

**Barnham Broom Neighbourhood Plan Meeting Minutes for 9th December 2025 at 7:30pm,
held at Barnham Broom Village Hall**

In attendance: Christina Hack (Chair), Cllr John Cowan, Cllr Ashley Carter-Mayers, Cllr Helen Kansy, Ania Smith (Vice Chair), Franco Mariuzzo, Sara Harrold, Kate Hayes, Lynn Dorsett, Sue Greenwood

Minutes: Lolly Dawson, Locum Parish Clerk

1. Welcome and Apologies

Apologies received from Cllr Tim Tucker, Keith Tucker & Richard Jewson

2. Review and Approval of Minutes from Last Meeting

It was AGREED to amend the minute regarding the value of money donated by Tim Tucker for the bonfire party. AS corrected.

3. Declarations of Interest

None.

4. Actions from Last Meeting

- a. CH reported that three consultants had been contacted, one response received, Rachel Leggett Associates, AGREED to be appointed at last meeting, awaiting response for final quotation for requested services.
- b. It was NOTED that two application forms have been submitted, one for £6,000 to South Norfolk Council (SNC), and another for the SNC's transitional fund for £10,000.
- c. Send DoI register to PC Clerk for adding to the PC website, see item 8.a.i.
- d. Assign members to seek out other grants for NP, no longer required.
- e. Locum Clerk has submitted the NP boundary to SNC and has been accepted.
- f. Update financial section, it was NOTED that £3,000 requested contribution from Parish Council for a reserve, if both grant applications are successful. Total cost for the project is predicted to be around £18,000.
- g. Deliver prizes and certificates to school, completed by SG. It was AGREED to submit an update to the Newsletter.
- h. Attend WI meetings to provide NP updates, WI requested a written report to email to members, SG completed. It was AGREED to request a noticeboard space within the village hall to post updates.
- i. Finalise questionnaires – deliver, collect, collate All, in progress, see item 9.b.
- j. Create 50 club, it was AGREED for L Dawson & H Kansy to register as a small society with the SNC, need to clarify who is the over-seeing body, charity or Parish Council, see item 6.d.
- k. Ideas for 2026 fundraising events, it was AGREED to pursue a fete on the field need date as soon as possible if to go ahead at Mill House, preferred date is the first weekend in September after school returns.
- l. Update Project Delivery Plan / Create roadmap, AS reported this has been updated, awaiting response from consultant. AS & CH to update with the recommended timeline from SNC.
- m. 2026 meeting cadence and book VH for agreed dates, it was AGREED to proceed with meetings every 4 weeks starting Tuesday 6th January 2026, 3rd February, 3rd March, 31st March, 28th April, 26th May, 23rd June, 21st July, 18th August, 15th September, 13th October, 10th November, 8th December, all

provisionally booked.

5. Update from Parish Council

- a. Feedback from informal PC / NP meeting held 12th November, positive feedback from meeting, cohesive working was agreed.
- b. Feedback from 2nd December PC meeting, it was noted that the 2026 meeting dates confirmed to be the third Thursday of each month excluding August. The PC approved the Terms of Reference document for the steering group, approved and applied to grant applications.

6. Financials

- a. Update on Grant Application status, all open grants have been submitted.
- b. Update on total monies raised to date (fundraising, donations, etc.), no update available.
- c. Current expenditure summary, next meeting.
- d. It was AGREED to merge all funds under the Parish Council as the qualifying body and as per the approved terms of reference. It was clarified that the Parish Council holds legal responsibility for the plan and grant funding, will submit the plan to the LPA, and the steering group will continue to lead the day to day preparation of the plan, engage with residents, draft the policies and materials for the Parish Council to approve, and make recommendations on spending and project management.

7. Roles & Responsibilities

- a. Consider new member request(s), none received.

8. Governance & Communication

- a. Following delegated authority from the Parish Council, review & consider:
 - i. DoI Forms & Register – it was AGREED to give Parish Council Clerk access to the googledrive.
 - ii. Mailing List – it was AGREED for the steering group Chair, Vice Chair and Parish Council Clerk to hold the mailing list in a password protected document.
 - iii. Documentation – it was AGREED to continue to use the Google Drive and allow access to the Parish Council. It was NOTED that as the steering group is a Parish Council working group, they therefore adopt and use the Parish Council's policies and procedures moving forwards. Therefore, compliant with GDPR. The Parish Clerk is the data controller. Parish Clerk to back-up files on Parish Council Onedrive.

9. Community Engagement

- a. Vision & Objectives
 - i. It was AGREED for AS to draft, using the Launch Event Survey data.
 - ii. It was AGREED to include the Visions and Objections first draft in the survey for initial feedback if available. It was NOTED that the stakeholder survey is with Richard Squires SNC, and team, awaiting feedback.
- b. Residential Survey
 - i. Survey to be made available to all individual residents of Barnham Broom to complete, removing collective household views AS to amend survey. It

was noted that age and household statistics are available on the 2021 census.

1. If multiple people, change questions to fit the responder, AS to action.
- ii. Preliminary work for 'Local Character', and 'Environment & Land Protection" CS to request advise from consultant, required for survey. Lists for potential 'unlisted heritage assets' available from Historic England database, 'important views' and 'local green space' were considered, green spaces agreed to pursue recreation ground and churchyard, for possible designation within the NP. It was AGREED to add questions for residents to put this forward in the survey.
- iii. Housing Mix Policy, request further information from consultant, CH.
- iv. New target date for surveys AGREED to be the end of January 2026.
- v. Group feedback on survey changes following R Squires and BBET feedback.

10. Fundraising

- a. Update on 50 Club, Small Society License to be submitted in Parish Council name, L Dawson & H Kansy to complete. Fee of £40.00 to be paid by Parish Council using NDP budget.
- b. Update on future fundraising plans, send ideas on group chat or add to word document, AS to collate.

11. Project Delivery Plan

- a. Review progress against plan, survey deadline to be added. Vision and Objectives also required by end of January to be included in survey, if possible.
- b. Projected milestones and dates to be updated and circulated.
- c. Funding alignment with project milestones.
- d. Agree and assign actions for next period, next meeting to be an update on survey and fundraising ideas.

12. Any Other Business

None.

13. Agree Date of Next Meeting

- a. Consider the 2026 meeting cadence proposal, see item 4.m.

Meeting Closed: 21:44

Signed:

Dated: