BOSTON NEIGHBOURHOOD BOARD

BOSTON NEIGHBOURHOOD BOARD MEETING

Monday 27 April at 2pm

Venue: Len Medlock Centre, Boston or via TEAMS

AGENDA

1 Welcome

2 Apologies for Absence

3 Declarations of Interest

4 (a) Minutes of the Boston Town Board Meeting held on 30 March 2025 ***(Enc)***

(b) Action Plan ***(Enc)***

5 CVS Lincolnshire Board Presentation - Community Masterplan

6 Boston Neighbourhood Board Membership Update, including Chair & Vice Chair

7 Communications Update ***(Enc)***

8 Pride in Place Programme Update ***(Enc)***

9 Community Safety Officers - Update ***(Enc)***

10 Any Other Business

Minutes of the Boston Neighbourhood Board Meeting
held on Monday 30 March 2026 at 2.00 pm
at Mayflower Building, Boston College & via Teams

Board Members:	Claire Foster, Chair - Boston College, Cllr Mike Gilbert - BBC, Alison Fairman BEM - Community Representative, Emma Tatlow - Active Lincolnshire, Councillor Sam French - LCC, Andy Lawrence - Port of Boston, Tracy Stringfellow - Heritage Lincs, Jacqui Bunce - NHS, Michael Morris - Tonic Health, David Fannin - LVET, Abdul Hamid Qureshi - UKIM Mosque and Jurate Matulioniene - Boston Lithuanian Group
Support Team:	Pranali Parikh, Maria Cotton, Ivan Annibal, George Gustard, Luisa Stanney and Michelle Gant

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1 Welcome

CF opened the meeting and welcomed attendees in person and online.

2 Apologies for Absence

Apologies were received from Jon Burgess, Michael Dow, Inspector Ian Cotton, Marc Jones and Neil Kempster.

3 Declarations of Interest

No new declarations of interest were made.

4 (a) Minutes of the Previous Meeting held on 26 February 2026

The minutes of the meeting held were reviewed and approved as a true and accurate record.

5 Pride in Place Programme

(a) Skills Audit - Update

The Board noted the Skills Audit update report.

It was reported that early results demonstrated a strong overall level of self-assessed capability across the board in areas including governance, advocacy, programme and project management, partnerships and local connections.

Relatively lower but still positive scores were identified in respect of digital capability, arts and culture and aspects of risk management and financial leverage. Members were advised that the number of responses had increased since the initial circulation of the audit, improving the robustness of the findings.

Members discussed the purpose of the audit, noting that it was intended both to provide assurance on current capability and to inform future development and succession planning. Discussion focused on Board refresh, diversity of lived experience and whether future development might be supported through structured development sessions, co-option or sub-group working rather than changes to core membership at this stage. CF stated that as she was currently Interim Chair of the Board, the next steps and arrangements for the Chair role, including timescales and process, would be brought back to the Board for discussion at the next meeting.

It was confirmed that the Board continued to meet the requirement for at least 51% of members to live or work in Boston.

CF and officers would review the Board's Terms of Reference, including membership arrangements, use of co-opted members, sub-groups, term lengths and diversity considerations and bring proposals to the April meeting.

(b) Workshops and Engagement Programme - Update

The Board received an update on the completed programme of the Pride in Place community workshops. It was reported that safety and security and town centre functionality were prioritised strongly by participants, with further significant ideas emerging around skills and enterprise, heritage and culture, tourism and community wellbeing.

Members noted that workshop discussions highlighted several cross-cutting themes, in particular cultural cohesion, confidence in place, accessibility and identity. It was also noted that issues raised were often interconnected rather than confined to single thematic areas.

The importance of capturing the views of young people was emphasised, with officers providing an update on alternative and targeted engagement routes with schools, colleges and youth groups to supplement the workshop programme and avoid consultation fatigue. DF reported that CVS Lincolnshire were due to give a presentation to the Board which had been delayed until the April meeting and they had been undertaking a lot of work with schools and young people.

Members discussed how feedback from the engagement programme should be communicated back to communities and agreed that visual, accessible formats would be preferable to lengthy written reports.

Officers would prepare visual summaries of engagement outputs and report back to the Board on youth engagement findings at a future meeting.

The Board agreed the next steps as outlined in the report.

(c) Commissioning and Open Call - Process and Principles

The Board considered proposals relating to the open call and commissioning process for Pride in Place funding, including governance arrangements, assessment principles and indicative timescales.

It was agreed that the open call would launch following the meeting, with guidance and support made available to applicants and that two Board sub-group meetings would be held in May to review submissions and formulate recommendations.

Members agreed that not all funding should necessarily be allocated in the first round, allowing flexibility to respond to emerging opportunities and high-quality proposals at a later stage. The importance of collaboration, sustainability, legacy, governance capacity and the identification of early "quick wins" was emphasised.

The proposed use of an AI-supported system to assist with summarising and structuring applications was noted, subject to Council approval and data protection requirements, with all decisions remaining the responsibility of officers and the Board.

The Board agreed a simplified project ideas form, endorsed the commissioning principles and proposed timescales and the updated list of key organisations, including Active Lincolnshire.

The Board noted comments received from Neil Kempster who unfortunately could not be at the meeting. The comments broadly supported the direction of travel set out in the commissioning and engagement proposals, acknowledged the recent endorsement of the Pride in Place Plan by Government and raised points relating to clarity of sub-group remit and transparency of stakeholder engagement. The comments were noted.

CF thanked the support team involved in securing validation of the plan by MHCLG and the Board for their work and commitment.

6 CVS Lincolnshire Board Presentation - Community Masterplan

The Board noted that the planned presentation from CVS Lincolnshire on the Community Masterplan had been deferred due to illness. Members acknowledged the relevance of the Masterplan to the Pride in Place programme and agreed that the item should be rescheduled when the appropriate representatives were available.

