Barnham Broom Neighbourhood Plan Working Group

July Working Group Meeting

23 July 2025 / 7:00 PM / BB Village Hall

MEETING CHAIR / MEETING MINUTES

Christina Hack / Ania Smith

ATTENDEES

Kate Hayes, Charlotte Mayers, Lynn Dorsett, Sara Harrold, Ian Bailey, Tony Jervis, Sally Escrader

AGENDA

1. Welcome and apologies
    1.1. Apologies received from Sue Greenwood, Henry Brookes, Franco Mariuzzo, Cllr Tim Tucker, Cllr John Cowan, Gary McDonalds, Helen Kansy

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

3. Declarations of interest
    3.1. None declared

4. Actions from last meeting; update
    4.1. Chair to write to Barford Parish Council via their Clerk to determine if there is an appetite from Barford & Wramplingham (who are already joined together for the NP) for us to join them. **CH** **Completed.** Barford discussed in their July Parish Council Meeting and have confirmed they'd be happy to discuss further with us.
    4.2. Chair to write to Brandon Parva, Welborne & Coston Parish Council (they are joined under 1 PC) via their Clerk to determine if there is an appetite for us to join together for a NP **CH**

Completed. Brandon Parva et all discussed in their July Parish Council Meeting and have confirmed they'd be happy to discuss further with us. Still waiting for a proposed meeting date.

4.3. A pro's and con's list to be created for joining with Barford & Wramplingham, or Brandon Parva, Welbourne and Coston **KH, AF & TJ**
Obsolete. This was done on the Whats App group chat, as a collective, so negated the need for this action.

Discussion was had around the boundaries for the NP. A digital vote had been attempted with minimal response (9) and, due to minimal attendees at the meeting, agreement was to attempt digital vote again and we'd have to take the majority for the next meeting, so that we can progress and also get PC approval at their next meeting. Then forms can be submitted for SNDC approvals and grant.

4.4. Create Charity including bank account **CM**
Completed. Charity created, including a bank account. Trustees are Ania Smith, Christina Hack and Henry Brookes. 2 further Trustees will need to be voted in at the AGM

4.5. Get fee proposals from a few Consultants **CH**
In Progress. Requests for "light touch" consultancy support sent to 3 x Consultants.

4.6. Meeting minutes to be written up, as well as a summary newsletter **AS**
Completed. Minutes and newsletter created and have been added to the Parish Council website, by the PC Clerk. Newsletter copies were also printed and displayed in the Post Office window and Village Hall external noticeboard, as well as being shared on the BBNP Facebook Group.

4.7. Agree next date and location of meeting, through the WhatsApp group **AS**
Completed.

5. Update from Parish Council
   5.1. Discuss conflicting information received regarding pc / steering group final decision making on plan etc
   No attendees from the Parish Council

6. Review and approve Roles & Responsibilities
   6.1. What is a Steering group
      6.1.1. Agreed Steering Group in this instance would be formed of the Chair, Vice Chair (vacant), Plan Administrator (rename Secretary to match ToR), Community Engagement Lead, Evidence

            & Research Lead, Policy Writing Lead, Digital & Creative
            Lead and Fundraising Lead

6.2. What is a Working group

    6.2.1. Agree the Working group includes all the above, plus
          everyone else who is part of getting the BBNP complete

6.3. Assign vacant roles

    6.3.1. Vacant roles are Vice Chair (New role added) and Policy
          Writing Lead. Due to low attendance, the agreement was to
          use the Whats App group to determine if anyone would like to
          be put forward for either role and then do a digital vote.

    6.3.2. CH put forward AS for Vice Chair. Will see if any others
          would like to nominate themselves via Whats App group.

7. Governance & Communication

7.1. Review of draft Terms of Reference (ToR)

    7.1.1. Reviewed and agreed, with some minor wording changes needed
          to section 6 (changes in **bold)**. "Quorum for decision making
          [minimum of 4 **working** group members, including one officer
          and steering group member.

    7.1.2. Memorandum of Understanding (MoU) needs drafting then both
          ToR and MoU needs sharing with Parish Council to agree and
          formalise.

