery partners and social media updates remains ongoing.

## **5 Chair's Update**

PM reported that over 1,000 pieces of community feedback have been received. A theme lead meeting has taken place, during which Ian Dickinson stepped down from his role as Education and Training lead. There is a continued emphasis on collaboration between theme leads to avoid duplication and ensure alignment across themes.

## **6 Street Cleaning Proposal**

- Presented by: Jon Burgess.
- Proposal to allocate £80,000 capacity funding to employ two dedicated street scene operatives for Skegness.
- Operatives to be managed by Danny Wilson and Victoria Burgess.
- Monthly reporting and work plan to be agreed with the board.
- Aim to start by December 2025 with a 4–6 month review.
- Proposal approved by the board (no objections raised).

## **7 Programme Manager Update**

- Presented by: Michael Dow.
- Overview of workshops held (Board Member, Health & Wellbeing, Arts & Culture).
- Launch of “Call for Projects” with application form and guidance.

- Open for 30 days (mid-Sept to mid-Oct), with soft close flexibility discussed.
- Support to be provided for applicants via drop-ins and guidance documents.
- Emphasis on inclusivity and accessibility for all community groups.

## **8 Masterplan Consultation**

- Presented by: Michael Dow.
- Multi-channel consultation approach: printed brochures, digital flipbooks, exhibition boards, stakeholder engagement.
- Timeline shared leading to submission (week of 25–28 November).
- Emphasis on continued engagement post-submission.

## **9 Masterplan Scope**

- Presented by: Ryan Fish & Chris, Witham Cox Architects.
- Draft scoping plan shared.
- Focus areas included Station arrival and connectivity, Lumley Road and High Street improvements, foreshore development (North, Central, South), public realm enhancements, three capital project zones identified.
- Feedback was invited and queries raised regarding practicality of beach-based proposals, need for cycle routes and better coach access and ensuring year-round resident benefit.

## **10 Community Engagement Update**

- Presented by: Michelle Gant
- Over 1,000 responses gathered through postcards, surveys, and events.
- Positive feedback at Pride event.
- Social media and branding launched.
- Continued engagement planned with support from LCVS and others.

## **11 Proposal: Community Engagement Worker**

- Presented by: Dr. Batul Dungarwalla
- Proposal for a funded community engagement officer (0.6 or full-time).

- Aim is to build capacity, support smaller organisations, and ensure inclusive participation.
- Includes a capacity-building fund.
- Proposal to be considered as part of project submissions.

## **12 Terms of Reference (ToR)**

- Presented by: Jon Burgess.
- Updated ToR shared to reflect transition from Place Reference Group to formal Neighbourhood Board.
- Reviewed by legal and aligned with MHCLG guidance.
- Approved by the board.

## **13 Any Other Business**

Theme leads encouraged to collaborate and share resources.

## **14 Date of Next Meeting**

The date of the next meeting was agreed for 22 October 2025 at 09:30am on Teams

---

## ACTIONS LOG

BOARD MEETING	ACTION	TO BE COMPLETED BY
16.09.2025	Provide update on Gantt chart and Roy Harper piece	Complete
16.09.2025	Continue engagement with delivery partners and social media activity	Complete
16.09.2025	Develop monthly reporting and work plan for street cleaning operatives	Complete
16.09.2025	Implement street cleaning proposal (recruit and deploy operatives)	Complete
16.09.2025	Deliver “Call for Projects” process and provide applicant support	Complete
16.09.2025	Progress masterplan consultation and stakeholder engagement	Complete
16.09.2025	Incorporate feedback into masterplan scoping and refine proposals	Complete
16.09.2025	Continue community engagement activity and outreach	Complete
16.09.2025	Develop community engagement worker proposal into formal submission	Complete