



IMMINGHAM & HABROUGH NEIGHBOURHOOD BOARD

Friday 18th September 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	Katie Brown, NELC – Acting Chair Spencer Hunt, NELC Claire Thompson NELC, Cllr. Swinburn, NELC – Cllr. Russell, NELC Jenny Stinson, NELC Elaine Norton -resident and Vice Chair Polly Bancroft, GTFC David Watson - resident Michelle Donner, OASIS Jade Bramhill <i>on behalf of Emily McKenna, LHP</i> Kevin Gowing, One Voice Julie Donn, CofE Cllr. Paul Gilbert, Stallingborough Parish Council <i>on behalf of Cllr. Trevor Crofts</i> Jill Cunningham - resident Cllr. Wilding, Habrough Parish Council Ch. Insp. Claire Jacobs, Humberside Police Martin Vickers, MP <i>Note taker: Becky Ablard, NELC</i>	
	Apologies	Cllr. Trevor Crofts, NELC Max Burnett, ABP Emily McKenna, LHP Cllr. Christie, Immingham Town Council Thomas Speed, Communities Amil Boudjabeur, Communities	
2	Declarations of Interest	None recorded	
3	To approve the Minutes of the Previous Board Meeting	DECISION: The minutes of the previous meeting were approved.	
		Actions update:	
		Members who wish to be part of the recruitment process to	Complete Update below in item 6

	 PIPBIH minutes 24 Jul 26.pdf	make contact with Michelle Donner – PIP Co-ordinator post	
		Spencer to follow up re Habrough Park	Complete Spencer and Cllr Wilding working together to resolve.
		Andy Hopkins to inform Jack Sallabank to contact Spencer Hunt	Complete
		Chair introduction: Katie Brown introduced herself as the temporary Chair and emphasised the importance of all members having a clear understanding of both the Board's purpose and the individual programme objectives in relation to Pride in Place, Immingham. Spencer Hunt, reiterated that all Board members have a collective responsibility to lead by example, noting that their behaviours and actions should positively influence and filter through to the wider community. All attendees agreed with this approach moving forward.	
4.	Governance & Boundary Submission Outcome Board Name Change	Confirmation was received on 11 September that approval had been granted for the board name change. Trevor Crofts was nominated as the board representative for Stallingborough Parish Council for this process. Decision: Members agreed that the board name should be formally amended to include Stallingborough, and there was unanimous support for progressing the change.	
5.	Early Adopter support update  Early Adopters update - 14 July 2026	Spencer Hunt provided an update on the Early Adopters Programme and welcomed the opportunity to work closely with the programme. The Board will lead the ongoing development of the community-led delivery model, supported by the appointment of a new long-term Chair.	
6.	Board Coordinator update	Michelle Donner provided an update on the recruitment process for the Board Coordinator role. Nineteen applications were received, with ten candidates initially shortlisted. Following withdrawals and Stage 1 interviews, two candidates progressed to final interview. An offer has been issued and accepted by <u>Lisa Gibson</u> . Further information on timescales will be shared when available. All agreed that the recruitment process had been thorough and robust, involving multiple interview stages and a range of panel participants. The appointment was welcomed as a positive development. Michelle advised that a clear induction plan would be developed for the successful candidate and welcomed input from Board members. Michelle suggested that the induction process could be made publicly available in the interests of transparency.	

		The Board welcomed the community's involvement in the recruitment process, with Elaine Norton highlighting the value of this approach. It was agreed that the formal announcement should clearly acknowledge and thank the community for their contribution. Action: Michelle Donner to develop and circulate a draft induction plan for Board input.
7.	IH PIP NB Finances	Spencer Hunt shared the Finance and Resourcing Update and confirmed that a finance report will be brought to each Board meeting going forward. The report outlined funding received to date, expenditure incurred, planned and agreed commitments, and remaining balances across capacity, revenue and capital funding streams. Capital funding has now been released by MHCLG and some revenue and capital funding remains unallocated. It was confirmed that the financial report will be updated quarterly to support Board oversight and decision-making.
8.	Sports & Leisure Strategy update	Spencer Hunt confirmed that he has contacted Jack for an update. Engagement activity is being delivered across four workstreams. The digital survey has been approved and will be shared with Board members once issued. Due to launch imminently via survey money – Jack will share link with Board members for distribution. Focus groups are scheduled for the week commencing 5 October 2026. Please advise Spencer of any additional other recommended groups. Drop-in sessions are also planned, with the Civic Centre proposed as a location. A data mapping exercise has commenced with Jenny, and a draft will be presented at the next Board meeting. The Schools Sports Partnership was identified as an important route for engaging younger people. Michelle will forward relevant contacts to Spencer. Members were asked to forward any additional suggestions or contacts directly to Spencer Hunt. Spencer confirmed that links with Sports England and NELC are not yet fully aligned. Action: Michelle Donner to review and progress alignment of NELC connections and engagement opportunities.
9.	Engagement update - NELC Insights Team	Jenny Stinson provided an update on recent community engagement activity, confirming that over a three-week period she had delivered 12 pop-up sessions, attended 10 community groups and spoken to approximately 150 residents. Thanks were expressed to Board members who had supported the engagement events.

