SCARBOROUGH NEIGHBOURHOOD BOARD

FRIDAY 19th JUNE 2026
SCARBOROUGH TOWN HALL | 10:00 AM

DRAFT MINUTES

Chair Heath Samples **HS**	Richard Boyes **RB Vice Chair** Scarborough Business Partnership
Adrian Perry **AP** Scarborough and District Civic Society	Christa Jolley **CJ** YNYCA
Alison Hume **AH** via Teams MP – Scarborough & Whitby	Martin Barkley **MB** York & Scarborough NHS Trust
Cllr Liz Colling **LC** NYC	Helen Jackson **HJ** NYC
Cllr Sarah Mason **NM** Scarborough Town Council	Kerry Levitt **KLV** NYC
Karen Porter **KP** ConnectEd CIC	Lauren Hopson-Haw **LHH** NYC
Matthew Butterworth **MBT** via Teams CU University	Sarah Douglas **SD** English Heritage
Richard Cooper **RC** Beyond Housing	Helen Baker **HB** Ooh Hula Hoop Marketing
CI Lucy McNeill **LM** North Yorkshire Police	James Shield **JS** Senior Communication Officer – Parliament
Simon Bull **SB** Scarborough Business Ambassadors	

1. WELCOME & APOLOGIES

- Richard Flinton, North Yorkshire Council
- Cllr Mark Crane, North Yorkshire Council

Chair introduced and welcomed new Members to the Board.

2. DECLARATIONS OF INTEREST

2.1. KP declared an interest in Agenda Item 10.

3. MINUTES OF THE PREVIOUS MEETINGS (ATTACHED) AND MATTERS ARISING

3.1. The Board reviewed and agreed the minutes of the meeting held on Friday 27th March 2026 as a true record.

3.2. No matters arising.

4. OPEN LETTER TO RESIDENTS

4.1. Through engagement with MPs representing other towns, it was noted that some have issued letters to all residents explaining the Pride in Place programme and the selected projects. AH proposed that the Board consider taking a similar approach.

4.2. The Board discussed potential methods for distributing such a communication, including direct mail, inclusion within existing mailouts, and distribution via local businesses and organisations. It was noted that sending stamped letters would be too costly, and opportunities such as including the letter with Council Tax billing had already passed.

4.3. The Board agreed to proceed with preparing a letter, and that the Engagement Group would explore a cost-effective and appropriate method for its distribution.

5. PROGRAMME MANAGER

5.1. AH highlighted a desire to explore alternative delivery models for the Board. It was noted that other areas operate under different arrangements, including Community Interest Companies (CICs), and in some cases have project managers directly accountable to the Board rather than employed by the Council, alongside roles such as community connectors.

5.2. AH emphasised the need for the Board to establish a distinct identity and proposed that consideration be given to appointing a dedicated Project Manager ahead of the transition to a separate body. It was noted, however, that the Board is currently unable to recruit a Project Manager directly due to IR35 constraints until it has formally established itself.

5.3. It was agreed that this item links to Agenda Item 8 (Community-Led Model), where the discussion is recorded in further detail.

6. SCARBOROUGH COMMUNITY FUND

6.1 HS presented his proposals for the Community Grant Fund, which had been circulated in advance of the meeting.

6.2 The Board discussed potential criteria, as well as application and assessment processes. Several members drew on their experience of small grant schemes and shared examples of good practice, including inviting applicants to short meetings, paying grants directly to contractors to avoid the need for groups to hold bank accounts, and limiting the number of applications by one group within a set period.

6.3 Clarification is required on the proposed number of panel members for the Grant Panel, and on the distinction between Level 1 and Level 2 grants, as both currently appear to have the same decision-making arrangements. Additional Board members can assess based on relevant skills area.

6.4 The Board agreed to establish a Task and Finish Group to develop the application process, eligibility criteria and assessment approach. The group will consist of SM, LC, KP and MB. A draft process will be brought back to the Board for approval at its September meeting. LW will arrange an initial meeting of the group upon her return from leave.

6.5 The Engagement Task Group will support promotion of the grant scheme when it launches.

7. SPRUCING UP SCARBOROUGH

7.1. HS raised a query on the delivery approach for the Sprucing Up Scarborough project, including whether it could be delivered through alternative arrangements such as appointing contractors directly or via a Board-led approach with a dedicated project manager. This included whether the Board should have a greater role in determining how funding is allocated across elements.

7.2. KLV highlighted that the Board has already approved the business case submitted by NYC, including the proposed spend profile and this would need redoing if the Board wanted to change the approach at this stage. It was also agreed at the previous meeting that, as a condition of approval, individual project elements will be brought back to the High Streets Thematic Group for review and sign-off prior to delivery. It was noted that most elements will be delivered by external suppliers rather than directly by the Council, and that the project does not cover general cleaning or painting works.

7.3. AH emphasised the importance of ensuring that delivery reflects community priorities, highlighting a preference for tangible improvements such as shopfront enhancements and street furniture. Queries were raised on whether elements such as mosaics and artwork reflect what residents want to see.

7.4. LHH clarified that the proposed interventions are based on community feedback, with features such as mosaics and murals responding to requests for brighter, more vibrant streets.

