

Brize Norton Neighbourhood Plan Steering Group

Meeting Minutes

31 August 2017

Opening

The regular meeting of the Brize Norton Neighbourhood Plan Steering Group was called to order at 7.30pm on 31 August 2017 at Phil & Jean Butcher's home, Barnstable House by Les Goble, Chairman.

Present

Les Goble

Wendy Way

Dickie Corfield

Phil & Jean Butcher

Jenny Bromley

Daisy Campion

Apologies

Chris Meeks, Christine Payne, Tim Gush and Polly Innes

Approval of Minutes

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

New Business

1) It was agreed by the Group that we should defer the meeting by three weeks that had been planned for tonight for CFO to explain the Characteristic Assessment and Toolkit as we are so busy with the survey. A new date of Thursday, 21st September was agreed and LG is to contact CFO to confirm. The group was reminded by WW that the following Thursday 28th September is the date when Andrea Pellagram was coming to talk to us so was two meetings a week apart OK with everyone. It was agreed it was.

LG is still to contact Astrid Harvey, Community Planning Officer for WODC & Cotswold District Council. It was agreed that we should also invite CFO and the Chairman of the Brize Norton Parish Council, Pip Squire.

2) A huge thanks to Tim Gush for producing the Survey and to Daisy Campion for producing the questions for the Young Persons Survey. This has now gone over CFO for inputting into Survey Monkey. (A copy is attached for information but please ignore the layout).

Quotes have been received from TCG (£915 + VAT), and OCC (a non-profit making company through CFO (£660 + VAT) for a quantity of 370. We are awaiting a third quotation from Shillbrook before we decide which quote we go with.

We are now waiting for the link for the Young Persons Survey so that this can be added to the main Survey which can then go to print.

TG has put signs on the maps that are included in the survey. JB asked if the boundary shown on the map was the official Parish boundary and LG confirmed it was and that it is the designated area agreed by WODC for the purposes of the Neighbourhood Plan.

JB asked if the white gates that are already in place denoting Carterton's boundary along Monahan Way were likely to be moved because they are in our Parish. LG advised that this was for the BN Parish Council to action and will be brought to their attention at the appropriate time.

JB asked if Developers would snap up any potential development land that was suggested by the Community through the Survey. WW explained that this is something we will have to be very careful with in our Neighbourhood Plan when we identify not only residential land, but employment land too.

LG advised the Group that the original timetable had slipped a bit and that it would mean that to get back on target the households should be given two weeks to complete the survey instead of three. The group agreed that this was acceptable.

As LG and WW will be away the weekend proposed to deliver the surveys (16th-and 17th September) the timetable has been extended and the surveys are distributed between Friday, 15th September to Tuesday 19th September.

LG asked if any members of the Steering Group were available to take delivery of the Surveys from CFO on the 13th or 14th September as he and WW would be away. Phil and Jean Butcher said they would take delivery.

WW will provide PB and JB with a distribution list so the surveys can be divided up. This list will also be distributed to the group and they will arrange with PB and JB a suitable time to collect their bundle ready for distribution.

CFO will take five weeks to collate the data from the surveys and the Steering Group will have two weeks to prepare how the data is to be presented at the second Community Open Day.

3) LG and WW are to complete the crib sheet that will be distributed to each member and the Parish Councillors.

LG read out the points he had already written and members added to this. The draft document will be distributed by email ASAP.

This list is to be discussed at the next Parish Council meeting (4th September) and the Councillors will be given an opportunity to add to it, if necessary.

PB asked what the amount of money is that will come to the village from the S-106 money from the new development and how it is to be spent. WW advised that the Parish Council were not able to share this information currently and that we shouldn't get into too much detail, if asked.

4) The SWOT analysis was then discussed. LG advised that CP had sent him some suggestions and read them out. He asked the group if anyone had anything to add as he wanted to issue it to the Parish Council at their next meeting. No one had anything to add.

5) AOB
There was no AOB

Agenda for Next Meeting

Approve minutes

Discussion with CFO regarding Characteristic Assessment and toolkit

AOB

Adjournment

Meeting was adjourned at 8.35pm by Les Goble, Chairman..

The next general meeting will be at 7.30pm on September 21, 2017, at Barnstable House, Manor Road, (Phil and Jean's home).

Minutes submitted by: Wendy Way

Approved by: Les Goble