

# Brantham Neighbourhood Plan Steering Group

## MINUTES

01 December 2025, 7.30pm

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**Present:** James Boyce (JB) – Resident rep  
James Ceseareo (JC) – Resident rep  
Robert Chamberlain (Chair) – Parish Council rep  
Iain Duncan (ID) – Resident rep  
Jackie Heywood (JH) – Parish Council rep  
Sarah Keys (Secretary)  
Eric Osben (EO) – Parish Council rep  
Ian Poole (IP) – Places 4 People

### 01. INTRODUCTION

Rob Chamberlain welcomed everyone to the first meeting of the Brantham Neighbourhood Plan Steering group and outlined the purpose of the meeting.

### 02. NEIGHBOURHOOD PLAN PROCESS

Ian Poole from Places 4 People gave an overview on the following:

- The process of Neighbourhood Planning and the work that would be expected.
- The legal status of Neighbourhood Plans
- How a Neighbourhood Plan sits in the wider planning environment and legislation
- Examples of when Neighbourhood Plans have been successfully used to influence development
- The Community Infrastructure Levy benefits of having a Neighbourhood Plan
- The importance of the involvement of the community in the process
- Likely timelines for a successful Neighbourhood Plan process

### 03. ROLE OF THE STEERING GROUP

Ian Poole outlined the role of the NP Steering Group and the likely tasks involved:

- Steer the process and guide the plan through
- Ian will provide technical input and will write the plan
- Lead consultation events and coordinate consultation activities
- Review feedback received and agree next steps
- Likely that monthly meetings will be needed
- Provide feedback and updates to the Parish Council

### 04. NEXT STEPS

Following discussion **the Chair proposed that Eric Osben be appointed as the Vice Chair for the group, this was seconded by Jacie Heywood, aif.**

**The Chair proposed that Sarah Keys (Clerk to the Parish Council) be appointed as the Group Secretary, aif.**

The Secretary circulated a first draft of Terms of Reference for the group. The Chair noted that these would be presented to the Parish Council for ratification at the next Parish Council meeting and that the group would formally adopt the Terms of Reference at its next meeting.

Ian Poole noted that the next steps are to agree questions to be included in a survey of village residents. IP to circulate possible questions asap. (*ACTION – IP*)

### 05. DATE OF NEXT MEETING

Tuesday 06 January 2025, 6.30pm, venue TBC.