7 Communications Update

The Board considered the Communications Report for March 2026. An update was provided on recent activity, including promotion of the Pride in Place workshops, Towns Fund communications and media coverage relating to the Town of Culture Expression of Interest.

Members noted continued growth in engagement across digital channels, particularly strong interaction with heritage-related content and good engagement with Chair's Updates. The importance of maintaining clear, consistent Pride in Place branding across all communications was emphasised.

8 Any Other Business

Levelling up Partnership Funding - Digital & Media Hub - Members noted that the Gliderdrome building would not be utilised for the hub. Boston College would repurpose a building on their campus using the funding.

Community Safety Officers - Members discussed the position regarding Community Safety Officer funding and requested that officers bring forward an evaluation of impact and options for future sustainability to a subsequent meeting.

Sport England Bid - ET provided an update on Active Lincolnshire's Sport England bid which aligned with Pride in Place priorities, which was welcomed by the Board.

Town of Culture Expression of Interest - Members noted that the Expression of Interest had been submitted and could not be shared at this stage due to the competitive nature of the process.

Programme Management and Consultancy Support - The Board received an update on programme management capacity and resolved to extend consultancy support for a short, defined period with clarified milestones and outputs to support the transition into commissioning.

It was noted that the positions of Pride in Place Programme Manager and Co-Ordinator were currently being advertised.

9 Date of Next Meeting

Monday 27 April at 2pm at the Len Medlock Centre.

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BOSTON NEIGHBOURHOOD BOARD

OUTSTANDING ACTIONS 2026

BOARD MEETING	ACTION	TO BE COMPLETED BY
9.12.25	Board to receive regular updates on the work of Community Safety Officers.	Throughout 2026
29.1.26	LCVS to be invited to the April Board meeting to present the Community Masterplan to support understanding of community led delivery.	April 2026
30.3.26	Terms of Reference/Membership arrangements	April 2026
30.3.26	Visual summaries of engagement outputs/youth engagement findings	May 2026

Ministry of Housing, Communities & Local Government

Board membership

Expectations of Board membership and representation

Local Community

- The majority (at least 51%) of members should live or work within the boundaries of the Neighbourhood, ensuring that the Board is resident-led.
- Members should broadly reflect the range and diversity of people who live in the area – for example, in relation to age, ethnicity, gender, faith, disability or income levels.

Board Representat-ion

- Consider representation on the Board from:
  - Community leaders
  - Local businesses
  - Sports, culture, or arts organisations
  - Public agencies and anchor institutions

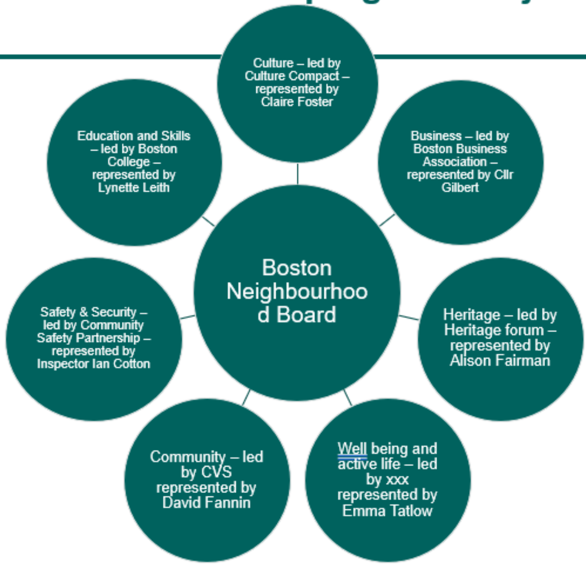
Elected Officials

- The relevant local MP must sit on the Board.
- In Scotland and Wales, the appropriate constituency MSP or MS should also sit on the Board.
- All Boards should include at least one ward councillor.
- Please see the Governance and Boundary guidance for information on what to do if a boundary is spread across multiple MP constituencies.

Board	Representative	Organisation
Mandatory Roles		
Independent Chair	Claire Foster	
Deputy Leader of Boston Borough Council	Cllr Mike Gilbert	Boston Borough Council
MP	Richard Tice	Skegness & Boston
Theme Leads (Discretionary)		
Safety & Security	Inspector Ian Cotton	Lincolnshire Police
Arts and Culture	Claire Foster	Culture Compact
Heritage	Alison Fairman / Tracy Stringfellow	Heritage Forum / Heritage Lincolnshire
Visitor Economy *Proposed from May	tbc	tbc
Education and Skills* Proposed from May	Lynette Leith OBE	Boston College
Active Living & Wellbeing	Jacqui Bunce / Emma Tatlow	NHS / Active Lincolnshire
Community (interest groups)	Abdul Hamid Qureshi	Boston Mosque
Community (cohesion)	Jurate Matulioniene	Boston Lithuanian Community
Community (young people)	Michael Morris	Tonic Health
Community (voluntary and charity)	David Fannin	Deputy Chair
Work and Productivity	Neil Kempster / Andy Lawrence	Chestnut Homes/Port of Boston
Upper Tier Authority	Cllr Sam French	Lincolnshire County Council
Additional Board Support		
Programme management, strategic/policy guidance and technical delivery support provided by Boston Borough Council. Additional officer support and observers in attendance from Lincolnshire County Council and Greater Lincolnshire County Combined Authority. Police and Crime Commissioner available to offer wider consultation, support and advice on community safety		

Ministry of Housing, Communities & Local Government

Establishing a Sub-Group advisory model to progress Project & Policy Design



Ministry of Housing, Communities & Local Government

For Board Members –

- To note the proposed appointments of Lynette Leith OBE, Principal of Boston College to the Neighbourhood Board.
- To note that an approach has been for the theme lead for Visitor Economy and a verbal update will be provided to Board. This will complete the theme leads for the board composition.
- To note the compliance of the proposed Board structures with the updated guidance issued.
- Endorse proposed sub-group advisory model

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AGENDA ITEM NO 6

BOSTON NEIGHBOURHOOD BOARD - TERMS OF REFERENCE

ADOPTED BY RESOLUTION OF THE BOARD ON xxxxxxxx

The Boston Town Board has been repurposed to incorporate the Pride in Place Programme as defined by the Ministry of Housing, Communities and Local Government (MHCLG). The name of the Board has been changed as requested by MHCLG to Boston Neighbourhood Board.

