

# **Brize Norton Neighbourhood Plan Steering Group**

## **Meeting Minutes**

6 July 2017

### **Opening**

The regular meeting of the Brize Norton Neighbourhood Plan Steering Group was called to order at 7.30pm on 6 July 2017 in The Chequers Public House by Les Goble, Chairman.

### **Present**

Les Goble

Wendy Way

Dickie Corfield

Tim Gush

Phil & Jean Butcher

Jenny Bromley

### **Apologies**

Chris & Lindsay Meaks, Daisy Campion, Christine Payne and Polly Innes

### **Approval of Minutes**

As this was the first meeting, there were no Minutes to approve.

### **New Business**

1) Introductions were made as Tim and Jenny had not attended the previous informal meeting held on Thursday, 1 June 2017 where the group of people attending were taken through what a Neighbourhood Plan was, our initial findings from the Open Afternoon held at the Elderbank Hall on Saturday, 22 April and what the next steps were with regards to people volunteering to join the Steering Group.

2) LG handed out a copy of the data and analysis from the Open Afternoon and advised the Group that this documentation was also available on the NP website ([www.brizenortonplan.org.uk](http://www.brizenortonplan.org.uk)).

3) LG advised that one of the next steps is to begin work on researching and writing the survey that is to be distributed to every household and business in the Parish of Brize Norton. This is to be approved, printed and ready to distribute at the beginning of September to avoid the summer holiday period.

The group was advised that LG and WW had looked at various surveys written by CFO and by other groups for other Parishes; (different versions were handed around) and it was discussed and agreed that the “look” of the East Hagbourne survey was the style we should try and adopt. LG advised the group that this was not a template that CFO used so asked if anyone in the Group had experience of doing this kind of thing. TG said that he should be able to do something similar.

LG and WW will begin preparing the first draft for discussion, amendment and approval at a later meeting. LG advised that the BN Parish Council will also be shown the draft and have a say in the final document.

WW advised the group that there could possibly be a page of questions that might be dedicated solely to the RAF base but this would become clearer as the survey is written. Also that there would possibly be a “stand-alone” survey for the young people of the village (8 – 17 years of age).

The group agreed that the first part of the survey (no more than a couple of pages) should “set the scene” for why this survey is necessary.

DC suggested that it might be an idea to produce a small leaflet that we drop through letterboxes prior to the survey being delivered advising Parishioners that this is coming. WW advised the group that there will also be some information up in the Elderbank Hall at the Village Bash this Sunday (9 July). This will consist of a poster advertising that the survey is coming in September, the poster used at the Open Afternoon about what a NP can and can’t do, the analysis of the data collected at the Open Afternoon and another notice asking if anyone who might like to join WW on a walk of discovery of one of Brize Norton’s footpaths.

4) LG advised the group that we should be starting work now on gathering the evidence base for the village’s character assessment. Topics to be covered are:

Biodiversity, flora and fauna

Human population

Human health

Soil

Water

Flooding

Air quality and climate change

Material assets (eg Elderbank Hall, BNS&SC, Church)

Cultural Heritage

Archeology

Landscape

Social & economic issues

(Some of these topics can be grouped together)

LG asked if everyone was ready to sign up to becoming a member of the Steering Group? WW pointed out that this will be a long-term project (this first phase of getting the NP adopted will take us through to November 2018) and sits aside and is amended and added to depending on the Local Plan. Everyone agreed that they would. WW advised that she would need to advise the Parish Council of the names of the Steering Group as they are the Body responsible overall for the Neighbourhood Plan. LG then asked if anyone would like to choose topics to work on? PB asked where the data for these topics would come from as it looked daunting. LG/WW advised that there is a lot of data out there to help us already and by reading other Plans already adopted and their policies; that most material is

readily available. LG advised the group that he had prepared a page of links to websites and toolkits that he would hand around for reference (see attached).

DC suggested and it was agreed that the group should read these documents and other Neighbourhood Plans and that we should meet up again in two weeks' time (19<sup>th</sup> July) and delegate topics then.

5) LG advised that it was important that we prepare a SWAT analysis to run parallel with the Character Assessment. Again, an example of East Hagbourne's was used as a good reference point and it was agreed that this would be discussed and written by the group at the next meeting.

6) LG advised the group that the Grant Application for additional funding to support the Neighbourhood Plan was being checked by the Parish Council and, together with a Project Planner, is to be submitted w/c 10 July, 2017. The Project Planner is to be emailed to the members of the group for information.

7) LG advised the group that it had been recommended by CFO that we should have a meeting with their Planning Consultant, Andrea Pellagram so that we can begin to think about the type of policies we want to develop. She is available to come and meet us between 25 – 28 September. The group are to advise their availability of any of these dates at the next meeting then LG or WW will set up the meeting.

8) LG asked the group that now they have all agreed to becoming members of the Steering Group that all further email correspondence be sent out to all rather than the blind copying that had taken place to date to protect individuals' email addresses. It was agreed that this should be adopted moving forward.

### **Agenda for Next Meeting**

Agree who will take on what topics

Prepare the SWAT analysis

AOB

### **Adjournment**

Meeting was adjourned at 9.30pm by Les Goble, Chairman.. The next general meeting will be at 7.30pm on July 19, 2017, in The Chequers Public House.

Minutes submitted by: Wendy Way

Approved by: Les Goble