

Chaddesden West

Pride in Place Board

Meeting Minutes

Date: Friday 3 July 2026

Time: 11.30am – 1.30pm

Venue: Derbyshire County Cricket Club

Chair: Ryan Duckett

Attendance

Name	Organisation/Representation	Present	Apologies
Catherine Atkinson	MP	X	
Ryan Duckett	Chair	X	
Cllr Martin Rawson	Ward Councillor – Observer		X
Cllr Kathy Kozlowski	Ward Councillor - Observer	X	
Richard Gerver	Board Member	X	
Gillian Sewell	Board Member	X	
Heather Salt	Board Member	X	
Laura Coxon	Board Member		X
Kate Smedley	Board Member	X	
Janine Patton	Board Member	Online	
Dom Jinx	Board Member		X
Lauren Slater	Board Member		X

Sarah Edmundson	Derby City Council – Observer	X	
Steph Holt	Derby City Council – Observer	X	
Rajbinder Johal	Derby City Council – Observer	X	

1. Welcome and Introductions

Catherine Atkinson MP opened the board meeting, welcoming everyone and thanking partners and stakeholders for their commitment in reaching this significant milestone. She acknowledged the considerable work undertaken to establish the Pride in Place (PiP) Board and expressed optimism for the opportunities ahead.

Board members introduced themselves, outlining their roles and the organisations or communities they represent.

2. Pride in Place: Vision and Legacy

Ryan Duckett provided an overview of the Pride in Place programme, highlighting:

- Up to £20 million investment over 10 years for Chaddesden West.
- The programme forms part of a £5 billion national initiative.
- The focus is on supporting communities most in need through community-led decision making.

The Board noted its key responsibilities, including:

- Developing the 10-year Pride in Place Investment Plan.
- Overseeing investment priorities and delivery.
- Ensuring community voices remain central to decision making.

The three strategic goals were outlined:

- Stronger Communities
- Thriving Places
- Community-Driven Change

Ryan emphasised the long-term ambition of creating sustainable change, strengthening community pride and leaving a lasting legacy for future generations.



Can this comment be incorporated into the following sentence: comment- Is it also worth referencing our desire to follow the guidance from MHCLG minister (as per to the letter to Chairs and LAs to be hands off and let the board/community do the work? Is it useful for those not there? Sentence:

Ryan highlighted that the boundary was selected by MHCLG and that there had been no feedback to suggest it needed to be amended. Reference was also made to the MHCLG Minister's letter to Chairs and local authorities, which encourages a hands-off approach by government to allow the board and community to lead the work.

3. Membership of the Board

Ryan outlined the current Board membership and discussed ensuring balanced representation across residents, partners, businesses and stakeholders. As per the guidance from MHCLG, the Board is over 51% of people with a strong connection to Chaddesden West.

The expectations and responsibilities of Board members were highlighted, together with the support and training available.

It was agreed that the Board should include two ward councillor representatives.

During this item, Ryan also advised that one Board member had kindly volunteered to provide mentoring and support for any Board members who would benefit from additional guidance.

Action:

- Ryan Duckett to write to the Leader of Derby City Council, Nadine Peatfield, copying in the Monitoring Officer, Emily Feenan, requesting that two Cllrs are appointed to the PIP Board.
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4. Community Engagement and Communications

Steph Holt presented the draft Community Engagement Plan, explaining that it has been designed to provide a clear, coordinated approach to engaging residents, businesses and partners, ensuring local people have a genuine voice in shaping Pride in Place priorities and projects.

The Board agreed that the plan should become a working document, incorporating an action plan, feedback and regular updates.

Key discussion points

- Board members were asked to review the draft and submit comments.



- The document should include a contact point for residents.
- The wording should be amended so listed groups and venues are clearly examples rather than an exhaustive list.
- An appendix should be created containing key community events and engagement opportunities to improve accessibility.
- Lessons learned from the previous New Deal programme should be included as a future Board agenda item.
- Opportunities to engage schools before the end of term were discussed, including a standard letter to parents.
- QR codes should be developed for use in local shops and community venues to encourage survey completion.
- Engagement should include hard-to-reach groups through organisations such as DWP, Derbyshire Constabulary, HAF programmes, DCCT, Leisure United and other trusted partners.
- The Board discussed avoiding unnecessary acronyms where possible to reduce confusion, noting that "PiP" has connotations to the DWP.

Community Engagement Actions

- Steph Holt to liaise with schools regarding distribution of a standard letter before the end of term.
- Board members to review the Community Engagement Plan and provide feedback.
- Appendix of engagement events and activities to be developed.
- QR code engagement materials to be produced.

5. Pride in Place Governance and Terms of Reference

Sarah Edmundson introduced the interim Terms of Reference, explaining that Derby City Council's Legal Team is preparing the full governance document, currently around 20 pages in length.

The interim document enables funding decisions to progress before the full Terms of Reference are approved.

Sarah advised that the full document would be circulated in advance of the next Board meeting and would be considered in detail at that meeting.

Governance discussion



The Board requested amendments to the interim Terms of Reference.

Section 2.2

The wording should make it clearer that:

The Board makes decisions which are then taken to Derby City Council as the Accountable Body, as the Board itself does not have legal status to enter into contracts.

