PRIDE IN PLACE
LED BY YOU – BACKED BY UK GOVERNMENT BD4

Holme Wood Neighbourhood Board
Friday 6th November, Holme United Reform Church

Attended:	
Judith Cummins MP	Dan Styles
Sam Kirkby (Chair)	Pastor John Rider
Max Cummins (MP's Office)	Patrick Collins
Cllr Matt Edwards	Matthew Cooper
Kieron Stewart	Noreen Akhtar
Ursula Sutcliffe	Mark Hindmarsh
Mary Cunningham	Baroness Alison Lowe OBE
Catherine English	Kayle Maccoy
Graham Clark	Will Evans-Jones
	Andy Sykes
Apologies:	
Inspector Adam Beecroft	
Guy Barret	

Item	Notes	Actions
1) Welcome including apologies	Sam Kirkby welcomed all and lead introductions of those in attendance and apologizes given Board welcomed Graham Clark who is representing business on the board alongside Guy Barrett. Will Evans-Jones was also welcomed on behalf of the West Yorkshire Chamber of Commerce.	
2) Declarations of interest	Thanks to all board members who have now submitted Declarations of interest which have now been submitted to Bradford Council and MHCLG. Declaration declared by Sam Kirkby regarding item 3.e Chairs renumeration	SK to send digital forms to new board individuals.
3) Previous Minutes	All approved and signed off	
3. Actions outstanding	**a. Project Support Officer** *Interviews taking place 6th November after the board meeting*	

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	b. Council Facilitator Role *Following the recruitment process, an appointment has been made subject to employment checks being complete.* **c. Terms of Reference** Terms of reference back from legal. *TOR agreed by board unanimous* **d. Pride in Place Unit** No update since last meeting. **e. Chair Renumeration (Chair declared interest)** **The Board Chair left the meeting at this point.** The Board noted that it had previously agreed, in principle, to provide remuneration for the Board Chair role. Members discussed the proposal and recognised that there are legal, governance and tax considerations which will need to be addressed through the development of a formal agreement. Members were advised that benchmarking and discussions had been undertaken with MHCLG and a number of other local authorities. It was proposed that remuneration should be set at £10,000 for Year 1 (April 2026 to March 2027) in recognition of the significant additional work undertaken by the Chair during the implementation phase of the programme. An initial suggestion was made to reduce this to	N.A to share update when possible through Chair N.A and P.C have meeting arranged in next 4 weeks to move this forward.

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	£7,500 from Year 2 onwards, reflecting the anticipated support that would be provided by the Development Officer and Programme Facilitator. Following discussion, the Board recognised that while the nature of the Chair's workload may evolve over time, the level of responsibility is likely to remain significant and may increase as the programme develops. The Board therefore agreed to set remuneration at a flat rate of **£10,000 per annum**, with a formal review to be undertaken every two years from the commencement of the Chair's appointment. **f. Updates from Sub groups** Thanks given to all sub groups who met and shared feedback which has been fed into the draft report. Health subgroup were unable to meet before this meeting and are looking to meet in next few weeks. **g. Christmas Plans** Events are being organised across the estate with a wide range of activities and venues being involved. Plan arrived just before the meeting and full schedule to be shared with board as an appendix to minutes. Publicity will be shared with board and be displayed across the estate including banners and flyers. All members invited to be involved in activities over the festive period. Thanks to all partners and to Festive lights department at Bradford Council for the support in making Holmewood Christmas Festival happen.	

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	N.A raised point that we do need to factor in costings to remove damaged banners as part of event costs.	
4) Draft Plan Review	Andy Sykes from Futurekraft introduced his background and the process had taken place to get the report to its current draft form. Andhy pointed out that throughout the document there is elements missing this includes the vision statement. Board were given 3 statements to vote on. None were accepted but notes were made towards the suggestions and Andy Sykes will share before 20th November of Vision statement. Main theme was noted and summed up by J.C and Mary C that the importance of 'proud to call home' being a key point Members went through activity of what does Holmewood look like in 2036 6 Priority areas agreed unanimously as the 6 priority areas for the Pride in Place program. Photographer commissioned for pride in place – Cath Muldowney Dates of submission noted of end of November (extension available – however board all agreed to submit by end of November) Outstanding points to be completed • Typo's, grammar corrections or technical things which are incorrect • General opinions about specific sections or the whole report which weren't shared during activity.	Borad feedback to be sent by 13th November 2026 New draft to be formulated and sent out to the board by 20th November and sent to council Signed off by S.D in Council and S151 Officer by 25th November Feedback to be submitted Board to send feedback Easy read version to be made available

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	• Section 6 (p36-40) – a closer look at the passages highlighted in green or the yellow highlighted comments/questions. • Any additional sub-group work/notes which has been done since last collection of data to be shared. • Board to work on report by 13th November with formal draft being accepted on 20th November. • 20th November report to be sent to Bradford Council. • J.C asked for assurances and confirmation that Bradford Council will not hold back this process and agree that any correspondence actions will be completed within 5 working days. N.A confirmed that actions would be taken within agreed timeframes. • 4 year investment plan with indicative figures and headlines will be shared as part of draft plan.	
5) Budget	No Budget update or spend since last meeting	
6) Oct/Nov Submission	If we complete within the timeline of November, then we will get the funding as per funding profile. Board agreed to work towards to November deadline. Bradford Council submitted October submission including DOI and TOR to MHCLG	
7) AOB	Moving forward board meetings will be quarterly with sub groups to meet where required.	

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Date of Next Meeting	Friday 29th January 2027 12:30pm-2:30pm Incommunities Head Office, The Quays, Victoria Street, Shipley, BD17 7BN	

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