Pride in Fleetwood Board Agenda

Pride in Fleetwood
Date of Publication: 9 September 2026
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Pride in Fleetwood Board meeting on Thursday, 17 September 2026 at 5.30 pm in the Community Hall - Emmanuel on the Mount Church, Fleetwood

1. Welcome, apologies and introductions

2. Declarations of interest

Board members will disclose any pecuniary and any other interests they may have in relation to the matters to be considered at this meeting.

3. Confirmation of minutes (Pages 3 - 24)

To approve as a correct record the minutes of the meeting of the Pride in Fleetwood Board held on Thursday 20 August 2026.

4. Action log and matters arising not on the agenda (Pages 25 - 32)

To review and note the action log and matters arising from the meeting of the Pride in Fleetwood Board held on 20 August 2026.

5. Decision register (Pages 33 - 40)

To note the Pride in Fleetwood Board's decision register.

6. Expenditure log (Papers to follow)

To note the Board's most recent expenditure log.

7. Sub-group verbal updates

Sub-group leads to provide the Board with an update on the progress of their respective workstreams.

(a) Engagement

(b) Quick wins

(c) Accessibility

(d) Families and young children

(e) Young people

(f) Post 16 education

(g) SEND

8. Small Grants

Andrea Wallace, Governance and Development Officer, will provide the Board with a verbal update.

9. The Lancaster University Higher Education project

Verbal presentation from Lancashire University representatives.

10. An accessible paddling pool for Fleetwood

Lorraine Beavers MP will provide a verbal update.

11. The Grimsby Model: Grants for business on the high street

Lorraine Beavers MP will provide a verbal update.

12. Developing the Pride in Fleetwood 4 Year Plan (2026 to 2030)

Andrea Wallace, Pride in Fleetwood Governance and Development Officer, will provide the Board with an update on the progress of the Pride in Fleetwood 4 year plan.

13. Community led delivery model options (Pages 41 - 46)

Mark Spencer, Chair of the Pride in Fleetwood Board, will provide the Board with a verbal update on the options for the community led delivery model in particular “Pride in Fleetwood CIC” v existing community based organisation.

14. Any other business

15. Date and time of the next Pride in Fleetwood Board meeting

The next meeting is scheduled for Thursday 15 October at 5.30pm to 7.30pm in the Community Hall, Emmanuel on the Mount Church, Fleetwood.

Pride in Fleetwood Board Minutes

The minutes of the Pride in Fleetwood Board meeting of Wyre Borough Council held on Thursday, 20 August 2026 in the Community Hall - Emmanuel on the Mount Church, Fleetwood.

Pride in Fleetwood Board members present:
Mark Spencer (Chair)
Lorraine Beavers MP
Councillor Ruth Duffy
Yvonne Johnstone
Karen Pratt
Jesika Pook (VC)
Simon Hughes
Courtney Isherwood (VC)
Fiona Bradford
John McLellan
Lorraine Moffat
Liam Buswell

Apologies for absence:
Amelia Sherry
Holly Martinez
Kirsty Soper

Wyre Council Officers present:
Joanne Billington, Director of Governance and Communities (Monitoring Officer)
Sara Ordonez, UKSPF Programme Manager
Marianne Unwin, Democratic Services and Scrutiny Manager

Others present:
Jamie Griffin, Lancashire County Council

5 members of the public or press attended the meeting.

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58 Welcome, apologies and introductions

The Chair, Mark Spencer, welcomed Andy Hill and Stuart Stephenson from the Wyre Neighbourhood Policing Team, who were attending the meeting as observers.

He also welcomed Jamie Griffin representing Lancashire County Council, who was attending the meeting to support discussions relating to the Place Standard Tool, which was due to be considered later on the agenda.

The Chair advised that Frankie Spore and Mick Gray had formally resigned from the Board due to other commitments, in accordance with section 6.1.4 of the Board's Terms of Reference. On behalf of the Board, he thanked both members for their contributions and support since the Board's establishment and noted that they would be welcome to remain involved in the work of the Board through its sub-groups should they wish to do so.

Board members and attendees then introduced themselves.

59 Declarations of interest

None.

60 Confirmation of minutes

The minutes of the Pride in Fleetwood Board meeting held on 16 July 2026 were **approved** as a correct record by those members who had been in attendance, subject to the following factual amendments:

- At Minute 51, the reference to "Karen Soper" to be amended to read "Karen Pratt".
- Yvonne Johnstone and Fiona Bradford to be removed from the list of Board members present.
- At Minute 47, the following wording:

"The Chair confirmed that the job descriptions and person specifications for both roles had been circulated to Board members and that the recruitment process had been undertaken in accordance with the host organisation, Regenda's, established recruitment and selection procedures."
to be replaced with:
"The Chair confirmed that the job descriptions and person specifications for both roles had been circulated with the sub-group responsible for recruitment and that the recruitment process had been undertaken in accordance with the host organisation, Regenda's, established recruitment and selection procedures."

61 Action log and matters arising not on the agenda

The Chair reviewed the action log and provided updates on outstanding actions and matters arising from previous meetings.

The Board noted the progress made against previous actions. The following actions were identified as priorities:

- Andrea Wallace and Joanne Billington to review the Board's Privacy Notice and GDPR requirements.
- Andrea Wallace to continue working with Wyre Council regarding the mapping of Wi-Fi provision and to explore provision outside the scope of the Council.
- Opportunities for the development of a SharePoint site for Board

members to continue to be explored.
- The draft Complaints Procedure to be finalised and presented to a future meeting of the Board.
- The Chair to prepare a letter of support on behalf of the Board in relation to the hovercraft project and to note that the proposal had been raised with the Lancashire Combined Authority for consideration.
- A stakeholder register to be developed to capture individuals and organisations engaging with the Board.
- The action log to be revised to improve accessibility and ease of reference.
- Board membership arrangements to be reviewed, with particular consideration given to the appointment of a local business representative.

Karen Pratt provided an update on the work of the SEND Sub-Group. She advised that a short-term action plan was being developed and would be presented to the Board in September. The proposal included a six-week consultation programme to engage with parents and carers, together with participation in Welcome Table sessions over a twelve-week period. Karen reported that she had engaged colleagues, including a Family Support Worker and a SEND Specialist Teacher, to assist with the work. Members discussed opportunities to utilise existing community facilities, including the Hub Café, to support engagement activities.

Jesika Pook provided an update on the Accessibility Sub-Group. She referred to examples of accessibility improvement projects delivered through other Pride in Place programmes and advised that discussions were taking place with relevant highways officers regarding potential accessibility infrastructure improvements within Fleetwood. She reported that work was underway to develop a proposal seeking funding to support accessibility improvements.

Members discussed the potential creation of an accessibility grant fund to support small scale accessibility projects, including improvements for local businesses. It was noted that clear application and assessment criteria would be required, together with appropriate governance arrangements for decision-making. Consideration was also given to potential partnership working with Fleetwood Town Council and other organisations.

Following discussion, the Board agreed that further work should be undertaken by the Accessibility Sub-Group to develop funding criteria and governance proposals for future consideration by the Board.

