Barnham Broom Neighbourhood Plan Working Group

August Working Group Meeting

20 August 2025 / 7:00 PM / BB Village Hall

MEETING CHAIR / MEETING MINUTES

Christina Hack / Ania Smith

WORKING GROUP ATTENDEES

Kate Hayes, Charlotte Mayers, Lynn Dorsett, Sara Harrold, Helen Kansy, Silvi Berger, Cllr John Cowan, Franco Mariuzzo, Andy Frew, Cllr Tim Tucker, Diane South, Andy South, Sally Escrader

MEMBERS OF THE PUBLIC ATTENDEES

3; including Cllr Jaqui Grint and Cllr Justin Dennis

AGENDA

1.   Welcome and apologies
    1.1.   Apologies received from Sue Greenwood, Henry Brookes, Ian Bailey, Tony Jervis

2.   Review and approve minutes from last meeting
    2.1.   **Approved**

3.   Declarations of interest
    3.1.   None declared
    3.2.   Review and agree the proposed DoI Form
        3.2.1.   **AGREED** but need to add a definition of "interest" for clarity
        3.2.2.   Circulate updated DoI form for approval, with intent still for DoI forms to be completed by all Working Group members by the next meeting.

          3.2.2.1.   Agreed going forward, if a Working Group Member has not completed DoI form, they are unable to participate

    3.3.   Review and agree the proposed DoI register **AGREED**

4.   Actions from last meeting; update

    4.1.   Get fee proposals from a few Consultants **CH**
         IN PROGRESS 1 proposal received; will add to agenda for next meeting to go through as a group. Need to chase the other 2 requests

    4.2.   Print copy of 26.06.25 minutes for Chair to sign **AS**
         COMPLETE

    4.3.   Use Whats App group to get nominations and then subsequent voting for Vice Chair and Policy Wording Lead roles **AS**
         COMPLETE *Outcome documented at the relevant agenda item*

    4.4.   In the Roles & Responsibilities document amend Plan Admin role title to Secretary to match the ToR **CH**
         COMPLETE

    4.5.   In the ToR amend wording as per 7.1.1 above **CH**
         COMPLETE

    4.6.   Write Memorandum of Understanding and circulate for agreement **CH**
         COMPLETE

    4.7.   Speak to Parish Council Clerk requesting that BBNP is a standard agenda item going forward. Also request that when meeting minutes are sent over to be added to the PC website, they are also shared directly with each Councillor **AS**
         COMPLETE PC Clerk has confirmed that she creates PC Agendas and she will always include the Neighbourhood Plan, provided there is something to discuss. She has already been sharing the minutes direct with PC's as well as adding to PC website

    4.8.   Redo digital vote on whether to proceed with discussion with other parishes re: joint NP's, or to continue as Barnham Broom Parish only **AS**
         COMPLETE 21 votes with 71% voting for Barnham Broom Parish only

    4.9.   Leaflet drop for what is / isn't a Neighbourhood Plan
         OBSOLETE Evolved and became obsolete

    4.10.   Speak to W.I. about having Richard Squires SNDC Snr Community Planning Officer give a talk directly on what a NP is. **SE**
         COMPLETE W.I. have confirmed they are fully booked for speakers for the rest of this year. Richard Squires has confirmed that he will attend our Community Engagement Launch Event and so that's another opportunity for people to hear from him

    4.11.   Complete the Grant Application form **CH & LD**
         IN PROGRESS Need to add more information re: Funding and Timeline

    4.12.   Create project plan **CM**
         COMPLETE Shared with group for review

4.13.   Book Village Hall for next meeting and share details with entire
         Working Group **AS**
         <mark>**COMPLETE**</mark>

5.   Update from Parish Council
   5.1.   Discussion on decision-making roles of the Parish Council (PC) and
           the Steering Group
      5.1.1.   This item was carried over from the previous meeting due to
                the absence of Parish Councillors.
      5.1.2.   With Cllr Grint and Cllr Dennis present, the matter was
                revisited.
      5.1.3.   Cllr Grint advised that her understanding was that the PC
                would act as final decision-maker, including reviewing the
                Terms of Reference (ToR) and Memorandum of Understanding
                (MoU), and making any amendments it considered necessary.
                She also stated this would apply to the Neighbourhood Plan
                itself, with the PC having the final say.
      5.1.4.   This interpretation was unanimously disagreed with by the
                Working Group, including Councillors Tucker and Cowan. The
                Working Group's position is that while the PC may propose
                amendments to the ToR and MoU, the Steering Group retains
                autonomy over its own governance and is not obliged to
                accept such changes.
      5.1.5.   In relation to the Neighbourhood Plan, the Working Group
                emphasised that the Plan must be evidence-based, shaped by
                the views of the community and stakeholders, and prepared
                with support from the appointed consultant. As such, there
                should be no scope for the PC to amend its content.
      5.1.6.   It was confirmed that the legal role of the PC, as the
                Qualifying Body, is to sponsor the Plan, ensure it meets
                statutory requirements, and ultimately submit it for
                examination.

