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

Holme Wood Neighbourhood Board
Friday 18th September, Bradford Forster Academy

Attended:	
Judith Cummins MP	Dan Styles (Bradford Forster Academy)
Sam Kirkby (Chair)	Pastor John Rider (Holme URC)
Max Cummins (MP's Office)	Patrick Collins (Incommunities)
Cllr Matt Edwards	Matthew Cooper (Bradford Council)
Kieron Stewart (emerge	Thomas Speed (MHCGL)
Ursula Sutcliffe (resident)	Noreen Akhtar (Bradford Council)
Mary Cunningham (LeedsGATE)	Alessandro Fusco (MHCLG)
Catherine English (WYCA)	Mark Hindmarsh (BTHFT)

Apologies:
Baroness Alison Lowe OBE (WYCA)
Kayle Maccoy (United Arts)
Inspector Adam Beecroft (WY Police)
Guy Barret (Barret Steel)

Item	Notes	Actions
Welcome including apologies	Sam Kirkby welcomed all and lead introductions of those in attendance and apologizes given Board welcomed Mark Hindmarsh who is representing health on the board going forward and Guy Barrett who is also joining the board representing businesses. The board congratulates Baroness Alison Lowe on her appointment to the House of Lords.	
Declarations of interest	Previous forms had gone missing, digital forms are to be completed again and resubmitted.	SK to send digital forms to individuals who's forms are still outstanding.
Previous Minutes	All approved and signed off	
Actions outstanding	**Terms of Reference** Draft was submitted to Legal at Bradford Council. This was followed up in August. Awaiting it to be returned and agreed.	NA to chase up for completion of 25th September

	Project Support Officer SLA has been received by Holmewood Community Association. Recruitment to begin by 25th September. **Council Facilitator Role** A full-time Council position has been proposed, with the Board being asked to contribute towards the role. The role would involve acting as a link between the Council (as the accountable body) and Pride in Place. The Council is currently struggling with capacity, and the responsibilities are spread across multiple people. The post would provide a named person who can coordinate and resolve issues. M.E noted that there needs to be a clear understanding of the level and seniority required for the role. It would also be beneficial for the Board to be involved in the recruitment process. The estimated cost is **£36,450 for the post, including on-costs per annum based on 50% share**. U.S asked whether having a dedicated person in post would ensure that processes move through the Council more quickly. N.R confirmed it would help streamline process compared to current set up. There needs to be someone specifically responsible for overseeing everything relating to Pride in Place at Bradford Council. SK suggested that the role initially starts at **0.5 FTE**.	US to provide update at next meeting regarding recruitment.

	JC felt that the proposal sounded like a good idea but wanted assurance that it would speed up processes and would not become an unnecessary cost. The effectiveness of the role would depend on the individual and their ability to work effectively with the organisation. The position would sit under Noreen within the Council. There was support for having dual supervision, with flexibility around the position and a proposed **50/50 split between Ravenscliffe and Holmewood**. The Council support position would be funded from the Board set-up allocation of **£150,000**. Job description to be developed and advertised in Holmewood. This could provide an opportunity to secure a good local job for someone in the community. **Pride in Place Unit** Lease has been sent from Incommunities and is currently sat with legal at Bradford Council. **Procurement Training** SK has completed the MHCLG Procurement training **Drone Working Group** Initial meeting dates have been sent and awaiting confirmation	ACTION – N.A and SK to Develop the job description and progress the recruitment process N.A to chase up with legal.