62 Decision register

The Board considered their decision register.

The decision register was noted.

63 Expenditure log

Sara Ordonez, UKSPF Programme Manager at Wyre Council, presented the

Board's updated expenditure log and the schedule of costings for additional support, attached to these minutes.

Sara advised that the expenditure log had been updated to reflect expenditure and committed funding, including venue costs, Transport Festival engagement activities, the SEND consultation, staffing costs and summer connectivity funding. She reported that, in line with the grant agreement, 50% of the summer connectivity funding would be paid in advance, with the remaining 50% payable on completion of the project, subject to an interim progress report.

The Board was informed that £23,852 had been spent from the £150,000 capacity funding allocation to date, with further commitments and payments outstanding, including the Fleetwood Fish and Food Festival prizes. Sara further advised that the final cost of the host organisation grant was estimated to be £61,992, subject to the agreed start date of the Board's Administrative Officer post. She explained that the Board's remaining capacity funding was therefore anticipated to be £52,786, rather than the amount shown within the published report.

Sara also provided an overview of the schedule of costings for additional support and explained that the document outlined potential support services that may be requested from Wyre Council. It was noted that the appointment of the Board's two support officers would reduce the level of support required from the Council.

Lorraine Beavers MP thanked Wyre Council for its ongoing support but emphasised the importance of ensuring that funding continued to be focused on projects that directly benefited Fleetwood residents.

Following discussion, the Board noted the expenditure log and **approved** the schedule of costings for additional support.

64 Lord Street Sub-Group presentation

Councillor Ruth Duffy and John McLellan, Sub-Group Leads, provided the Board with a presentation on the progress and achievements of the Lord Street Sub-Group to date.

John McLellan introduced the item and outlined the projects currently under consideration, as detailed within the report.

The Board welcomed the proposals and thanked the Sub-Group for its work to date. Discussion focused on the potential for the project to increase footfall on Lord Street, support town centre regeneration and create a lasting legacy through the promotion of public art.

Members discussed the proposed window and shutter artwork and explored opportunities to involve local artists, schools and students in the project. It was noted that the artwork should reflect local themes, including Fleetwood's heritage, coastline and community identity. Suggestions were also made to develop links with existing trails and public art projects across the town.

Questions were raised regarding the involvement of property owners, the longevity of the artwork and potential future arrangements for occupied premises. It was explained that the initial focus would be on vacant properties, although opportunities to support existing businesses could be explored in the future.

The Board discussed the need for clear design standards, artist selection criteria and appropriate arrangements for commissioning and remunerating artists. Members emphasised the importance of achieving a high-quality outcome while maximising opportunities for local creatives and educational establishments.

Discussion also took place regarding absentee landlords, planning and advertising consent requirements and the potential costs associated with developing a wider trail element. It was agreed that further work should be undertaken to develop projects 2 and 3 and to ensure coordination with existing initiatives.

The Board expressed its overall support for the project.

It was **agreed**:

- That the Board approved the development of Project 1: Window and Shutter Art.
- That a budget of £20,000 be allocated to support the development and delivery of the project.
- That opportunities for future expansion of the project be considered as part of the wider 4 year development plan.

65 Sub-group verbal updates

The Board sub-group leads provided verbal updates on the progress of each established sub-group.

65a Engagement

The Board received an update on recent and planned engagement activities, including feedback from Tram Sunday and the Fleetwood Fish, Food and Music Festival, proposals for Fleet Fest and planned Halloween engagement activities.

Liam Buswell provided an update on current engagement activity. Andrea Wallace advised that approximately 300 responses had been received through engagement undertaken at Tram Sunday and the Fleetwood Fish, Food and Music Festival. She highlighted a number of emerging themes. It was noted that the consultation responses were currently being analysed and a detailed report would be presented to the Board once completed.

Liam Buswell further advised that a programme of door knocking engagement would commence the following week and encouraged Board members to participate.

Discussion took place regarding the organisation of a rota and the importance of using the opportunity to both gather feedback and raise awareness of existing services and support available to residents. Members also suggested that local businesses should be engaged to seek their views on priorities and opportunities for supporting the town centre and local economy.

Andrea Wallace introduced proposals for Fleet Fest, a community engagement event proposed for Marine Gardens on 19 September 2026. Members were advised that the event would include traditional fairground rides, market and arts stalls, entertainment and activities designed to appeal to a wide range of age groups, including children, families, older residents and those with SEND. The event would also provide a further opportunity for community engagement and consultation in support of the Board's developing investment plan.

During discussion, Members highlighted the importance of ensuring adequate infrastructure and volunteer support to maximise engagement opportunities. It was also suggested that the Board's questionnaire should be reviewed and refined before future events. Identifying improved systems used for consultation work was also considered.

Yvonne Johnstone noted that the proposed event date coincided with Heritage Open Days and suggested that Fleetwood's heritage should be reflected within the programme where possible. Members also discussed the potential for Fleet Fest to become an annual community event.

Following discussion, the Board **approved** a budget allocation of £25,000 for the delivery of Fleet Fest and agreed that further work should continue on event planning and engagement arrangements.

An update was also provided on proposed Halloween activities, which would form the final stage of consultation and engagement to support the development of the Board's Investment Plan.

The update was noted.

65b Quick wins

Courtney Isherwood provided an update on the work of the Quick Wins Sub-Group.

She advised that opportunities were being explored to incorporate engagement activity into future Quick Wins projects and reported that work was underway, in partnership with Andrea Wallace, to identify the needs of residents who were classified as housebound. It was anticipated that proposals to support these residents could be developed as a future Quick Win project.

Courtney further advised that a proposal had been received from Mini Links for golfing activities that could be implemented in the short term. She emphasised the importance of ensuring that all project proposals received by the Sub-Group were shared with Board members for awareness and consideration.
An update was also provided on the trail activity and outdoor cinema event and the Parkwood Fleetwood Leisure Centre proposal.

The Board received an update on the community-led summer programme for young people, delivered by Fleetwood Town Community Trust. Whilst participation numbers had been lower than anticipated, with 32 young people taking part, members acknowledged that the programme had provided a positive starting point on which larger initiatives could be developed in future years.

Discussion took place regarding the creation of a small grants fund as part of the Quick Wins programme. Members considered how a community-led funding approach could enable residents and community groups to bring forward smaller projects for support. It was recognised that clear criteria and governance arrangements would be required. Courtney Isherwood advised that a proposal would be developed outlining how a Quick Wins small grants scheme could operate, including arrangements for applications, assessment and funding allocations. It was noted that any such scheme would need to align with the Board's developing four-year investment plan.

The update was noted.

65c Accessibility

This item was covered during item 4.

65d Families and young children

Noted.

65e Young people

Noted.

65f Post 16 education

The Chair advised that, due to Simon Hughes' potential conflict of interest in relation to the theme, Courtney Isherwood had been asked to assume the lead role for the Post-16 Education Sub-Group.

Members were informed that a handover process was currently underway to ensure continuity of the Sub-Group's work and priorities.

