

September Working Group Meeting

23rd September 2025 / 7:30 PM / BB Village Hall

MEETING CHAIR / MEETING MINUTES

Christina Hack / Ania Smith

WORKING GROUP ATTENDEES

Lynn Dorsett, Cllr John Cowan, Franco Mariuzzo, Cllr Tim Tucker, Tony Jarvis (left at 8:30pm), Sara Harrold (arrived 9pm)

MEMBERS OF THE PUBLIC ATTENDEES

4

AGENDA

- 1) Welcome and apologies
 - a) Apologies received from Sue Greenwood, Ian Bailey, Charlotte Mayers, Andy Frew, Kate Hayes, Sally Escrader
- 2) Review and approve minutes from last meeting
 - a) **Approved**
- 3) Declarations of interest
 - a) Confirm members with DoI forms returned
 - i) **Done** and register updated. Needs to be sent to PC to add to Neighbourhood Plan section of PC website
 - b) Confirm process for members with unreturned DoI forms
 - i) An additional month is given for existing members of the working group to provide completed DoI's. IF after this time a DoI has not been returned, membership is revoked and if

they want to rejoin, the new member procedure will be followed

4) Actions from last meeting; update on progress

- a) Get fee proposals from a few Consultants **CH**

In Progress still awaiting 2 more quotes. Have chased and 1 of the companies has promised to send a quote this week

- b) Complete the Grant Application form **CH & LD**

In Progress Need to flesh out the fundraising section

- c) Add definition of Interest to the DoI Form and circulate for approval **AS**

Done

- d) Complete and return DoI form to Secretary before next meeting **ALL**

In Progress Cllr's Tucker & Cowan confirmed they were happy with how this information was being collated, held and used. This has been raised as an issue by other Cllr's at the last PC meeting

- e) Create Membership Register including roles, their key responsibilities and person(s) in role **AS**

Done Needs to be added to the PC website

- f) 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**

Done Have been invited, and accepted, to attend Barford's October PC meeting. **CH** to share dates for others to attend if they wish. Will continue to liaise closely, to support each other and share best practise

- g) Use current milestones document and create full Project Plan **AS**

In Progress Started, but needs completing. With no boundaries submitted yet, timeline is best guess at this stage

- h) Community Kick off Event

- i) Create proposed plan for the community event, to go through as a group at the next meeting **KH Done**

- ii) Book Richard Squires **KH Done**

- iii) Book Village Hall **AS Done**

- i) Yard Sale Event

- i) Book table top **AS Done**

- ii) Create rota for covering the stall **Done**

- j) BBPC **AS**

- i) Request an agenda item for PC Meeting 4th September for the PC to submit the boundaries for the NP to SNDC

Done - was not agreed at the PC meeting and subsequent EGM with NP & PC is being organised

- ii) Share governance documents

Done however subsequent EGM with NP & PC is being organised

- k) Book Village Hall for next meeting and share details with Working Group **AS**
Done

5) Update from Parish Council

- a) Boundary submission to SNDC
 - i) Not done. Awaiting PC EGM meeting
 - ii) PC Locum Clerk has resigned. An EGM had been booked for 23rd October, but with Clerks resignation this is now TBC again, depending if another Locum can be arranged. Cllr's Tucker and Cowan confirmed they're also trying to bring the EGM forward.
- b) Newly appointed Cllr Hayes
- c) 3 Cllr's have resigned from the PC, however, PC is still quorate with 4 (Cllr's Tucker, Cowan, Carter-Mayers and Hayes)

6) Roles & Responsibilities

- a) To consider new member(s) requests **None**
- b) Digital & Creative Support; proposal to remove role, with activities done across WG members as required
 - i) **Agreed** to keep role open as a dormant role and if / when it's needed in the future it can be revisited
- c) Community Engagement Lead; new vacancy
 - i) Due to Kate Hayes becoming the new PC, in line with our ToR she has stepped down from this role though still an active WG member.
 - ii) No nominations for new Lead. Will keep role open, with WG as a whole covering work for now

7) Governance & Communication

- a) Charity trustees; vote in 3 additional trustees
 - i) Mr Keith Tucker and Sir Richard Jewson nominated, nominations seconded and both unanimously voted into position by those present and able to partake in the vote.
(1) Request for a copy of the Trust Deed - AS to get from CM and share with RJ / KT
 - ii) 3rd and final position remains unfilled. Suggestions welcome