	Chair Renumeration (Chair declared interest) Previously agreed in principle, awaiting legal guidance **Neighbourhood Plan** Plan to be submitted by November. Futurekraft has been commissioned to develop the plan, with a draft expected to be completed at the start of November. Andy Sykes has been appointed as the Board representative for Futurekraft. The cost is **£4,800 including VAT**, funded from the £150,000 set-up costs. Once completed, the plan needs to be threaded back into the Council, ensuring there is one-way alignment. M.E highlighted that this needs to utilised for the ward plan, Incommunities regeneration plan and as part of the local development plan. **Website** A website is to be created for Pride in Place with updates on activities and host all public documents. Public board documents are currently hosted within the Sutton Centre website to meet MHCLG guidelines. The pride in place website will be: **HolmewoodBD4.co.uk**. Once completed, all relevant information can be migrated onto the Pride in Place website.	M.C (Leedsgate) is to send future dates for meeting. T.S to work with council to progress on behalf of the board. Board subgroups to meet in October with partners on the community ideas with feedback shared by 16th October. Photos to be taken for website of board members and Holmewood. M.C (Leedsgate) has a local

	Total cost is **£1,100**, funded from the Board set-up budget.	photographer who has previously done work with the Holme Wood community.
Board Prioritization Activity	Time was spent in groups working through the board prioritization documents. These will be compiled into one document to be shared for subgroups to work through during October with partners. Document to be shared at Pride in Place breakfast meeting on Monday 5th October 9:30-11:30 at St Christophers church. Currently 30 professionals booked on and all board members are invited to attend.	SK ACTION – Compile a list of stakeholder contacts for the Board Prioritization Activity
Community Celebration Events	Pride in Place are to fund Holme Wood Christmas events with investment to provide festive lighting on the parades. There is a proposal for **£12,500 for two commercial Christmas trees**. Concerns were raised around vandalism and how The trees should be insured. Another option would be to plant a tree as a longer-term investment and potentially make it a memorial tree. Lighting should be considered first due to concerns around vandalism. However, there was a preference for Pride in Place to own assets rather than make one-off purchases. **Lighting Agreed.** Community Light switch on/ celebration to be organized for this.	U.S to co-ordinate Christmas working group with plans to be agreed and funding to be confirmed N.A to share details of Bradford City Manager who is expert in all things festive lighting to US.

Quick Wins	**Sports Pitch Investment** K.M sent in proposal following outreach with both sports clubs to provide initial repair works needed on pitches. M.E – Works need to cover both pitches **Agreed to fund**	N.A to share details of Parks to drive this forward.
	Community Building Repairs Fund J.C proposed a community buildings fund similar to the district wide Impact Fund. Grants between £1000 - £10,000 to be considered.	£60,000 agreed. To be commissioned through organisation such as VCS Alliance/CBAD/Give Bradford
	Traffic Safety and walking routes – Schools D.S shared that schools across the area are struggling with safe routes for crossing and travel to school. Recently there has been accidents involving pupils. Further conversation regarding improvements that could be made with schools to be had for proposal of investment.	D.S to speak with schools regarding suitable plans. M.E to link in council where council remit is required.
	Revenue impact fund – Children and young people More investment in children and youth provision was shared with residents and organisations highlighting it as a need. M.E shard that this also needs to be part of a bigger longer term conversation rather than just a quick win. K.S to hold further conversations for long term planning.	K.S to hold meeting regarding long term investment

	£30,000 revenue funding to be released for additional support for children and young people from this years budget. Process to be done transparently alongside capital investment fund. **Schools Engagement Pot** School involvement activity has been shared with D.S by J.C for school councils to come up with their own ideas and projects as part of engagement and consultation. We have a current underspend of £2000 on consultation that can contribute to this. M.H has requested as part of development of plan can there be an details send regarding transparency and explanation around the funding, including: • Capital and revenue funding • Budgets • Timelines **Subgroups** Sub groups are to meet by 16th October and share the up to date version of the board prioritization document for further ideas and contributions. This has to be sent in by 16th October allowing Futurekraft time to complete draft by 6th November.	To be shared alongside capital fund. J.C with D.S to follow up with Schools regarding opportunity. S.K to send funding profiles and guidance to M.H
Date of Next Meeting	Friday 6th November 12:30pm – 2:30pm Holme United Reformed Church	