

Whitehouse Neighbourhood Board Agenda and Supporting Documents

This agenda is published for information. Some supporting papers may not be publicly available where they contain personal, confidential, or commercially sensitive information.

Date:	Thursday 13 August
Time:	18:00 – 19:30
Venue:	Westbourne Academy
Attendees to note that this meeting may be recorded	

STANDING ITEMS		
1.	Welcome and introductions (18:00 – 18:15)	1 minute for each Board Member to introduce themselves. Appendix A: Brief overview of Pride in Place
2.	Group guidelines and agreements (18:15 – 18:40)	<u>For discussion and approval:</u> Appendix B: Board Member Code of Conduct Appendix C: Terms of Reference. Appendix D: Conflict of Interest Policy - Meeting etiquette: attendance and participation <i>Please note that these documents are currently provided in draft form and remain subject to final review and approval by Ipswich Borough Council's legal team, as well as consideration by the Neighbourhood Board. Any amendments arising from these reviews will be clearly highlighted at the Neighbourhood Board meeting, and updated versions of the documents will be provided accordingly.</i>
3.	Financial Overview (18:40 – 18:45)	<u>For noting:</u> - Revenue Funding: No expenditure to date. £135,000 currently available. - Capital Funding: No expenditure to date. £117,600 currently available.

		Approximately £2m will be allocated each year for the 10-years. This will be split: • Capital: £1.26 million per year (63%) • Revenue: £0.74 million per year (37%)
4.	Training (18:45 – 19:00)	<u>To discuss</u> training opportunities and what the Board would like to be covered.
5.	Comms (19:00 – 19:10)	<u>To discuss</u> internal (within the Board) and external communications (with the general public). • Launch / announcement of Neighbourhood Board and its members • Communicating with one another between meetings • Methods of communicating with the local community, e.g social media, website etc.
6.	Local insight (19:10 – 19:25)	<u>For initial discussion</u>, with more detailed conversations to follow in future meetings: • Appendix E: Whitehouse Area Fact Sheets • Appendix F: Resident Feedback Survey findings
ROUND UP (19:25 – 19:30)		
7.	Future meetings	
8.	Any Other Business (AOB) and Action Points	
FUTURE MEETINGS		
TBC		

PRIDE IN PLACE

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Appendix A: Brief overview of Pride in Place





Programme Overview

1



What is Pride in Place?

A chance for local people to shape the future of our community

Pride in Place is about giving local people real power over the future of their area.

Over the next ten years, up to £20 million will be invested in Whitehouse.

Through Pride in Place, people who live and work locally decide how that money is spent, focusing on what matters most to our community.

This is about improving everyday life where you live, now and in the years ahead.



2



How will Pride in Place work?

Decisions on how to spend this money is made locally, by the local community and not by government.

A Neighbourhood Board made up of local people, will lead the work.

The Board must listen to residents and involve the wider community in shaping priorities.

Strengthening communities



Building thriving places



Empowering people



A move away from statutory led interventions to resident-led decision making



3



What can the funding be used for?



Improving local buildings, or community spaces



Making homes warmer and more energy-efficient



Creating jobs, training, or opportunities for young people



Bringing people together through community events and activities



Supporting health, wellbeing, and access to green spaces



Making streets safer or improving transport and active travel

These are just examples; the community gets to decide what's right

4



Programme Timeline



- Spring 2026:** Funding confirmed
£20 million agreed for Whitehouse and Stoke Park, respectively (March 2026)
- Summer 2026:** Capacity building and community engagement
Recruitment, induction and mobilisation of Neighbourhood Boards
Consultation and engagement with local communities commences
- Autumn & Winter 2026:** Scoping
Neighbourhood Boards will be meeting regularly to decide local priorities and begin to scope potential projects
Development and Submission of Pride in Place Plan
- Spring 2027:** Delivery commences
The Neighbourhood Board will continue to meet, but individuals' involvement may move into smaller working groups that will drive specific projects forward.

5

Appendix B: Neighbourhood Board Code of Conduct

Neighbourhood Board Members Code of Conduct

Whitehouse Pride in Place Neighbourhood Board

What this is about

Being a neighbourhood board member is a public role. This code sets out how you are expected to behave so that people can trust you, the board, and its decisions.