The update was noted.

65g SEND

This item was covered during item 4.

66 Recruitment of Administrative Officer

The Chair provided a verbal update on recruitment arrangements.

The Board was advised that an Administrative Officer had been successfully appointed and was due to commence employment in September 2026.

Mark reported that the successful candidate had experience in website development, working with businesses in Fleetwood and brought a strong creative background to the role.

The update was noted.

67 Developing the Pride in Fleetwood 4 Year Plan (2026 to 2030)

Andrea Wallace, Governance and Development Officer, provided the Board with an update on the development of the Pride in Fleetwood 4-Year Plan and introduced proposals for a Place Standard Tool Workshop to be held on 7 October 2026.

Jamie Giffin, representing Lancashire County Council's Place Standards Team, attended the meeting and delivered a presentation on the Place Standard Tool, a nationally recognised framework used to assess the quality of a place across 14 themes and identify priorities for future investment and improvement. He explained that the workshop would provide residents and stakeholders with an opportunity to assess Fleetwood's strengths, challenges and opportunities through a structured programme of discussions, observation activities and priority setting exercises.

The Board was advised that the event would be facilitated by the Place Standards Team and would include a walkabout, themed discussions, scoring exercises and action-planning sessions. The outcomes would be used to inform the development of the Board's 4-Year Plan and provide a baseline against which future improvements could be measured. A report summarising the findings and recommendations would be produced following the event.

The Chair confirmed that approval had already been given for the workshop to proceed and outlined how the exercise would contribute to the three-stage process for developing the Board's 4-Year Plan.

During discussion, Members considered the range of participants who should be invited to attend the workshop. It was agreed that residents should remain at the centre of the process whilst also ensuring representation from local businesses, community organisations and other key stakeholders. Board members were invited to submit suggestions for attendees, and further work would be undertaken to develop an appropriate participant profile and invitation list.

Members also discussed the need for facilitators to support discussions on the day and considered how best to ensure that the outcomes reflected the views and priorities of Fleetwood residents.

The update was noted.

68 Community led delivery model options

Mark Spencer, Chair of the Pride in Fleetwood Board, introduced a discussion on options for a future community-led delivery model, including the potential establishment of a Pride in Fleetwood Community Interest Company (CIC) or the use of an existing community-based organisation.

Andrea Wallace advised that a briefing paper had been prepared to provide Members with background information on the available options. She explained that the paper was intended to support initial consideration of the different delivery models and that no decision was required at this stage.

It was agreed that Board members would review the information provided and that a more detailed discussion on the preferred delivery model would take place at a future meeting.

The update was noted.

69 Any other business

None.

70 Date and time of the next Pride in Fleetwood Board meeting

The next meeting was scheduled for Thursday 17 September 2026 at 17:30pm.

The meeting started at 5.33 pm and finished at 8.16 pm.

Date of Publication: 1 September 2026.

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Indicative Cost Schedule for Additional Support

To: Mark Spencer, Chair of Pride in Fleetwood Board

Additional Support: Cost Guide

This guide sets out indicative costs for additional support (2026/27) that may be requested from the local authority. It is intended to support fair and transparent planning and does not create a contract or service level agreement.

The Board will only be charged for exceptional, project-specific or specialist services that are requested in addition to the standard support provided by the Council as Accountable Body. Charges will not apply to routine liaison, attendance at scheduled Board meetings, or standard governance support.

To manage expectations please see below examples of could be considered as:

Included within standard support

- Attendance at Board and sub-group meetings, where appropriate.
- Routine programme management support
- Standard financial output reports.
- Basic procurement and legal signposting.
- General governance and compliance advice.
- Liaison with MHCLG where required.
- Sign off function for submission

Charged on a call-off basis

- Procurement exercises and tender evaluations.
- Drafting or negotiating contracts and agreements.
- Subsidy control assessments.
- Detailed business case development.
- Providing project management or delivery support beyond routine oversight.
- Providing specialist legal, finance, procurement or governance advice on specific issues.
- Undertaking financial due diligence, appraisal or assurance work.
- Preparing funding bids or investment proposals

Indicative Cost Schedule for Additional Support

This approach means the Board only pays where it chooses to request additional specialist support from local authority professionals with experience of public sector governance, funding and compliance requirements.

Where additional support is needed, the Board should provide a clear brief in advance setting out the work required. An indicative estimate, based on the nature and expected scope of the work, would be provided by the Council.

For higher-risk or more complex matters, such as leases, contracts, tender activity or third-party agreements, estimates may need to be reviewed as the work progresses. Any significant change to the estimated cost would be discussed with the Chair at the earliest opportunity.

Costs will be reviewed with the Chair on an annual basis.

Name	Unit rate per hour (incl. on costs)*	Examples of the range of applicable functions for this post
Programme management	£29.11	Programme governance, development of projects and business cases. Accountability and compliance with MHCLG requirements. Stakeholder engagement and partnership coordination. Funding opportunities Funding claims, reporting returns and audit requirements. Monitoring of programme impacts and outcomes.
Democratic Service lead	£29.11	Support with constitutions, terms of reference and Board governance arrangements. Maintenance of decision logs and governance records. Support with publication of agendas, minutes and meeting papers. Management of declarations of interest and governance procedures. Support with transparency and public accountability requirements.
Procurement	£29.11	Procurement contract drafting and execution support, procurement and tendering advice, drafting contract standing orders and advice on public sector procurement legislation.
Finance	£26.43	Budget preparation and profiling of revenue and capital expenditure. Financial monitoring and reporting to the Board. Advice on eligible expenditure and grant conditions. Processing

		payments and maintaining financial records. Financial assurance, audit support and compliance checks. Forecasting, cashflow monitoring and value for money assessments. Financial risk management.
Legal	£35.55	Drafting and reviewing grant agreements, funding agreements and contracts. Advice on subsidy control, state aid legacy issues and public law considerations. Data protection and information governance advice. Conflict of interest and governance compliance advice. Advice on land, property, leases and partnership arrangements where relevant. Legal review of major projects and investment proposals.

*A 20% community and voluntary sector reduction will be applied to the above unit rates for extraordinary work requested by the Pride in Fleetwood Board, recognising the community-led nature of the programme while maintaining a fair and transparent charging approach.

Additional work: completed

For work done from April the following charge is requested:

Work done	**Cost (rounded)**	
Programme Support Total of 4 weeks (148 hours)	£3,445	Theme group support and programme management support Production of the engagement plan and log draft, High Street project development and proposal Programme staff - host grant application and selection programme. Includes document preparation, meetings x3, scoring matrix and grant agreement. Grant agreement – Summer Connectivity
Secretariat 8 hours per month (includes August)	£932	Secretariat function included preparation of Board minutes and agendas. Updating action logs and distribution of supplementary papers.
Total incl. 20% reduction applied	£4,376	

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Agenda Item. 8a
FLEET FEST PROPOSAL

Report author: Andrea Wallace

Report to Fleetwood Pride in Place Board

Date: 20/08/2026

Decision Required? YES

Subject: Budget & Activities Fleet Fest

Does the report contain information which has been identified as confidential?
No

If yes, please specify the reason that the report is confidential below:
Not Applicable

Summary of main issues and governance considerations

1. Present potential attractions and agree budget for Fleet Fest being held on 19thSeptember 2026.

Recommendations

1. To consider the attractions proposed and agree a budget of £25K for the event.

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1 Purpose of this report

1. It is proposed that the Fleetwood Pride In Place Board delivers Fleet Fest, a major community engagement event at Marine Gardens, Fleetwood, on Saturday 19 September 2026 from 12:00pm until 6:00pm.

