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IMMINGHAM & HABROUGH NEIGHBOURHOOD BOARD

Friday 24 July 2026 10:00 – 12:00

Immingham Town Council Chamber, Civic Centre

Pelham Road, Immingham DN40 1QF

DRAFT Minutes

	Agenda Item	Minutes & Actions
1	**In attendance**	Spencer Hunt NELC, Andy Hopkins Chair, Elaine Norton, Vice Chair, Polly Bancroft GTFC, Max Burnett ABP, David Watson, Michelle Donner OASIS, Claire Thompson NELC, Emily McKenna LHP, Kevin Gowing One Voice, Julie Donn CofE, Jill Cunningham, Cllr. Wilding Habrough Parish Council, Cllr. Christie Immingham Town Council, Cllr. Swinburn NELC, Cllr. Russell NELC, Ch. Insp. Claire Jacobs Humberside Police.
2	**Apologies**	Martin Vickers MP, Katie Brown NELC, Malcum Cullum.
3	**Declarations of Interest**	None recorded
4	**To approve the Minutes of the Previous Board Meeting**	**DECISION:** Minutes were approved subject to the following amendment agreed by Chair & Vice Chair following the meeting on Monday 27th July. **BMX Track Restoration –** Reinstate the BMX track near Spring Street Park so that it can once again be used by local young people. It was suggested that young people should be involved in both the restoration work and the ongoing maintenance of the facility. Acorn Youth have shown an interest in working on this and are already developing something similar at Homestead Park. “The Board agreed to support the quick wins and leads were agreed so that the suggestions could be explored further to assess their feasibility and identify the appropriate organisations or partners to take them forward where appropriate. Any proposals would be brought back to the Board for further discussion”.

5	**Update on submission to MHCLG**	Spencer Hunt presented the Board and Boundary submission which included the inclusion of Stallingborough and informed the Board that MHCLG would now assess and approve or request further information. Once formally approved this year's revenue allocation would be released.

6	**IH PIP NB Finances**	Spencer Hunt presented an update in relation to the Boards finances as follows:-
		
		• Funding from MHCLG structured across multiple years:
		    o Pre-26/27: £285,000 capacity money (rollover, no spend-in-year requirement)
		    o Current year: £117,000 capital released for quick wins
		    o From 27/28: ~£1.4M rising to ~£2M per year, unlocked via four-year investment plan
		• Four-year investment plan requires broad themes (housing, sport, safety), not specific projects
		• Submission deadline: 27 November
		• Expenditure to date: two laptops (chair and vice chair), public-facing email addresses set up
		• Planned spend:
		    o Pop-up banners: ~£500 (Approx)
		    o Sport and leisure strategy (Future Place): £15,000 committed
		    o Board coordinator (two years): £135,622.19
		    o Engagement support (Claire's team, bridging): ~£20,000 estimate
		
		DECISION: The board approved the detail within the report and current committed and planned expenditure.

7	**Early Adopter Update**	Spencer Hunt provided an update regarding the Early Adopter application and confirmed that:-
		• Application submitted successful, one of only 20 nationally supported
		• Four support elements:
		    o Leadership development
		    o Peer learning and networking across the 20 areas
		    o Walk-alongside support from MHCLG
		    o Support to develop the future independent entity (charity, CIC, or similar)

		• WhatsApp group established across early adopter areas • Formal launch of early adopter program expected autumn; guidance over summer • Independent entity, once established, can lever in additional funding beyond the £20M/10-year allocation

8	**PIP Co-ordinator Post Update**	Michelle Donner presented the latest progress around the appointment of a Board Coordinator as follows:-
		• Role graded at Grade B; salary scale points:
		    o Entry 1: £42,752
		    o Entry 2: £45,461
		    o Standard: £48,709
		• Year 1 total cost: £52,157.44 (salary + NI + pension) + £7,823.61 management charge + £5,280 operational costs (laptop, phone, core services)
		• Year 2: £57,126.29 salary + £8,568.94 management charge
		• Two-year fixed-term contract, renewable via board decision
		• Hosted by Oasis; hybrid role based across Grimsby and Immingham
		• Mileage expenses not yet included; 55p/mile rate noted
		• Line management: reports to Michelle (Oasis), with Andy as board chair
		• Recruitment timeline concern: if approved today, interviews likely around 18 September meeting
		• Interview panel nominations to be sent to Michelle
		
		DECISION: Board approved the appointment and finalised costs as described.
		
