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

Committee Meeting Minutes

Meeting details

Meeting	WEB PiP Committee Meeting
Date	Tuesday 27th October 2026
Time	5:30pm to 8pm
Location	Chapelbreak Village Hall
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	Committee member	Present
Claire Rayfield	Committee member	Apologies sent
Cllr Richard Lawes	Committee member	Present
Cllr Niall Adams	Committee member	Present
Denise Buttery	Committee member	Present
Emily Viegas	Committee member	Present
Grace Richardson	Committee member	Present
Joanna Critch	Committee member	Present
Joe Bunton	Committee member	Apologies sent
Lewis Wardale	Committee member	Present
Louise Tailford	Committee member	Apologies sent
Rachael Pinheiro	Committee member	Present
Solange Cross	Committee member	Present
Willow Farrell	Committee member	Present
Zoe Fereday	Committee member	Present

Name	Role	Present / Apologies / Absent
Davina Howes	NCC Senior Officer	Apologies sent
Emma Penfold	NCC Officer	Present
Mark Harrison	Guest	Present
Simon Floyd	Guest	Present
Jeanette Baxter	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	No action required – this was an information discussion.
Rebecca White	Social Investment	Works with social investors	

Minutes of the previous meeting

The minutes of the previous meeting were approved as an accurate record

Agenda items and decisions

Item	Topic	Discussion summary	Decision	Action & owner
4	Finances	Rebecca provided an update on the programme's financial position. It was noted that expenditure was in line with expectations at this stage of the financial year. The Committee was advised that an additional £650 had been received from UKSPF as a contribution towards Programme Manager time associated with the completion of the final UKSPF report. Full details are in the Chairs report including a pending meeting with Social Change Nest re administration of finances.	No actions or decisions required	
5	Policies, Systems and Procedures -	The Committee was presented with a draft Partnership Agreement	The Partnership	

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	Partnership Agreement	between the Committee, the MPs' Offices and NCC. Members noted that the agreement is intended to be a living document and may be updated as the programme develops. Rebecca advised that the MP had reviewed the draft and was supportive of its content. It was agreed that the draft would now be shared with NCC for review and comment. The Committee thanked Willow for her work in preparing the agreement. Expenditure Policy The Committee considered a proposed Expenditure Policy designed to streamline the approval and payment process by introducing delegated spending thresholds and simpler remuneration.	agreement was approved. This policy was approved.	EP to share with NCC colleagues and pass comments to RW for distributing by end November (WEB035)
6	Participation Update and Contract Extension	Simon, Mark and Jeanette attended the meeting to discuss their participation work, deliberative progress and proposals to extend the contract following the MHCLG programme extension for an additional cost of £6,000 (rather than the £12,000 in their initial submission). The proposed changes included an increase in the number of workshops and participation opportunities. Members discussed the proposals and sought clarification on a number of aspects of the delivery approach, including potential options for widening community participation including utilising creative opportunities to connect with people. It was agreed that further discussions would take		RW to email the Committee first and then the CL with the Committee's specific considerations. (WEB036)

Item	Topic	Discussion summary	Decision	Action & owner
		place outside of the meeting to allow members additional time to consider the proposals and raise any further questions. The Common Lot agreed to amend workshop timings to 6.00pm to 7.30pm. Members noted that the engagement model remains flexible, allowing participants to attend at any point during the session and that this should be clearly communicated. The Committee was also advised that workshops would be live streamed via the new YouTube channel and that additional approaches to increasing participation from schools be explored. The Committee noted the proposal and agreed that further consideration would take place outside the meeting before any final decision on the contract extension.		
7.	Chair & Other Updates	The Chair provided an update on a range of ongoing actions and upcoming activities. Full details are set out in the Chair's Report. Members noted that discussions regarding the use of Google Workspace are taking longer than anticipated. Emma continues to work with relevant parties to identify a suitable solution and, in the interim, a temporary workaround has been implemented. The Committee noted that the Community Wealth Building event will take place on Friday		AM to develop a simple proposal for the Mascot Schools Competition. (WEB037) EP to follow up with TCL regarding proposals for additional school participation activity. (WEB038) Google Drive decision by end

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		6th November. Rebecca and several Committee members will be attending and will provide feedback at a future meeting. Completions of the survey are a priority. The Committee reviewed the proposed communications budget to promote the community survey through flyers and postcards. Given the timescales involved, it was agreed that Emma would bring the final costs to the Committee for approval within the next few days.	The Committee approved an initial communications budget of up to £1,350, subject to confirmation of final Royal Mail distribution costs. (WEB-D013)	November. (WEB-D008) EP to finalise Royal Mail costs and seek signoff on final budget once known. (WEB-D013)
8	Social Investment	Rebecca introduced social investment as a potential future workstream for the Committee. Members noted that social investment could support local organisations, businesses and community-led projects through repayable investment, helping to attract additional funding and support local growth and opportunities. Members referred to the Social Investment Discussion Paper deferred from the September meeting. Willow advised that FUSE and Rebecca will be hosting an event at Carrow House on 3 December 3pm - 5pm for anyone interested in learning more about social investment.	The Committee agreed that a small pilot scheme could be explored initially. (WEB-D014)	
9	10 Year Vision - Working Groups	Rebecca advised that a recent update from MHCLG has increased the level of detail required within the	The Committee agreed to establish four Working Groups:	. RW to arrange follow up zoom

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		Vision and Investment Plans. Members noted that a revised approach would be needed to ensure the plans can be developed and submitted successfully within the required timescales. To support this work, Rebecca outlined the proposed Working Groups and their respective objectives. Following a brief overview of each group, members volunteered to join the groups most closely aligned to their interests and expertise. Outline guidance will be on Google Drive with helpful links, outputs and key deadlines.	1. Participatory Budgeting - Willow, Jo and Solange 2. Finance - Richard, Louise, Anna and Emma, supported by Davina and Mark (NCC) 3. Governance - Emily, Willow, Louise, Niall, Rachael and Lewis 4. Social Investment - Anna, Grace, Willow, Jo and Denise 5. Vision Writing Working Group - Richard, Rachael, Solange, Anna and Claire (WEB-D015)	meetings. (WEB039)
10	Meetings for 2027	It was agreed that the Committee would continue to meet monthly until the end of March to support the development of the Vision and Investment Plans. It will then be further reviewed with online alternating as an option and between West Earlham & Bowthorpe venues.	Members agreed to move future meetings after January to Thursdays to enable Clive to attend more regularly	

Any other business

Rebecca advised that a Stakeholders Event is planned for 6 February at St Mary's Hall. The event will provide an opportunity to explore potential collaborations that support the Committee's emerging investment priorities. Members were invited to contribute to the planning and delivery of the event.

Date of next meeting

Monday 16th November 5:30 to 8pm. Venue: St. Mary's Church Hall

Approval

These minutes were approved as an accurate record by the Chair on 4th November 2026