

Stoke Park and Chantry Neighbourhood Board

Minutes, Decisions Taken & Action Points

Date:	Thursday 22 October
Time:	16:30 – 18:00
Venue:	Paul's Social Club
Members:	Cllr Chu Man (representing the Ward Councillors) Jack Abbott MP John North Jon Reynolds Kerry Hawes Lee Walker (Chair) Peter Mower Teresa Davidson
Other Attendees:	Laura Meadows, Pride in Place Programme Manager Sgt Clare Connick, Suffolk Constabulary PC Lee Woodward, Suffolk Constabulary
Apologies:	Aaron Morley Abi Abidoye Chrissie Geeson, Assistant Director – Programme Delivery Emily Swinerd

MINUTES						
1.	Welcome and Apologies for Absence Apologies for absence were recorded from Aaron Morley, Abi Abidoye, Chrissie Geeson and Emily Swinerd.					
2.	Declarations of Interest Cllr Chu Man (CM) declared an interest in Agenda Item 6, as he has supported the development of the branding and this falls within his professional area of expertise.					
3.	Minutes of the Previous Meeting and Update on Action Points The Board approved the minutes of the previous meeting. <table><tr><td>Action Point</td><td>Status</td></tr><tr><td>LM to prepare a summary of the key discussion points and emerging priorities identified through the local insight gathered to date.</td><td>Complete</td></tr></table>		Action Point	Status	LM to prepare a summary of the key discussion points and emerging priorities identified through the local insight gathered to date.	Complete
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	<p>LW to invite community policing representatives to a future meeting to provide further context on crime, safety, and perceptions of crime within the area.</p> <p>LW to prepare a specification for community engagement support and circulate the information to Board members for consideration.</p> <p>LW to circulate further information to Board members regarding the Creative People and Places branding approach.</p> <p>LW and CM to develop a brief for the Stoke Park & Chantry Pride in Place area, reflecting Board feedback and setting out key principles, themes and requirements for future branding, social media and communications.</p> <p>Board Members to inform LW/CM if they would like to join a working group to discuss and progress the next steps for marketing and communications.</p> <p>CM to develop some initial branding concepts for consideration, based on the theme of "Stoke Park & Chantry, powered by Pride in Place".</p>	<p>Complete</p> <p>Complete</p> <p>Superseded (the Board is progressing with its own branding)</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>	
4.	<p>Updates from Working Groups</p> <p>CM provided an update on the Marketing & Communications Working Group, noting that the group had met to further develop the branding framework and specification, and to progress the actions agreed at the September meeting. This work will be discussed further under Agenda Item 6.</p> <p>The Board approved the template Working Group Terms of Reference circulated with the agenda pack. AP1: The Marketing & Communications Working Group to complete its Terms of Reference and return it for approval.</p> <p>The group considered whether any additional working groups were required at this stage. Lee Walker (LW) indicated there was no current need, as additional support for community engagement is being brought into the programme. The Board noted that this may need to be reviewed following the completion of the community engagement work to help progress any resulting actions and priorities.</p>		
5.	<p>Policing in Stoke Park & Chantry</p> <p>Sgt Claire Connick (CC) provided an overview of crime and community safety across the Stoke Park & Chantry Pride in Place area. Rather than focusing on recorded crime statistics, the presentation highlighted the issues being experienced on the ground, the locations generating recurring police demand, and the wider safeguarding concerns affecting local communities.</p> <p>Key issues identified included:</p> <ul style="list-style-type: none"> • Drug-related activity, safeguarding and vulnerability concerns in locations including St Catherine's Court, Peterhouse Close, Plover Road, Tern Road and Downside Close. • Ongoing welfare and cuckooing-related checks, with police emphasising that concerns initially reported as drug activity often reveal wider safeguarding issues involving vulnerable residents. 		

- Retail theft and vehicle-related issues around Hawthorn Drive.
- Youth-related antisocial behaviour (ASB) at Chantry Library and Ellenbrook shops.
- Illegal e-bike and e-scooter use around Ellenbrook shops, Suffolk One and Scrivener Drive.
- Pit bike and scrambler activity in Bourne Park during the summer months.
- Occasional speeding concerns on Robin Drive, Bridgwater Road and Hawthorn Drive.

Sgt CC highlighted that a number of issues are seasonal in nature, particularly youth ASB, e-scooter use and pit bike activity, which tend to increase during the summer months.

The Board also noted examples where previous concerns had reduced following intervention. Reports of suspected drug dealing and use at St Catherine's Court had subsided, while ongoing issues at Birkfield Drive, including noise complaints and incidents of disorder, had significantly reduced, although visible police patrols continue in the area.

In outlining Suffolk Constabulary's approach, Sgt CC explained that policing activity extends beyond responding to incidents and includes:

- Safeguarding vulnerable residents.
- Welfare and cuckooing-related checks.
- Visible neighbourhood policing and targeted patrols.
- Prevention and disruption activity.
- Community engagement through local venues and community settings, including libraries, churches and parks.

