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Minutes of the Paulsgrove Neighbourhood Board
held on Friday 14th August 2026

Time:	1:30pm – 3pm
Location:	HIVE North Hub
Chair:	Rev Hugo Deadman (HD)
Minute taker:	Jo Horner (JH)
Board Members Present:	Amanda Martin – MP, Portsmouth North (AM) Chris Loveday (CL) Hannah Hart (HH) Kerry Justo (KJ) Melissa Healy (MH) Simon Ingram (SI) Vikki Gidney (VG)
Apologies:	Alice Bee (AB) Charlotte Stephens (CS) Courtney Jones (CJ) David Horne (DH) Jessica Davies (JD) Joe Standen – Councillor, Paulsgrove (JS) Keshia Stewart (KS) Ricky Harding (RH)
Observing:	Hayley Cook – PCC / HIVE Community Health Development (HC) Lloyd Clark – PCC Finance (LC)
Quorum:	It was agreed that the meeting met quorum

1.08.26 Welcome

HD welcomed everyone to the meeting.

2.08.26 Apologies

Apologies were received from AB, CS, CJ, DH, JD, JS and KS.

3.08.26 Conflict of Interests declaration

There were no conflicts of interest to declare in relation to today’s agenda.

4.08.26 Quorum

It was agreed that the meeting met quorum.

5.08.26 Minutes from the last meeting

The minutes of the last meeting were agreed by the Board and signed by HD.

6.08.26 Matters arising

HD gave a run through of the current list of outstanding matters and noted:

8.07.26 We have asked for the artwork for the PiP T-shirts. It was agreed that if the artwork is difficult to track down, we could use the current T-shirts to remake the design. JH will liaise with KS.

9.07.26.2 AM office is looking at designs for promotional posters.

9.07.26.3 We have started to attend a wide range of events that offer opportunities to engage with the local community to promote PiP and ask residents for their views on what is working in Paulsgrove and what could be improved. It was agreed that we will email NB details of upcoming events and encourage members to support wherever possible.

HD highlighted that the most important task in this community engagement phase is to listen.

9.07.26.4 AM has begun to draft a letter to send to local businesses asking them to support the event. The idea is to have skips across the area and people available to help repair broken items and for the weekend to culminate in a barbeque at the Crossed Keys. Throughout the weekend residents would be encouraged to give their views on what they are proudest of and what they would like to see more of in Paulsgrove.

Businesses to be approached for support include Hippo Waste. CL added that he is happy to be involved and approach businesses he knows. Everyone was asked to send details for any businesses where they have contacts to AM.

It was agreed that HD and AM would arrange a date in September or October and draft the letter which will then be emailed to NB for agreement.

9.07.26.6 KS and AB have booked a meeting on the 27th of August to discuss our engagement with young people.

9.07.26.7 AM and CS have arranged a meeting to plan how to engage with young adults aged 19+ years.

Other actions were either closed, in progress or on hold.

Actions:
1. JH to email NB with details of engagement events
2. HD and AM to arrange a date for the Big Clean event
3. HD and AM to draft a letter to send to businesses about the Big Clean and send to NB for agreement

7.07.26 Chair's Update

HD explained that there are two posts attached to the PiP project: a governance role which is JH, and there is to be a Community Connector. Both posts sit with HIVE and TH has been put forward as the Community Connector. HD and AM met TH and explained that he is deeply rooted in the Paulsgrove Community.

TB approved the appointment of TH.

8.07.26 Asset Based Community Development

HC gave an overview of asset based community development and how it can be applied. It is a strength based approach and underpinned by principles that put people centre and focus on building relationships and trust.

HC gave the example of the Wellbeing Service who developed principles about how they will engage with people and NB might want to use the approach to develop their own principles for engagement.

Assets can include people, space, groups, and services. Asset mapping can be used to identify key people in an area such as Paulsgrove and to identify where there might be gaps.

It was highlighted that different approaches are needed to engage with different groups of people.

ABCD has been useful in Paulsgrove and VG noted that it had been transformational listening to and empowering local residents.

There has been work in the Paulsgrove area that has generated data that PiP can utilise alongside the ongoing community engagement to identify themes.

There was a discussion about previous work in Paulsgrove and the topics and themes that have emerged in HC work with strengths including community and challenges including the cost of living and digital poverty leading to people feeling excluded. HH recalled a previous project in Paulsgrove in the 2000s that had enabled residents to access free wifi and had been well received however the funding then came to an end.

AM noted that whatever PPiP does needs to be sustainable and plans must consider longevity.

It was agreed that the NB needs to create an up to date asset map that includes information from other sources and identifies where we are now and what the gaps are and to begin to think about values and/or principles. Asset mapping and continued community engagement will inform a road map that identifies where we are now and what the gaps are to develop the plan.

