

# **Brize Norton Neighbourhood Plan Steering Group**

Meeting Minutes  
21 September 2017

## **Opening**

The regular meeting of the Brize Norton Neighbourhood Plan Steering Group was called to order at 7.30pm on 21 September 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 Champion

Polly Innes

Christine Payne

Tom McCulloch -CFO

## **Apologies**

Chris Meeks and Tim Gush

## **Approval of Minutes**

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

## **New Business**

1) LG thanked everyone for delivering the surveys within the period agreed and for their feedback. He explained to TM that the surveys had been delivered by hand and, where possible, doors were knocked to enable the Deliverer to explain to the Householder what the survey is for.

TM advised the group that 15 had already been returned and four Young Persons on-line surveys had been completed.

LG asked TM what the percentage of surveys returned is and TM said it is normally 40%.

2) LG advised the group that CP will have to step back from the Steering Group as she has signed up for a course. However, she would still like to attend meetings when she can and provide input, where she can. However, she will not be able to get involved with the major tasks ahead of us.

3) At this point, LG handed the meeting over to TM so he could explain what the Characteristic Assessment is and what our next steps should be.

TM explained that by writing a Character Assessment on Brize Norton would help with evidencing the policies to be adopted in the Neighbourhood Plan. By breaking this down into smaller pieces would help to spread the workload. The three things that should be covered are:

- a) Character Assessment
- b) Baseline Evidence
- c) Local Green Spaces

He suggested that ahead of our meeting with Andrea Pellagram, Planning Consultant for CFO next Thursday that we should think about what we want out of such things as Green Spaces and Design.

### **Character Assessment**

This is where the Character Assessment is increasingly important to help with the Design Policies, by writing an overview of different character areas in the village, extracting the main features and stating in the Policy that these characteristics are in keeping with that area.

By using the on-line toolkit will help us to:

- a) Mark different characteristics on a map of the village
- b) Put into context the area and where it sits within the village
- c) Green Spaces
- d) Buildings and how they contribute to the area
- e) Views (e.g., hills, woods, the church). It needs to be something special.

TM advised getting the Planner to make sure that our planning policy is as good as it can be.

TM asked who might be interested in taking on the Character Assessment. Project. LG said that he was and commented that DC has already done a lot on the heritage of the village. TM suggested that to help gather information, we should consider running an informal workshop and bring in other people who have some village knowledge. However, it's important to have one person who everyone involved feeds into.

## **Baseline Evidencing**

Here we need to think about what our main issues are:

Environment – biodiversity, fauna and flora, water, sewerage, flooding, soil, climate change and noise pollution

Heritage – cultural heritage, archaeology, historic development, landscape

Traffic and Transport – human population, housing, health

We need to set out what Brize Norton's current situation is regarding these themes. LG commented that we need to write a policy on RAF Brize Norton.

JB asked if we should be thinking about allocating land for housing within the village and TM suggested that we should ask Andrea. JB asked if the amount of new housing was based on the size of the village. No one seemed to know so she said she would speak to Verena Hunt about this as she used to be on the District Council.

LG advised the group that he has written to Chris Hargreaves regarding the article in this week's Witney Gazette headed 'County Housing Targets are cut by 32,000 homes' and has asked for clarification on the amount of employment land as this could have a massive implication on our Neighbourhood Plan.

TM advised that having the Base Evidence and a SWOT Analysis will be powerful tools when working on sustainability and suggested that we should also do a SWOT Analysis. The group advised that they had already started one but now we should be adding to it.

LG commented that the census data is quite dated and TM advised that there is other evidence available to us and he will provide us with where to find the information.

## **Greenspace**

TM advised that greenspace can be protected from Developers as long as:

- it's not an extensive tract of land
- local in character
- in proximity to the community it serves
- demonstrably special to the local community

'Mrs Brown's fields' came to mind and LG asked what happened here regarding land ownership. TM said that this can be overcome. Again, there is a toolkit available to help us with this topic.

4) TM advised that when we hold our next Community Meeting that we present the data and have a vision and our objectives.

LG asked TM how the Young Persons Survey would link in. TM suggested we do something with the Primary School (something LG and WW have spoken to the Headmistress about already), Maybe hold an exhibition of photos around the village, have a couple of focus groups with the young people.

5) TM suggested that we should think of some questions and the types of policies we need ahead of our meeting with Andrea next week and send them through to CFO.

6) PI asked if there was any advantage in some local publicity such as an article in the Witney Gazette over a period called 'Year in the life of ...' covering our Neighbourhood Plan journey. It was agreed that it would be worthwhile considering so PI will contact the Witney Gazette.

7) The conversation went back to our Greenspaces and JB asked who owned or was responsible for the Recreation ground. Was there a possibility that this may, in the future, be lost to development. WW will check with the Parish Council on ownership/leasing.

8) TM took his leave of the meeting and the group thanked him for attending.

9) LG volunteered to write the Character Assessment if the group can agree to divvy up the topics and feed their findings back to him. We will need to form a sub-group of at least four people to work on this assessment and, with this in mind, LG will ask for volunteers.

We will initially need to discuss our methodology and how we will collate the relevant information. DC has already made a start on the village history as part of the evidence base and this will be invaluable as a starting point.

It was agreed that the topics for our meeting with Andrea Pellagram will consist of:

Housing policy

Employment land

Greenspace and play (including Mrs Brown's fields)

Transport and movement

10) Footpaths

CP has developed a form that can be used to comment on the condition of our footpaths. She suggested that as well as completing the form, photos should be taken, not only of things that are not right but also the beautiful surroundings, i.e. the wildlife, the fauna (bull rushes). This could help in putting together a little walking guide or for noticeboards.

Because of the recent notice by ODC on behalf of Christchurch that has appeared around the village, the group discussed the importance of keeping our footpaths open to the public and if there are any footpaths that are being used frequently but are not marked on the OOC maps, that they should be identified. Ting Tang lane was discussed, especially the need to

understand its status, as it is not identified as a public footpath. It was agreed that a meeting should be set up with Stuart Guest as he represents the Parish Council as Path Warden.

11) AOB

WW advised the group that she is holding two dates in December, the 2nd and the 9th, to present the data from the Surveys to the community and asked if there was a preference. PI is away for the first date and DC for the second. It was agreed that the 9<sup>th</sup> would be the better date and those who were around would support.

LG confirmed that Mr. P Squire, Chairman of the Parish Council has been invited to next week's meeting.

**Agenda for Next Meeting**

Approve minutes

Discussion with Andrea Pellagram, Planning Consultant for CFO AOB

**Adjournment**

Meeting was adjourned at 9.45pm by Les Goble, Chairman..

The next general meeting will be at 7.30pm on September 28, 2017, at Barnstable House, Manor Road, (Phil and Jean's home).

Minutes submitted by: Wendy Way

Approved by: Les Goble