2. Fleet Fest will provide an accessible, welcoming and engaging opportunity for residents to participate in the continuing development of the Fleetwood Pride In Place programme. The event will combine meaningful public consultation with a high-quality programme of free and family-friendly attractions, helping the Board reach residents who may not ordinarily participate in formal consultation exercises.

3. The centrepiece of the event is proposed to be a spectacular Luminarium supplied by Architects of Air Ltd. This immersive attraction will provide both a significant draw or the event and a distinctive environment within which the Pride In Place team can engage residents in conversations about Fleetwood, its priorities and potential future projects.

4. The consultation will build upon engagement already undertaken and provide an opportunity to showcase emerging priorities and potential projects, allowing residents to comment, challenge, support and further shape the proposals.

5. All feedback gathered through Fleet Fest will be collated alongside findings from the wider programme of community consultation. This combined evidence will then help provide the basis for the Fleetwood Toolkit Day on 7 October 2026, ensuring that discussions and decisions at the Toolkit Day are informed by the voices and experiences of Fleetwood residents.

2. Purpose of Fleet Fest

1. Fleet Fest is intended to be much more than a community event. Its primary purpose will be to create a highly visible and accessible platform for community engagement and consultation around the Fleetwood Pride In Place programme.

2. The event will support the Board's commitment to ensuring that local people remain at the centre of the programme's development.

3. By combining consultation with entertainment, activities and an unusual headline attraction, Fleet Fest will provide an alternative to more traditional consultation methods. Residents will be able to attend with family and friends, enjoy the event and contribute their views in an informal and welcoming environment.

4. The event will seek to:

- Increase awareness and understanding of the Fleetwood Pride In Place programme.
- Reach a broad cross-section of Fleetwood's communities.
- Provide further opportunities for residents to have their say.
- Present emerging priorities and potential projects for community consideration.
- Test levels of community support for different ideas and proposals.
- Identify additional ideas, concerns, opportunities and aspirations.
- Encourage participation from children, young people, families, older residents and people with additional accessibility requirements.
- Generate further evidence to support the development of the programme.
- Feed community findings directly into the Fleetwood Toolkit Day on 7 October 2026.

3. The Luminarium – FleetFest's Centrepiece

1. It is proposed that the principal attraction at Fleet Fest will be a Luminarium supplied by Architects of Air Ltd.

2. A Luminarium is a large-scale, walk-through inflatable structure which creates an immersive environment through a combination of architectural forms, natural light and colour. Visitors move through interconnected spaces, tunnels and chambers, experiencing changing colours and perspectives as daylight filters through the translucent material of the structure.

3. The attraction provides something highly distinctive that residents may not previously have experienced and will create a strong focal point for Fleet Fest.

4. Rather than simply providing entertainment, the Luminarium will be integrated into the wider purpose of the event and become part of the community engagement experience.

4. Accessibility and Inclusivity

1. A significant benefit of the Luminarium is its appeal across different generations and audiences. It provides a sensory experience that does not depend upon physical strength, competitive ability or previous experience and can therefore attract a wide range of visitors.

2. The intention is for Fleet Fest to welcome all ages and abilities, including children and young people, families, older people and residents with disabilities and additional needs.

3. Consideration will be given to residents with SEND and sensory needs, with appropriate event management arrangements established with the supplier to maximise accessibility and ensure that visitors are provided with clear information about the experience.

4. This supports the wider Fleetwood Pride In Place commitment to inclusive engagement and creating opportunities for residents who may not ordinarily participate in traditional meetings or consultation sessions.

5. Images of the Luminarium, video and information will be shared with Board members.

5. Consultation Within the Luminarium

1. A key feature of Fleet Fest will be the integration of the Fleetwood Pride In Place public consultation within the Luminarium experience.

2. Rather than separating consultation from the main attraction, the intention is to create a journey in which residents can experience the Luminarium while also

being introduced to the Pride In Place programme, emerging priorities and potential projects.

3. Consultation material can be positioned at appropriate points, supported by members of the Pride In Place team and engagement staff who can talk directly with residents. The environment will encourage people to consider questions around the future of Fleetwood in a less formal setting.

4. Residents will be invited to:
   - Review the priorities identified through consultation to date.
   - Explore potential projects and interventions associated with those priorities.
   - Indicate which proposals they consider most important.
   - Comment on individual ideas and projects.
   - Identify areas where proposals could be improved.
   - Suggest additional ideas.
   - Explain what difference they believe investments could make to Fleetwood.
   - Provide further comments about the future of their town.

5. A mixture of engagement methods can be utilised, including visual displays, voting exercises, written comments, facilitated conversations and short questionnaires.

6. This approach will enable both quantitative and qualitative information to be gathered – identifying not only which projects or priorities receive support but also understanding why residents hold those views.

6.Showcasing Emerging Priorities and Potential Projects

1. Fleet Fest provides an important opportunity to move the consultation process forward.

2. Previous engagement has helped identify the issues, priorities and aspirations that matter to Fleetwood residents. Fleet Fest can begin the next stage by demonstrating how those priorities could potentially translate into deliverable projects.

3. Emerging project concepts can be presented in a simple, highly visual and accessible format so residents can understand what is being considered without requiring detailed knowledge of funding programmes or project development.

4. Importantly, the event should not present emerging projects as predetermined decisions. Instead, they will be presented as potential projects for community consideration, enabling residents to influence their development before proposals progress further.

5. This provides an additional level of transparency and helps demonstrate the principle that the Pride in Place programme is being developed with the community rather than simply for the community.
   Connection to the Fleetwood Toolkit Day – 7 October 2026

7. Connection to the Fleetwood Tool Kit Day – 7 October 2026

1. Fleet Fest will form an important stage in the engagement programme leading into the Fleetwood Toolkit Day on 7 October 2026.

2. All consultation responses gathered through Fleet Fest will be recorded, analysed and combined with findings from previous and ongoing engagement activities.

   This will provide a broader evidence base identifying matters such as:
   - Community priorities.
   - Levels of support for potential projects.
   - Common themes across different consultation exercises.
   - Areas where views differ.
   - New ideas emerging from residents.
   - Issues requiring further investigation.
   - Opportunities identified by the community.
   - Needs identified by different demographic groups.