Section 8.2

Board members expressed concern that the wording suggested Derby City Council would make final decisions. Members agreed the wording should instead clearly state that the Board is the decision-making body, with Derby City Council acting as the Accountable Body.

The interim Terms of Reference were accepted, subject to those amendments being made.

6. Budget Overview and Funding Proposals

Sarah Edmundson presented the current budget position and outlined the funding received to date.

£s	Pre 26-27	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35	35-36	Total
Total RDEL	285,000	138,462	691,638	691,638	766,638	767,396	766,638	766,638	766,638	766,638	766,638	7,173,962
Total CDEL	-	117,604	667,604	1,455,104	1,455,104	1,455,104	1,455,104	1,455,104	1,455,104	1,455,104	1,455,104	12,426,040
Totals	285,000	256,066	1,359,242	2,146,742	2,221,742	2,222,500	2,221,742	2,221,742	2,221,742	2,221,742	2,221,742	19,600,002

Clarification is being sought regarding the allocation of £138,462, as only £135,000 has currently been received.

The Board noted that funding can potentially be carried forward or brought forward to support larger projects, subject to confirmation.

General principles agreed

The Board agreed that future funding applications should demonstrate:

- Community involvement in project design.
- Opportunities for volunteering.
- Use of local suppliers where possible.
- Match funding or fundraising opportunities where appropriate.
- Local procurement.
- Recognition of Pride in Place funding through branding or plaques.
- Monitoring arrangements to capture outcomes and learning.

The Board also agreed that a clear funding process should be established comprising:

- Application form.
- Assessment process.
- Monitoring and evaluation.

Ryan proposed establishing a Funding Working Group to support assessment of future applications.

School Projects

The Board agreed in principle to support projects from three schools within, or serving, the Pride in Place area, subject to completed applications and further clarification where required, up to the value of £15,000 each.

Beaufort Primary School

The proposal to improve the footpath and surrounding area was discussed.

Board members suggested:

- Greater community involvement in designing artwork.
- Community voting on designs.
- Local sourcing of materials.
- Volunteer involvement.
- Match funding opportunities.
- Inclusion of Pride in Place branding.



Clarification is required regarding ownership of the footpath and whether it is Derby City Council land or already scheduled within the Council's maintenance programme.

The Board agreed that a formal funding application should be submitted.

St Alban's School

Two proposals were discussed:

- Bike shelter improvements.
- Defibrillator installation.

The Board suggested similar principles of community involvement, local procurement, volunteer support and match funding.

Members noted that the British Heart Foundation currently has funding available for defibrillators until February 2027 and recommended this information be shared with the school.

Funding applications were requested.

Derwent Primary School

Steph advised that the school's original wish list had been submitted before detailed funding guidance was available.

A meeting is planned with the school to discuss revised proposals.

Community Engagement Funding

The Board considered several proposals to support engagement activities.

These included:

- Attendance at local community events.
- Engagement materials and promotional items.
- Incentives for survey completion.

A proposal to allocate £5,000 towards engagement materials and printing was agreed.

Suggestions included branded materials, QR codes and promotional items for events.

A proposal to provide food or ice cream vouchers at community events generated discussion. Members preferred supporting local businesses where appropriate. No formal decision was reached.

Sporting Communities

Due to time constraints, the proposal was deferred.



Board members agreed to review the proposal before the next meeting.

Sarah will discuss opportunities through the Youth Alliance to establish if there are further proposals from other providers.

Stepping Stones Food Pantry

The Board discussed attending the Food Pantry event on **22 July** as an engagement opportunity.

The proposal included providing Pride in Place branded back-to-school hampers to support local families.

This was supported in principle.

Memorial Bench Project

Catherine Atkinson MP raised the proposal for a memorial bench on the Racecourse for Seth.

Andrew Cusick from the Men's Shed has agreed to lead the project.

Steph will discuss opportunities with Engineered Learning and progress discussions with Andrew regarding permissions and delivery.

7. Next Steps

The Board noted the following key milestones:

- Community Engagement Plan feedback by 17 July 2026.
- Draft Investment Plan to be completed by end of November 2026.
- Continue development of funding applications for the three schools.
- Progress governance documentation for consideration at the next Board meeting.

8. Any Other Business

A press release announcing the launch of the Pride in Place Board was due to be issued following the meeting.



Actions

Action	Lead
Review Community Engagement Plan and submit comments by 17 July	All Board Members
Liaise with schools regarding parent communication before end of term	Steph Holt
Develop appendix of engagement events and QR code materials	Steph Holt
Amend wording within interim Terms of Reference (Sections 2.2 and 8.2)	Sarah Edmundson
Confirm whether funding can be carried forward or brought forward between financial years	Sarah Edmundson
Clarify ownership of Beaufort Primary footpath with Parks/Highways	Steph Holt
Progress meetings with Derwent Primary School	Steph Holt
Share British Heart Foundation funding opportunity with St Alban's School	Steph Holt
Develop revised funding application and monitoring forms	Sarah Edmundson
Explore establishment of a Funding Working Group	Ryan Duckett
Write to Derby City Council regarding ward councillor representation	Ryan Duckett
Progress Memorial Bench project with Men's Shed and partners	Steph Holt

Date of Next Meetings

Friday 18 September 2026

12:00pm – 2:00pm

Friday 6 November 2026

12:00pm – 2:00pm