PRIDE IN PLACE
LED BY YOU – BACKED BY UK GOVERNMENT

Pride in Place Dover Board Meeting Minutes

Location: Buckland Community Centre, Roosevelt Road, Dover, CT16 2BT

Date: Friday 31 July 2026

Time: 10am – 12pm

Meeting Chaired by:
Nick Holbrook-Sutcliffe – Chair

Board members:
Diederik Smet
Sue Ashmore
Graham Hutchison
Cllr Kevin Mills
Bradley Austin Matthews
Cllr Lynne Wright
Shaun Dawson
Carol Clayson

Apologies:
John Angell
Imran Hussein

In attendance:
Rebecca Dyer – Community Development Manager (DDC)
Grace Dunster – Community Development Apprentice (DDC)
Representative from MPs office
Nelly Luckett (Observer)
Laurie (Observer)

1. **Welcome**

   Everyone was welcomed to the meeting.

   Meeting was recorded as quorum in line with the TOR.

   No declarations of interest were declared.

   The Chair had asked Chair of Governors at college to review minutes etc. to date. They felt really good community engagement activity in place and governance coming through. Risk management not done yet but aware this is conscious decision. Thought might be lack of assurance to board that reaching everyone.

   Chair met with three separate chairs from Pride in Place areas. Ramsgate have put in plan to MHCLG and were candid about problems they had.

Action: RD to provide script for type of things can say at events.

KM advised CT going to arrange visit to The Bench before meeting on 8 September.

The Chair welcomed SD on appointment of vice-chair, thought had lot to offer on community engagement side of things.

The Chair advised that Nelly and Laurie were attending meeting today as observers, if they were to take up places on board then would be up to the maximum of 15.

Diversity assessment has not yet been done and the Chair asked if it was something the Board would like. SA thought maybe it was something can do in background. RD advised have a matrix that can use.

3. **Finance**

Budget update
RD advised have spent around another £5-6k. For next meeting can itemise all spend.

Action: RD to circulate updated budget with minutes.

S151 officer to next board meeting
HL could not make today's meeting but will attend meeting in September.

4. **Strategic items**

Engagement plan
SD was asked to help formalise some of the planned events and worked with RD on this. Need to get branding right and effective. Work on survey taken lot of time to get wording right. RD advised merchandise will be ready for launch event and thanked all members who been part of soft launch and have put down for attendance at future engagement events.

SD outlined going forward would be beneficial to have a set of objectives in place, brand is strong and all of our roles are clear. Stall got to be inviting so people come along and have their say. Need to understand purpose for our attendance at events, what our goals are, what preparation is needed before event, who our audience are and how to adapt to that audience, what partnerships could help us, numbers of attendance and signpost/referrals might get. Really important to record all the key themes, if we listen more than we speak will gain more and will achieve all our objectives. To focus on what is strong rather than what is wrong.

At Comic Con was not near to main area of event, foot flow was not great and had to make connection with organisations. Together can turn activities into meaningful outcomes, lot of listening and working in partnership with local people with a strong brand.

LW attended Dover Regatta event with BM/GH and all had was empty table, gazebo and a flag but our attitude was wanted to let people see our brand. Walked up and down event area and spoke to lots of people. At Comic Con was not in right place but every contact counts with everyone we talk to, particularly in wards.

Need to have a target on the number of surveys that we want completed to make them viable. SA agreed with LW, need a benchmark and be reaching people who would not usually reach out. RD advised that a lot of the surveys submitted so far are from residents of Buckland and St Radigunds ward.

The Chair advised that survey would go out to community groups on mailing lists. Average target for other Pride in Place areas was 6%. SA felt may need to look at other ways of engagement other than just events. The Chair said could get copy of Ramsgate submission to share with board.

Action: RD to re-circulate Engagement Plan to board members.

KM said targets are good but need to be achievable from start. RD successful consultation for us was 300, think in those two wards would say looking at around 1500, 10% outside of ward 90% in the wards. RD to work with Digital team to get percentages etc. on Power BI. Once Pride of Place officer in place, weekly update to be sent with regards engagement figures.

RD going to have business cards made with email address on it and QR code to survey, so can give these out.

BM outlined some of the points raised by those spoken to at Dover Harbour Festival event:

- Youth clubs, youth engagement, more activities for them
- Received most responses from CT16/CT17 areas
- Benches in town
- Have a tourism board
- Free hop on/hop off bus around port area
- Youth centre and more use of vacant buildings in town
- Youth engagement programme and free hub for young people in evening
- Potentially sending surveys to Dover Town Mayor

GH advised it was noticeable that Dover Town Clerk was very dismissive of Pride in Place and if asking Dover Town Mayor to put things out, need to be aware of this.

Action: The Chair would like to meet up with Mayor/Deputy Mayor to give them some background.

NL said takes a long time to do a survey and there has to be a balance of doing something short. RD advised at events people will be able to put down snapshot of ideas on post it notes etc. Will also be able to give out business cards so people can complete the survey in their own time.

SA mentioned a mentimeter where get a word cloud showing snapshot of words, the larger the word, more people have said it.

The Chair suggested having a post it note question asking if someone was to visit ward for the day and there was something there wished they had where they lived, what would that be.

Loneliness/social isolation is also something need to think about, and RD advised might be someone from Health Alliance that could be representative.

- *Survey*

  RD sent round availability survey for events, still have some gaps so will reshare link. SA/GH/KM/BA will be attending Sunday Funday. Community Development officers will also be at this event.

  Dover Dino Day, again Community Development van will be at this event.

  Has some merchandise including notebooks, pens, key rings and water bottles for launch event. Not everything will be here before event on 6th August but will arrive by the Fun Day event at end of August.

  Launch event will be at St Radigunds, will have graffiti boards and surveys for young people (3 versions). Ballot boxes for surveys once completed.

  The first big Pride in Place event will be the Fun Day taking place on field by Buckland Community Centre. Will have ice cream van, football providers, face painting, fish and chip van so residents can come and get free fish and chips. Have not got an entertainment stand, if want to do will have to get staging in and would need security overnight.

  Can invite local community groups to have stands at this event. DDC will be the event organiser and be in charge of event on that day, event HQ will be van.

  SD suggested having a DJ rather than a band.

  Action: RD to approach Travis at the Art Club.

  SD mentioned reusable bags – GD advised are looking in to getting these.

  RD advised the second big event will be the Autumn Fair at the end of October being held at St Radigunds.

  RD had received an email regarding street cleaning and Barton Path
  Action: RD to summarise and circulate this in update next week.

  Got an opportunity to attend a Public Health conference in Scotland at the end of September. RD and BC or SD will be attending – will be funded from capacity fund.

  SA circulated a briefing paper prior to meeting and gave summary of details. Paper more about us as a board and distinction between what we do as a board and officer group.

- *Comms for engagement*

RD had conversation with Comms team around press release. They have asked what the Pride in Place project is, what is the vision, who engaging with, are there any small projects planned and who are on the board – RD advised can answer these questions. DS felt that some of the questions raised were not relevant now, such as quick wins, as these will come out at a later date.

RD asked if board would like to do a video, do you want to put faces out there, so people know who to contact. SA though it would it be better to have people from community saying what Pride in Place means to them rather than board members saying this. SD felt there may be opportunities at Fun Day just to capture some shots as event all about community.

Action: RD to ask if Comms team can come along to event on 30 August.

RD advised have started comms and will continue to do this. Comms have had some feedback especially around boundary. Was agreed for boundary issue, we need to push out that it is MHCLG decision.

In a question raised regarding the timeline for press release, RD advised could get this out by next Friday (7 August).

5. **AOB**

Bev Crossland will be joining as cover for Pride in Place officer and hopefully will start next week.

LGR coming in two years from now and will be asked about this, but Pride in Place is specifically for St Radigunds and Buckland.

The Chair wants board members to have in mind about CIO/CIC which Ramsgate are doing. Would like a member of board to bring back paper to describe what options are in two years' time, what needs to be in place and pros/cons of this.

Action: GH to bring briefing paper to next meeting
Action: RD to include as agenda item at next meeting

KM asked if aware of any other boards that have got to this stage.

Action: RD to find out if any have within LGR working group.

Design Lines have put a presentation together for Dover and all were happy for this to be presented virtually and to have conversation with them.

Action: RD to arrange this for next meeting.

RD advised for MHCLG submission included brief bio of each board member, boundary change and questions around capacity funding. MHCLG came back with endorsing chair and asked how much boundary change has increased population; this was hard to answer as boundary change is just including school, but they did not think this would be an issue.

Screen South, located in new Bench Project, are looking to go to Arts Council for funding and want to run a project in Pride in Place area. All agreed that happy for this to be presented at next meeting.

Action: The Chair will add key notes to minutes.

7. **Meeting close**
   8 September, 10am at The Bench followed by opening event.