8) Community Engagement

- a) Review Community Engagement Launch Event plan
 - i) Draft proposal launch event survey shared with the group and **agreed**.
 - ii) KT to speak with GT regarding the Community Fund supporting the event with refreshments, as well as possibility of sharing proceeds for fundraising
 - iii) All invites to be sent week commencing 6th October

- (1) To reuse the planned routes when the petition was done earlier in the year. Either SG or KH should have this
 - AS to confirm with them. Will need volunteers to deliver invites door-to-door
 - iv) Display boards required. Will need people from the WG to volunteer to create these:
 - (1) What NP is
 - (2) What the key aims are
 - (3) Board for each section of a NP e.g. Environment, Housing, Community etc.
 - (4) Pro's and Con's board
 - (5) Surveys - how they feed into the decision making process
 - (6) Map of BB Parish - **Have**
 - (7) Newsletters - large copies for display - **Have, with exception of October Newsletter which isn't written yet**
 - (8) Timeline of Barnham Broom - AS
 - (a) Request for any photographs of BB over the years to copy and use on the timeline
 - v) Colouring sheets of BB map for children
 - vi) Create a "Wish Tree" with children writing their wishes for Barnham Brooms future on leaf shaped paper to then stick on the "tree"
- b) Review stakeholder list
 - i) Land owners and farmers need identifying and adding to stakeholder list
 - (1) Use original VCHAPS proposed sites to help identify. CH to get map with sites
 - (2) TT & KT to provide names and contact emails / postal addresses where known
 - ii) AS to complete the missing contact information for stakeholders already captured
- c) Confirm invitation methods for Launch Event
 - i) Residents
 - (1) Draft proposal invitation flyer shared with group and **agreed**. Door-to-door delivery drop for all residents (B&W copy) as well as posters put up at village hall and PC noticeboards in Village (colour copy). Also shared to Facebook channels.
 - ii) Stakeholders
 - (1) Draft proposal email / letter shared with group and **agreed**. Need to amend slightly for landowners (Action

with AS / CH), but will be used for all other stakeholders.

9) Fundraising

- a) Update on grant application
 - i) As per 4b
- b) Yard Sale - update
 - i) As per 4i
- c) Future fundraising plans
 - i) Proposed ideas; Bonfire Night at The Tuckers, January Quiz (Quiz of the Year 2025), Halloween - Sally's event, Pumpkin Selling (grown at KT's), Summer Fete / Colour Run

10) Project Delivery Plan

- a) Review progress against plan
 - i) Project Plan still in progress
- b) Review and agree projected milestones and dates
 - i) Project Plan still in progress
- c) Agree and assign actions for the next period
 - i) Action items listed below

11) Any Other Business

- a) **Agreed** that the full questionnaire will need to have a separate one for stakeholders and landowners compared to the residents one
- b) **Agreed** to share the Google Drive folder to WG members, so all documentation is accessible and can be added to. AS to share link in Whats App and will grant access for those who have provided their DoI's

12) Agree date of next meeting

- a) Propose meeting cadence going forward
 - i) Agree over Whats App

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 the Grant Application form **CH & LD**
3. Complete and return DoI form to Secretary before next meeting **ALL**
4. Use current milestones document and create full Project Plan **AS**

New Actions:

1. Send DoI register to PC Clerk for adding to the PC website **AS**
2. Propose 3rd trustee for Charity - **ALL**
3. Community Launch Event
 - a. Request Community Fund group support by providing refreshments at the event **KT**
 - b. Confirm residential invite delivery route and volunteers for delivering invites (w/c 6th October) **AS**
 - c. Email stakeholder invites w/c 6th October **AS**
 - d. Draft landowners invite email **AS / CH**
 - e. Agree who is creating which display boards
 - f. Arrange printing of display materials **KH**
 - g. Arrange children's activities - map colouring and wish tree
 - h. Complete stakeholder list **AS**
 - i. Add landowners and farmers **TT**
4. Agree date for next meeting and future meeting cadence **AS**
 - a. Book VH for agreed dates