3. The combined consultation findings will then help form the evidence base for the Toolkit Day.

   This creates a clear engagement pathway:

   Community Engagement → Emerging Priorities → Fleet Fest Consultation → Consolidated Findings → Toolkit Day – 7 October → Project Development

4. The approach will help ensure that the Toolkit Day is informed by evidence gathered directly from the community and that participants have a clear understanding of what Fleetwood residents have said.

8. Additional Fleet Fest Attractions

1. Alongside the Luminarium and consultation activity, it is proposed that Fleet Fest includes a range of attractions designed to create a lively community festival atmosphere and encourage residents to remain at the event.

2. Proposed activities include:
   - Walkabout Artists – Performers moving throughout Marine Gardens, interacting with visitors and helping create an engaging atmosphere.

- Fairground Attractions – Family-friendly rides Helter Skelter, Dodgems, Large Swings and attractions providing additional reasons for children, young people and families to attend.

- Food Stalls – A varied food offer encouraging visitors to spend time at the event and creating opportunities, where possible, for local businesses and traders. Market Stalls – A selection of stalls providing additional interest and the opportunity to involve local organisations, community groups, businesses and traders.

- These supporting attractions are important to the engagement model. By creating an event that people actively want to attend, the Board can significantly broaden the potential consultation audience.

9. Community Reach and Inclusion

1. Fleet Fest will be promoted as an event for the whole Fleetwood community.

2. Promotion will seek to encourage participation across different age groups, neighbourhoods and communities, including residents who may not previously have engaged with the Pride In Place programme.

3. Consideration will be given to physical accessibility, communication needs and the design of consultation material so that barriers to participation are reduced wherever reasonably possible.

4. This proactive approach will allow conversations to take place naturally and provide opportunities to capture the views of residents who may be less comfortable completing formal surveys.

10.Proposed Event Programme

1. Fleet Fest will operate from 12:00pm until 6:00pm on Saturday 19 September 2026 at Marine Gardens.

2. Throughout the six-hour event residents will be able to access the Luminarium, participate in consultation activities, view emerging Pride In Place priorities and potential projects, enjoy the supporting entertainment rides and visit the food and market areas.
3. The format is intended to encourage a continual flow of visitors throughout the afternoon while providing sufficient time for meaningful engagement.

10. Budget Request

1. A total budget of £25,000 is sought to enable the delivery of Fleet Fest.

2. The funding will support the overall event package, including the headline attraction and the infrastructure, entertainment, engagement and operational requirements necessary to deliver a safe and successful public event.

3. The budget will be managed to maximise both community participation and consultation value, recognising that the principal objective of Fleet Fest is to increase the reach and quality of community engagement within the Pride In Place programme. A detailed cost plan will be maintained as suppliers and attractions are confirmed, ensuring expenditure remains within the approved £25,000 allocation.

Pride in Fleetwood Board

Action log and matters arising since March 2026 – August 2026

Completed and closed actions - The following actions have been removed from the active action log as they have been completed, withdrawn, superseded, or are no longer applicable:

Meeting: 19 March 2026			
Action	Lead	Deadline	Status
Completion of conflict of interest forms, redactions, publication on PIF website along with member profiles, including photographs.	Secretariat	16 April 2026	Completed
Reminder for Board members to submit apologies to the Chair prior to non-attendance at meetings.	n/a	n/a	Completed
The Board's funding arrangements to be covered at each meeting of the Board.	Wyre Council	Every meeting	Completed
Reminder for Board members to not make individual announcements about Board decisions on their personal social media accounts.	n/a	n/a	Completed
Central record for DBS information to be created.	Secretariat	16 April 2026	Completed
Make amendments to draft terms of reference	Secretariat	16 April 2026	Completed
Sub-group Leads to mobilise membership and develop initial outline plans	Simon Hughes John McLellan and Cllr Duffy Courtney Isherwood Connor Pennington Jesika Pook	n/a	Completed
Board contact list to be developed and circulated.	Secretariat	16 April 2026	Completed
Seek expressions of interest regarding secretariat support and finalise job descriptions.	Mark Spencer	16 April 2026	Completed
Further updates at future meeting regarding the position on community led delivery model.	Secretariat/Mark Spencer	Every meeting	Completed
Secretariat arrangements for note taking at the next meeting to be resolved.	Wyre Council/Mark Spencer	16 April 2026	Completed

Meeting: 16 April 2026			
Action	Lead	Deadline	Status
Paragraph 6.13 in the draft Terms of Reference continued to refer to two items and requires amendment	Secretariat	16 April 2026	Completed
An expenditure log would be provided to Board members as a standing item within the agenda pack for future meetings.	Wyre Council	Every meeting	Completed
Link to the community engagement tool to be circulated to the Board.	Lorraine Moffat	21 May 2026	Completed
Lorraine Beavers MP office to support in the planning and delivery of a 'Meet the Board' event.	Engagement sub-group	8 July 2026	Completed
Creation of Board identification badges.	Secretariat/Wyre Council	21 May 2026	Completed
Sub-group memberships to remain with Board members until each group is better established. Membership would then be open to non-Board members.	Chair/Board	n/a	Ongoing
Development of a business case to support the remodelling of Memorial Park. Engage with Friends of Memorial Park.	Accessibility and Memorial Park sub-group		Completed
Details of Wyre Council's Heritage/Conservation Officer be shared with the Lord Street sub-group.	Wyre Council/Lord Street sub-group	21 May 2026	Completed
Thrive Network to attend a future meeting to feedback on their targeted SEND listening tour across schools and other relevant forums	Mark Spencer	16 July 2026	Completed
Formation of a sub-group of members tasked with shortlisting and selecting a host organisation for staff.	John McLellan, Jesika Pook and Sara Ordonez		Completed
Interview panel for appointment of dedicated Development and Governance Officer recruitment and admin support.	John McLellan, Jesika Pook, rep from hosting organisation and rep from Wyre Council		Completed

Meeting: 21 May 2026			
Action	Lead	Deadline	Status
Connor Pennington and Patrick Hayton have been removed from the Board membership.	Chair	21 May 2026	Completed
Upcoming meetings will have specific themes of focus.	Secretariat	Every meeting	Completed
An engagement plan to be developed including ideas for Board presence at events/branding etc	Programme manager	16 July 2026	Completed
Creation of a project initiation form and to be shared with Board members	Programme manager	18 June 2026	Completed
Creation of costings for the Lord Street proposals to be developed.	Programme manager/Lord Street sub-group	20 August 2026	Completed
Engagement ideas for families and young children to be presented	Families and young children sub-group		Completed
SEND play inclusion programme to be shared with SEND sub-group	SEND sub-group	16 July 2026	Completed
A breakdown of costs associated with appointing Regenda to be included in the Board's expenditure log.	Wyre Council	18 June 2026	Completed
ICON visit scheduled for Friday 3 July, Board members encouraged to attend.	Chair	3 July 2026	Completed

Meeting: 18 June 2026			
Action	Lead	Deadline	Status
Draft accessibility survey to be shared with Board members.	Secretariat		Completed
Funding proposal for the trail activity and outdoor cinema event to be developed for approval.	Families and young children sub-group		Completed