6.   Roles & Responsibilities
      6.1.1.   Assign vacant roles
         6.1.1.1.   Vice Chair **AGREED** Ania Smith
         6.1.1.2.   Policy Writing Lead **AGREED** Franco Mariuzzo
            6.1.1.2.1.   Create a register of membership, with roles,
                         responsibilities and names. This will be made
                         publicly available via PC website.
      6.1.2.   New members process – define and agree see New Member
                Admission Procedure **AGREED**
         6.1.2.1.   Cllr Hill request to join – discussion

> > > 6.1.2.1.1. As per the agreed New Member Process, Cllr Hill is able to formally submit her request to join and this request will follow the New Member Process

7. Governance & Communication
   7.1. The Working Group reviewed and discussed the draft governance documents, namely:
   Terms of Reference
   Memorandum of Understanding
   New Member Admission Procedure
   It was unanimously agreed that these documents be adopted by the Working Group with immediate effect, to ensure a clear, transparent, and consistent process for admitting new members and recording interests.
   7.1.1. Documents to be shared with the Parish Council for their information, in line with the MoU

8. Community Engagement
   8.1. Review first draft Community Engagement Plan
   8.1.1. Discussed using the Yard Sale in September as a way to raise funds, as well as another opportunity to start engaging with the community, with newsletters available. We should also be able to publicise the Community Kick Off Event date too.
   8.1.1.1. Ania to book a tabletop for the Yard Sale
   8.1.1.2. Donations for selling required from any group members
   8.1.1.3. Agree a rota for the stand on the day
   8.2. Review and update stakeholder list
   8.2.1. Due to time limitations, it was agreed this would be shared outside of the meeting for people to update as they can
   8.3. Agree date for community kick off event
   8.3.1. Provisional date of 18th October, pending Richard Squires and the Village Hall availability
   8.3.2. Create plan for the event, to go through at the next meeting
   8.3.3. Ania confirmed the Village Hall Committee agreed that hire of the village hall would be free of charge for the community event
   8.4. Feedback from Community Fund event
   8.4.1. The map of the Barnham Broom Parish was very engaging and people were very responsive to it
   8.4.2. Having a big display can be a little intimidating

8.4.2.1. The display included information on more than just the Neighbourhood Plan (i.e. the Fen, ACV's, The Meadow for VCHAP), which led to a big discussion around the neutrality of the Neighbourhood Plan. Everyone must be made to feel like they can contribute their view and that the Working Group isn't excluding anyone.Therefore, as a Neighbourhood Plan Group we must remain neutral and not have any bias either way. As individuals, we can support whichever causes or campaigns we align with.

8.4.2.2. It's great that people are engaging with the Neighbourhood Plan, because of wider events in the village i.e. The Meadow and ACV's. However, we must be clear the Neighbourhood Plan will not be able to have any impact on The Meadow / SNDC VCHAP as it will not be in place in time.

8.4.2.3. More discussion required; topic adjourned for next meeting.

9. Fundraising
   9.1. Update on grant application
      9.1.1. Discussed as per item 4.11.
   9.2. Yard Sale – any opportunity?
      9.2.1. Discussed as per item 8.1.1.

10. Project Delivery Plan
   10.1. Review progress against plan
      10.1.1. Project Plan still in progress
   10.2. Review and agree projected milestones and dates
      10.2.1. Project Plan still in progress
   10.3. Agree and assign actions for the next period
      10.3.1. Action items listed below

11. Any Other Business
   None

12. Agree date of next meeting
   12.1. **Proposed:** 23rd September 7:30pm Village Hall
      12.1.1. Confirmation will be sent via Whats App group

ACTION ITEMS

The following actions are to be completed by the next meeting of this group:

Actions Carried Over:
1. Get fee proposals from a few Consultants **CH**
   In Progress. Need to chase final 2 consultants approached
2. Complete the Grant Application form **CH & LD**
   In Progress Need to add more information re: Funding and Timeline

New Actions:
3. Add definition of Interest to the DoI Form and circulate for approval **AS**
4. Complete and return DoI form to Secretary before next meeting **ALL**
5. Create Membership Register including roles, their key responsibilities and person(s) in role **AS**
6. Update other Parish Councils on the outcome of the boundary vote and see willingness to still work closely together, though not sharing a Neighbourhood Plan **CH**
7. Use current milestones document and create full Project Plan **AS**
8. Community Kick off Event
   a. Create proposed plan for the community event, to go through as a group at the next meeting **KH**
      i.   If anyone would like to support the creation of this plan, reach out to Kate
   b. Book Richard Squires **KH**
   c. Book Village Hall **AS**
9. Yard Sale Event
   a. Book table top **AS**
   b. Create rota for covering the stall
10. BBPC **AS**
    a. Request an agenda item for PC Meeting 4th September for the PC to submit the boundaries for the NP to SNDC
    b. Share governance documents
11. Book Village Hall for next meeting and share details with Working Group **AS**