It applies as soon as you accept your role and whenever you are acting as a board member (including the Chair) – including in meetings, emails, phone calls and on social media.

The basics – how you should behave

As a board member, you should always:

- Act honestly, fairly and within the law
- Treat everyone with respect
- Put the community first
- Avoid conflicts of interest
- Use public money and resources wisely
- Behave in a way that builds public trust

Respect and behaviour

You must:

- Treat board members, officers, partners, volunteers and the public politely
- Disagree or challenge ideas respectfully, without personal attacks
- Not bully, harass or discriminate against anyone
- You should stop and report behaviour if someone is being abusive or threatening towards you or others.

Equality, bullying and harassment

You must not:

- Bully or intimidate anyone
- Harass people, including online
- Discriminate against people based on protected characteristics (such as age, disability, race, sex, religion or sexual orientation)

Confidential information

You must:

- Keep confidential information private unless you are legally allowed or required to share it
- Not use information gained through your role for personal or business benefit
- Not block access to information that people are legally entitled to see

Reputation and honesty

You must:

- Not do anything that brings yourself or the neighbourhood board into disrepute
- Act with integrity and avoid dishonest or misleading behaviour
- You are allowed to raise concerns or challenge decisions, but you must still follow this code.

Using your position and board resources

You must not:

- Use your role to give yourself or others an unfair advantage
- Misuse board resources (such as equipment, staff time or money)
- Use board resources for personal or political purposes unless it relates directly to board business

Interests and conflicts

You must:

- Register your interests (such as jobs, property, contracts or roles in organisations)
- Declare interests at meetings when relevant
- Step back from discussions or decisions where you have a conflict of interest

If you are unsure, ask for advice.

Gifts and hospitality

You must:

- Not accept gifts or hospitality that could influence you
- Register any gifts or hospitality worth £50 or more
- Register significant offers even if you refuse them
- Normal expenses related to your role are allowed.

Following the code

You must:

- Attend code of conduct training
- Cooperate with any investigation
- Not intimidate anyone involved in a complaint
- Follow any sanctions if the code is breached

If you are unsure

If you are ever unsure about behaviour, interests, gifts or complaints, ask your accountable body (currently Ipswich Borough Council) for advice.

Approval

Approved by the Pride in Place Neighbourhood Board:

Name:

Position:

Signature:

Date:

Approved by Ipswich Borough Council (Accountable Body):

Name:

Position:

Signature:

Date:

Appendix C: Terms of Reference

Terms of Reference for Pride in Place Neighbourhood Board

1. Purpose

The Whitehouse Pride in Place Neighbourhood Board exists to provide community leadership, strategic direction and local oversight for the Pride in Place programme and investment in this locality.

The Board will bring together residents, community organisations, businesses, public sector partners and elected representatives to help shape the future of the neighbourhood over a ten-year period. The Board's role is to ensure that local people are at the heart of decision-making and that investment delivers lasting improvements for the community.

The Board will:

- Develop a shared long-term vision for the neighbourhood.
- Conduct deep-rooted engagement with residents and stakeholders to identify local priorities.
- Prepare and oversee delivery of a four-year investment plan and wider ten-year vision.
- Make decisions on the use of Pride in Place funding.
- Monitor the progress and impact of funded projects.
- Act in the best interests of the whole community.
- Support the development of a sustainable community-led organisation capable of continuing its work beyond the life of the programme

2. Membership

The Neighbourhood Board will comprise:

- An independent Chair.
- The local Member of Parliament.
- One local Ward Councillor.
- Additional Board Members drawn from the local community and other individuals with skills, experience or connections relevant to the neighbourhood. <https://www.ipswich.gov.uk/communities-and-health/join-pride-place-neighbourhood-board>

The Board must have at least eight members and the majority (at least 51%) of members should live or work within the neighbourhood boundary, ensuring that the Board is resident-led.

Membership should, as far as possible, reflect the diversity of the local community and include a broad range of lived experience, skills and perspectives.

The Board will initially be supported by Ipswich Borough Council, acting as the accountable body, and by the Pride in Place Programme Manager who will provide programme, governance and administrative support.

3. Responsibilities

The Board will be responsible for:

Strategic Leadership

- Developing and maintaining a shared vision for the neighbourhood.
- Identifying priorities through community engagement.
- Establishing clear outcomes and measures of success.
- Ensuring decisions contribute to long-term community benefit.

Community Engagement

- Listening to residents, businesses and community groups.
- Ensuring a diverse range of voices are represented.
- Promoting participation in the development of plans and projects.
- Acting as ambassadors for the neighbourhood and the Pride in Place programme.

Investment and Delivery

- Reviewing and approving funding priorities and investment proposals.
- Overseeing delivery of funded projects and activities.
- Monitoring performance, risks, outcomes and value for money.
- Ensuring projects deliver measurable benefits for local people.
- Reviewing progress against agreed objectives and investment plans.

Governance

- Adhering to the Neighbourhood Board's Code of Conduct, Conflict of Interest policy and any locally agreed rules or guidelines.
- Maintaining transparency and accountability in decision-making.
- Declaring and managing conflicts of interest.
- Ensuring public funds are used appropriately and effectively.
- Supporting the establishment of a long-term community-led governance structure where appropriate.

4. Chair Responsibilities

The Chair will:

- Provide leadership to the Board.
- Ensure meetings are conducted fairly and effectively.
- Promote constructive discussion and consensus.
- Represent the Board externally where appropriate.
- Act as the primary link between the Board and the accountable body.
- Approve meeting agendas and minutes in consultation with the Programme Manager.
- Hold a casting vote where votes are tied.

The Board may decide to appoint a Deputy Chair to support the Chair and act in their absence when required.

5. Meetings

The Board will meet on a **monthly basis**, with additional meetings arranged as required to support programme delivery or funding decisions.

Meetings will:

- Normally be held in person within the neighbourhood.
- Be supported by an agenda and relevant papers circulated in advance.
- Be formally minuted. Board papers and minutes will be publicly available (unless there is a reason for them to be kept confidential with the Borough Council determining this in accordance with its normal 'Committee paper' rules).
- Encourage open discussion and participation from all members.

6. Decision-Making

The Board will aim to make decisions by consensus. Where a vote is required, each Board Member shall have one vote, with advisers and officers having no voting rights.

A quorum shall be at least 50% of appointed Board Members, including either the Chair or nominated deputy.

Where consensus cannot be reached:

- Decisions will be determined by a simple majority of members present and voting.
- The Chair shall have a casting vote in the event of a tie.
- Members with a declared conflict of interest must withdraw from the relevant discussion and decision.

As the Board is not a separate legal entity, Ipswich Borough Council will continue to fulfil its responsibilities as the accountable body and ensure compliance with all relevant legal, financial and governance requirements.

7. Standards of Conduct

Board Members must:

- Act honestly, fairly and within the law.
- Treat all Board members, officers, partners, volunteers and members of the public with respect, and challenge ideas constructively and professionally.
- Put the interests of the community before personal interests.
- Promote equality and inclusion, and not bully, harass, intimidate or discriminate against others.
- Maintain confidentiality where required and not use information obtained through their role for personal or business benefit.
- Act with integrity and avoid behaviour that could bring themselves or the Board into disrepute.
- Declare relevant interests, register interests where required, and manage conflicts of interest appropriately, including withdrawing from discussions and decisions where necessary.
- Use public funds and Board resources responsibly and only for legitimate Board purposes.
- Not use their position to secure an unfair advantage for themselves or others.

- Comply with requirements relating to gifts and hospitality.
- Follow all requirements set out in the Pride in Place Neighbourhood Board Members Code of Conduct.

A Register of Interests will be maintained and reviewed regularly.

8. Administration and Support

Ipswich Borough Council, as the current accountable body, will provide:

- Administration and stewardship of Pride in Place funding, including financial management, assurance, monitoring and compliance with government funding requirements.
- Secretariat support.
- Training and induction for Board Members.
- Access to specialist support where required, including Council services and specialist expertise to support the Neighbourhood Board in the scoping, development and delivery of projects, helping to ensure that projects are achievable, sustainable and aligned with local priorities.
- Support for the Neighbourhood Board to develop its long-term governance arrangements, including exploring the establishment of an independent legal entity to act as the accountable body in the future.

9. Review

These Terms of Reference will be reviewed annually, or sooner if required by changes in programme guidance, governance arrangements or Board requirements.

Any amendments must be approved by the Neighbourhood Board and the accountable body.

10. Approval

Approved by the Pride in Place Neighbourhood Board:

Name: _____

Position: _____

Signature: _____

Date: _____

Approved by Ipswich Borough Council (Accountable Body):

Name: _____

Position: _____

Signature: _____

Date: _____

11. Effective Date

This Terms of Reference is effective as of **[insert date once agreed]**

Appendix D: Conflict of Interest Policy

Pride in Place Neighbourhood Board – Conflict of Interest Policy

1. Purpose

This policy supplements the Neighbourhood Board Code of Conduct and provides further guidance on conflicts of interest. Its purpose is to:

- Protect the integrity and reputation of the Neighbourhood Board.
- Ensure decisions are made fairly, transparently and in the best interests of the community.
- Help Board Members identify, declare and manage actual, potential and perceived conflicts of interest.
- Comply with the requirements of the Board's Code of Conduct.

2. Scope

Applies to all Board Members, Chairs, guests and advisors involved in Neighbourhood Board business.

3. Principles

Members must act in the public interest, be transparent, and put community benefit ahead of personal interests. Further information is set out within the Neighbourhood Board Member Code of Conduct.

4. Definition of a Conflict of Interest

A conflict may be actual, potential or perceived where personal interests could influence decision making.

- **Actual conflict:** where a personal interest is directly influencing, or has the potential to influence, decision-making.
- **Potential conflict:** where a personal interest could influence decision-making in the future.
- **Perceived conflict:** where it could reasonably appear to others that a personal interest may influence decision-making, regardless of whether this is the case.

5. Registerable Interests

Employment, voluntary roles, trusteeships, directorships, financial interests, related party interests, political interests and other relevant interests must be declared.

6. Declaring Interests

Members must complete a due diligence form on appointment, update it within 28 days of any changes and declare relevant interests at meetings.

7. Managing Conflicts

Depending on risk, members may declare the interest only, participate in discussion but not vote, or withdraw from discussion and decision making.

Where a conflict exists, the Chair will determine appropriate action. Actions may include:

- **Low Risk:** Interest declared and recorded.
- **Medium Risk:** Member participates in discussion but not decision-making.
- **High Risk:**
 - Member withdraws from discussion and voting.
 - Member is required to leave the meeting for the duration of the relevant agenda item.

The nature of the conflict and action taken must be recorded in the minutes.

8. Responsibilities

Members, Chairs and the Accountable Body share responsibility for compliance and record keeping.

Board Members

Responsible for:

- Identifying conflicts.
- Declaring conflicts promptly.
- Maintaining accurate declarations and keeping their due diligence forms up to date.
- Complying with decisions about conflict management.

Chair

Responsible for:

- Ensuring declarations are requested at meetings.
- Assessing declared conflicts of interest and determining the appropriate action based on the level of risk (low, medium, or high), ensuring any measures taken are proportionate and recorded.
- Managing conflicts fairly and consistently.
- Ensuring records are maintained.

Accountable Body

Responsible for:

- Maintaining the Register of Interests.
- Providing guidance where uncertainty exists.
- Monitoring compliance.

9. Breaches

Failure to disclose a relevant interest may constitute a breach of the Code of Conduct.

Where a breach is identified, appropriate action will be considered, taking into account the nature and seriousness of the breach. Potential actions may include:

- Formal advice or a written warning.
- Additional training or guidance.
- Removal from a specific discussion, decision-making process, or project.
- Recommendation for removal from Board membership, where appropriate.

10. Review

This policy will be reviewed annually or sooner if governance arrangements change.