1. CONSTITUTION

1.1 The Boston Neighbourhood Board (the "Board") is established as the primary decision-making body for the Pride in Place Programme in Boston, operating in line with guidance from the Ministry of Housing, Communities and Local Government (MHCLG).

1.2 The former Town Deal Board governance arrangements have now been replaced, and the Board adopts a community-led model focused on long-term neighbourhood transformation.

2. ROLES AND RESPONSIBILITIES

2.1 The Board operates in line with central government guidance and requirements relating to the 10-year Pride in Place Programme and delivery of projects initiated through Towns Deal Programme.

2.2 The Board may also provide oversight and advice on other government funded projects and programmes at the request of Boston Borough Council.

2.3 The Board is not a separate legal entity, it is not a formally constituted body and shall hold no monies or assets. Boston Borough Council will remain the accountable body for funding.

Pride in Place Purpose and Responsibilities

2.4 The MHCLG guidance may be updated periodically through the life of the programme. Updates will be notified to the Board, but it is the Board responsibility to ensure that they are aware of the latest guidance on the website www.gov.uk

2.5 This programme will drive growth by improving the physical and social infrastructure of the community and deliver tangible improvements to the everyday lives of these communities. The two components of the Pride in Place Programme are:

a. the 10-year Vision and Regeneration Plan.
b. the 4-year investment plan (to be renewed periodically) to deliver the 3 strategic objectives of the programme:

- thriving places.
- stronger communities.

- taking back control.

2.6 The Board is responsible for developing their Regeneration Plan in partnership with their local authority, local stakeholders and communities. They should bring together residents, local businesses, grassroots campaigners, workplace representatives, faith, and community leaders and those with a deep connection to their area. In consultation with their community, the Board should generate a vision for the future of their area and set out a pathway to deliver that over the course of the 10-year programme (and beyond), considering opportunities to attract and combine new and existing private, public, and philanthropic funding streams.

2.7 **COMMUNITY ENGAGEMENT AND CO-PRODUCTION**

2.8 The Board will undertake continuous and meaningful engagement with local communities.

2.9 This will include:

- Structured engagement activity to inform decision-making
- Targeted outreach to underrepresented groups
- Transparent feedback loops to demonstrate how views influence decisions

2.10 The Board must ensure that all plans and investment decisions are demonstrably co-produced with the community.

2.11 **TRANSITION TO COMMUNITY-LED DELIVERY**

2.12 The Board will develop and implement a transition plan to a community-led delivery model by Year 3 of the programme.

2.13 This may include establishing or working through:

- A Community Interest Company (CIC)
- A registered charity
- Community Benefit Society
- Or other appropriate locally-led vehicle

2.14 In line with MHCLG Guidance:

The Board "*is responsible for co-producing the Regeneration Plan for their place, which constitutes a 10-year vision and 4-year investment plan, and delivering in the interests of local people to improve the physical and social infrastructure of their community.*"

The Local Authority will "*support the Board to develop and deliver the plan*" - on this basis Boston Borough Council will:

a. provide secretariat support and programme management support as agreed between the Board and Boston Borough Council.
b. be a key partner in the delivery of significant and agreed elements of the plan.
c. make the necessary submissions and returns to MHCLG on behalf of the Board.

The Local Authority *"acts as the* **Accountable Body** *for the funds with responsibility for ensuring that public funds are distributed fairly and effectively, and that funds have been managed in line with the Nolan Principles and Managing Public Money principles.*

….The Accountable Body will also be responsible for compliance with legal responsibilities in relation to subsidy control, state aid and procurement."

The Board will "*work closely with the local authority (and/or equivalent accountable body) to agree and set out in their plan the processes and procedures that will be in place to manage the fund and develop and embed an accountability structure that ensures the board can make effective decisions when allocating funding to projects, whilst also allowing the local authority (and/or equivalent accountable body) to maintain oversight of financial decisions.*"

2.15 Responsibility for approval of the plans lies with the Board. Prior to submission, "*the plan must have been reviewed and approved by the Board. The Chief Financial Officer from the local authority acting as accountable body, or an individual with responsibility for finance where an alternative governance arrangement is in place, must also review the plan and confirm that funds will be used appropriately and in accordance with the requirements set by MHCLG. There is no requirement for sign-off from elected members.*"

2.16 While there is no requirement for elected members to sign off or approve the plan, the Board will respect the Local Authority internal process as Accountable Body and for agreement of those elements of the plans for which Boston Borough Council is the delivery partner.

Town Deal Projects (Towns Fund)

2.17 Guidance for Boards is available at www.gov.uk

2.18 This programme is nearing completion and there is a requirement for all funds to be contractually committed by April 2026. The residual responsibilities for the Board include:

a. Oversight of the effective delivery of the remaining agreed projects and programmes
b. Monitoring benefit realisation
c. Re-allocation of funds in line with guidance

2.19 The Lead Local Authority (acting as Accountable Body) will be responsible for:

a. Maintaining an effective delivery team, delivery arrangements and agreements
b. Ensuring transparency requirements are met – through publication of information on their website or a Town Deal specific website (where further reference is made in this guidance to publication on a Lead Council's website this includes Town Deal specific websites)
c. Undertaking any required Environmental Impact Assessments or Public Sector Equalities Duties
d. Monitoring and evaluating the delivery of individual Towns Fund projects.
e. Submitting regular monitoring reports to Towns Hub

f. Receiving and accounting for the Town's funding allocation

3 MEMBERSHIP

Chair

3.1 The independent Chair of the Board shall be appointed by Boston Borough Council in consultation with the local Member of Parliament and in line with guidance.