Sgt CC emphasised the importance of partnership working and encouraged Board members to share intelligence and community feedback. Police data provides only part of the picture, and issues affecting residents' perceptions of safety do not always generate calls to the police.

Board members welcomed the presentation and agreed that the contextual information provided a more useful understanding of local concerns than crime statistics alone.

Teresa Davidson (TD) asked whether the Police would consider attending future community engagement events at Stoke Park Asda. Police representatives confirmed they would be happy to attend, subject to agreement from the store.

CM asked about the relationship between crime and the built environment. Police representatives advised that there is a strong link, and that measures such as improved lighting can help reduce opportunities for crime. An update was provided on ongoing engagement with housing providers. It was noted that the

	<p>Police have Design Out Crime Officers who can undertake area assessments and provide recommendations to councils and housing providers. Examples of relatively small interventions, such as cutting back overgrown vegetation and improving litter management, were highlighted as measures that can positively impact perceptions of safety and reduce crime opportunities.</p> <p>Kerry Hawes (KH) suggested that the Police should have oversight of any projects developed by the Board, to help ensure that proposed interventions do not inadvertently increase crime or anti-social behaviour.</p> <p>LW asked what types of community facilities could have a positive impact. Police representatives highlighted youth clubs as a valuable first step, providing young people with a safe place to spend time and socialise with friends.</p> <p>The Board discussed the potential for open-access sports facilities at Bourne Park, on the Stoke Park side of the park near St Peter’s Church and the nursery. Members discussed the importance of creating facilities suitable for all ages and agreed that young people should be directly involved in designing any future provision. Potential engagement approaches included holding activities such as a basketball tournament alongside consultation exercises to gather views and ideas.</p> <p>Jon Reynolds (JR) asked the Police whether there was anything the Board could consider to support vulnerable adults within the area. Police representatives highlighted loneliness and social isolation as key issues, noting examples of community meet-up initiatives that had previously operated but ceased during the COVID-19 pandemic. The Board discussed the importance of community hubs, cafes and accessible spaces where residents feel comfortable meeting, socialising, and building connections with others. Particularly encouraging young and older residents to engage, while still feeling the space is their own. Police representatives also shared an example of a free community movie night initiative that had been successful in other areas, helping to bring residents together.</p>
6.	<p>Branding, Social Media and Communications: Next Steps</p> <p>CM presented the updated branding pack to the Board. LW thanked CM for the significant amount of work he had undertaken in developing the branding materials on a voluntary basis, noting the high quality of the work produced. This sentiment was echoed by Jack Abbott MP (JA), who also expressed his appreciation through the virtual meeting chat.</p> <p>John North (JN) provided feedback on the colours used within the branding, particularly in relation to accessibility. The Board agreed that it was important for the website and associated communications to be accessible to all residents. Members noted that accessibility requirements had been incorporated into the specification and that the Board would work closely with the appointed delivery</p>

	<p>partners to ensure the website and social media channels are compliant with relevant accessibility standards.</p> <p>JN also noted that one of the proposed slogans, "A Place to Love", could potentially be open to different interpretations or be misconstrued. Board Members acknowledged this point but felt strongly that the slogan reflects the pride they have in their area and their aspiration for others to feel the same. As a result, the Board agreed that they would like to retain the slogan.</p> <p>The Board discussed how the branding could be used going forward. LW responded that the branding could be shared and adopted more widely within the community; however, it would be important to maintain a clear link to the Pride in Place programme and the £20 million investment being delivered in the area. The Board agreed that the branding, alongside visible improvements funded through the programme, should help to strengthen local pride, identity and residents' connection to the area.</p> <p>The Board expressed strong support for the branding and welcomed the work undertaken to develop the designs. Members agreed that the branding reflected the aspirations of the programme and approved the finalised designs for use moving forward.</p> <p>The Board agreed to progress the website and social media specification, along with a budget of up to £27,000. Members noted that delivery timescales would be subject to Ipswich Borough Council's procurement processes. LW will provide updates to the Board via the WhatsApp group as the procurement progresses. The Marketing & Communications Working Group will take this work forward on behalf of the Board. AP2: Marketing & Communications Working Group, with support from Laura, to progress the procurement of the website and social media partner(s).</p>
7.	<p>Workshop analysis and community engagement next steps</p> <p>The Board agreed that the draft priorities set out within the branding framework (A Place for Youth; A Place to Move; A Place to Love; A Place to Belong; A Place That's Safe) provided a strong starting point and should be further developed and tested through additional community engagement activities.</p> <p>The Board approved the community engagement specification and associated budget of £15,000 to support further in-depth community engagement. AP3: LM and LW to progress the procurement of the community engagement activities.</p>

8.