7.2. Discuss how best to keep the PC updated on progress. Clarify
    expectations for PC involvement/oversight and agree who will
    present reports or updates to the PC

    7.2.1. BBNP needs to be a standard item on the Parish Council
          Meeting Agendas.

    7.2.2. 3 Councillors are part of the BBNP Working Group and so they
          should act as the liaison between BBNPWG and PC, reporting
          back after each meeting.

    7.2.3. Meeting minutes are also sent to the PC Clerk to add to the
          PC website, so will also ask the Clerk to share directly to
          all Councillors too

8. Update on grant application form – the PC need help filling this in, so;

8.1. Review the Locality grant form and guidance notes

    8.1.1. We did not review the form; Christina offered to share with
          anyone who wanted to review outside of the meeting

8.2. Identify information the Parish Council needs from the group

8.3. Assign someone to coordinate/support completion of the form

    8.3.1. **Lynn** agreed to support **Christina** in completing this

8.4. Decide on a deadline for submitting input to the Clerk

    8.4.1. Needs to be completed in time for the next Parish Council
          meeting in September

9. Community Engagement
    9.1. Meeting minutes and newsletters
        9.1.1. These are now online on the PC website for anyone to access. People who are interested in what is happening should be sign posted to them
    9.2. Agree function of Facebook group
        9.2.1. Agreed; Facebook group is to engage the community in what we're doing, when we have engagement sessions it'll be used to advertise and inform etc, as well as sharing key information and meeting minutes, newsletters etc. This is only one communication channel and so shouldn't be used in a way that could be mistaken for excluding a portion of the community e.g. polls and votes

10. Project Delivery Plan
    10.1. Review progress against plan
    10.2. Review and agree projected milestones and dates
    10.3. Agree and assign actions for the next period
        10.3.1. Section 10 a, b, c will be a standard agenda item going forward so we can ensure we're aligned on our progress, key milestones being worked towards next etc so we can track progress and ensure focus in the right areas.
        10.3.2. A template project plan is available on the locality website, which we will use as our starting block. **Charlotte** offered to create a project plan using this.

11. Any Other Business
    11.1. Concerns regarding misunderstanding of what a Neighbourhood Plan is; seems a number of the community believe this is the same, or aligned with, the ACV's which have been applied for on the shop and pub. The ACV's are divisive in the community and so there is a risk that if we don't clarify that a NP is entirely separate, we may not get the level of engagement we want and need from the community.
        11.1.1. Discussed the balance between having something worthwhile to share and agreed that the first step is just about making sure the village is aware the group has formed and what it is we're doing. Facebook and the displayed newsletter have been the first steps towards that, but we need to ensure we're reaching everybody.
        11.1.2. Discussed how we can inform people of what the NP is and agreed to do a leaflet drop, as well as having a stall at

the BB Yard Sale which is being held at the end of
September.
11.1.3.

12. Agree date of next meeting
  12.1. **Agreed:** 20th August 7pm BB Village Hall

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. Requests for "light touch" consultancy support sent to 3 x
     Consultants.
New Actions:
  2. Print copy of 26.06.25 minutes for Chair to sign **AS**
  3. Use Whats App group to get nominations and then subsequent voting for
     Vice Chair and Policy Wording Lead roles **AS**
  4. In the Roles & Responsibilities document amend Plan Admin role title to
     Secretary to match the ToR **CH**
  5. In the ToR amend wording as per 7.1.1 above **CH**
  6. Write Memorandum of Understanding and circulate for agreement **CH**
  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**
  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**
  9. Leaflet drop for what is / isn't a Neighbourhood Plan
        a. **AS** to create leaflet
        b. **CM** to print leaflets (black and white only available)
        c. Group will need to organise a leaflet drop
  10. Speak to W.I. about having Richard Squires SNDC Snr Community Planning
      Officer give a talk directly on what a NP is. **SE**
  11. Complete the Grant Application form **CH & LD**
  12. Create project plan **CM**
  13. Book Village Hall for next meeting and share details with entire
      Working Group **AS**