

Minutes of the Ryde Neighbourhood Board Meeting

Held on Friday 07 November 2025,

No. 11 St Thomas' Square, Ryde, Isle of Wight PO33 2PJ



Board Members Present	Also in attendance
Steven Holbrook (SH) - Chair	Peter Fellows (PF) (IW Council)
Rachael Randall (RR)	Fiona Capewell (FC) (IW Council)
Lisa Gagliani (LG)	Ann Barber (AB) (IW Council)
Phil Jordan (PJ)	Colin Rowland (CR) (IW Council)
Diana Conyers (DC)	Catherine Heatley (CH)
Karen Lucioni (KL)	Jim Peglar (JP)
Allan Bridges (ABr)	Emily Attwood (EA) (MHCLG)
David Redrup (DR)	Rebecca Outing (RO) (Minute taker)
Carol Jaye (CJ)	
Richard May (RM)	Guest Speaker
Michele Legg (ML)	Stuart Sayce (SS) (PlaceSPARK)
David Langdon (DL)	
Luke Kerr (LK)	
Trevor Nicholas (TN)	

Item		ACTION
1.	Welcome, Introductions and Apologies SH welcomed all Board members to the meeting and introduced Emily Attwood from MHCLG. EA provided a brief introduction, noting that she is the Delivery Lead for the Southeast for the Pride and Place programme. She outlined her role in supporting the project and its plans. Members were encouraged to ask questions during today's session. Apologies received from Louise Dandy and Donna Jones, Joe Roberston, Alex Minns and Chris Ward	
2.	Declarations of Interest None declared.	

3.	<p>To agree the minutes and review actions of the meeting held on 3 October 2025</p> <p>The minutes of the previous meeting were approved as a true record.</p> <p>Completion of Actions</p> <p>Three actions assigned to FC related to commissioning work over the past month have all been completed.</p> <p>Co-option Policy</p> <p>A co-option policy has been devised and is included in the latest revision of the Board Terms of Reference. The policy allows up to five individuals to be co-opted on the recommendation of the Chair. Attendees discussed whether further detail was needed but agreed that having the policy in place was the main priority.</p> <p>Complaints Procedure</p> <p>Clarification on the complaint's procedure was discussed. It was noted that the Isle of Wight Council's procedure may not automatically cover the board unless the board is commissioned to deliver work. Options for handling complaints include providing a public email address and submission form, responding to queries before meetings, and publishing answers on the website. Attendees agreed this approach was suitable and no further immediate action was required.</p> <p>Action: Set up submission form on the RNB website for complaints, respond to queries before meetings, and publish responses on the website.</p>	FC
4.	<p>Programme Management Update</p> <p>Three commissions have now been completed and distributed:</p> <ul style="list-style-type: none"> • <u>Comms and Public Engagement Commission</u> Sent to five suppliers; three bids received. Currently being evaluated, with a decision expected early next week. • <u>CIO Setup Commission</u> Sent to three suppliers; only one proposal received and therefore awarded to Andrew Williams Consulting. • <u>Business Engagement Commission</u> Advertised publicly through the website, social media, and community networks; two proposals received and under evaluation with a decision anticipated later next week. <p>Regarding the investment plan, the finance team has reviewed priorities and progress in two meetings. (Stuart Sayce to provide an update, Item 6).</p> <p>The finance subcommittee held its first formal meeting with new members, and minutes have been circulated.</p> <p>Updates to the Conflict of Interest register will be issued to all board members following this meeting, with requests to return completed templates to ensure all records are current.</p>	

	<p>Sensitive documents are now being protected using the Egress system, applied only where necessary to avoid barriers to information access.</p> <p>PF and FC have met with council officers supporting five new local boards in Gosport, Portsmouth, and Havant, with monthly support slots scheduled. The board has also been invited to an MHCLG workshop on best practice and capacity-building; PF and FC plan to participate.</p>	
5.	<p>Finance Update</p> <p>Subcommittee</p> <ul style="list-style-type: none"> • A formalised Finance Subcommittee meeting has been held, and minutes have been circulated to members. • A confidential note on funding spent to date has been emailed to all members. <p>Funding Review</p> <ul style="list-style-type: none"> • The board discussed that the total budget is approximately £19M and of £20M as originally stated by Govt as it now includes capacity funding; previously, capacity building was considered outside this total. It was emphasised that every member should be aware of the actual available funds. • Decisions on the makeup of the budget fall under Treasury guidance. EA will gather additional information to ensure accurate communication with the public. Concerns were noted regarding past expenditure on consultancy. <p>Financial Subcommittee Authority</p> <p>The Financial Subcommittee has delegated authority, but it is limited. Some board members stated they had not yet seen the Terms of Reference (ToR) and requested circulation. FC confirmed she will action this.</p> <p>Action: FC to circulate the Finance Subcommittee Terms of Reference.</p> <p>Programme Renaming</p> <p>The board noted the reconstitution of the neighbourhood programme under the 'Pride in Place' strategy; this is primarily a renaming and does not affect existing scope or interventions.</p> <p>Ryde Town Hall – Potential Community Asset</p> <ul style="list-style-type: none"> • The board discussed the ownership and auction of Ryde Town Hall. Capital funds cannot be used immediately, only Capacity Funding is currently available for spending and MHCLG have confirmed that capacity funding cannot be used for this purpose; Capital funds will be available from April 2026. Loans are not recommended. • Guide price for the property is £650,000. The board considered whether to support acquiring the property to preserve it as a community asset. • Several members questioned whether a feasibility study or business plan should be undertaken before any acquisition to ensure future viability and use. 	<p>FC</p> <p>FC</p>