Pride in Place Plan

Laura Meadows (LM) provided an overview of the Pride in Place Plan, which should be submitted to Government by 26 February 2027 and will determine the release of funding in April 2027 to commence delivery. It composes of:

- Various questions, asking about:
 - the Board’s community engagement activities, techniques used and number of people engaged with.
 - Management costs
 - How funds have been managed and compliance (relating to environmental duty, public contract regulations, risk management, public sector equality duty, subsidy control).
 - The Board’s support needs and priorities
- A 10-year vision, which should include:
 - A short vision statement (250 – 500 words)
 - Overview of the place and its people (500 – 750 words)
 - Overview of community engagement – who has been engaged and how, what are the key themes emerging? (1,000 words)
 - What has been learned? (1,000 words)
 - Priorities for change – why does it matter, how did residents shape this priority, what does success look like, what is your approach? (500 – 750 words per priority)
 - Delivering the vision – how you will consider to engage with the community and monitor, learn and adapt over time (500 – 750 words)
 - Partnership working (500 – 750 words)
 - Governance, accountability, and decision-making (500 – 750 words)
- A 4-year investment plan, which should outline:
 - The categories of indicative interventions the Board plans to fund (e.g education, health and wellbeing, safety)
 - The interventions they plan to fund in the first investment period
 - An indicative spend profile for each year of the programme, any projects with start dates from April 2027.

PRIDE IN PLACE

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LM proposed the following timeline to keep the Board on track with reaching the deadline:

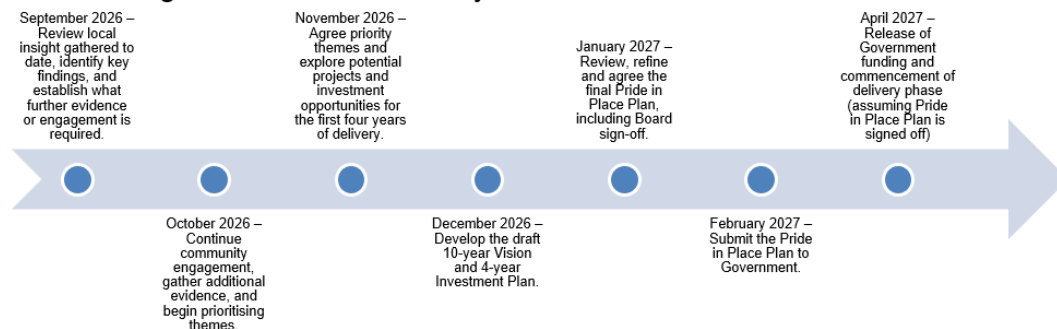
PRIDE IN PLACE

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Timeline

In February 2027 we will be submitting our Pride in Place Plan to Government, which will include:

- The Neighbourhood Board's 10-year Vision
- The Neighbourhood Board's 4-year Investment Plan



LM advised that an overview of the Pride in Place Plan had been uploaded to the Board's SharePoint site for members to begin reviewing, alongside a template for the 10-year vision. Board Members were encouraged to start populating the document with thoughts and ideas for each section to support the development of the Plan. **AP4: All Board Members to review the resources shared following the MHCLG webinar and the documents saved within the Pride in Place Plan folder on SharePoint.**

The Board discussed the timing of the website and social media launch. Members agreed that communications should be carefully coordinated with key programme milestones, including the approval of the Pride in Place Plan, to maximise impact and ensure residents can see tangible outcomes and next steps following the launch.

9. Any Other Business (AOB)

LW advised that a number of organisations had started to contact the Board to explore opportunities to work alongside the programme or access Pride in Place funding. The Board discussed how best to respond at this stage and agreed that a holding response should be issued, advising interested organisations that the Board would be in a stronger position to engage once its priorities had been agreed and further community engagement had been completed.

CM gave his apologies for the December meeting and advised that he would speak to the Stoke Park and Sprites Ward Councillors to identify a substitute representative. **AP5: CM and LM to liaise with the Stoke Park and Sprites**

	Ward Councillors to identify a substitute representative for the next Board meeting.
DATE OF NEXT MEETING	
Tuesday 10 November 2026, 5.30 – 7pm, Paul's Social Club	
DECISIONS TAKEN	
<ol style="list-style-type: none"> 1. The Board approved the template Working Group Terms of Reference circulated with the agenda pack. 2. The Board approved the finalised branding designs for use across the programme. 3. The Board approved the website and social media specification and budget of up to £27,000, with the Marketing & Communications Working Group to progress delivery through procurement. 4. The Board approved the community engagement specification and associated budget of £15,000 to support further in-depth community engagement. 	
ACTION POINTS	
<ul style="list-style-type: none"> • AP1: The Marketing & Communications Working Group to complete its Terms of Reference and return it for approval. • AP2: Marketing & Communications Working Group, with support from Laura, to progress the procurement of the website and social media partner(s). • AP3: LM and LW to progress the procurement of the community engagement commission. • AP4: All Board Members to review the resources shared following the MHCLG webinar and the documents saved within the Pride in Place Plan folder on SharePoint. • AP5: CM and LM to liaise with the Stoke Park and Sprites Ward Councillors to identify a substitute representative for the next Board meeting. 	