A discussion followed about engaging different groups and how to engage with groups who are often missed out. It was emphasised that different approaches and events will be needed to attract different groups within the community. Ideas included ensuring events are free to ensure everyone can come and offering food if possible. To promote and advertise events, a marketing strategy might be useful

HD summarised the discussion and highlighted that the engagement plan would be iterative and that next steps include to building the asset map and developing the principles to inform the high level plan that is needed by November outlining the 10-year vision and a 4-year investment plan.

It was agreed to invite HC to the next NB meeting to facilitate a mapping exercise.

Action: 1. JH to invite HC to the next meeting to facilitate mapping exercise

9.08.26 Finance Report and presentation from PCC on finances and the role of the Accountable Body

LC gave a presentation about the financial framework of PiP and the role of PCC as the Accountable Body.

There is a significant amount of money which is split between capital (63%) and revenue (37%)

- The key message is that how the money is spent must be decided by local people and on a community level decisions are made by the NB.

Funding is given to the Accountable Body who act as the Treasurer.

The role of PCC as the Accountable Body is to help facilitate plans that the NB decides. The Section 151 Officer, the Council's statutory finance officer, provides final sign-off on Government returns to ensure assurance checks and due diligence is completed.

Funding can be spent on a wide range of projects.

Funding needs to be monitored however it is up to the NB to decide what the KPIs are and what evidence is required.

A strength of PiP is the level of flexibility so unspent funding can be rolled forward however the expectation is that either 50% of funding will be spent by year 7 or there will be a credible plan in place for how it is going to be spent.

Funds that are with the Accountable Body are invested and will be earning an ROI.

There was a short discussion about funding agreements and it was agreed these should be made as simple as possible whilst ensuring they are compliant and that they should be proportionate to the funding requested.

There was a question about what PCC charges for the financial support as the Accountable Body and LC said that a guestimate was around £5k a year.

LC noted that from September there will be regular budget updates for NB.

HD thanked LC for his presentation that JH will circulate via email.

Action: 1. JH to circulate LC presentation by email

10.08.26 Updates on Plans for engagement with young people & Plans for engagement with young adults

Engagement with young people and young adults was covered in the matters arising (6.08.26).

11.08.26 How to engage older people and those from ethnic minority groups and/or cultures

There was a discussion about the gaps in engagement. To identify the gaps we need to consider the demography of the area and what we know now which will become clearer after the next meeting. TH, as Community Connector, can then help plan activities to engage with those groups where there are gaps which potentially include older people and those from ethnic minority groups and/or cultures.

AM noted that there was a press release recently about the ICB and proposals to develop Community Wellbeing Hubs which could link with PiP.

12.08.26 Agree a process whereby we can advertise, assess and issue small grants

HD circulated a draft plan and funding application form.

It was suggested that the criteria be amended to encourage projects that could be completed quickly raising awareness of PPiP. It was noted that some groups who apply may not yet be formal entities and the criteria needs to include these.

There was a discussion about the groups that might want to apply for funding which could include those who are not yet established and may need advice on how to get set up. It was highlighted that HIVE can help and advise groups including start-ups. It was agreed to write a covering letter with the contact details for how to get help and who to contact.

There followed a discussion about the practical aspects and it was decided that small grants should be up to a maximum of £5k and that the NB would look favourably on applications for match funding which should be included in the application form.

It was agreed that once redrafted, the form and covering letter will be sent to the NB to approve and then an application window will open. The opportunity will be promoted through local networks including VG connections. HD will devise a comms plan.

It suggested that promotion should include a large cheque photo opportunity and it was agreed this would be a good idea. HD will liaise with AM office and devise a comms plan.

Actions:
1. JH to redraft draft form and send to NB
2. JH to compose a draft covering letter to include how VCSE groups can get advice and support. Draft letter to be sent to NB
3. HD to work with AM office on a comms plan

13.08.26 Policy updates

<u>1.ToR and election of Deputy Chair</u>

The amended ToR were approved.

It was agreed that a Deputy Chair would be appointed at the next meeting and the suggested wording to add to the ToR was approved.

<u>2. Code of Conduct</u>

The amended Code of Conduct was approved.

Actions: 1. JH to add the paragraph about the Deputy Chair into the ToR 2. Deputy Chair to be appointed at next NB meeting 3. Invite nominations for Deputy Chair before the next meeting

14.08.26 AOB

<u>14.1 Digital Equity Scheme</u>

CL explained that there is a Digital Equity Scheme he knows of through which we can get devices for £30 that we could give to residents to reduce digital poverty. It was agreed that CL would explore the scheme and how we register before the next meeting.

<u>14.2 SALT Event</u>

SI asked whether PPiP would be attending the SALT event in Victoria Park. On reflection, while recognising the value of the event, it was decided that it is too far outside of Paulsgrove to be an event for PPiP.

Action: 1. CL was asked to get more details of the Digital Equity Scheme and how we sign up

Date of next meeting: 4:30pm-6:30pm Friday 18th September