

# **Brize Norton Neighbourhood Plan Steering Group**

Meeting Minutes

19 October 2017

## **Opening**

The regular meeting of the Brize Norton Neighbourhood Plan Steering Group was called to order at 7.30pm on 19 October 2017 at Phil & Jean Butcher's home, Barnstable House by Les Goble, Chairman.

## **Present**

Les Goble

Wendy Way

Phil & Jean Butcher

Daisy Champion

Polly Inness

Tim Gush

Matthew Davies

## **Apologies**

Chris Meeks, Richard Corfield and Jenny Bromley

## **Approval of Minutes**

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

## **New Business**

1) WW introduced the group to Matthew Davies. He has joined the group as a volunteer for when we begin our project with the Young People of the village. This will go towards his Duke of Edinburgh Award.

2) Daisy Champion has been invited by CFO to give a 10-minute talk as to why a young person of her age decided to volunteer to be a member of our Neighbourhood Plan.

3) LG advised the group that there is a revised Local Plan document on the WODC website. He will go through the revisions that affect our Neighbourhood Plan and update the document he produced at the beginning of our journey, *Overview of WODC Local Plan 2011 2031* and issue it to the group.

The headlines from the revisions are:

a) New housing target for the Carterton sub-area has risen from 2,600 to 2,680

b) Things haven't changed much in Carterton and Brize Norton However, the application to build 40 houses on the Petrol Station site on Upavon Way has expired so it has been removed from the housing target. If it was to be re-instated, it will go into the windfall number.

c) The original windfall was 262 but this number has been reduced to 238.

d) Mount Owen Road in Bampton has been identified as a site which will deliver 160 homes

4) WW advised the group that she had a meeting with Anna Fairhurst, Headmistress of the Primary School, to discuss the opportunity for the children to do a small project next term about what they like or don't like about living in Brize Norton so that we could display this in the Community Open Day on 9 December.

We agreed that the ideal project would be for each class (five in total) to produce an A1 poster with pictures of their likes and dislikes and these would be ready the week before the event so that we have an opportunity to fit them into our overall plans for the afternoon. This would encourage, not only the children to get involved, but be a way to ensure their parents come along to see what their child has done.

We also discussed when might be a good time to introduce the children to what a Neighbourhood Plan is, what they want to see in the village and their thoughts on what Community is. Anna said that she will speak with the teachers and the School Association, make a plan and contact me. This is when Daisy and Matthew can really become involved.

Anna asked WW if she knew if there was to be a new school built on the Bloor Development. WW advised that one is planned but that the final planning has not been applied for yet. A new school will have a knock-on effect on our school and that we should keep in mind that our school does have room to expand if money was available.

5) At the last meeting the group agreed that we need to ascertain the status of 'Ting Tang Lane'. LG has contacted Alex Humphries at OCC and they agreed that the maps shown on the OCC site are different to the definitive maps shown on the WODC website and therefore both should be taken into account. Neither OCC or WODC maps identify 'Ting Tang Lane'. However, there was an application on 14/06/2013 by a Ms. Troth Wells to make Ting Tang Lane a restricted byway. (This is a highway over which the public have a right of way on foot, on horseback or leading a horse and for vehicles other than mechanically propelled vehicles). It will be several years before OCC start to research this application.

AH did say that if Christchurch (who own the land) were to put in for planning permission then 'Ting Tang Lane' would go to the top of the pile

LG also contacted Dawn Mills at OCC (Technical Intelligence & Network Management. She was responsible for putting the maps which have been put up around the village, supplied to her by Christchurch. She has confirmed that the symbol on the map relating to Ting Tang Lane, refers to the fact that there is an application lodged (before the issue of the Christchurch maps) to make it a restricted byway.

J Bromley has also contacted Verena Hunt and Verena has confirmed that there is plenty of historical evidence that this route has existed and been publicly used for centuries. It is recorded in '*A History of the County of Oxford: Volume 15*' and has had several names over the centuries. VH has also emailed OCC and asked for 'Ting Tang Lane' to be included on maps. LG read out VH's email to the group.

Although VH's email was sent for all the right reasons, LG asked the group if they agreed that when speaking with third parties during our data gathering, that we should not encourage them to send emails on behalf of the Steering Group but should feed the data back into the SG and allow us to make the necessary contact. It was agreed that this should be the right approach.

The subject of email etiquette was then discussed. LG asked the group that when sending emails, especially if there is an email trail, that they be very careful before '*replying to all*' as the content of the email may not be applicable to all recipients.

J Butcher advised the group that 'Ting Tang Lane was called Mill Way in the late Victorian times and went all the way through to Worsham. There is a book in the Carterton Library called '*Victorian County History of Oxford*' Vol 14 & 15 and covers Carterton, Minster Lovell and Brize Norton.

TG asked if all this information and links to documentation could be shared with the group and LG agreed to put all the information together and email it to the members.

LG shared with the group that he had spoken to Phil and Margaret Timms about their memories of Brize Norton growing up. As Phil was talking, LG was making notes on the maps that TG had printed off. Phil remembered that at a young age he was told that Brize Norton used to be called Norton brimer.

The group then discussed what maps should be used in the Character Assessment. Perhaps the first map should be from 1600-1898 as this is the earliest one we have found to date, and look at when there were big changes made to where we are today, such as post WW2, boundary changes and censuses.

LG is to ask RC for the data he has collected to-date, so this can be incorporated into the Character Assessment. PI is to continue with her work on the waterways and PB is to write up data on the roads and transport.

6) It was agreed that the Baseline Evidence document should be put on the backburner until the Character Assessment has been written and the Community Open Day has been held.

7) The group then updated the Strengths and Weaknesses on the SWOT Analysis. The Opportunities and Threats will be on the agenda for the next meeting.

8) **AOB**

WW asked for a sub-group of volunteers to assist with ideas of how to present the Survey Data at the Community Open Day. DC, MD and J Butcher volunteered and JB suggested that we contact Christine Payne and ask if she wanted to be involved with this. WW to action this. TG said that he would be happy to help with the production.

**Agenda for Next Meeting**

Approve minutes

Revisit and update SWOT analysis (Opportunities and Threats)

Update group on Village Character Assessment

Update group on Community Open Day

Newsletter- a) Update from Chairman

b) Announce date of next Community Open Day – a one page display that can become our Poster and Flyer (as per first Community Day)

**Adjournment**

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

The next general meeting will be at 7.30pm on November 2, 2017, at Barnstable House, Manor Road.

Minutes submitted by: Wendy Way

Approved by: Les Goble