		ACTION: Members who wish to be part of the recruitment process to make contact with Michelle Donner.

9	**NELC Proposed Interim Measures for Engagement & Plan submission**	Board had a discussion around the requirement to undertake engagement activity and then develop and submit a 10 year regeneration plan and 4 year investment plan by the end of November. It was acknowledged that the board lacked current capacity to fulfil this and the recruitment of the Board Coordinator would not allow sufficient time to complete once in post.

Claire Thompson from NELC set out a costed package of support which will enable the Board to fulfil its requirements ahead of the November 27th deadline which included.

- Immingham Town Plan used as base; Jen reviewing existing data and gaps
- Engagement phases:
  - July/August: gap analysis, targeted follow-up in Immingham, initial work in Habrough and Stallingborough
  - August/September: data dashboard build (demographics, health, housing); transport and sector data
  - September: theme group workshops with leads and community members; cross-place analysis
  - Late September: community validation, checking priorities and vision back with residents
  - Early November: draft plan to theme groups, then to board, submitted to government by 27 November
- Estimated cost: ~£20,000 (flexibility for incentives/giveaways); could be done for £15,000
- Stallingborough inclusion still pending decision (expected within 2-3 weeks); work can proceed carefully given benefit-to-Immingham argument
- Capture mechanism needed for informal resident conversations board members are already having
  - Miro whiteboard used by Jen for Immingham insights
  - QR code-based discussion tool (modelled on South Ward plan approach) to be set up by Jen and Holly
- Youth voice: question raised on whether young people sit on theme groups or form a separate youth board
- Demographics balance: Jen to audit who has been heard and identify gaps across all three places

DECISION: the board agreed for NELC to undertake this work on their behalf at a cost of £15,000 plus a £5000 contingency fund to pay for events/additional community engagement costs if required.

10	**Update from Communications Group & Engagement**	The board received an update from the Communications Sub Group as follows:-
		• Draft comms strategy developed for board approval
		DECISION: The Board signed off the strategy subject to any amends being sent to Spencer Hunt for inclusion by the end of July 26.
		
		• Claire to align engagement plan with comms strategy; will connect with Tracy
		• Decision not to do a big launch; summer events used for light-touch early engagement
		• Two events planned:
		    ○ 31 July:
		    ○ 1 August:
		• Community launch event proposed for October, once vision and priorities are formed
		• Double-page spread in Immingham magazine approved; Tracy Law to coordinate
		
		DECISION - Board agreement for Michell Donner to develop a place brand strategy for Immingham/Habrough/Stallingborough using ATLAS methodology as part of her University Course.

11	**Update on potential "Quick Wins" agreed at the last meeting**	• Council will not project-manage quick wins directly; an intermediary organisation needed (e.g. Immingham Town Council) to hold the fund and manage procurement
		• Quarterly financial assurance reporting required back to council
		• Advice to explore quick wins against existing community evidence before committing; engagement process should validate them
		• Teen shelters:
		    ○ Quotes obtained; ~£15,000 per shelter; bulk installation cheaper
		    ○ Three locations identified, aligned with ASB data; some on LHP land
		    ○ Caution raised: need youth workers, detached engagement plan, and community design input before installing
		• Shuttle bus service:
		    ○ Transport officer supportive of 2-3 days/week mini-bus connecting Habrough to Immingham, train station, and existing services
		    ○ Habrough park: owned and maintained by NELC;

		ACTION: Spencer to follow up offline and liaise with Cllr. Wilding re a site visit. • Homestead toilets: design done, one quote coming in • No costings finalised yet; quick wins to feed into summer consultation and not be commissioned now
12	**Update in Immingham & Habrough Sport & Leisure Strategy**	Following Board decision to commission, NELC confirmed that they will directly award based on that decision. **ACTION:** Andy Hopkins to inform Jack Sallabank to contact Spencer Hunt.
13	**Sub-Group Membership**	**DECISION:** Sub groups to be discussed in more detail following the engagement that will take place over the summer and early autumn.
14	**Date & Time of Next Meetings** • TBA	**DECISION:** Board agreed to meet quarterly with interim 6-week meetings to take when required. Next meeting to place on 18th September 1000-1200 hrs Dates for next two meetings to be confirmed and circulated in advance