PRIDE IN PLACE
LED BY YOU – BACKED BY UK GOVERNMENT NR5

West Earlham & Bowthorpe (WEB) Pride in Place (PIP)

Neighbourhood Board - Meeting Minutes

Meeting details

Meeting	Board Meeting
Date	17.08.2026
Time	5:30 to 7pm
Location	Bowthorpe Church, Bowthorpe Hall Road
Chair	Rebecca White
Minute-taker	Emma Penfold
Quorum reached?	Yes

Attendance

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

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Name	Role	Present / Apologies / Absent
Davina Howes	NCC Senior Officer	Apologies
Emma Penfold	NCC Officer	Present
Mark Harrison	Social Action Solutions	Present
Jacqui Mackay	The Common Lot	Present

Declarations of interest

Name	Agenda item	Nature of interest	Action taken (e.g. stepped back from the discussion)
None declared			

Minutes of the previous meeting

Minutes from 28 July 2026 agreed as an accurate reflection.

Agenda items and decisions

Item	Topic	Discussion summary	Decision	Action & owner
3.	Matters arising	The Board welcomed Councillors Nial Adams and Richard Lawes as ward representatives. Discussed proposed amendments to the Conflicts of Interest policy	Agreed to approve the Conflicts of Interest policy.	
4.	Finances	Budget monitoring will be a standing agenda item. Rebecca outlined the current approach and known reporting arrangements.	Agreed to invite an MHCLG representative to a future meeting to discuss reporting requirements.	**EP:** Invite MHCLG to Octobers meeting
5.	Policies, Systems and Procedures	The Board considered options for document management and collaboration, including Google Workspace. Further discussions are required to ensure compliance with council and data protection requirements. In the meantime, we have a temporary solution with the Google Drive set to Rebecca's PiP gmail. All the documentation has been moved over for the Board to access.	Agreed in principle to proceed with Google Workspace, subject to compliance and technical requirements being met. Agreed to have 3 license holders: The WEB Chair, NCC and Nial Adams would be	**EP**: To continue discussion with NCC colleagues

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			the third license holder. Agreed to revisit at the end of October if needed.	
6.	**Participation Update**	The Board received an update on recent community engagement activity, including participation sessions and plans for further engagement across both neighbourhoods. Four events are booked, 2 in each area to be followed by Weekly Community Researcher sessions at St. Mary's Church Hall, West Earlham. The Board also discussed approaches to social media communications and ease of sharing content and establishing an Instagram presence.	Agreed: Event materials to be shared in formats suitable for social media with supporting text To explore opportunities linked to Bowthorpe's 50th anniversary in 2027. To establish an Instagram presence to reach younger audiences. NA to help with Instagram posts	**MH:** Produce JPEGs and text **ZF:** Share with parents and local schools through their systems **RW:** To establish an Instagram account.
7.	**'Board' naming**	The Board discussed whether its name should be more accessible and relatable to local residents.	Agreed to rename the Board, the Committee	
8.	**Other updates**	The Chair provided a progress update since the previous meeting. The Board welcomed Councillors Nial Adams and Richard Lawes as ward representatives. JB raised a desire to explore developing a personalised logo to fit in with the Committee's wider branding and recognition.	Agreed to explore branding at a later stage	**ALL:** Reminder to sign up to the training sessions.
9.	**Investment Plan writing**	Following publication of MHCLG guidance, the Committee discussed preparing the Investment Plan in-house. Members also considered how design support could improve accessibility and public engagement. Including raising awareness of Pride in Place, by explore opportunities for a regular presence and updates on community noticeboards.	Agreed to allocate funding for design support if required. A small working group – RW, SC, ZF, RP, and NA will develop an outline Investment Plan, with support on design and communications.	**RW**: Lead on outline plan **AM:** Produce a list of noticeboards and contacts

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Item	Topic	Discussion summary	Decision	Action & owner

Actions summary

Actions	Owner	Due date	Status
Outstanding July Actions			
Arrange 1:1 get to know you meet ups	Rebecca	30/09/26	In progress
Explore systems and accessibility with individuals	Rebecca	30/09/26	Not started
Follow up on lead areas of interest with members to develop plans	Rebecca	30/10/26	In progress
Budget proposal looking at capacity grant and board tools	Rebecca	28/10/26	In progress
New Actions			
Invite MHCLG to Octobers meeting	Emma	21/08/26	Not started
Explore Google workspace & GDPR	Emma	01/10/26	Not started
Produce JPEGs and text for Social Media sharing	Mark	31/08/26	Not started
Share with parents and local schools	Zoe	Ongoing	Not started
Establish an Instagram account	Rebecca	28/09/26	Not started
Reminders to sign up to the training sessions.	All	14/09/26	In progress
Develop outline investment plan	Rebecca & working group	26/10/26	Not started
Develop a list of noticeboards	Anna	28/09/26	Not started

Any other business

Members present signed their Code of Conduct policies.

Date of next meeting

Monday 28 September – 5:30 to 8pm in West Earlham, venue tbc

Approval

These minutes were approved as an accurate record by the Chair on 18th August 2026.