11. Approval

Approved by the Pride in Place Neighbourhood Board:

Name: _____

Position: _____

Signature: _____

Date: _____

Approved by Ipswich Borough Council (Accountable Body):

Name: _____

Position: _____

Signature: _____

Date: _____

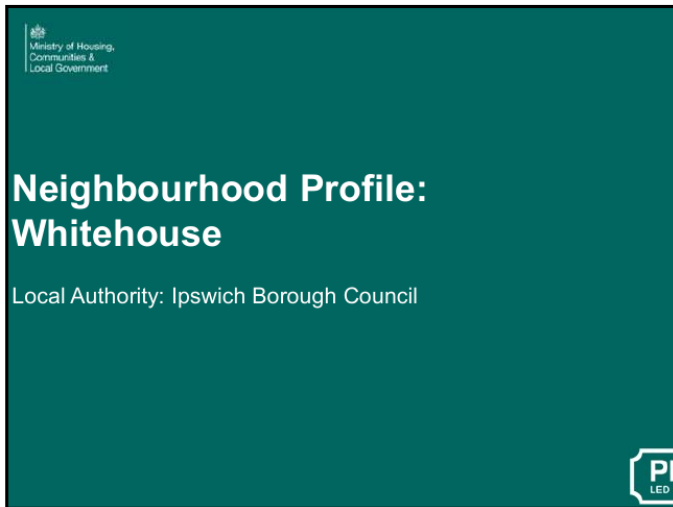
12. Effective Date

This Conflict of Interest Policy is effective as of **[insert date once agreed]**

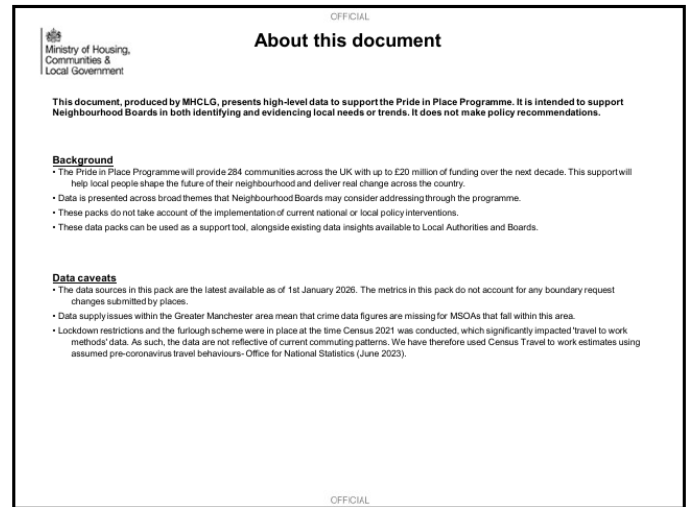
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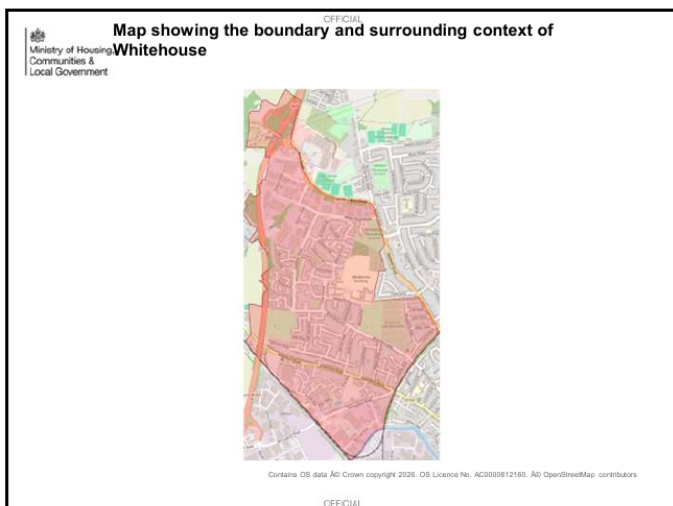
Appendix E: Whitehouse Area Fact Sheets