7.5. The Board expressed a desire for community groups to be involved in delivering elements of the project wherever possible.

7.6. MB requested that the community engagement feedback be recirculated, and any information previously considered by the High Streets Thematic Group be circulated to the full Board.

8. CHANGING TO A COMMUNITY LED MODEL

8.1. MHCLG guidance expects all areas to transition towards a community-led model by Year 3 of the programme. While there is no prescribed structure, towns have flexibility to adopt an approach that best suits local circumstances.

8.2. A high-level paper outlining potential delivery models was circulated in advance of the meeting to inform discussion.

8.3. The Board considered the options presented, including establishing a Community Interest Company (CIC), a Charitable Incorporated Organisation (CIO), a hybrid CIC/CIO model, working through an existing community organisation, or forming a CIO supported by the local authority via a Service Level Agreement. Board members with experience of CICs and CIOs shared insights into key considerations, including governance responsibilities for Directors and Trustees, risk management, accountability, financial audit requirements, insurance, and staffing implications. The relative advantages and disadvantages of each model were discussed.

8.4. LC noted that smaller charities can procure support services from organisations such as Community First Yorkshire.

8.5. AH will provide examples from other towns that have already begun the transition. MHCLG has also indicated that learning from 'early adopter' pilot areas will be shared in due course.

9. COMMUNICATIONS AND ENGAGEMENT

9.1 HB presented the proposed approach to the Board's communications plan, outlining the key aims and principles to ensure a consistent approach. This included the importance of effective communications, the guiding principles, the overall approach, measures of success, and the proposed programme of communications activity. HB also reminded Board members of the request to provide biographies and responses to a set of standard questions. KLV reiterated that publicly available biographies are a requirement of MHCLG.

9.2 SM raised concerns that the Scarborough Neighbourhood Board may be perceived as lacking transparency and requested clarity on what information can be shared with the Town Council and the wider community. HS confirmed that Board minutes are published on the website and form the main mechanism for transparency. It will be clearly indicated where any information is confidential. HS noted that the appointment of a communications specialist is intended to help address perceptions around transparency and improve how information is shared with the public.

9.3 LHH presented the work of the Engagement Task and Finish Group in developing a forward engagement plan. This includes public engagement sessions linked to Board meetings, wider visibility activity, and use of a digital engagement platform. It was noted that the approach will focus on three main channels: in-person engagement, online platforms, and static information points within the town centre.

9.4 The Board agreed that the first public session will take place on 11 September at The Street, following the Board meeting which will be scheduled for late afternoon that day. Concerns were raised regarding maintaining order at public sessions. HS confirmed that he will chair the sessions and manage conduct, with police involvement only if required.

9.5 The Board agreed to procure the Commonplace platform. Members noted that it provides a strong visual tool to keep the community informed and had been well received during the Let's Talk Scarborough engagement.

10. PROGRAMME UPDATE

10.1. KLV provided an update on overall programme and project progress. Executive approval was received on 26 May 2026, enabling the Council to enter into grant agreements with third-party project sponsors and release funding on behalf of the Board. It was noted that, between Board meetings, Members will begin to receive regular progress updates.

10.2. Initial meetings have now taken place with most project sponsors to discuss programme requirements. Subsidy control assessments have been completed for Sprucing Up Scarborough, Dad's Behaving Madly, and Turning Tides. Assessments for Scarborough Fair, Square One and SJT remain in progress. Grant agreements for Dad's Behaving Madly and Turning Tides are expected to be issued by the end of the month.

10.3. AH queried progress on Square One and sought confirmation of match funding. HS confirmed that discussions are ongoing and that the Mayor is looking to establish Mayoral Development Zones which could potentially include Scarborough.

10.4. AH also queried whether Scarborough Fair had used the Pride in Place branding for the Fringe Festival. KLV confirmed that materials had already gone to print prior to funding being approved, and therefore only the 'Funded by Government' logo was used. Future materials will include Pride in Place branding.

10.5. RB requested greater transparency on financial spend across projects. KLV confirmed that future reporting will include high-level financial breakdowns, rather than a single total spend figure.

11. FINANCE AND BUDGETS

11.1 KLV presented a breakdown of NYC costs, as requested by the Board and circulated in advance of the meeting. The programme management fee of £136k covers a period of 2.25 years. It was noted that there are differences in how costs have been recorded and reported across years, for example communications activity was included within programme management in 2024/25 but is now reported separately. It was also highlighted that the Council has provided match funding alongside the programme funding, as well as in-kind support. The Board agreed that the Council is providing value for money.

11.2 KLV also presented the forward budget plan, which had been circulated prior to the meeting, and outlined the key budget headings and allowances. It was agreed that the budget will be updated to include provision for resident communications, with a corresponding reduction in the allocation for the website.

11.3 KP requested that guidance for project applicants is updated to clearly reflect the grant payment process, noting that grants are paid in arrears. KLV confirmed this has already been identified and will be addressed in future application materials.

12. A.O.B

12.1 Board recruitment

HS outlined that he proposes to recruit a couple of additional members to the Board to cover gaps in the transport and community sectors. The positions will be promoted through the Boards PR Consultant.

13. DATE OF NEXT MEETING

- Friday 11th September 2026. Time and venue to be confirmed.