

# **Brize Norton Neighbourhood Plan Steering Group**

## **Meeting Minutes**

**3 August 2017**

### **Opening**

The regular meeting of the Brize Norton Neighbourhood Plan Steering Group was called to order at 7.30pm on 3 August 2017 in The Brize Norton Sports & Social Club by Les Goble, Chairman.

### **Present**

Les Goble

Wendy Way

Dickie Corfield

Tim Gush

Phil & Jean Butcher

Jenny Bromley

Chris Meeks

Tom McCulloch – CFO

Hilary Lombard - CFO

### **Apologies**

Polly Innes, Daisy Campion and Christine Payne

### **Approval of Minutes**

The minutes of the previous meeting were unanimously approved as distributed.

### **New Business**

1) LG introduced Tom and Hilary to the group and Hilary explained how CFO will guide us through the process and help with the planning and policies to ensure that we reach a successful conclusion with our Neighbourhood Plan.

2) LG updated the group on where WODC are with the Local Plan. The Inspectorate has asked for some additional documentation and WODC has produced a summary schedule with the LG likely further modifications to the Local Plan. Refer to WODC website, Local Plan, August 2017.

3) The group then started to go through the survey. TG suggested that we should write the first couple of pages explaining what the survey is for in more of a “Marketing Speak” to draw the reader in to wanting to participate in the survey, may be with some pictures. TG was tasked with taking this away and producing something for the group to consider.

HL suggested that maps might be more useful than pictures and the group went through the survey, appropriate maps were agreed.

PB commented that the first paragraph featured too heavily on new housing and that we should include road and transportation, recreation and sport, green spaces and shaping the community for the future. He had written a paragraph along these lines and it was agreed to include this in the opening statement.

TM suggested that we could make the survey more personal if we were to deliver it ourselves and, whenever possible, use the opportunity to explain to the householder why we are doing this, advise them what they need to do, what the timeline is for completion and offer to collect it at an agreed date and time. This helps to improve the likelihood of the survey being completed rather than rely on the survey being posted.

As DC is still away on holiday and, to the best of our knowledge, has not had the chance to work on the on-line survey for the young people, it was discussed that we would use a version that CFO have already and tweak it to fall in line with the main survey. WW to action.

The discussion turned to how we should publicise that the survey is coming in September. It was agreed that we should have it included in the next Newsletter, if time allows. HL suggested that it might be an idea to use the page that TG is working on. RC suggested an A5 flyer posted through each door and WW mentioned trying to get something in the Witney Gazette. WW to find out when the next Newsletter is due.

On the topic of the Confidentiality statement, TM advised that CFO could provide us with the wording to tighten up our statement. CFO could do the same with how the survey should be returned and who would see the results of the survey.

The group went through the rest of the survey, making amendments as we went and agreed that the order of topics should be as follows:

- 1) Community
- 2) Environment
- 3) Character and Heritage
- 4) You and your Household
- 5) Housing Needs
- 6) New Housing
- 7) Employment Land
- 8) Transport and Movement

The map of the designated Neighbourhood Plan area should be at the front of the survey, a map showing the strategic housing be included in the Housing Need section and a map showing where footpaths and green fields to be included in Environment.

CFO are to provide us with a set of questions for the Housing Needs section.

4) LG informed the group that we have been awarded 50% of our grant funding which will take us to February 2018. At that time, we can apply for the remaining 50%.

5) Some members of the group said that they did not fully understand why everyone was given topics to gather data for the village's character assessment. TM suggested we have another meeting with him so he can take the group through an explanation and show us the toolkit. LG/WW to arrange.

TM and HL left the meeting.

5) LG & WW will make the amendments discussed, add in the CFO changes and then present the survey to the Parish Council on Monday, 7 August for their comments and approval. They will be asked to make comments by the end of that week so that any further changes can be made and approved at our next meeting. It will then be given to TG to format in the style used by East Hagbourne and given to CFO for printing. The aim is that the survey is distributed in September.

### **Agenda for Next Meeting**

Finalise the Survey

Discuss the SWOT analysis

Any questions regarding the allocated topics for the Character Assessment

Formally elect Steering Group chairman and vice-chair.

AOB

### **Adjournment**

Meeting was adjourned at 10.15pm by Les Goble, Chairman..

The next general meeting will be at 7.30pm on August 17, 2017, at Barnstable House, Manor Road, (Phil and Jean's home).

Minutes submitted by: Wendy Way

Approved by: Les Goble