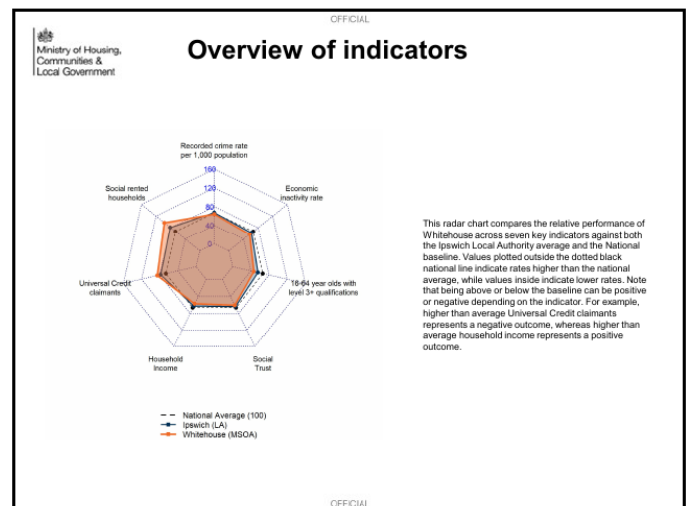
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Ministry of Housing, Communities & Local Government

Safety, Security and Cohesion

Recorded crime type per 1,000 population	Whitehouse	Ipswich	National
Burglary	2.1	2.4	3.9
Criminal damage and arson	7.1	8.7	7.4
Drugs	2.2	3.1	3.6
Other crime	2.9	2.3	2.2
Other theft	7.1	6.8	7.0
Possession of weapons	1.3	1.6	1.0
Public order	6.6	7.1	7.0
Robbery	0.8	0.9	1.4
Shoplifting	17.6	13.3	8.6
Theft from the person	0.2	0.7	2.2
Vehicle crime	5.1	5.6	5.4
Violence and sexual offences	41.0	42.5	35.8

Headlines

Crime rates in Whitehouse are higher than the national average for 5 categories, specifically: Other crime, Other theft, Possession of weapons, Shoplifting and Violence and sexual offences. Compared to the local authority average (Ipswich), this area sees higher rates of Other crime, Other theft and Shoplifting.

Category	Whitehouse	Local Authority	National
Social Trust	-11.8	-6.9	-3.1

Net social trust is defined as the estimated proportion of people who say they generally trust others. According to Onward (2023), Whitehouse has a social trust score of -11.8%, which is lower than the England average of -3%.

Source: Data police.uk sites (2025), Onward (2023). Contains public sector information licensed under the Open Government Licence v3.0.

