

# **Brize Norton Neighbourhood Plan Steering Group**

## **Meeting Minutes**

17 August 2017

### **Opening**

The regular meeting of the Brize Norton Neighbourhood Plan Steering Group was called to order at 7.30pm on 17 August 2017 at Phil & Jean Butcher's home, Barnstable House by Les Goble, Chairman.

### **Present**

Les Goble

Wendy Way

Dickie Corfield

Tim Gush

Phil & Jean Butcher

Jenny Bromley

Christine Payne

Polly Innes

### **Apologies**

Daisy Campion and Chris Meeks

### **Approval of Minutes**

The minutes of the previous meeting were unanimously approved as distributed. CP asked if she could be sent a copy of the last Minutes. LG to action.

### **New Business**

1) LG advised the group that he and WW were meeting with DC on Sunday to update her with where the group is with the survey and to talk to her about the Young Persons survey.

2) The group confirmed that they had looked at the draft copy sent to them by LG and were happy with the content and the revisions made.

LG advised that the draft version had been distributed to the Parish Councillors prior to the Parish Council meeting held on Monday, 7 August so that they could feedback their comments for discussion at this meeting. As two of the Councillors were on holiday, it was agreed that the PC would be given until Friday, 18 August to give feedback. However, a discussion on the inclusion of documents supporting the topic 'housing need'.(the three proposed speculative planning proposals – North Carterton, David Wilson Homes and the Carterton Masterplan) and it was agreed that rather than include detailed information in the Survey we publish a link to WODC if readers wanted further information. It was also agreed that the final version of the survey would be sent to the PC for one last time prior to it be fully signed off and ready for print.

Alex Postain, our District Councillor, asked if he could show this to the Shilton Neighbourhood Plan Group. LG asked that he wait until the final version in the correct format has been approved because reading it in its current format would not make much sense unless it was explained. AP agreed to wait.

To date we have received two responses: The first to ask if we would consider an on-line option and LG replied with the reason why we weren't taking this route. The second comment, from the Chairman of the Parish Council, was adding comments to the front page of the Survey that has already been re-written. However, his additions were considered "too wordy" taking away the idea of it having a more marketing feel and more reader-friendly.

3) LG distributed the group with a timeline that took us through what needed to be done between now and when we could consider holding the next Open Meeting for the BN community to see the results of the survey. The group agreed that the timeline worked in principal but recognized that it is a working document with fluid movement.

4) TG showed the group his first draft of the Survey in its revised format. He had stopped at the question in Part 5 for Housing Need asking, "how many people of each age group would live in the new home ....". LG is to contact CFO and ask them the relevance of this question as it was agreed that we didn't see the point of this question

TG suggested that he should be able to get the survey completed by Wednesday, 23 August and LG has promised to get the maps to him by the weekend.

JB asked if we needed an OS map of the footpaths but LG advised that he has a map with them already on.

The two things that still need to be added to the survey is (i)the date on which the survey is to be returned and(ii) the link to the young person's on-line survey. CP asked how this will tie in with the Household survey and LG explained CFO will collate this data as well.

LG thanked TG for the work he had done to date.

5) LG distributed a timeline he had put together to plan out the work still to do to take us through to the second Open Meeting where we will present the data from the survey to the residents of Brize Norton. The group recognised that this is a fluid timeline but gives us something to work to. PB asked what the Steering Group would do in the 2-week window set aside for reviewing the data and producing data for the Open Meeting. It was discussed that we should start to think about ideas of how the data should be displayed now and to think of ways that we could make the day interactive rather than presenting a lot of charts on the wall.

TG is to send everyone a PDF version of the survey for final approval before it goes to CFO and the PC. LG asked if anyone thought we would need another meeting to sign the survey off and it was agreed that we would only hold another meeting if we felt it necessary.

6) The discussion then turned to the SWOT analysis. LG advised the group that the PC had asked to see it but that LG had suggested that the Steering Group agrees it first so he asked the group to read it again and then email him with any additions they wish to add to it or to agree they are happy with it.

7) LG advised the group that CFO can attend a meeting on Thursday, 31<sup>st</sup> August to explain the Character Assessment and Toolkit to us and that we should think of any questions we may have for them.

CFO has also recommended that we set up a meeting with Astrid Harvey, Community Planning Officer for West Oxfordshire & Cotswold District Councils, to discuss planning in Brize Norton. LG is to ask her for some dates. He pointed out that Astrid is a new mother so if the meeting had to be held during the daytime would this be a problem? RC said he would find it difficult to attend.

8) Thoughts returned to the delivery of the Survey and what we would need to be able to help us project a positive message when delivering the survey to what everyone feels is a village “of apathy”. LG asked if there was anything specific required and the following subjects were mentioned:

(i) we need the most up to date information we can on the Bloor Development (maybe have a link to the website)

(ii) we should read through the survey and highlight the questions that might need more explanation or we know will provoke a reaction so that we can be ready with our response

(iii) we must be mindful that we need to *explain* the survey and *not give our opinion*

(iv) Find out how many villages in Oxfordshire have a Neighbourhood Plan already in place

LG advised that it might be a better idea to “buddy up”, possibly with a PC. WW is to draw up a list and produce the supporting document.

9) LG advised the group that we should be nominating and electing a Chairman and Vice-Chairman.

LG was nominated by TG as Chairman and it was seconded by the Group. WW was nominated by PI and it was seconded by the Group. LG and WW accepted their positions.

10) AOB

CP advised the group that she has started her survey on footpaths and has produced a table of observations that should be looked at and recorded on each walk. (See attached). She talked about how we should consider how we can link Brize Norton to other villages via footpaths and cyclepaths.

DC has also been looking at Brize Norton’s heritage and history and has found links to Bampton so these two topics; Greenspace and the Heritage and History do link.

It was discussed that we should approach Brian Barnett and ask his permission to try and walk where we would like the Nature Trail and then also try walking the old railway line.

PB asked how far we should continue with our data collection. LG advised that maybe we should wait until CFO have explained the toolkit and character assessment to us on 30 August.

**Agenda for Next Meeting**

Tom Mc to explain the Character Assessment and Toolkit.

AOB

**Adjournment**

Meeting was adjourned at 8.30pm by Les Goble, Chairman..

The next general meeting will be at 7.30pm on August 31, 2017, at Barnstable House, Manor Road, (Phil and Jean's home).

Minutes submitted by: Wendy Way

Approved by: Les Goble