PRIDE IN PLACE
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West Earlham & Bowthorpe (WEB) Pride in Place (PIP)

Neighbourhood Board - Meeting Minutes

Meeting details

Meeting	West Earlham & Bowthorpe Pride in Place Neighbourhood Committee Meeting
Date	28th September 2026
Time	5:30pm to 8pm
Location	St Mary's Church Hall, West Earlham
Chair	Rebecca White
Minute-taker	Emma Penfold
Quorum reached?	Yes

Attendance

Name	Role	Present / Apologies / Absent
Rebecca White	Chair	Present
Clive Lewis	MP	Apologies sent
Anna Meneghello	Board member	Present
Claire Rayfield	Board member	Present
Cllr Richard Lawes	Board member	Present
Cllr Niall Adams	Board member	Present
Denise Buttery	Board member	Present
Emily Viegas	Board member	Apologies sent
Grace Richardson	Board member	Present
Joanna Critch	Board member	Apologies sent
Joe Bunton	Board member	Present
Lewis Wardale	Board member	Present
Louise Tailford	Board member	Present
Rachael Pinheiro	Board member	Present
Solange Cross	Board member	Present
Willow Farrell	Board member	Present
Zoe Fereday	Board member	Present

Name	Role	Present / Apologies / Absent
Davina Howes	NCC Senior Officer	Apologies sent
Emma Penfold	NCC Officer	Present
Mark Harrison	Guest	Apologies sent
Simon Floyd	Guest	Present
Jacqui Mackay	Guest	Present

Declarations of interest

Name	Agenda item	Nature of interest	Action taken (e.g. stepped back from the discussion)
Willow Farrell	Social Investment	Works with social investors	Agenda Item deferred
Rebecca White	Social Investment	Works with social investors	Agenda Item deferred
Claire Rayfield	Community Researcher	Family members are community researchers	For information – no action required at this stage

Minutes of the previous meeting

Minutes from 17 August 2026 were agreed as an accurate reflection.

Agenda items and decisions

Item	Topic	Discussion summary	Decision	Action & owner
4	Finances	Rebecca updated the Committee with the finances as of 25 September, advising that the latest revenue payment of £138,462 from MHCLG has now been received. The Committee highlighted the need to balance transparency with accessibility, ensuring published information is both informative and proportionate.		RW and EP to investigate suitable financial management tools and report back to the Committee (WEB018) - see notes on action log
5	Policies, Systems & Procedures	In line with good governance, Rebecca is identifying what key policies and procedures are needed and will actually add value. Rebecca and Willow are starting to work on the Memorandum of Understanding. (MoU). The Committee explored whether it should hold a risk log to ensure accountability.		RW and EP to look at establishing finance procedures for signing off spend. (WEB019) EP To approach MHCLG for any risk log templates. (WEB020) and Rebecca to ask other PIP Chairs

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6	Participation Update	The Common Lot presented an update on progress and emerging findings from the community research programme. Four key themes are beginning to emerge from conversations: young people, green spaces, the cost of living, and landlords. To explore these themes in greater depth, The Common Lot has commissioned a number of subject matter experts to work alongside Community Researchers. These sessions will include dedicated discussions with researchers, with some elements open to the public. The Common Lot is looking to develop a programme Charter with the Committee. Mark will deliver a development workshop Community Researchers continue to identify and engage with a broad range of local groups to ensure diverse participation. The Committee also noted the growing confidence and capability of the Community Researchers, reflecting the positive support and development provided through the programme. The committee are keen to see underrepresented groups involved as well as a report methodology that weights resident voices appropriately, including students as presence, whilst being individually short-lived residents.		AM to connect Sioban (Common Lot) with local schools in the area. (WEB021) EP to identity potential workshop dates with Mark and the Committee for the Charter. (WEB022)
7	Other Updates	The Committee welcomed MHCLG's extension of the Vision and Investment Plan submission deadline from 30 November 2026 to 26 February 2027, recognising the additional time will support further community engagement. As we head towards the participatory budgeting phase of the programme, Rebecca proposed commissioning Shared Futures to deliver a two-hour workshop for Committee members to build their knowledge and understanding of the participatory budgeting process. The proposed cost of the session is £250. With increasing enquiries from potential stakeholders, it was proposed that relationships with local organisations be shared across Committee members, to promote the programme and identify opportunities to support our aims.	The Committee agreed to an end of January deadline for the MHCLG submission. The Committee, agreed to proceed with the Shared Future CIC workshop (WEB-D011 Agreed to committing funds for NCC to send out a text to residents pending all costs confirmation.	RW to explore potential workshop dates with Shared Future CIC. (WEB023) The Common Lot to provide feedback to Community Researchers, reinforcing the Committee's confidence in their work and approach. RW raise. (WEB024) EP to create a Spreadsheet to capture communications opportunities. (WEB025)

