Pride in Place Board Action Tracker
Updated following the meeting on 19 October 2026. Completed actions are retained separately for reference.

Active and continuing actions

No. and Date of meeting	Issue / Action	Responsibility	Progress	Completion date
1. 13 Aug 2026	Continue direct engagement with residents across the programme area and ensure feedback is documented to provide an evidence trail showing how residents have influenced the Plan.	All Board Members / Officers	Ongoing. Members to continue feeding back engagement findings and contacts to officers,	Ongoing
2. 13 Aug 2026	Undertake further mapping/gap analysis of existing provision and interventions to identify where Pride in Place can add most value, including potential briefings from relevant partners/services.	Board / Officers	Ongoing. Members to send information on gaps and existing provision to officers to inform the Plan and future direction.	
3. 13 Aug 2026	Ensure further engagement includes faith groups, refugees and other communities and consider whether more detailed work on community/racial tensions is required.	Officers / Board Members	Ongoing. Map engagement undertaken, identify communities not sufficiently heard and develop a forward engagement plan. Record gaps and continuing engagement in the submission.	
6. 13 Aug 2026	Include a financial update on every future Board agenda.	Vicky Japes	Ongoing. Board reaffirmed that a financial update must appear on every agenda,	Ongoing

			including where there has been no change.	
7.(21) 13 Aug 2026	Explore use of The Willows children's mosaic as the Pride in Place logo/identity, ensuring representation from across the programme area.	Chair / Vicky Japes/ Kelly Lannon	Ongoing. Mosaic and associated promotional material progressed. Obtain confirmation of parental permissions for images/video and use in submission documents. See also action 21.	
8. 13 Aug 2026	Explore development of a community impact statement, with Police input.	Chair		
10. 13 Aug 2026	Explore opportunity for Board representatives to meet/brief Chris McDonald MP.	Vicky Japes / Dan Smith	Meeting with Chris McDonald MP arranged for Friday following the October Board. Council attendance offered to explain the MP role and programme guidance; questions to be supplied in advance.	23 Oct 2026 meeting arranged
11. 13 Aug 2026	Circulate draft minutes promptly after meetings and supporting papers sufficiently in advance.	Michael Henderson / Vicky Japes	Implemented and ongoing.	Ongoing
12. 21 Sep 2026	Maintain an action tracker for future Board meetings.	Michael Henderson	Implemented and ongoing. Retain completed actions in a separate section for reference; continue updating the tracker for each meeting.	
13. 21 Sep 2026	Develop a proposal to address identified vegetation/environmental	Chair / Officers / Partners	Ongoing. clarify Council/Thirteen land ownership and maintenance	

	issues, establishing responsibilities and any potential Pride in Place contribution.		responsibilities. Identify additional work, ongoing maintenance and any potential Pride in Place contribution.	
14. 21 Sep 2026	Lead/champion ongoing Pride in Place engagement with High Street businesses, building on existing business networks.	Louise Lowes	Ongoing. Link Pride in Place engagement to the business meeting planned for December and existing town-centre networks.	
15. 21 Sep 2026	Continue targeted engagement where gaps have been identified, including through existing community contacts and networks.	Officers / Board Members	Ongoing. Continue targeted engagement through community networks and address gaps through the forward engagement plan (see action 3).	
17. 21 Sep 2026	Collate examples of successful projects/organisations identified through the thematic group exercise and follow up where further information is required.	Officers / Working Group	In progress. Examples to be incorporated as Plan documentation develops. Members to supply relevant project photographs with usage rights and consent confirmed.	
18. 21 Sep 2026	Develop proposal for the £35,000 community grants programme, including eligibility, assessment and decision-making arrangements, for the October Board.	Officers	Bring draft grant process, application form, eligibility/outcomes, assessment criteria and decision-making arrangements to Board. Consider a small group to finalise paperwork and assess applications within agreed limits before launch.	19 Nov 2026

20. 21 Sep 2026	Meet Communications Team to explore immediate use of Council channels and development of a longer-term Pride in Place communications/social-media presence. Consider including young people from the area in technical aspects of social media output.	Chair / Vice-Chair	Ongoing. Communications meeting has not taken place. Council channels to support publicity in the interim; officers can assist with articles. Develop wider communications alongside the Plan and launch.	First part complete as part of the MoU
21. (7) 21 Sep 2026	Progress the Pride in Place mosaic and associated promotional opportunities, including possible involvement of children subject to appropriate permissions.	Chair/Kelly Lannon / Officers	Ongoing. Confirm parental permissions for children appearing in mosaic photographs/promotional material before use. See also action 7.	
22. 21 Sep 2026	Develop information/mapping of relevant community assets, including events, programmes and initiatives, for future consideration by the Board.	Council / Thirteen	Ongoing. Extend mapping to include events, programmes and initiatives as well as physical/community assets. Council mapping exercise underway, with first information expected by end January 2027; share relevant area information with the Board.	End Jan 2027 initial information
23. 19 Oct 2026	Arrange an open launch event for local residents, voluntary and community organisations, including launch of the community	Chair / Officers	Identify a date and venue for January and develop publicity and invitations alongside the grant process.	Jan 2027 proposed

	grants programme once arrangements are agreed.			
24. 19 Oct 2026	Progress costed options to address motorcycle access at identified hotspots, confirming exact locations and consulting residents.	Council Officers / Partners	Board agreed that options should be developed for further consideration.	
25. 19 Oct 2026	Finalise the Terms of Reference with the agreed amendments and circulate the adopted governance documents.	Officers / Chair	Terms of Reference agreed subject to amendments, including consistent Vice-Chair terminology, a record of informal Chair meetings and a community majority within the quorum. Code of Conduct and MOU agreed.	
26. 19 Oct 2026	Issue declarations of interest and governance sign-off documents; arrange completion and publication of declarations and clarify the route for advice on interests.	Officers / All Board Members	Issue following governance amendments; aim for completed documents by the first meeting in 2027. Include declarations of interest on future agendas.	Jan 2027
27. 19 Oct 2026	Provide an attendance summary for Board members.	Michael Henderson	Attendance list/summary to be introduced in New Year.	
28. 19 Oct 2026	Complete the designed Plan using option 3, incorporating agreed text and design refinements, suitable photographs and the Chair foreword; bring the full Plan to the November Board.	Officers / Working Group / Chair	Design option 3 and draft documents approved. Members to send refinements and photographs promptly; text due to design team by 30 October.	19 Nov 2026
29. 19 Oct 2026	Arrange a future briefing on the UK Town of Culture bid	Chair / Officers	Juliet Hardy from the bid team attending Nov Board	19 Nov 2026

	and its links with Pride in Place.			
30. 19 Oct 2026	Collect outstanding Board member biographies and photographs for the website.	Officers / Board Members	Remaining contributions requested for website publication the following month.	Nov 2026
31. 19 Oct 2026	Explore Board development on community-led approaches and long-term outcomes.	Chair / Officers / Board	Discussed as a next step once the Plan submission is progressed.	After Plan submission
Completed actions				
No. and Date of meeting	**Issue / Action**	**Responsibility**	**Progress**	**Completion date**
4. 13 Aug 2026	Develop the draft Vision taking account of members' comments.	Board Members / Vicky Japes	Completed – revised Vision agreed at September meeting.	21 Sep 2026
5. 13 Aug 2026	Establish a small working group to progress development of the ten-year Plan between Board meetings.	Vicky Japes / Vice-Chair	Completed – Working Group established and meeting between Board meetings.	Sep 2026
9. 13 Aug 2026	Amend and progress the letter confirming endorsement of the Pride in Place boundary.	Vicky Japes / Dan Brown	Completed. Confirmed at October Board.	
16. 21 Sep 2026	Amend the agreed Vision from “the community” to “our community”.	Vicky Japes	Completed. Agreed wording incorporated into Plan development.	
19. 21 Sep 2026	Review engagement findings and prepare a prioritised/categorised list of	Officers	Completed. Categorised list presented and discussed on 19 October. Board agreed to	19 Oct 2026

	potential quick-win projects for the October Board.		progress the potential quick-win headings, subject to further work and costed proposals; individual grant awards not approved.	