Elected representatives, such as MP's or local councillors including Parish Councillors, must not chair the Board

3.2 The Chair shall:

a. lead the Board in achieving its objectives, maintaining an overview of activity, and championing and supporting partnership working.
b. provide effective leadership at Board meetings, enabling appropriate debate, consensus and decision making ensuring that decisions are made by the Board in accordance with good governance principles.
c. approve the agenda and papers (prior to circulation) for meetings of the Board enabling them to be distributed at least 5 working days before the meeting.
d. approve the draft minutes of the meeting allowing them to be distributed no more than 10 working days after the meeting.
e. undertake actions and make decisions outside Board meetings where delegated by the Board.
f. establish and maintain a collaborative working relationship with Boston Borough Council.
g. provide clear direction and support for the Delivery Team to ensure appropriate reporting and actions to enable effective use of Board time and to take forward the Board agenda.
h. work with Boston Borough Council to agree appropriate resourcing.

3.4 The Chair may be removed at any time by Boston Borough Council, in consultation with the local Member of Parliament and following appropriate process, should it be determined that he or she:

a. has failed to uphold the required code of conduct (Nolan Principles)
b. has persistently failed to provide effective leadership of the Board
c. has failed to provide the necessary direction and support to the Delivery Team.
d. due to extended absence or inability to fulfil duties
e. has failed to maintain an appropriate relationship between the Board and Boston Borough Council
f. failure to meet requirements set out by MHCLG

3.5 In the case of resignation or removal of the Chair full consideration shall be given to continuity and smooth transition. The Deputy Chair (if appointed) shall assume the role on an interim basis until a new Chair is appointed.

3.6 A Deputy Chair of the Board may be appointed by the Chair of the Board.

Other Board Members

3.7 Board Membership shall be established to ensure appropriate and balanced representation, reflecting the broad community of Boston as well as a balance of skill sets and experience. Board Membership shall reflect, and where necessary be altered to reflect, government guidance relating to the funding streams.

3.8 It is required that the relevant local MP sits on the Board.

3.3 Boston Borough Council will be represented on the Board by the Leader of the Council and provides the link between the Council and the Board. The Leader of Boston Borough Council can designate a formal deputy in writing to the Chair.

3.9 An elected member of Lincolnshire County Council shall be a Board member to meet guidance.

3.14 Wider Membership (i.e. excluding PCC, Leader, Chair, Deputy Chair and County Councillor) of the Board will be through appointment by the Chair in consultation with Boston Borough Council and Members of the Board and in line with guidance.

3.15 The period of office of the Board Members including the Chair and any Deputy shall be for an initial period of 4 years or until 31st March 2030, of whichever is sooner, starting from their appointment to the repurposed Board following adoption of these Terms of Reference. A Member shall be eligible to be re-appointed at the end of a three-year term.

3.16 A Board Member shall cease to be a member of the Board if he or she:

- Has served a term of at least 4 years, unless reappointed.
- gives written notice of resignation to the Chair.
- is removed by the Chair in consultation with Boston Borough Council on the basis that they are proven to have failed to uphold the Code of Conduct.
- is removed by the Chair in consultation with Boston Borough Council on the basis that they have failed to adequately commit to, support and champion the working of the Board or brought the Board into disrepute.
- Is removed on the basis that his/her background no longer reflects the requirements of the Board (e.g. after transition)

3.17 In the absence of both the Chair and Deputy Chair (if appointed) at a formal meeting of the Board, those present for the meeting of the Board will vote and appoint a Chair for that meeting only.

3.18 The Board may establish sub-groups to expedite a specific matter that requires focussed activity or where a more specialist membership is required. The sub-group will report directly to the Board. The Board will set out the sub-group's terms, remit, membership and period of operation.

4 SUBSTITUTES

4.1 There shall be no substitutes at the Board meeting (unless approved in advance by the Chair) with the exception of the representative of Boston Borough Council, the Leader of the Council.

4.2 Where the Leader of Boston Borough Council, or their formal representative, will not be in attendance and not exercising a proxy vote, they must notify the secretary to the Board no later than 24 hours before the Board meeting.

5 ATTENDANCE AT MEETINGS

5.1 The Board will meet at a frequence that enables it to discharge its responsibilities and at least every other month.

5.2 Formal Board meetings will take place in private where all formal decisions of the Board will be taken. Key partners or stakeholder may be invited to attend by the Chair.

5.3 At least one meeting per year shall be open to the public.

5.4 Informal board meetings may take place from time to time. These will be in private and not open to the public. Other persons and external advisers may be invited to attend all or part of any meeting as and when appropriate as observers and shall be entitled to speak at the meeting with the prior permission of the Chair but shall not be entitled to vote.

5.5 With the prior agreement of the Chair, any Board Member may participate in a meeting by means of a conference telephone or similar communications equipment. Participation in a meeting in this manner shall be deemed to constitute presence in person with vote entitlement and be counting in a quorum.

6 NOTICE OF MEETINGS

6.1 Meetings of the Board shall be called by the secretary to the Board at the request of the Chair of the Board. The agenda and papers for meetings shall be approved by the Chair.

