

# Brantham Neighbourhood Plan Steering Group

## MINUTES

06 January 2026, 7pm at The Beeches, Brantham Hill

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**Present:** James Boyce (JB) – Resident rep  
Robert Chamberlain (Chair) – Parish Council rep  
Jackie Heywood (JH) – Parish Council rep  
Sarah Keys (Secretary)  
Eric Osben (EO) – Parish Council rep

## 01. WELCOME AND APOLOGIES

The Chair welcomed those present to the meeting and informed the group that since the last meeting James Cesareo and Iain Duncan had resigned from the Steering Group.  
The Chair noted apologies received from Ian Poole and John Hutchings.

## 02. MINUTES OF THE PREVIOUS MEETING

The steering group noted the minutes that had been previously circulated. **The Chair proposed that the minutes were approved as an accurate record of the meeting, this was seconded by EO, aif.**

## 03. DECLARATIONS OF INTEREST

Members to declare any relevant interests – none declared.

## 04. TERMS OF REFERENCE

To review the final draft – the Group reviewed the Terms of Reference that had been circulated and approved by the Parish Council.  
To discuss any amendments – the Chair suggested that the ToR be amended in section 3 to remove the phrase “on the first Wednesday”.  
To approve and adopt the Terms of Reference – following the amendment above **the Chair proposed that the Terms of Reference were approved and adopted by the Steering Group, this was seconded by EO, aif.**

## 05. NEIGHBOURHOOD PLAN CONSULTATION PROCESS

To discuss the objectives of the initial consultation – the Chair reviewed the first step in the Neighbourhood Plan process and noted that an early consultation was the initial activity to get involvement from the community.  
To review draft consultation topics – the group noted the proposed questions circulated by the Chair and thanked him for his work on this first step.  
To agree specific questions to include in the consultation survey – the group reviewed the specific questions on the proposed consultation and discussed suggestions for amendments and additions.  
Following discussion the Chair agreed to update proposed consultation and circulate to the members (*ACTION – Chair*). Once received the Secretary would forward the proposed consultation to Ian Poole at Places for People for his view, suggestions and guidance on next steps and the best way to circulate the questionnaire. (*ACTION – SK*)  
To identify methods and platforms for consultation – the Group agreed that guidance on the most appropriate method of consultation would be discussed with Ian Poole and reviewed at the next meeting.

## 06. PROJECT TIMELINE AND NEXT STEPS

Immediate actions:

- RC to update questionnaire and send to SK

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- SK to circulate to the group and forward to Ian Poole for advice on next steps.

### 07. ANY OTHER BUSINESS

The Chair noted that for the process to be successful it would be necessary to increase the number of members in the Steering group. Following discussion it was agreed that:

- The Group and its work should be publicised on Social media and in the Bugle
- All members to discuss with any residents who may be interested in becoming involved.

### 08. DATE OF NEXT MEETING

To be confirmed.

**Meeting closed at 7.50pm**