		The engagement aimed to test whether previously identified "quick wins" reflected community priorities. The three most frequently identified priorities were: • A shuttle bus service to and from Habrough • Public toilets • A BMX track Residents also highlighted anti-social behaviour, crime prevention and youth support as key concerns. Additional themes raised included creating a safer, greener and more vibrant area, improving parks and public spaces, developing a livelier town centre, providing more opportunities for young people, improving street safety, and creating accessible indoor community spaces. Residents were also asked how they would invest additional funding within the area. Feedback from Habrough was particularly positive, with residents feeling engaged and listened to throughout the process. Cllr Wilding praised Jenny's work and thanked her for her efforts. Katie Brown emphasised the importance of ensuring residents can see how their feedback is being used and are kept informed throughout the process. Jenny outlined the next steps, which will involve returning to communities with the emerging findings to validate that they accurately reflect local views before a draft plan is produced. Further engagement will then be undertaken to confirm the final proposals. The Communications Team noted that future engagement activity may need to take place in both Habrough and Immingham to ensure an inclusive approach. Board members agreed that early "quick wins" would be important in building trust and strengthening relationships with local communities. Jenny added that residents appeared encouraged by the prospect of a plan that could deliver meaningful improvements. Polly Bancroft highlighted the need to align this engagement work with previous activity led by Jack to avoid duplication and ensure all feedback is brought together into a single plan. Spencer Hunt raised the need to undertake engagement in Stallingborough. Jenny will arrange this activity. Elaine Norton confirmed there is a local community group "Shaking Up Stallingborough" which could be looped in? Elaine offered support if required. Michelle Donner noted that discussions about Immingham often focus on the town centre and stressed the importance of ensuring the area's industrial presence is also reflected within the plan. Katie Brown agreed to discuss this with the Economy Team as part of wider Board membership discussions.
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		All discussed how progress on both quick wins and longer-term ambitions would be communicated to the community. Spencer Hunt confirmed that FAQs on the project webpage are being kept updated. All agreed that regular communication, including updates on delays where necessary, would be essential in building trust with local communities. Elaine advised that she would undertake informal engagement with small and medium-sized businesses to understand their perspectives and explore opportunities for involvement. Kevin and Jill volunteered to support this work. The Board thanked Jenny for her work and commitment to the engagement programme. Cllr Wilding highlighted a community coffee morning being held at the Habrough pub next Friday, 25th from 9.00am to 12.00pm and suggested Board support in recognition of the venue's assistance with community engagement activities. Polly Jones offered to donate promotional merchandise and tickets in support of the event.
10.	10 year regeneration plan and 4-year investment plan requirements  Regeneration Plan 10 yr vision checklist.pdf	Spencer explained the requirements for the two forthcoming submissions, covering the 10-year regeneration plan and four-year investment plan, were discussed. The guidance document sets out the information required for the 10-year plan, including the long-term vision, community engagement, priorities, delivery arrangements and governance. The draft plan will be presented to the next Board meeting for formal approval ahead of submission to MHCLG. The plan will be shared with the community for feedback prior to submission. Although the submission deadline has been extended, the intention remains to work towards the originally planned November deadline.
11.	PIP Monitoring submission 29th October Return  260729 October Pride in Place Monitor	Spencer advised that the October monitoring return process is now running alongside wider programme development work, requiring a significant amount of information to be gathered. Updated monitoring guidance has been received from MHCLG, outlining the information required for the first Phase 2 monitoring return and the second Phase 1 return. The return will capture details of capacity funding activities, projects delivered and planned using programme funding, and any changes to Neighbourhood Board membership. The information collected will be used by MHCLG to monitor programme progress, expenditure, delivery against local priorities and future investment planning.
12.	Update from Communications Group & Engagement –	The Communications Group has met, and a number of press releases have been issued, with information available via the website. Work is currently underway to finalise the Immingham Town Council magazine article. Elaine is arranging engagement with small businesses as discussed in item 9.