6.2 Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of the matters to be discussed at the meeting shall be forwarded to each member and any other person required to attend no later than 5 working days before the date of the meeting. Any supporting reports and/or papers shall be sent to each member of the Board and other attendees (as appropriate) at the same time and minutes published on the website.

6.3 The agenda, and reports (that are not exempt under legislative arrangements) shall be published on the Board's website.

6.4 There will be occasions when the business of the meeting will be subject to confidentiality for reasons of commercial confidentiality or sensitivity, information provided by the government in confidence, information pertaining to individuals or third-party information that is subject to common law duty of confidentiality. This list is not exhaustive. On such occasions, the notice of the meeting will highlight the reason for confidentiality pertaining to a particular agenda item. At the appropriate time of the meeting, in the event there are public present, the Chair will request those members of the public leave the meeting before that item is discussed and voted upon.

7 QUORUM

7.1 A quorum shall be 5 Board Members present in person or in accordance with clause 5.5.

8 DECLARATION OF INTEREST

8.1 Board Members are required to follow the Board’s Code of Conduct and adhere to the Seven Principles of Public Life, known as the Nolan Principles, as defined by the Committee for Standards in Public Life.

8.2 Board members must complete a declaration of interest form, which the lead council will then hold.

8.3 Board members are responsible for declaring their interests before the Board considers any decisions.

8.4 The Board must inform the accountable body (BBC) who must record:

- actions taken in response to any declared interest.
- any gifts or hospitality given to the Board or individual members.

9 VOTING ARRANGEMENTS

9.1 Each member of the Board shall have one vote which may be cast on matters considered at the meeting by a show of hands. Votes can only be cast by members attending a meeting of the Board in person, in accordance with clause 5.5, or by proxy vote.

9.2 A proxy vote may be given by another Board member on behalf of and with the permisison of, the absent Board member in accordance’s with the Board agreed procedure.

9.3 Decisions will be made on the basis of a majority.

9.4 Where a conflict of interest exists as set out in the Board’s Code of Conduct, a Board Member may not vote.

9.5 Save where they have a personal interest, the Chair will have a casting vote. In this context, this refers to whoever is present and discharging the function of the Chair for the purpose of the meeting.

9.6 A resolution in writing, sent electronically to all Board Members entitled to receive notice of a meeting of the Board and signed by a majority of the members shall be valid and effectual as if it had been passed at a meeting of the Board duly convened and held and may consist of several documents in materially the same form each signed by one or more Board Member in the event a Board Meeting may not be convened in a timely manner.

10 REPORTING

10.1 The proceedings and resolutions of meetings of the Board, including the names of those present and in attendance, shall be minuted by the secretary of the Board. Draft minutes of each meeting will be circulated promptly to all Members of the Board.

10.2 Minutes of meetings of the Board shall be approved in draft form by the Chair and disseminated to Board no later than ten working days following the meeting. Minutes shall remain in draft until approval by the Board at the Board's next meeting.

10.3 Approved minutes of the Board shall be published on the website of the Boston Town Deal, within 10 working days with the exception of minutes relating to items deemed confidential.

10.4 The Board shall produce an annual report about its activities.

11 GENERAL MATTERS

11.1 Board Members shall duly sign and return the Board's Code of Conduct (Appendix 2) and Declaration of Interests on an annual basis. Board members are responsible for updating their declarations of interests as they change.

11.2 The Board may be provided with appropriate and timely training, both in the form of an induction programme for new members and on an ongoing basis

11.3 The Board will have access to officer resources in order to carry out its duties through the Boston Town Delivery Team.

11.4 The Board shall be entitled to invite relevant third parties to attend any meeting of the Board as observers and they may be entitled to speak at a meeting of the Board with the prior permission of the Chair but shall not be entitled to vote.

11.5 The Board shall give due consideration to all laws and regulations as appropriate and follow any Guidance issued.

11.6 The Board will, from time to time, consider projects and proposals of a "commercial in confidence" or sensitive nature that will not be for publication under existing legislative provisions (Data Protection and Freedom of Information). All Board Directors and invited third parties will observe the need for confidentiality in this respect.

11.7 The Board will be subject to the privacy legislation contained within Data Protection Act 2018, Freedom of Information Act 2000 and the Environmental Information Regulations 2004. Such requests will be serviced by BBC in accordance with BBC policies and procedures.

11.8 Members of the public may wish to contact the Board. Any such contact will be managed by the Secretariat and contact details will be published on the Boston Town Deal website. The Secretariat may where appropriate, engage with the Chair and/or wider Board.

11.9 Any Board member accepting any gift or hospitality should declare this to the Chairperson and Lead Council within seven days.

11.10 The Lead Council shall maintain a register of gifts and hospitality where the value received by any Board Member exceeds £25.

12 Review

12.1 The Government may publish further guidance on the operation and function of relevant funding streams and these Terms of Reference must be reviewed in accordance with any such guidance and updated accordingly.

12.2 The Borough Council will provide support and suggest appropriate amendments for the Board to adopt.

12.3 The Board may amend these terms of reference at any time providing that amendments are not contrary to the guidance and they will be reviewed on an annual basis and from time to time as guidance changes.

BOSTON NEIGHBOURHOOD BOARD MEETING
27 April 2026

Agenda Item No:	7		
Report Title:	Communications report – April		
Author:	Michelle Gant	**Presenter:**	Michelle Gant
		Item For:	
		Information	X (main content)
		Discussion	
		Decision	X (branding update)

1. Report Executive Summary and Main Issues

The report summarises communications highlights since March 2026 including:

- Communications around endorsement of the Pride in Place plan by the government;
- Communications around the Open Call for Projects.

Board members are also asked for a decision on an update to the brand in light of the required change of name to Boston Neighbourhood Board.

