

# November Working Group Meeting

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**4<sup>th</sup> November 2025 / 7:30 PM / BB Village Hall**

## MEETING CHAIR / MEETING MINUTES

Ania Smith / Lynn Dorsett

## WORKING GROUP ATTENDEES

Cllr John Cowan, Franco Mariuzzo, Cllr Helen Kansey, Cllr Tony Jervis, Sue Greenwood, Sara Harrold, Charlotte Mayers, Gary McDonald

## MEMBERS OF THE PUBLIC ATTENDEES

Sarah Humberstone, Barbara Worland, Janie Holden

## AGENDA

- 1) Welcome and apologies.  
Apologies received from Tim Tucker, Christina Hack, Silvi Berger.
- 2) Review and approve minutes from last meeting. **Approved.**
- 3) Declarations of Interest
  - a) The majority of members had now completed DOI forms which will be sent to PC to add to NP section of PC website. **AS**
  - b) Membership is revoked for those who had not returned DOI forms (following an additional month to do so) and new member procedure will be followed if they wish to rejoin.
- 4) Actions from last meeting; update on progress
  - a) **In progress.** Awaiting two more consultant quotes, despite chasing again. **CH**  
SH suggested contacting consultant assigned to Barford NP and will notify CH & AS of contact details. **SH**

AS circulated proposals from consultants for consideration of elements of package of support we may require.

Example 'menu' from Rachel Leggett & Associates:

- Stage 1: Getting Started (already completed by BB NP members)
- Stage 2a: Developing an evidence base
- Stage 2b: Site allocations work
- Stage 3: Drafting the NP, including pre-submission draft consultation
- Stage 4: Submission
- Stage 5: Examination, Referendum, Adoption

Technical and legal support will be required at several stages. A significant amount of work is being undertaken by members of NP members voluntarily. We should strive for a balance where cost savings can be achieved without delaying the completion of the NP. Work is already underway on 2a and 3. Richard Squires and team are available for support.

Agreed that consultant support for 2b, 3, 4 is required at a cost of c.£10,600.

b) **In progress.** The NP boundary was confirmed as parish boundary at PC meeting in October 2025, and needs to be communicated to SNC. AS will ask Locum parish clerk to action. **AS**  
The SNC Grant application form for £6K will be completed and submitted once boundary is notified to SNC. The total cost of NP likely to be c.£11K. Details about fundraising (to fill £5K gap must be included). **LD**

There may be other grants available and this task will be carried forward to next meeting. **AS**

The PC will be discussing finances at next meeting and could provide funding for NP via increased precept. Some members queried whether this approach may be counter-productive whilst we are seeking engagement and support for NP in the village.

CM suggested in view of amount of admin work involved in running charitable fund with Trustees, once NP is completed she envisaged dissolving the charitable fund and restarting when NP required review. Any monies could be distributed to other village groups.

c) **In progress.** Project plan will be updated when boundaries submitted. **AS**

## 5. Update from Parish Council

JC reported that vacant clerk position is causing difficulties. However, the EGM on 23/10/25 with 4 new councillors and locum clerk, Sarah, was positive and constructive. An informal meeting with PC and NP and Richard Squires to review and agree NP governance documents is planned for 12/11/25 in small room at VH (main hall will be in use). Payment to VH for today's meeting and 12/11 to be arranged. **CM**

## 6. Financials

CM will update this section when bank account accessible. **CM**

Recent fundraising events - raffle at launch c.£100, pumpkin selling c.£100 and bonfire/firework event £600 (thank you to the Tucker family for hosting this great evening and paying half the cost of the fireworks).

## 7. Roles and Responsibilities

The Charity Trustee and Charity Treasurer role descriptions were agreed.

Helen Kansy was nominated and unanimously approved for both roles.

## 8. Governance & Communication

Postponed until after PC meeting on 12/11/25.

## 9. Community Engagement

The successful launch event on 18/10/25 to which all villagers were invited was well attended and people were absorbed by the information boards and examples of other Neighbourhood Plans. The lunchtime talk by Richard Squires was informative and was followed by lengthy Q&A. The art competition by children at village school was particularly appreciated (**SG** has prizes and certificates and is liaising with the school to present these). Many villagers signed up for the 100 club. AS had collated the outcomes of the survey which showed key priorities were: green spaces / the environment / community facilities / transport / housing. When asked to describe Barnham Broom in one word, a few people had written 'home'.

The WI had requested regular updates on NP at their monthly meetings held on Thursdays (at 2pm in the winter) and **SG** agreed to do this.

Reviewed the content of full questionnaire drafted by FM and discussed distribution, collection and collating results. To ensure the questionnaire reaches all villagers agreed it should be hand-delivered to all houses (as per launch invitation).

Plan:

11/11/25 at 7.45 pm Informal meeting at BBGC to agree content of all questionnaires (resident/stakeholder/landowner and possibly children/young persons) **All**

15/11/25 (or before) Finalise content of questionnaires. Include question suggested by SH about villagers with disabilities and are needs being met? Remove section with possible development sites until we have clarity and 'call for sites' is underway in 2026 **FM**

16/11/25 Questionnaire uploaded to online survey site and QR code added to hard copy **AS**

16/11/25 Questionnaires printed c. 250 **CM & CH & HK**

w.c. 17/11/25 Deliver to all households by volunteers as per launch invitations **SG**

w.c. 24/11/25 Arrange collection from all households by volunteers **SG**

w.c. 30/11/25 Results to be entered onto excel spreadsheet **All**

w.c. 7/12/25 Analysis of results **FM**

## 10. Fundraising

Create a village lottery 50 club for regular fundraising, which can be changed to 100 club (with larger prizes) when more people join. **SG and LD**

Other groups in the village have events planned for December.

Work on a schedule of fundraising events throughout 2026 avoiding duplication with other groups. Ideas include: Quiz in January. Summer Fete/Colour Run. **All**

11. Project Delivery Plan

AS will update when boundary submitted and simplify as roadmap for sharing with all villagers along with survey outcomes. **AS**

12. Any Other Business

Meeting with BBET representatives tba.

SG asked if list of villagers who do not have access to internet would be useful.

13. Date of Next Meeting

Tuesday 9/12/25 at VH. **AS** to book.

14. 2026 meeting cadence. **AS**

## 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**
2. Complete Grant Application form **LD**

New Actions:

1. Send DoI register to PC Clerk for adding to the PC website **AS**
2. Assign member(s) to seek out other grants for NP **AS**
3. Ask Locum Clerk to submit NP boundary to SNC **AS**
4. Update financial section **CM**
5. Deliver prizes and certificates to school **SG**
6. Attend WI meetings to provide NP update **SG**
7. Finalise questionnaires - deliver, collect, collate **All**
8. Create 50 club **SG and LD**
9. Ideas for 2026 fundraising events **All**
10. Update Project Delivery Plan / Create roadmap **AS**
11. 2026 meeting cadence and book VH for agreed dates **AS**