	Place Brand Strategy	It was suggested that, once the Board Co-ordinator is in post, consideration should be given to developing a dedicated website separate from the NELC website to reinforce the Board's identity as a public-facing organisation. Key information would continue to be hosted on the NELC website. Michelle confirmed she was happy to begin exploring website design and associated costs. Action: Michelle to explore website design and associated costs. Discussion also took place around understanding how local communities prefer to receive information. Jenny confirmed that this question is already included within the community survey. It was also noted that Facebook/social media remains a popular communication channel locally. Board members are keen to ensure Jenny remains involved in future communications activity and highlighted the importance of retaining the work and relationships already established, a strong rapport has been built. Action: Clare and Jenny agreed to further consider potential options to retain established relationships and report back to the Board for consideration.
13.	Quick Wins and Projects • Progress update • community involvement in decision making	<u>Teen Shelters</u> Elaine confirmed mixed views within the community and that the project is more complex than originally anticipated. Support has been received from YPSS and Humberside Police, however planning permission would be required. Concerns have been raised regarding anti-social behaviour. Stallingborough shared experiences relating to their existing shelter, including reports of drinking and fires. It was agreed to further explore teen shelters once sub-groups have been established, with links to the Anti-Social Behaviour Group and the emerging Youth Strategy. Board members recognised the need to align this work with existing youth groups and ongoing youth engagement activity. Spencer noted that the Board has only been established for two months and that, whilst progress has been positive, engagement activity should be completed before subgroup structures are finalised. <u>BMX Track and Recreation Area</u> It was agreed that the BMX project should be regarded as a longer-term development project rather than a quick win, with the Board Coordinator leading work once appointed. Discussions highlighted the significant potential of the wider site, including opportunities relating to the BMX track, park and basketball facilities. It was agreed that community members with a particular interest in these projects should be actively involved through future subgroups to support co-design and increase understanding of project complexities and delivery requirements.

		Board members agreed that communications would be critical to explain both the long-term vision for the site and why some projects cannot be delivered immediately. Elaine suggested that Jenny should be involved in future discussions due to her existing links with local young people and the BMX project. Action: Elaine to co-ordinate a mapping exercise of community priorities, highlighting where projects and ideas align. Board Coordinator and Future Workstreams Michelle suggested that the Board provide feedback on the information and priorities that should be included within the Coordinator's induction during their first six months. Structure, mobilisation and governance were identified as key priorities. Katie reiterated the importance of developing a strategic delivery framework before launching further activities, ensuring there is a clear plan for implementation and engagement. Transport and Connectivity The Board considered transport challenges raised by residents, including shuttle bus options, community transport and access to existing services. Cllr Wilding outlined previous investigations into Dial-a-Ride services and concerns regarding affordability and accessibility. Discussion took place; options including improving existing services, establishing new provision, seeking sponsorship opportunities and exploring Pride in Place funding alongside support from partners such as Care Plus Group. Martin Vicker highlighted Community Transport Week (w/c 12 October) as an opportunity to gather further resident feedback and suggested that delivery of a visible project by spring would help maintain community confidence and momentum. Claire reported on discussions with Anthony Snell (NELC) and Stagecoach, noting that any additional services would need to demonstrate commercial viability. Board members agreed that retaining or improving transport links remains a community priority and could be explored as a potential quick win. It was suggested that a proposed subgroup should focus on "Connecting People and Places" rather than transport alone, recognising links to active travel, car-sharing, sports and leisure, and wider community accessibility. Jill shared experiences from previous transport initiatives, including potential car-sharing solutions and opportunities to build on existing journeys already taking place across North East Lincolnshire. Board members also explored whether successful initiatives operating in Grimsby, including mobility and leisure schemes linked to frailty programmes, could be adapted for Immingham. Elaine stressed the need for clear priority areas, subgroup structures and reporting arrangements back to the Board. Clare agreed to create a visual flow map to support future planning and identify connections between projects and priorities. ACTION: CT and Michelle to develop a landscape map of current projects, stakeholders and community priorities to support the
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		induction of the new Board Coordinator and future subgroup development. <u>Public Toilets</u> Cllr Swinburn updated that Immingham Town Council is progressing plans and designs for new public toilet facilities. It was agreed that clear mapping of activity is required to ensure the Board understands what work the Town Council is already undertaking and avoids duplication of effort.
14.	Launch Event – Engagement on 10 year Regeneration Plan	Working backwards from the Regeneration Plan submission date. It was agreed that a clear time frame for engagement should be developed and include "Meet the board" opportunity. ACTION: CT to develop timeline
15.	AOB	<u>Habrough Hotel</u> Cllr Wilding raised that a local charity had expressed an interest in purchasing the former Habrough Hotel which was raising community concerns. A discussion took place and it was reiterated that any use of Pride in Place monies for any project would need to demonstrate it was a community priority and had wider public support. Spencer Hunt confirmed that any request involving Pride in Place funding would need to follow the appropriate governance processes and be considered by the Board. Elaine suggested that this is included on the website FAQ. Spencer to check if this already included. Julie Donn updated that fencing works will commence at Habrough Church for safety reasons. <u>New chair for board</u> Advert will be place for a new board chair: 12 oct advert live 1 Nov advert closes 3 Nov - shortlisting 13 Nov – interviews Spencer Hunt provided an update and confirmed that Cllr Cullum had resigned from his position due to health reasons. Board members formally recorded their thanks and appreciation for his contribution and service to the Board.
16.	Date & Time of Next Meetings	Friday Nov 20th venue TBC Spencer suggested that future meetings could be held at a different locations across Immingham, Habrough and Stallingborough. Most Board members were supportive of exploring alternative venues. Stallingborough was identified as having a suitable meeting room,

		and Habrough Church was also suggested as a potential option. Michelle offered to compile a list of possible venues for the Board to consider. Action: Michelle to create a list of possible board meeting venues.
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