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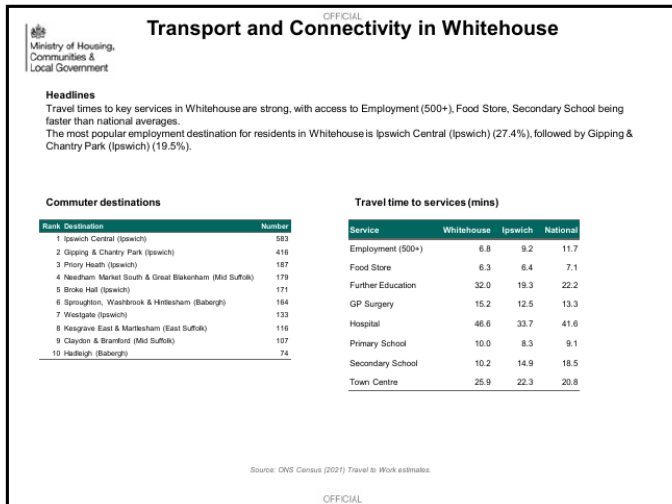
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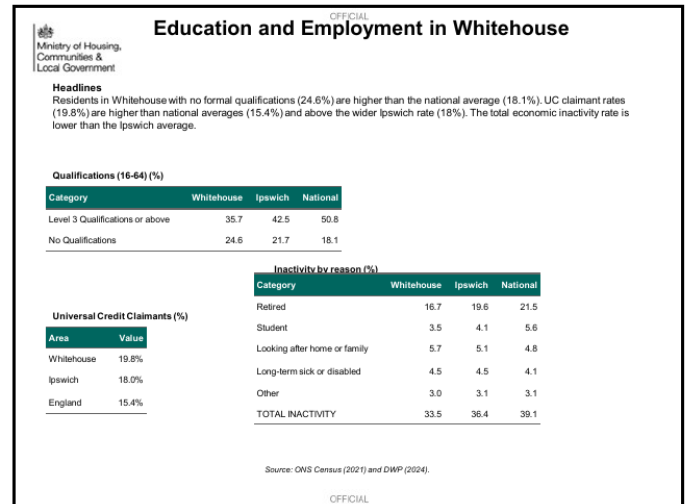
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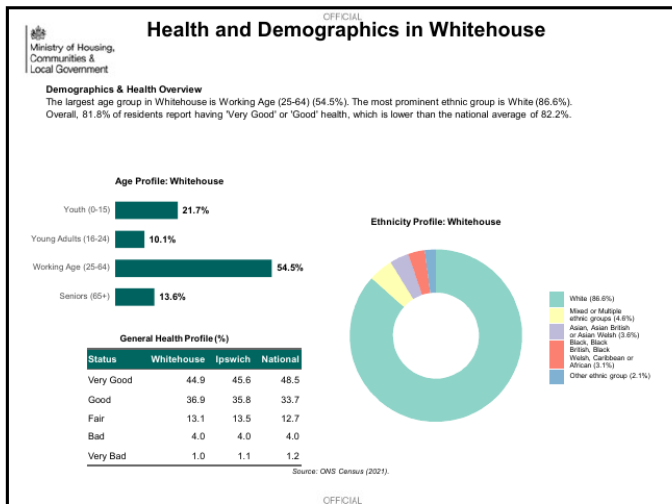
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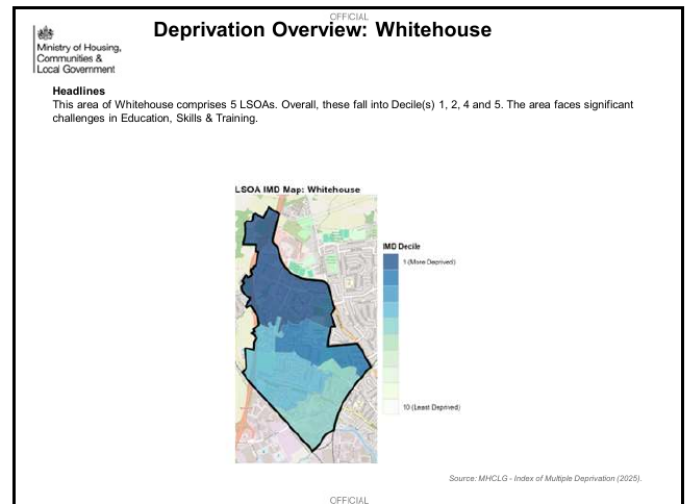
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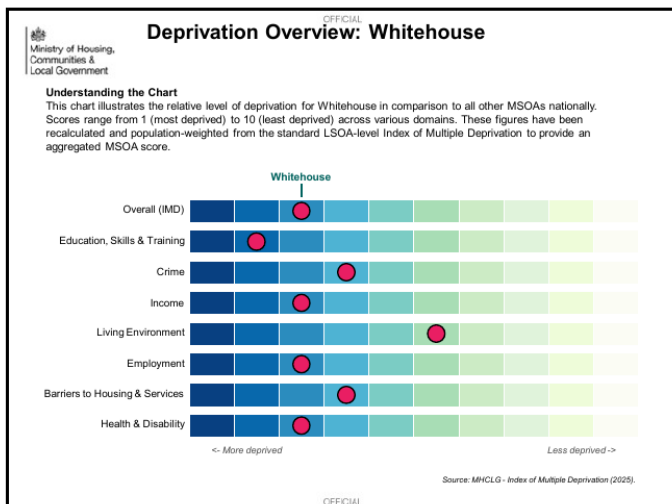
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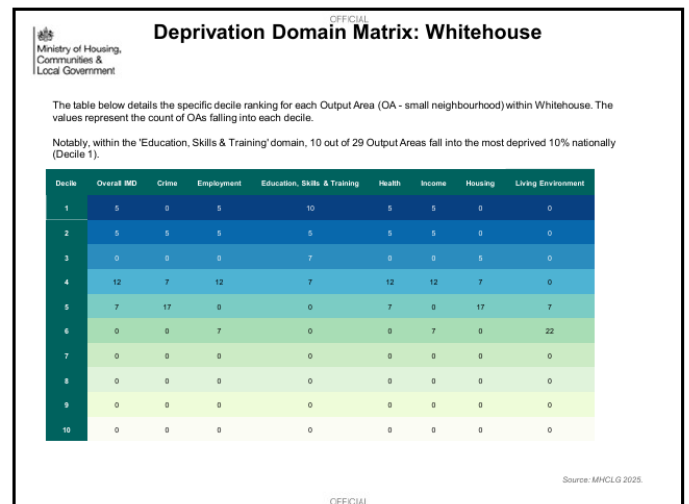
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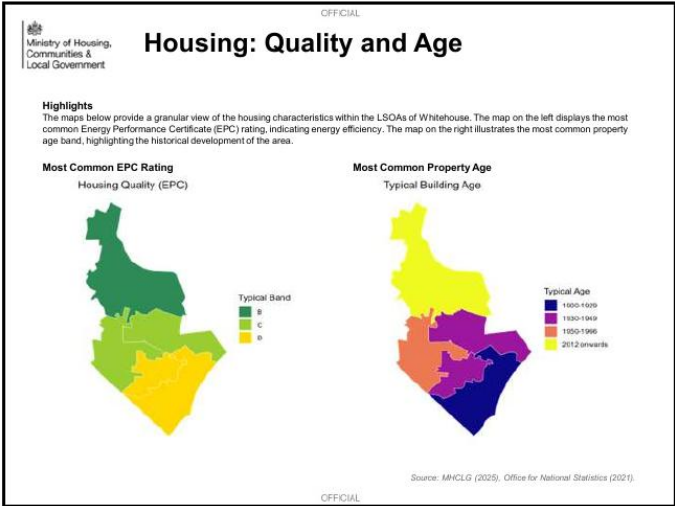
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Appendix F: Resident Feedback Survey findings