<ul style="list-style-type: none"> • The board discussed the possibility of partnering with a local trust or Community Interest Company (CIC) to hold the building in community ownership, rather than the Board itself assuming ownership directly. <p>A motion was raised by DC and seconded by KL:</p> <p>Motion:</p> <p>Board supports in principle acting to secure Ryde Town Hall as a recognised, main heritage asset in the town and requests the Finance Subcommittee investigate how to bring it back into community ownership.</p> <p>Vote: 11 in favour, 1 abstention.</p> <p>The Finance Subcommittee will explore options, including potential third-party involvement, and report back to the board.</p> <p>Expenditure Review</p> <ul style="list-style-type: none"> • Clarification was provided on community engagement expenditure: £42,000 total, with project development at £60,000. Other expenditure (£69,000) includes the commissions that are being worked on now and will be itemised once actual breakdowns are known. • All expenditure will be subject to Freedom of Information (FOI) requests. Members were reminded that recorded meetings also fall under FOI. • Members agreed that financial documents should be published in a timely manner post-March 31st. <p>Public Communication</p> <ul style="list-style-type: none"> • The board discussed creating a consumer-facing public document to clearly explain investment decisions, including consultancy spend to reduce misunderstanding or misinformation. • Different communication methods have been investigated; improvements will be made on the website. • This will be included in the Communications Strategy that will be produced following the Comms commission. <p>Questions and Clarifications</p> <ul style="list-style-type: none"> • EA confirmed public meetings are limited due to the constitution; future public engagement will be managed once plans are finalised. • Members agreed that questions from the public should be submitted in advance for transparency. • All documentation and reporting will comply with FOI regulations and aim to improve clarity for stakeholders. <p>Next Steps/Actions</p> <p>Finance Subcommittee to investigate options for Ryde Town Hall and report back.</p> <p>Revised financial report, with itemised expenditure, to be circulated to the board.</p> <p>Public-facing documentation on funding and expenditure to be developed and published in a timely manner thereafter.</p>	<p>AB/FC</p> <p>FC</p>
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6.	<p>Update from PlaceSPARK</p> <p>The Board received an update on the regeneration plan and 10-year vision, which form the two main elements of the government submission. Supporting documents agreed include the consultation report, grant methodologies, project evaluation framework, risk register, and project ID cards. These will illustrate the types of projects supported rather than confirmed schemes.</p> <p>Additional documents will cover the CIO briefing note, visioning and messaging papers, and project prioritisation list. A full breakdown of interventions will be circulated by Wednesday (12th). There are no off-menu projects, and spend allocations reflect consultation responses. A 5% annual contingency and management allowance have been built in.</p> <p>The 10-year vision is largely drafted. Full packs will be issued on 10th November for a seven-day review, ahead of a meeting with the MP on 18 November and formal submission to IWC on 21 November following Section 151 sign-off. IWC will then handle the upload on the MHCLG portal by 28 November.</p> <p>Action: LK to work with the Finance Subcommittee to review and refine cost estimates within the 10-year regeneration plan, ensuring figures are realistic and proportionate before submission.</p>	LK
7.	<p>Communications and Public Engagement Subcommittee</p> <p>It was noted that a previous Communications Subcommittee had supported the Board's early work but had not met since. A new subcommittee will now be established to shape and oversee the Board's communications and public engagement strategy. Members are invited to volunteer by contacting FC, who will also draft and circulate the Terms of Reference.</p> <p>Actions FC to collect volunteers and draft ToR for the new subcommittee. (Once established) Communications Subcommittee to draft guidance on public messaging.</p>	FC

8.	<p>Any Other Business</p> <p>LK raised the issue of misunderstandings in the community and the need for clearer, more proactive communication to ensure transparency and build confidence in the Board's progress. He suggested developing a stronger communications strategy and improving visibility through more regular updates, including via the website and LinkedIn.</p> <p>LK proposed establishing a single, secure cloud-based location to centralise Board documents for easier access and transparency. FC noted that while SharePoint had been considered, it was deemed too complex, and the Egress system was chosen instead. LK offered to assist in setting up an accessible shared workspace (e.g. via Teams) to support document organisation and visibility.</p> <p>Action: LK and FC to work together on developing a document sharing system.</p>	LK/FC
	<p>KL raised an enquiry about the timescale for the business rep advertisement. FC confirmed that the advert ran for 14 days.</p> <p>PF queried arrangements for Board management beyond March. Currently the Isle of Wight Council support continues until end of March '26. Discussions on future delivery partner arrangements planned prior to investment plan submission.</p> <p>DC reported a comment from a member of the public that some town signage using the brand 'Town on the Beach' is no longer used. It was suggested that the Board might consider adopting the historic 'Town on the Beach' logo for future use instead of 'We Love Ryde'. The Business Engagement commission is currently being evaluated.</p>	

Meeting closed: 13:45