Sign posting of existing mental health provision for young people in Fleetwood.	Young people sub-group/Chair		Completed
Arrange meeting to discuss opportunities for Board engagement activities at Tram Sunday.	Programme Manager/Vice Chairs/Wyre Council		Completed
Arrange for the Board's next meeting to be held in the Community Hall instead of the Memorial Hall.	Secretariat	16 July 2026	Completed

Meeting: 16 July 2026			
Action	Lead	Deadline	Status
Explore opportunities for the Board to work with and support the Morecambe to Fleetwood Hovercraft Project.	Programme Manager/Chair	20 August 2026	Completed
Karen Pratt confirmed as sub-group lead for SEND.			Completed
Circulate further details regarding the "Picnic in the Park" event.	Programme Manager	20 August 2026	Completed

Meeting: 20 August 2026			
Action	Lead	Deadline	Status
Frankie Spore and Mick Gray have been removed from the Board membership	Chair	20 August 2026	Completed
Revised action log to improve visibility of actions	Secretary	17 September	Completed
Courtney Isherwood to lead the Post-16 Education Sub-Group.	Post-16 Education sub-group	20 August 2026	Completed

Live actions

The following actions remain outstanding and require further work, monitoring, or a future update. Live actions are assigned a reference number to assist with monitoring and progress tracking. Once an action is completed, withdrawn, superseded, or otherwise closed, it is moved to the closed actions section and removed from active monitoring:

Meeting: 16 April 2026				
Ref	Action	Lead	Deadline	Status
4.26.1	Set up a test group to measure success for engagement activity.	Engagement sub-group		Ongoing
4.26.2	GDPR compliance check and development of a privacy notice.	Programme Manager/Wyre Council	17 September 2027	Ongoing
4.26.3	Quick win sub-group to work in collaboration with the engagement sub-group on the development of a short list of potential 'quick win' proposals.	Engagement and quick win sub-groups		Ongoing
4.26.4	Work with the Rotary Club, Fleetwood Town Council and other organisations to establish opportunities for day long engagement events.	Karen Pratt		Ongoing
4.26.5	Improvements of Beach Park - development of a questionnaire to inform any potential works.	Accessibility and Memorial Park sub-group		Ongoing
4.26.6	Residents' views on pedestrianisation of Lord Street be included as part of the engagement process.	Engagement and Lord Street sub-groups		Ongoing
4.26.7	Map information on free WIFI provision in Fleetwood.	Programme manager		Ongoing

Meeting: 21 May 2026				
Ref	Action	Lead	Deadline	Status
5.26.1	Complaints procedure to be reviewed particularly considering how complaints are received.	Programme manager	17 September 2026	Ongoing

5.26.2	Creation of costings for all quick win proposals to be developed.	Programme manager/quick win sub-group		Ongoing
5.26.3	Improvements to internal communications including establishing shared systems such as SharePoint etc.	Programme manager/Regenda/Wyre Council		Ongoing

Meeting: 18 June 2026				
Ref	Action	Lead	Deadline	Status
6.26.1	Identify opportunities for the Board to work with Parkwood Leisure on both short-term initiatives and longer-term development proposals.	Programme manager/Chair	17 September 2026	Ongoing
6.26.2	Map of community assets, activities and facilities across Fleetwood to be shared with the Board.	Programme manager/Wyre Council		Ongoing
6.26.3	The Board to consider potential future opportunities for the former Hitchens building and explore appropriate avenues for engagement with the property owner regarding its future use and development.	Lord Street sub-group		Ongoing

Meeting: 16 July 2026				
Ref	Action	Lead	Deadline	Status
7.26.1	Review the accessibility consultation findings and, in partnership with Andrea and Wyre Council officers, identify proposals that fall within the Board's remit and those that should be progressed by other organisations. Develop recommendations for consideration at a future Board meeting.	Programme Manager/SEND lead		Ongoing
7.26.2	Explore opportunities to enhance accessible outdoor activities and SEND provision within Fleetwood, including	Programme Manager/SEND lead	17 September 2026	Ongoing

	potential links and partnership opportunities with local schools.			
7.26.3	Undertake a detailed review and analysis of the recent accessibility consultation findings and develop a range of potential project proposals for future Board consideration.	Accessibility lead	17 September 2026	Ongoing
7.26.4	Contact individuals who have previously expressed an interest in Board membership to gauge interest in joining the sub-groups. Consider wider recruitment opportunities once Sub-Groups are better established.	Sub-group leads	17 September 2026	Ongoing
7.26.5	Seek expressions of interest for Board membership from the wider community, with particular emphasis on recruiting a business sector representative.	Chair/MP/Wyre Council	17 September 2026	Ongoing

Meeting: 20 August 2026				
Ref	Action	Lead	Deadline	Status
8.26.1	The Chair to prepare a letter of support on behalf of the Board in relation to the hovercraft project and to note that the proposal had been raised with the Lancashire Combined Authority for consideration.	Chair	17 September 2026	Ongoing
8.26.2	A stakeholder register to be developed to capture individuals and organisations engaging with the Board.	Secretariat /Programme Manager		Ongoing
8.26.3	Development of a short-term action plan for SEND engagement	SEND sub-group	17 September 2026	Ongoing
8.26.4	Creation of an accessibility grant fund to support small	Accessibility sub-group		Ongoing

	scale accessibility projects including funding criteria and governance proposals			
8.26.5	Development of a comprehensive analysis report summarising consultation results received to date.	Engagement sub-group/Programme Manager	17 September 2026	Ongoing
8.26.6	Work to improve consultation questions including identifying systems to assist with consultation work.	Engagement sub-group	17 September 2026	Ongoing
8.26.7	Proposal to be developed outlining how a Quick Wins small grants scheme could operate, including arrangements for applications, assessment and funding allocations.	Quick wins sub-group	17 September 2026	Ongoing
8.26.8	Further work required to develop an appropriate participant profile and invitation list for the Place Standard Tool Workshop on 7 October 2026.	Programme Manager/Chair	17 September 2026	Ongoing
8.26.9	Board members to review the community led delivery model options.	Programme Manager/Chair	17 September 2026	Ongoing

Pride in Fleetwood Board

Decision register March 2026 – March 2027

Information about recent decisions that have been taken by the Pride in Fleetwood Board.