From Volunteering Matters:

Resident Survey Feedback (128 responses to date)

Overall, residents describe Whitehouse as a friendly area with good neighbours, green spaces, family connections and strong community potential. Whitehouse Park, local shops and access to amenities were frequently cited as positives. However, respondents felt the area requires substantial investment and improvement.

Key Themes

1. Parks and Green Spaces

The dominant issue across Whitehouse feedback was the condition of local parks, particularly Lovetofts Drive Park and the Bramford Lane play areas. Residents consistently requested:

- Replacement of broken play equipment.
- New facilities for children and teenagers.
- Better maintenance of grass, pathways and litter.
- Improved accessibility for wheelchair users, pushchairs and mobility scooters.
- Additional features such as outdoor gyms, walking paths, splash parks and community gardens.

2. Youth Activities and Community Space

A major concern was the lack of places for young people:

- Requests for youth clubs, community centres and drop-in facilities were common.
- Residents felt children and teenagers have very little to do locally.
- School holiday activities, sports opportunities and safe social spaces were frequently suggested.

3. Safety, Parking and Environment

Residents highlighted several environmental and safety concerns:

- Illegal parking and damaged grass verges.
- Speeding traffic.
- Antisocial behaviour, drug use and vandalism.
- Dog fouling, litter and fly tipping.
- Poor condition of footpaths and accessibility issues.

4. Community Facilities and Local Services

Many respondents expressed a desire for:

- A dedicated community centre or community hub.
- More health and wellbeing provision, including gyms and exercise classes.
- Better local services such as GP surgeries, pharmacies, youth facilities and swimming pools.
- Employment and training opportunities for young people.
- Community events that bring residents together.

Overall Priorities

An ongoing poll embedded within the feedback showed the strongest priorities as:

- Parks and green spaces (32%)
- Safety and neighbourhood improvements (25%)
- Young people's activities (22%)
- Community events and activities (7%)
- Local services and facilities (7%)
- Employment and training (3%)

Whitehouse residents are proud of their community but feel the area has been overlooked and is in need of investment. The clearest messages are a need for improved parks, better youth provision, safer and cleaner streets, improved accessibility, and the creation of community spaces that bring residents together and strengthen local pride.