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		Rebecca also advised that she is exploring the option of holding a stakeholder event on **6 February** to help strengthen engagement and build local partnerships. Committee member update – it was noted with sadness that Catherine has decided to stand down from the Committee. (This will be removed from the public min version) The Committee discussed the launch of the online survey via the Pride in Place website. It was noted the survey collects a broader range of information (including demographics) than face-to-face engagement activities. This is a deliberate approach (MHCLG have not requested demographics), reflecting confidence in the Community Researcher approach to gather detailed local insight through direct conversations with the wider community. Communications: Anna has approached local organisations for a regular space to display posters. The Committee discussed wider opportunities, including local newsletters and publications, banners, Future Radio, postcards to have delivered through doors and NCC sending a text with the survey link. Working Groups: To help the Committee progress with its plans Rebecca proposed 4 working groups They are: 1. Deliberation and Participatory Voting & Budgeting (To create a framework budget and equitable model. 2. Finance (to create a budget for the 10 year vision) 3. Governance (To codesign a model for inclusive long term citizen involvement 4. Social Investment Development (To scope costs and model). Rebecca will share her initial ideas in a brief and an initial meeting, leaving the group to flesh out and report to the Committee.	Approx £800-£900 (WEB-D012)	EP to email everyone to request details add to a spreadsheet including key information such as permissions, contact info. (WEB026) JB to design a A4 & A5 poster, postcard and banner. (WEB027) GR – explore Future Radio opportunities (WEB028) EP to gather printing quotes and cost of translation as per the website. (WEB029) WF to explore posters on Buses (WEB030) NA to provide details of postcard delivery logistics. (WEB031) RW to explore if the Community Researchers can undertake door to door deliveries. (WEB032) EP to explore personalising NCC Bin labels. (WEB033) ALL: Working groups: please email RW to register interest. (WEB034) Noted: RP to join Grp 1 and SC to confirm group 1 or 3. Rebecca to circulate a meeting template for Committee members engaging with wider stakeholders

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8	The change we want to see	Rebecca asked the committee to start considering Impact, the difference the programme aims to make and how this should be measured and captured over time. Rebecca encouraged members to think creatively about the programme's long-term impact and introduced four key principles to help guide thinking. 1. Practical tracking - They track material and social change through local projects, such as mapping low-carbon building materials, projects created and community participation. 2. Flattening Accountability – They replace hierarchical, one-way reporting to funders with shared, peer-to-peer accountability directly rooted in the local community. 3. Intangible progress – discovery, connections, systems change, new ways of working and long-term resilience rather than solely short-term economic outputs that are more likely to be deficit based.		Members asked to familiarise themselves with Civic Square's methods as examples of good practice and creative approaches.
9	Investment Plan	Development of the 10-year Vision is progressing. Thanks to Rachel and Solange for their comments. To help progress, work has been divided into a number of themes, and Committee members were invited to volunteer to lead and contribute to specific areas to support its development. A reminder of the 10 Year Vision guidance		1. Analysis Oversight: SC / GR 2. Area Profile: RL 3. Links to wider strategic plans: RL / NA / CL & AM 4. Photos: SC and ALL 5. Diagrams: JB 6. Impact framework: GR & RP
11	Secretariate Support	The Committee discussed the current operation of the Secretariat role and agreed that Emma has added huge value to the work so far. The committee weighed the pros and cons of the current Secretariat arrangement: cons included increased bureaucracy and red tape within Norwich City Council, versus the pros of established relationships, learning and work to date and not disrupting an incredibly tight timeline. (Note EP stepped out of the room for this discussion)	Committee decided to commit to an additional six months of the current arrangement (running up to September 2027) and will review the arrangement again in April 2027, with the implementation of the MoU in place.	

Actions summary

As this is now becoming a substantial list, any actions and decisions are being collated on a separate list. Please see the WEB Actions & Decisions Log

Any other business

A couple of ideas from the Community Researchers were shared relating to a prize draw for the survey and a mobile phone for telephone conversations. These will be picked up separately.

Date of next meeting

Tuesday 27th October 5:30pm to 8pm at Chapelbreak Village Hall

Approval

These minutes were approved as an accurate record by the Chair on Monday 5th October