DRAFT Minutes of the Skegness Neighbourhood Board Meeting

Held on Tuesday, 06 October 2026 at 2.00pm

Venue: Online via Microsoft Teams

Present:

Board Members:
Paul McCooey, Duncan & Toplis (Chair)
Chris Baron – Former Director of Butlins (Theme Lead: Visitor Economy)
Cllr. Adrian Findley – Skegness Town Council (Theme Lead: Town Centre)
Cllr. Danny Brookes – Lincolnshire County Council (Theme Lead: Physical Infrastructure)
Dr Batul Dungarwalla – CVS Lincolnshire (Theme Lead: Community/Voluntary Sector)
Brad Johnson – East Coast Pride (Theme Lead: Community)
Katie Chapman – Active Lincolnshire (Theme Lead: Health and Wellbeing)
Richard Tice – MP for Boston & Skegness

Advisors & Programme Support:
Maria Cotton – East Lindsey District Council (ELDC)
Jon Burgess – ELDC
Saskia Zablockyj – ELDC
Michelle Gant – The Engaging People Company

Observers:
Steve Larner – Skegness Town Council

Apologies:
Tracy Stringfellow – Heritage Trust of Lincolnshire (Theme Lead: Heritage)
Jacqui Bunce – NHS Integrated Care Board (Theme Lead: Health & Wellbeing)
Sophie Harris – Micronclean (Theme Lead: Work & Productivity)
Claire Foster – Kwello Ltd (Theme Lead: Education & Skills)
Cllr Steve Kirk – East Lindsey District Council (Portfolio Holder for Coastal Economy)
James Brindle – Magna Vitae (Theme Lead: Culture)
Bonnie Mitchell – ELDC
Pranali Parikh – ELDC

Summary of Minutes
The Board approved the revised Terms of Reference and the Community Grant Scheme Funding Guidelines, and appointed Dr Batul Dungarwalla to the Community Grant Assessment Panel. Members noted progress with East Coast Pride engagement, the Street Scene Operatives, delivery of the five provisionally awarded projects and the Community Sub-Group. The Board requested improved financial reporting, including a programme dashboard and updated Street Scene expenditure, and agreed that the

Tower Gardens projects could progress subject to clarification and inclusion of appropriate long-term maintenance and capital sinking-fund assurances in the Heads of Terms.

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1 Welcome and Introductions

The Chair welcomed Members to the meeting and confirmed that the meeting was quorate.

2 Apologies for Absence

Apologies were received from Jacqui Bunce – NHS Integrated Care Board (Theme Lead: Health & Wellbeing), Sophie Harris – Micronclean (Theme Lead: Work & Productivity), Claire Foster – Kwello Ltd (Theme Lead: Education & Skills), Tracy Stringfellow – Heritage Trust of Lincolnshire (Theme Lead: Heritage), Cllr Steve Kirk – East Lindsey District Council (Portfolio Holder for Coastal Economy), James Brindle – Magna Vitae (Theme Lead: Culture), Bonnie Mitchell – ELDC and Pranali Parikh – ELDC.

3 Declarations of Interest

No declarations of interest were received at the start of the meeting. For the later discussion regarding the Tower Gardens projects, Cllr. Adrian Findley, Cllr. Danny Brookes and Steve Larner withdrew from the meeting because of their links to Skegness Town Council and the projects.

4 Minutes of Previous Meeting

The minutes of the Skegness Neighbourhood Board meeting held on 01 September 2026 were approved as an accurate record. The Chair advised that final confirmation of the Board's position on the Tower Gardens Path Renewal and Masterplan projects would be considered under Any Other Business once conflicted attendees had left the meeting.

5 Terms of Reference Update

Members were advised that the revisions principally reflected the current Pride in Place Programme terminology and government guidance, clarified the role of East Lindsey District Council as Accountable Body, updated arrangements for membership and advisory sub-groups, introduced provisions relating to non-attendance, and confirmed the Board's previous decision that proxy voting would not be permitted.

Members discussed the recording and publication of attendance. It was confirmed that a separate attendance register was maintained, while the published minutes already recorded attendance and apologies for each meeting. Members could request their individual attendance record from officers. The Chair considered that a separate public register was not necessary at this stage, noting the voluntary nature of Board membership and the need to avoid publicly singling out Members, while retaining appropriate arrangements for addressing sustained non-attendance.