Title	Decision maker	Decision status	Decision made	Alternative options considered and rejected	Date of decision	Accompanying documents
DBS checks for Board members	Chair	Approved	DBS checks for all Board members will be renewed every three years, and the Board will be required to make annual declarations in relation to these checks.	Different approaches were considered, including introducing an annual DBS check. However, it was felt that this could become administratively burdensome, and therefore annual declarations were deemed a more proportionate solution.	19 March 2026	DBS spreadsheet
Initial sub-group workstreams	Board	Approved	Sub-groups established on the following focus areas (Post 16 education, Lord Street regeneration, Quick wins, engagements and volunteers and accessibility).	Different focus areas were considered; however, the Board emphasised the important of delivering tangible early results.	19 March 2026	n/a
Secretariat support	Board & Chair	Approved	The recruitment of a Development and Governance Officer and Admin Support Officer and for the Chair to coordinate the process for seeking expressions of interest and	Continued support from Wyre Council/MPs office; however, it was felt that employing their own staff was necessary to ensure long term effectiveness of the Board.	19 March 2026	Draft job descriptions

			preparing the relevant job descriptions.			
Submission of interest to operate a community led delivery model	Chair	Approved	Expression of interest submitted to MHCLG to become an early adopter of the community led delivery model with a legal entity (other than the council) to manage the Board's funding and delivery responsibilities.	To not submit the interest and thus continue with Wyre Council as accountable body.	March 2026	
Pride in Fleetwood Terms of Reference	Board	Approved	The Pride in Fleetwood Board terms of reference were approved.	No alternative options were considered.	16 April 2026	Final PiF Terms of Reference
Principles for decision making for projects/funding for outside the boundary/target area	Board	Approved	To consider such decisions on a case-by-case basis where they would provide benefit for the whole community.	No alternative options were considered	16 April 2026	Boundary map – appendix to ToR
Hiring and hosting arrangements of secretariat support for the Board	Board	Approved	The Board approved the delegation of responsibility for the shortlisting and selection of a host organisation to a sub-group of Board members. The Board further approved the delegation of responsibility for forming the interview panel for employee recruitment to a designated group of Board members.	For the arrangements to come to a future Board meeting for decision, however this was rejected owing to unnecessary delays.	16 April 2026	

Host organisation	Vice Chair	Approved	The Vice Chair appointed Regenda as the organisation to host Board Support staff.	Five expressions of interest had been received, of which three progressed to assessment, including Fleetwood Trust, Fleetwood Town Council, and Regenda. It was confirmed that Regenda had been selected as the preferred employer, having demonstrated good value for money. The proposed grant totalled £365,403 over four years, covering staffing costs including salaries, on-costs and pensions. It was noted that the management structure proposed was strong, and that Regenda had a significant presence in the town.	21 May 2026	
Funding for Tram Sunday Board engagement event	Board	Approved	**Agreed** to earmark up to £10,000 to support engagement activities associated with Tram Sunday, with detailed proposals to be	No alternative options were considered.	18 June 2026	Outline costings for Tram Sunday event presented to the Board at their meeting on 21 May 2026.

			developed by the relevant officers and Board members.			
Recruitment of Governance and Development Officer	Chair	Approved	Following a robust recruitment process, Andrea Wallace had been successfully appointed to the position.	n/a	July 2026	
Proposal for six-week summer outreach youth work	Quick wins sub-group lead	Approved	**Agreed** that delegated authority to make final decisions on the current proposal, and any future Quick Win projects, would be granted to Courtney Isherwood, in consultation with the Chair. The proposal was developed in partnership with Fleetwood Town Community Trust and would provide outreach youth work through the deployment of two dedicated youth workers, operating six days a week during peak times, to engage young people in positive activities and provide support within the community.	No alternative options were considered.	16 July 2026	Formal proposal submitted with the published agenda for the 16 July 2026 meeting.
Pride in Fleetwood Engagement Plan (including expenditure log)	Board	Approved	**Approved** the Engagement Plan and agreed for it to be submitted to the Ministry of	No alternative options were considered.	16 July 2026	Engagement Plan published with the agenda from

			Housing, Communities and Local Government (MHCLG).			the meeting held on 16 July 2026.
Schedule of costings for additional support	Board	Approved	**Approved** schedule of costings for additional support services that the Board may be requested from Wyre Council.	No alternative options were considered.	20 August 2026	Schedule of cost document as published with the minutes of the meeting held on 20 August 2026.
Lord Street – windows and shutter art	Board	Approve	**Agreed** that the Board approved the development of Project 1: Window and Shutter Art. **Agreed** that a budget of £20,000 be allocated to support the development and delivery of the project. **Agreed** that opportunities for future expansion of the project be considered as part of the wider 4 year development plan.	The Board also considered a further two projects regarding a wider trail element and several events on Lord Street, it was agreed that further work should be undertaken to develop these ideas and to ensure coordination with existing initiatives.	20 August 2026	Project outline published with the agenda of the meeting held on 20 August 2026.
Fleet Fest engagement event	Board	Approved	**Approved** a budget allocation of £25,000 for the delivery of Fleet Fest and agreed that further work should continue on event planning and engagement arrangements.	No alternative options were considered.	20 August 2026	Project outline published with the minutes of the meeting held on 20 August 2026.
Recruitment of support staff	Chair	Approved	Following a robust recruitment process, this position had been successfully appointed.	n/a	August 2026.	

Forward Plan of forthcoming decisions

A forward plan of the decisions that will be made by the Board over the coming months. This forward plan will be updated whenever a new decision is added.

Title	Decision maker	Purpose	Decision status	Decision due	Lead Board Member
Designated communications lead	Chair	To confirm central communications approach.	Pending	tbc	Chair
Pride in Fleetwood four year programme plan	Board	To approve and submit to MHCLG the Board's four year plan.	Pending	15 October 2026	Chair
Pride in Fleetwood Board Complaints Procedure	Board	To review and approve a complaints procedure.	Pending	17 September 2026	Chair
Partnership work with Parkwood Leisure	Board	To approve funding opportunities and partnership working with Parkwood Leisure on both short-term initiatives and longer-term development proposals.	Under consideration	tbc	Chair & Vice Chair(s)
Proposals for a Fleetwood Tale Trail activity and an outdoor cinema event.	Board	To approve funding opportunities for the Board to support for a Fleetwood Tale Trail activity and an outdoor cinema event.	Pending	tbc	Children and Young People sub-group Lead
Post 16 education - proposal for a dedicated Fleetwood campus (Blackpool and The Fylde College)	Board	To consider funding opportunities.	Pending	tbc	Chair

Partnership opportunities with the Morecambe to Fleetwood Hovercraft Project	Board	To approve funding opportunities for the Board to support future work towards the hovercraft project.	Under consideration	tbc	Chair
Proposals for a SEND Hub	Board	To approve funding opportunities for SEND provisions.	Under consideration	tbc	SEND sub-group lead
Decision making framework	Board	To approve a decision making framework to assist the Board with appropriate decision making	Pending	November 2026	Chair
Development of a Quick Wins small grants scheme	Board	To develop a small grants scheme including arrangements for applications, assessment and funding allocations.	Under consideration	17 September 2026	Quick wins sub-group lead
Development of an accessibility small grants scheme	Board	To develop a small grants scheme including arrangements for applications, assessment and funding allocations.	Under consideration	tbc	Accessibility sub-group lead
Community led delivery model	Board	To agree preferred delivery model for the Board.	Under consideration	tbc	Chair

Agenda Item. 11

Community Led Delivery Model – Fleetwood Toolkit

Report author: Andrea Wallace

Report to Fleetwood Pride in Place Board

Date: 20/08/2026

Decision Required? Yes

Subject: Engagement Activity / 10 Year Strategy / 4 Year Delivery Plan

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Does the report contain information which has been identified as confidential?

☐ Yes ☒ No

If yes, please specify the reason that the report is confidential below:

Not Applicable

Summary of main issues and governance considerations

1. Propose engagement activity and strategy development day to accomplish 1st draft of thematic projects before public consultation exercise.

2. All members of the Board to attend the proposed day.

3. All members of the Board to propose invitees from the wider community, including ways to invite residents, and make recommendations of stakeholders to attend the event.

Recommendations

4. The Fleetwood Pride in Place Board are requested to approve the Fleetwood Toolkit Model Day 7th October 2026, to be delivered at Emmanuel Church, Community Hall, 9.3am to 4.30pm.

5. Formal invitations sent to all stakeholders identified, from Chair of the Board.

6. Approve public call out for members of the public to attend.

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1 Purpose of this report

1.1 To provide a synopsis of activities which will be conducted during the Fleetwood Tool Kit Day.

1.2 The proposed Agenda for the day.

1.3 How outcomes from the day will be reported on and consulted with the wider public.

2 Background information

2.1 Lancashire County Council's Place Standard Team supports a collaborative, place-based approach to improving communities, putting the experiences, priorities and aspirations of local people at the heart of conversations about their neighbourhoods. The approach complements the County Council's wider commitment to stronger communities, civic pride and partnership working, recognising that successful places are shaped by residents, community organisations, businesses and public sector partners working together.

2.2 The team has valuable experience of working alongside communities and partners across Lancashire, including areas delivering Pride in Place Programmes, helping to create structured conversations about what works well in a place, where improvements are needed and what matters most to the people who live there. This type of engagement can provide an important evidence base for developing local priorities and ensuring investment responds to genuine community need rather than being determined solely by organisations.

3.3 Through sharing learning and experience from work undertaken across different Lancashire communities, the Place Standard Team can also help Pride in Place areas learn from one another, identify effective approaches to engagement and build stronger relationships between residents and delivery partners. This supports the wider ambition of creating places that are cleaner, safer, more welcoming and better connected, while strengthening local identity, community involvement and pride in the place people call home.

3.4 The Place Standard Toolkit, provides a practical and inclusive framework for understanding what makes a place work well for the people who live, work and spend time in an area. It helps structure meaningful conversations with residents, community groups and partner organisations, looking beyond buildings and infrastructure to consider wider social, environmental and community factors that influence people's quality of life.

3.5 The approach explores 14 key themes, covering areas such a moving around, public transport, streets and spaces, facilities and amenities, housing and community, social interaction, identity, belonging, feeling safe, care and maintenance, and influence and participation.

3.6 Partnerships are encouraging to identify the strengths, challenges and opportunities within the area, with the results providing a clear visual picture that help communities and decision makers agree priorities and develop actions for improvement.

3.7 For Fleetwood Pride in Place Programme, the toolkit can provide a valuable evidence -led engagement approach, ensuring that future investment and regeneration priorities are informed by the experience and aspirations of local people and helping to demonstrate how community feedback has translated into tangible priorities and action.

3 Delivery of The Fleetwood Toolkit Day

3.1 Welcome & Setting the Scene – The Place Standard Team introduces the purpose of the day, explains the Fleetwood Pride in Place Programme, and importantly defines the geographical area being discussed. Participants understand from the outset how their views will feed into future priorities and decision making.

3.2 Introducing the Place Standard Tool – Facilitators explain how the tool assesses both the physical and social aspects of a place. It works across the 14 themes, with questions and prompts designed to generate discussion about what is good about Fleetwood, and what needs improvement.

3.3 Tour of the Wards – Virtual if the weather prevents a walk around the Wards.

3.4 Mixed – Table Facilitated Discussions – Residents, community representatives, businesses, voluntary organisations, public sector partners and other stakeholders up to 50 individuals in total, are divided into smaller groups. Rather than a presentation led event, facilitators encourage people to discuss their lived experience of the area.

3.5 Working through the 14 themes – Groups consider subjects mentioned earlier under the 14 themes, which include feeling safe, social interaction, identity and belonging, care and maintenance. Participants score their place but also explain the reasons behind the scores.

3.6 Capturing the conversation – This is particularly important. The numerical scores provide a visual picture, but facilitators also capture comments, concerns, community assets, opportunities and ideas. Resulting in qualitative analysis.

3.7 Identifying Priorities – participants consider questions such as “What is working well?”, “What needs improving?” and “What should we prioritise?”.

3.8 Bringing the Room Back Together – the tables can then share their strongest findings. Common themes become visible, for example, SEND provision, Post 16 Education, The High Street, Community Facilities.

3.9 Analysis and reporting after the day – The information is collated and analysed to identify recurring priorities, differences between groups, strengths and areas requiring improvement. A comparable Place Standard exercise elsewhere has explicitly used this process to produce a structured assessment followed by findings and an agreed action plan.

4 Governance considerations

4.1 Risk management

4.1.1 Ensure all facets of the community are invited and have a voice, including community organisations, stakeholders, local authority and businesses.

4.1.2 Ensure all Fleetwood Pride in Place Board members are in attendance.

4.1.3 Ensure required number of facilitators sourced.

4.3 Forward Plan

4.3.1 The venue of Emmanuel Church, Community Hall has been provisionally booked.

4.3.2 Quote for the provision of light breakfast snacks, mid-morning refreshments, lunch and mid-afternoon refreshments has been requested.

4.3.3 Agreed invitation list to be drafted with Board member inclusion.

4.3.3 Social media campaign to encourage members of the public to participate, once approved by the Fleetwood Pride in Place Board.

4.5 Delegated authority and legal matters

4.5.1 Delegated authority is sought on the purchasing of refreshments and stationery for the day.

4.6 Financial and resource implications

4.6.1 Financial implications relate to refreshments, lunch and stationery.

4.6.2 Overall delivery and production of reports is free of charge to the Fleetwood Pride in Place Programme.

4.7 Equality and Diversity.

4.7.2 The Fleetwood Pride in Place Board are committed to ensuring that the day reflects the full diversity of Fleetwood and that all facets of the community can be represented and heard. Invitations will therefore be developed with careful consideration of different ages, backgrounds, cultures, abilities, lived experiences and circumstances, alongside representation from residents, young people, community and voluntary organisations, businesses, education, health, housing and other key local partners. Attention will be given to reaching people and groups whose voices may traditionally be less heard or who may experience barriers to participation. By bringing together a broad and representative cross-section of the Fleetwood community, the Tool-kit day will encourage inclusive discussion, shared understanding and meaningful participation, helping to ensure that the priorities and future direction of Fleetwood Pride in Place are informed by the people and communities the programme is intended to benefit.

5 Recommendations

5.1 It is recommended the Fleetwood Pride in Place Board approve this intervention, with a view of obtaining valued engagement and statistical data to support the submission of the 10-year vision and 4-year delivery plan for the Fleetwood Pride in Place Programme.

6 Background Documents

6.1 Sample presentation document to outline the course of the Toolkit Day.

6.2 Sample Invitation list used in alternative Pride in Place areas.

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