2. Detail

A: Communications activities

Pride in Place:

- The announcement of the government's endorsement for Boston's plan was communicated in a press release and on social media. Content was also included in the latest Chair's Update.
- There have been concerted communications to promote the Open Call for Projects including a press release, email to community groups and other organisations from the Interim Chair, content in the latest Chair's Update, and continuing social media content.

Towns Fund

- Social media content has been created about the progress of works at Shodfriars, attracting significant interest.
- Social media content by partners around the Boston College Mayflower launch and progress of works at the Geoff Moulder Leisure Centre has also been shared.

Chair's Updates:

A Chair's Update was issued at the beginning of April.

Upcoming activities:

- Communications around the Open Call for Projects process next steps;
- Communications on Shodfriars completion;
- Website content review;
- Brand update and new guidelines to ensure correct promotion throughout delivery of Pride in Place.

Longer term considerations:

- Communications and engagement strategy for Pride in Place 26 – 27;
- Establishing Instagram/Tik Tok, potentially working with a cohort of young people;
- Towns Fund programme 'closing out' communications including annual report, press release; social media content, and project case studies as a recorded legacy of the programme.

B: Measurement and evaluation
Traditional media coverage

- 'Absolutely thrilled' - Government 'strongly endorses' Boston's Pride in Place investment plans
- Boston Pride in Place Plan Endorsed by Government - Latest news from Boston, Lincolnshire
- 'A fantastic opportunity' - Open call for project ideas of how to spend millions of pounds in Government funding in Boston
- Boston Open Call Invites Project Ideas for Possible Funding - Latest news from Boston, Lincolnshire
- Boston Borough Council launches bid to be UK Town of Culture 2028 - Latest news from Boston, Lincolnshire
- https://www.telegraph.co.uk/travel/news/first-uk-town-of-culture-contenders/
- £14.5m Boston leisure centre redevelopment will help residents become healthier - Yahoo News UK

Social media
Facebook

- 2,151 followers
- 44 follows in this period (24.03.26 – 16.04.26)

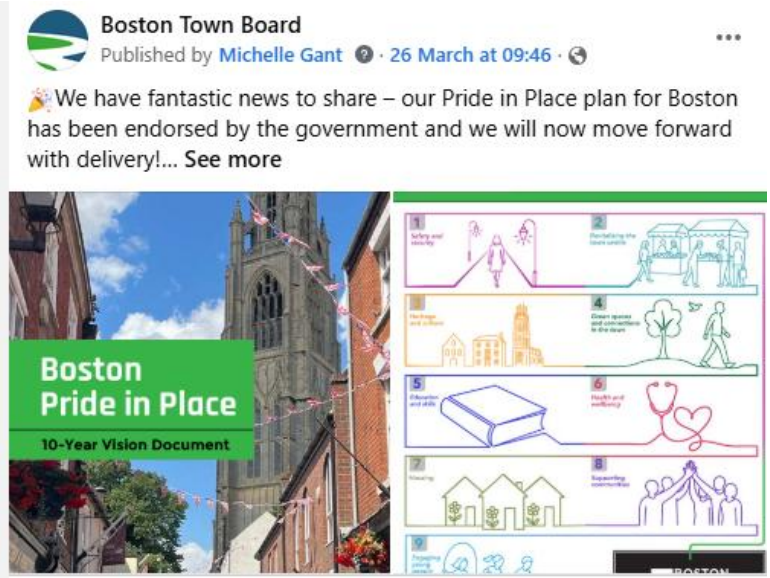
24.03.26 – 16.04.26
Views: 59.6k
Viewers: 27.5k
Visits: 704
Content interactions: 718
Link clicks: 61

Examples of Facebook engagement:

1. **Shodfriars progress – new lantern**

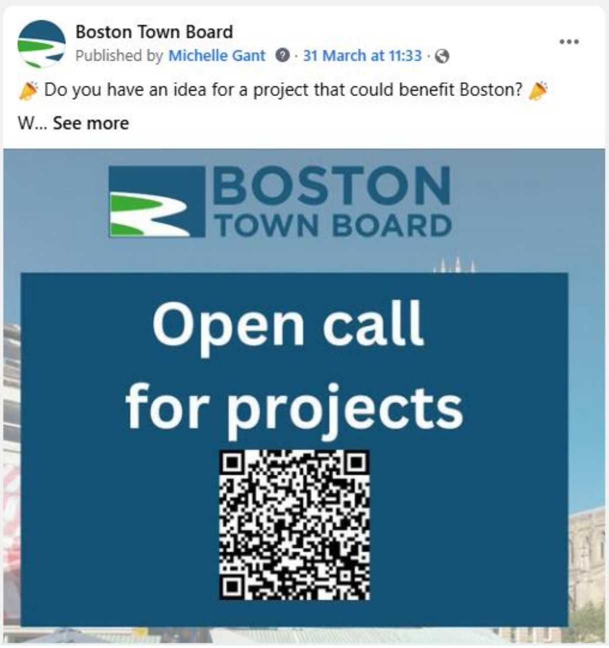
- Views: 14,283
- Interactions: 240

2. **Pride in Place plan endorsed by government**



- Views: 5,826
- Interactions: 39
- Link clicks: 24

3. Open Call for Projects



- Views: 1,053
- Interactions: 13
- Link clicks: 15

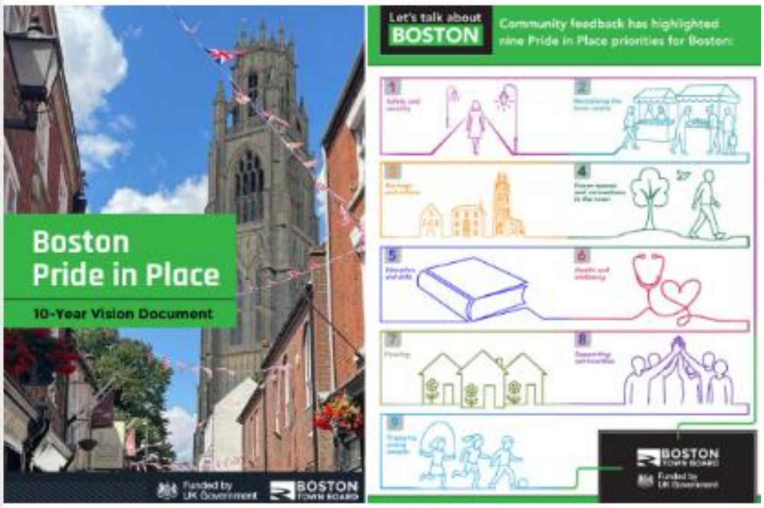
LinkedIn
22.03.26 – 14.04.26

- 600 followers, increase of 15
- Impressions: 3,412
- Reactions:128

Examples of LinkedIn engagement
1. Shodfriars progress – scaffolding coming down

- Impressions: 1,031
- Engagements: 103
- Reactions: 34

2. Boston Pride in Place plan endorsed



- Impressions: 443
- Engagements: 49
- Reactions: 16

3. Open Call for Projects

- Impressions: 257
- Engagements: 19
- Reactions: 8

Website engagement
22.03.26 – 16.04.26

- 5.81k impressions *(how many times a user saw a link to Boston Town Board website in search results)*
- 129 total clicks *(how many times a user clicked through to Boston Town Board website)*

Most engaged pages:

- [Home page] 30 clicks / 312 impressions
- [Pride in Place] 25 clicks / 71impressions
- [About] 13 clicks / 204 impressions

'Boston Town Board' was the most searched term driving users to the site followed by 'Shodfriars Hall Boston'.

Chair's Updates

- 305 subscribers overall

Chair's Update April 2026
https://mailchi.mp/8cfd76d79925/bostonchairupdateapril

- 301 successful deliveries;
- 176 total opens;
- Most popular click throughs: Open Call for Projects information session and Town of Culture bid.

Boston Neighbourhood Board branding
Following new government guidance, the Board is required to change its name to Boston Neighbourhood Board, meaning a branding update is necessary. Board members are asked to decide on their preferred approach for this update:

1. Retain the existing branding, with a slight change of name from 'Town' to 'Neighbourhood', or
2. Carry out a broader refresh of the branding, encompassing the visual identity as well as the name change.

3. Implications / Risk Register *(must be completed*

Risk Register No.	Strategic Driver	Topic	Detail

4. Recommendation(s) and Proposed Actions

The Board is asked for a decision on revision to the branding in light of the government required change of name of the Board.

5. Circulation and Communication

Board members

The report highlights key messages and activities for communication in the coming months

6. Appendices

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BOSTON NEIGHBOURHOOD BOARD MEETING
27 April 2026

Agenda Item No:	8		
Report Title:	**Pride in Place Update (Project Generation Process)**		
Author:	Ivan Annibal	**Presenter:**	Ivan Annibal
		Item For:	
		Information	x
		Discussion	x
		Decision	

1. Report Executive Summary and Main Issues

What are the key bullet points contained in the detail of the report?

- To update on progress around responses to the Pride in Place application process

2. Detail

Introduction

Following the Board Meeting on 30 March the call for ideas has been launched. In addition commissioning discussions have been initiated with strategic partners.

Detailed Progress

A meeting is to be held on 16 April to brief interested external applicants.

An updated on project ideas forms received will be issued to members prior to the next Board Meeting to allow maximum time for submissions to be reported this will be sent out on 24 April.

To date commissioning discussions have been held or are due to be completed before the Board meeting with:

- Tonic Health
- ICB
- Boston College
- Heritage Lincolnshire
- Blackfriars
- Active Lincolnshire
- Lincolnshire Community Foundation

- Lincolnshire Voluntary Engagement Team CIC
- CVS Lincolnshire
- Boston United FC

We are still hoping to involve the Police and Crime Commissioner and the new Business Forum in discussions.

Independently of these discussions 8 Project Ideas forms have been submitted at this stage 1of which is ineligible because it comes from outside of the area.

Emerging project ideas include: heritage events, work with disaffected young people, repurposing open space, community cohesion activities themed around heritage and culture, new opportunities for young people to engage with music, the physical acquisition of buildings for civic and community use. This is just a snap shot of interest at this early stage pending further collating of ideas and proposals.

Sub-Group meetings to assess the applications are planned for 6 and 13 May 2026 with a view to recommending specific allocation of resources for the first 4 years of the programme at the Board Meeting on 28 May 2026.

3. Implications / Risk Register *(must be completed*

Risk Register No.	Strategic Driver	Topic	Detail
1	Pride in Place Investment Plan	Low number / quality of project ideas submitted	8 project idea forms received to date (with 1 ineligible). There is a risk that a limited number of high-quality, deliverable projects are identified to make effective use of the available funding.
2	Pride in Place Investment Plan	Failure to secure match / partnership funding or support	Dependence on external partners (e.g. ICB, Heritage Lincolnshire, Active Lincolnshire, Boston United FC etc.) who may be unable or unwilling to commit resources.
3	Pride in Place Investment Plan	Delay in programme implementation	Assessment and recommendation timetable is tight (recommendations due at 28 May Board meeting). Any slippage could delay project starts.

4. Recommendation(s) and Proposed Actions

- Members are invited to note the early results of the ideas call and reflect on overall progress in this context.