The Board approved and adopted the revised Terms of Reference as presented.

6 Pride in Place Programme Update

East Coast Pride Community Engagement Activity
Members noted the positive engagement undertaken at the East Coast Pride event on 12 September 2026. The dedicated Pride in Place stall, programme materials and prominent branding had raised awareness of the programme and Community Sub-Group. Brad Johnson advised that approximately 5,000 people attended during the day. Although attendance was lower than the previous year because of periods of poor weather, this remained a strong turnout. An impact report, including estimated local economic impact and survey findings, is being prepared and will be shared with the Board.

Street Scene Operatives Report
The Board welcomed the Street Scene Operatives report and the visible improvements delivered across Skegness. Members noted the operatives' expanded skills, equipment and ability to respond flexibly to environmental issues. Cllr. Adrian Findley confirmed that he would arrange a further visit with the service lead to identify additional priority locations, and Members were reminded that potential locations requiring attention could be raised through him.

Members supported exploring wider community and youth involvement in the initiative so that the work could generate further community participation and pride. The Board also discussed the need to consider continuation of the pilot before the operatives' 12-month appointments ended in February 2027, in order to avoid losing experienced staff. The initial allocation was confirmed as £80,000 from capacity funding, although updated expenditure and the contribution of wider service budgets, vehicles, equipment and operational resources required clarification.

Members requested regular, transparent financial information covering programme commitments and expenditure. Officers confirmed that a programme dashboard had been developed and would be brought to future meetings. An updated report on options for extending the Street Scene pilot would also be sought promptly.

Community Grant Scheme Update
The Board was advised that the scheme would provide grants of £500 to £10,000 together with a simplified Community Chest route offering grants of up to £300 to individuals and non-constituted groups. Lincolnshire Community Foundation would provide outreach and practical support to applicants and would coordinate the scheme with other funds to avoid duplication. Members emphasised that application requirements must remain proportionate and accessible. The £300 Community Chest limit reflected the Foundation's experience of similar schemes elsewhere.

Initial application rounds were planned to close in December 2026, March 2027 and June 2027, with quarterly progress reporting to the Board. Officers explained that further Accountable Body guidance required clearer wording on capital and revenue costs - equipment, machinery and plant costs above £5,000, and property costs above £10,000, would be treated as capital; expenditure below those thresholds could be supported as

revenue from the capacity fund. Subject to that clarification, the Board approved the Community Grant Scheme Funding Guidelines.

The Board considered the expression of interest received from Dr Batul Dungarwalla and approved her appointment as the Board's representative on the Community Grant Assessment Panel. The Chair offered to act as a substitute if required.

Call for Projects Update
Members noted progress in implementing the five provisionally awarded projects. East Coast Pride and Lincs Digital had progressed to signed funding arrangements, Beach Ability was close to completing its contractual documentation, and the two Tower Gardens projects remained at Heads of Terms stage. Project sponsors had received branding and communications guidance, and promotional activity had commenced. A further detailed update would report delivery milestones, expenditure, outputs, risks and mitigations.

7 Community Sub-Group
Michelle Gant provided an update on the inaugural Community Sub-Group workshop held at the Storehouse on 15 September 2026. The session was attended by 27 representatives from a wide range of organisations and community groups. Participants considered the purpose of the group, ways of working, existing connections, current projects, community needs and gaps in engagement. There was strong support for a collaborative approach that would share intelligence and connections, deepen engagement and progressively enable local people to take a greater role in shaping decisions and delivery.

Members welcomed the asset-mapping work undertaken by Lincolnshire CVS, which had helped identify approximately 80 community groups and establish a contact database. The Board thanked the CVS team and Michelle Gant for their contributions. It was agreed that meetings would take place approximately every two months and that the next meeting would be held face-to-face. Michelle Gant would circulate the workshop material and action plan, and Members were asked to identify missing organisations, contacts and opportunities for wider participation, including tangible routes for community involvement in funding decisions.

