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 Board First Board Meeting and Workshop
Date	28.07.2026
Time	10am to 3:30pm
Location	St. Mary's Church Hall, West Earlham
Chair	Rebecca White
Minute-taker	Emma Penfold
Quorum reached? (the minimum number of people who need to be there for a meeting's decisions to count)	Yes

Attendance

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

Name	Role	Present / Apologies / Absent
Willow Farrell	Board member	Present
Zoe Fereday	Board member	Present
Davina Howes	NCC Senior Officer	Present
Emma Penfold	NCC Officer	Present
Cllr Amber Smith	Guest	Present
Cllr Richard Lawes	Guest	Present
Mark Harrison – pm	Guest	Present
Jeanette Baxter (JB) - pm	Guest	Present
Simon Floyd – pm	Guest	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

Not applicable - first meeting

Agenda items and decisions

Item	Topic	Discussion summary	Decision	Action & owner
1	Introductions, programme overview and your role on the board	Identified the programme values: Thriving Places, Stronger Communities, and People Taking Control. Discussed the importance of trust, transparency, and clear communication, and the submission to extend the PiP boundary. And a brief high level budget review to be discussed in more detail at the next meeting. Looked at support for Board members, recognising that everyone is new to this. Rebecca outlined guiding delivery principles of the programme as: Buy Local	Agreed on the need for accuracy in all communications, e.g. noting the programme budget is £19.6 million, not £20 million. Agreed to proceed with the online training proposal at £3.6k for Board members through Heart Centred Learning. Dates:: 01/10,15/10, 20/10 &12/11 - 6pm to 8pm	**ALL:** Revisit the term "Board" re accessibility **RW:** Invite members to join a group WhatsApp **RW:** Hold individual get to know you meetings – to include accessibility discussions **RW:** Enquire if training can be recorded. **RW:** Develop a budget proposal

Item	Topic	Discussion summary	Decision	Action & owner
		Buy Social Buy Sustainable Reviewed the board meeting schedule of meetings: **August:** Investment Plan and Social Investment Opportunities **September:** Capacity Grant, Project Management and Strength Mapping **October:** Investment Priorities **November:** Investment Plan Sign-off.		in greater detail for the Capacity Grant and tools for the board.
2	Creating good governance together	Discussed governance arrangements and agreed the expectation of: • Monthly Board meetings during 2026/27 • Bi-monthly meetings during 2027/28 • Quarterly meetings from 2028/29 onwards Meetings will be in-person meetings lasting approximately 2.5 hours. Explored members' availability, with Monday and Tuesday early evenings identified as the most suitable times. Schedule to be reviewed end 2026. **Note:** CL is only able to attend on Mondays.	Having reviewed the governance documents in advance, the Board formally approved and signed off: • Terms of Reference • Operating Principles • Expenses Policy and Claim Form	**WF & RW:** Revisit the Conflicts of Interest Policy to provide a clear definition between a Conflict of Interest and Duality of Interest
3	The Common Lot and defining a successful Pride in Place programme	Introduction of Simon and Jeanette from The Common Lot and Mark from Social Action Solutions and. They presented their delivery plan for Community Participation, including an overview of their proposed approach for the next three months (see attached timeline). The team are developing a workshop for the 'Community Researchers' and proposed piloting this session with Board members and invitees in August	Discussed the terminology of the 'Community Researchers', with a strong preference for clear, plain language, easily understood by local residents. No consensus was reached.	**Post mtg ask MH:** To provide an accessible brief to share for the workshop

Item	Topic	Discussion summary	Decision	Action & owner
		to gather feedback and help shape the final approach. Looking at a successful programme, members individually identified their top three criteria for judging the success. The criteria were discussed collectively, grouped into themes, given summary titles, and voted on to identify the Board's key priorities.	The results were: Reach, Sustainability, Positive Reputation, Outcomes, Pride and Connectivity With Reach, Sustainability and Positive Reputation emerging as the Board's highest-ranked priorities.	**RW:** To feed into impact work
4.	Reflections, actions and next steps	. Finally, the Board reflected on the day and identified the key principles that should remain at the heart of the programme throughout its delivery: Building trust, empowering communities, maintaining passion and enjoyment, setting achievable goals, and always remembering who this is for. *Before they left, board members put their names against particular areas of expertise for the board and programme to develop successfully*	Next Meeting: Mon 17th August in Bowthorpe. Agreed to alternate meetings between both geographies covered by the programme. All members agreed to share their contact details with the group.	**Next Steps:** **RW:** Share links to a holding Google Drive **EP:** Confirm meeting Aug venue & time and a schedule of future meetings **RW:** Share details of the Board training **RW:** Share everyone's contact details with the Common Lot

Actions summary

Action	Owner	Due date	Status
Review the name 'Board' and consider whether it is accessible and easily understood by all audiences.	Claire / Rebecca / All	17/08/2026	In progress
Invite group to a WhatsApp group with simple guidelines	Rebecca	17/08/2026	In progress
Arrange 1:1 Get to know you meet ups	Rebecca	30/09/2026	In progress
Explore systems and accessibility with individuals	Rebecca	30/09/2026	Not started
Conflicts of Interest Policy amendments – define Conflict of Interest and Duality of Interest	Willow / Rebecca	17/08/2026	In progress
Post meeting action: To provide an accessible Workshop brief to share for the “Community Researchers” workshop	Mark	17/08/2026	In progress
Share links to a holding Google Drive	Rebecca	17/08/2026	Done
Confirm August’s meeting details and provide a schedule of future meetings	Emma	ASAP	In progress
Share details of the Heart Centred Board training	Rebecca	17/08/2026	In progress
Share individuals contact detail with the Common Lot	Rebecca	ASAP	Done
Follow up on lead areas of interest among board members to develop plans	Rebecca	30/10/26	In progress
Board members asked to consider how we might draft and write the Investment Plan whilst adhering to the delivery principles of Buy Local, Buy Social, Buy Sustainable	Rebecca	17/08/26	In progress
Budget proposal looking at capacity grant and board tools	Rebecca	28/10/26	In progress

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Any other business

No other business

Date of next meeting

Monday 17 August – 5:30 to 7pm at *Bowthorpe Church - The Worship Centre, Bowthorpe Hall Rd, Norwich NR5 9AA*

Approval

These minutes were approved as an accurate record by the Chair on 6th August 2026.