5. Appendices

BOSTON NEIGHBOURHOOD BOARD MEETING
27 April 2026

Agenda Item No:	9		
Report Title:	Community Safety Officer Extension Options		
Author:	Michael Dow, Pride in Place Programme Manager	**Presenter:**	Michael Dow, Pride in Place Programme Manager
		Item For:	
		Information	
		Discussion	
		Decision	X

1. Report Executive Summary and Main Issues

Approval sought for funding envelope to extend two Community Safety Officers (CSOs).
Options: 2-year extension or 4-year extension (preferred).
Existing model (since Aug 2025) has delivered strong outcomes in ASB reduction and engagement.
Demonstrated high levels of patrol, enforcement and partnership activity.
Extension protects previous investment and supports continued improvements.
Opportunity to achieve economies of scale via shared model with Spalding.
Shared apprentice and ASB officer roles reduce costs.
4-year option provides better value for money and stability.
Delegation requested for final delivery model design.

2. Detail

Community safety is a core component of the Boston Pride in Place Programme, particularly in improving town centre confidence, addressing anti-social behaviour and supporting the overall visitor and business environment. A visible, place-based presence through Community Safety Officers (CSOs) contributes directly to these outcomes, providing reassurance and enabling effective coordination with enforcement partners.

The current provision is not a new initiative but builds on an existing model introduced in August 2025, funded by the Boston Town Board. The CSOs were established to tackle persistent anti-social behaviour, enforce Public Spaces Protection Orders (PSPOs), and provide a consistent and visible presence within the town centre and surrounding areas.

Since their introduction, the CSOs have delivered a significant level of activity and demonstrable outcomes across enforcement, engagement and partnership working. Between August and December 2025, officers undertook over 700 hours of patrols and delivered more than 750 instances of community engagement. During the same period, they were involved in 43 anti-social behaviour interventions and 38 PSPO enforcement actions, alongside sharing intelligence with police and participating in multiple joint operations.

Beyond headline metrics, the role has provided tangible operational value. CSOs have supported arrests, responded to incidents involving vulnerable individuals, assisted in emergency situations, and played an active role in multi-agency operations targeting shoplifting, truancy and illegal trading. They have also contributed to high-profile community events and engagement activity, strengthening relationships with residents, businesses and partners.

Importantly, the presence of CSOs has acted as both a deterrent and an early intervention mechanism, helping to de-escalate situations before they require formal enforcement and improving overall perceptions of safety in the town centre. The model has also strengthened partnership working with Lincolnshire Police and other agencies, providing an additional layer of visibility and responsiveness.

From a value for money perspective, the model demonstrates a high level of activity relative to cost. Based on the initial annual investment of approximately £100,000, the recorded outputs equate to a cost of roughly £130–£140 per patrol hour and a comparatively low unit cost per engagement and intervention when considered across the full range of activity delivered. While these figures should be treated as indicative, they demonstrate that the service is delivering a substantial level of frontline activity and preventative impact for a relatively modest investment.

With parallel provision being developed in Spalding, there is a clear opportunity to build on this proven model and move towards a more integrated approach. Extending the service not only protects the investment already made but enables further improvement through shared delivery, enhanced coordination and greater efficiency.

A combined Boston–Spalding approach enables economies of scale through the sharing of back-office and leadership functions. While officers would remain locally deployed, a number of elements can be rationalised across both programmes. This includes management and supervision, where a single structure can oversee provision across both towns, avoiding duplication. Procurement of uniforms, equipment and systems can be undertaken collectively, reducing costs and ensuring consistency. There is also scope to align reporting systems, performance management and intelligence gathering.

Importantly, elements such as the apprentice post and ASB officer function can be shared across both Boston and Spalding, with costs apportioned accordingly. This reduces the overall cost burden on each programme while maintaining service coverage.

Financially, the proposed model is based on the established Spalding cost framework. The annual cost to Boston, including shared elements, is £124,189.40 in 2026/27 and £130,417.46 in 2027/28. The sharing of the apprentice and ASB officer roles with Spalding reduces costs to Boston by approximately £15,000–£18,000 per annum. The total cost for a 2-year extension is £254,606.86. The total cost of a 4-year extension is £520,000*

*Assume continuation of 2027/28 baseline costs for years 3 & 4, subject to inflation and pay award.

Two options are presented.
A two-year extension provides short-term continuation but limits the ability to fully embed a shared service model and realise efficiencies. It also provides a shorter timeframe for impact and may affect recruitment and retention.

A four-year extension provides a more stable and strategically aligned approach. It enables full integration with the Spalding model where appropriate and allows efficiencies to be realised through shared management, procurement and support functions. It also supports continuity of service and a longer-term impact on town centre confidence and behaviour.

The final delivery model will include locally deployed officers in Boston, supported by shared back-office and leadership functions across Boston and Spalding. Approval is sought for the funding envelope and delegated authority to finalise the delivery model, including shared service arrangements.

3. Implications / Risk Register *(must be completed*

Risk Register No.	Strategic Driver	Topic	Detail
1	Safer Communities	Delivery Model	Risk of separate Boston/Spalding models reducing efficiency
2	Value for Money	Financial	Risk of higher costs if shared services not realised
3	Programme Delivery	Funding Duration	Short-term funding limits impact
4	Governance	Implementation	Risk of delays in procurement or delivery

4. Recommendation(s) and Proposed Actions

- Approve a four-year extension for two Community Safety Officers in Boston.
- Approve the funding envelope as outlined.
- Delegate authority to the Director of Economic Development and Assistant Director (Culture & Regeneration) to finalise delivery model, including shared service arrangements with Spalding.

5. Circulation and Communication

This report has been developed in collaboration with the Spalding Town Centre Safety and Security Sub-Group which includes members of the SELCP Community Safety Team, Lincolnshire Police and the Office for the Police and Crime Commissioner and Spalding Business Improvement District.

If approved this report will be further shared with internal SELCP Teams and the Boston Business Association and any other relevant stakeholders.

6. Appendices

N/A