8 Any Other Business

Action Tracker
Members reviewed the action tracker. The community engagement leaflet and artwork had been completed and used at the East Coast Pride event; community organisations had been contacted and the inaugural Community Sub-Group meeting had taken place; and the contact information and promotional artwork had been circulated to Members. These actions were marked complete. The new actions arising from the meeting were added to the tracker.

Local Government Reorganisation

Members received a brief verbal update and noted that no imminent change was expected. The Board agreed to keep the matter under review as a standing item.

Chair's Summit

The Chair reported on a national summit attended by Neighbourhood Board Chairs. Boards across the country were facing similar opportunities and challenges. A key emerging theme was that Boards might, over time, move towards a separate legal structure, such as a community interest company, company or charity, potentially enabling them to hold assets and develop sustainable income streams. Early-adopter work was at a preliminary stage and no settled model had yet emerged.

Members discussed the balance between early visible improvements and longer-term investment. It was agreed that future priorities should be informed by meaningful community engagement and should address underlying causes rather than rely solely on short-term responses. The Board would remain open to long-term investment and asset-based opportunities where community evidence supported them, while avoiding consultation questions that could create unrealistic expectations.

MHCLG Visit and Monitoring Return

Jon Burgess advised that the six-month MHCLG monitoring return was due by 29 October 2026 and would cover financial commitments, community engagement and planned activity. The return required sign-off by the Chair and the Council's Chief Financial Officer. The Board agreed that the Chair could approve the submission on its behalf, with the completed return to be presented to the November meeting for Members' information.

Members also noted that the new regional government contact was expected to undertake a familiarisation visit during October.

Tower Gardens Path Renewal and Masterplan

Members without a declared interest requested an update on contract progress for the Tower Gardens Path Renewal and Masterplan projects. Programme Officers confirmed that Skegness Town Council had responded to the pre-grant conditions, that draft Heads of Terms had been prepared and accepted in principle by the applicant for the Path Renewals project, and that the subsidy-control assessment had concluded that no subsidy arose because the works concerned public realm and conferred no selective economic advantage.

The Board welcomed the update and discussed the 1 September 2026 presentation from the project applicant and Board Member feedback from the site visit that day such as value for money, sequencing and project assurance. [redacted]

Members noted that some entrance lighting and CCTV might be capable of earlier delivery, subject to project-management capacity. This was welcomed by Board

Members. It was also noted that delivery of the sensory garden, play and trail elements were expected to follow the path works. The sensory garden remained within the wider funded project.

[redacted]

[redacted]

9 Date of Next Meeting

The next meeting will be held on Tuesday, 03 November 2026 at 2.00pm, online via Microsoft Teams.

The meeting concluded at approximately 3.10pm.

ACTIONS TRACKER

BOARD MEETING	ACTION	STATUS	RESPONSIBLE
04.08.2026	Develop community engagement leaflet / one-page summary	Complete	MG
04.08.2026	Contact community group leaders and request interest in the Community Sub-Group	Complete	All Board Members
01.09.2026	Circulate Community Sub-Group contact information to Members	Complete	SZ
01.09.2026	Circulate community engagement leaflet artwork to Members	Complete	SZ
06.10.2026	Provide East Coast Pride headline attendance and impact report	To Do	BJ

06.10.2026	Obtain and circulate updated expenditure against the £80,000 Street Scene allocation	To Do	JB/BM
06.10.2026	Bring the Pride in Place programme dashboard to the next meeting and future Boards to report on capacity funding	To Do	JB/BM
06.10.2026	Obtain an early report on options and costs for extending the Street Scene Operatives pilot	To Do	JB/BM
06.10.2026	Circulate the Community Sub-Group papers, action plan and community contact information	To Do	MG
06.10.2026	Arrange the next face-to-face Community Sub-Group meeting	To Do	SZ/MG
06.10.2026	Provide additional community contacts and identify gaps in representation	Ongoing	All Board Members
06.10.2026	Prepare the MHCLG monitoring return for Chair and Chief Financial Officer sign-off and present the submitted return to the November Board	In Progress	Programme Team
06.10.2026	[redacted]	To Do	JB
06.10.2026	Send Cllr. Findley his individual attendance report	To Do	SZ
06.10.2026	Cllr. Findley to arrange another visit with Carl Beacock and report back to the Board	To Do	AF