

# **Brize Norton Neighbourhood Plan Steering Group**

Meeting Minutes

25 January 2018

## **Opening**

The regular meeting of the Brize Norton Neighbourhood Plan Steering Group was called to order at 7.30pm on 25 January 2018 at Phil & Jean Butcher's home, Barnstable House by Les Goble, Chairman.

## **Present**

Les Goble

Wendy Way

Phil & Jean Butcher

Jenny Bromley

Tim Gush

Poly Inness

## **Apologies**

Richard Corfield and Matthew Davies

## **Approval of Minutes**

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

## **New Business**

### **1 Terms of Reference**

The revised Terms of Reference that include reference to the Data Protection Policy via a link to the Brize Norton Parish Council will be uploaded to the website.

### **2 Review of the Community Meeting**

LG thanked the Group for their participation and to TG for providing all the printing.

Although the turnout was not huge, the data that was displayed was shown in a professional manner.

JB asked if it was worth holding a second meeting. WW commented that she had asked CFO that same question when they met on the 10<sup>th</sup> January and that Tom McCulloch had said that he didn't think it was necessary. TG suggested that perhaps we could display the data at the Parish Council's Annual Meeting in May. WW is to ask the Parish Council at their next meeting.

LG asked TG to submit his invoice for the printing and WW is to ask the Parish Council to donate to the WI for providing the refreshments on the day.

TG asked what the output was from the parishioners that did attend the event and LG reported that it was all positive feedback.

### 3 CFO Meeting

LG and WW met with CFO on Friday, 10 January to discuss how the Community Meeting went and what the Steering Group's next steps were to be.

We went through the document that LG had written on the Vision and Objectives and Tom McCulloch helped us to refine the objectives so that they could be better reflected in our proposed policies.

The Steering Group's next steps is to have a meeting with WODC so that we can understand that their interpretation regarding new housing and employment land will align with our Vision and Objectives.

Two dates were put forward for this meeting – 7<sup>th</sup> or 9<sup>th</sup> March. LG asked if there were any members of the Group who would like to attend. PI said that she wouldn't be able to attend, and the other members are to advise LG if they can attend.

### 4 Village Characteristics

It was agreed that we should use the Little Milton's Village Characteristic's Framework as our reference as it's a document that almost matches our village. So as not to overwhelm us, it was agreed that this document should be approached in small chunks.

LG suggested that we should look at the Oxford Toolkit that CFO provided us with, so we know what we should be focusing on. LG asked if someone would volunteer to read the document and feedback to the group at the next meeting. TG volunteered. The same needs to be done with the Historic England document and WW volunteered to do this.

It was agreed that we would begin with the village history from 1900 showing how the village has evolved and use the electoral roll. WW is to ask the Parish Council if they can give us access to it.

LG will create a time-line spreadsheet using data from the village newsletters.

### 5 AOB

i) LG read out a letter he had received from Blue Cedar Homes (a developer) who are interested in working with the BNNP steering group to help deliver retirement living homes in the future. He will send them an appropriate response.

ii) School Warning Signs – Two members from the Milton-Under-Wychwood Parish Council came along to our Community Meeting and the discussion came around to speed warning signs at our schools. They had the same issues as Brize Norton and they had a joint initiative with the school and Shipton-Under-Wychwood Parish Council and approached their local OCC representative and received funding to install signs at the school.

LG has approached the Parish Council and OCC and asked why Brize Norton should not do the same thing especially as the Community had raised concerns about traffic volumes and traffic speeding through the village via the Neighbourhood Plan Survey.

Being able to install these warning signs would show the Community that the data provided to the NPSG is being listened to and that the Parish Council is reacting in a positive manner to the Community. The Parish Council agreed, a quote has been received and we are now waiting for our OCC representative to respond.

**Adjournment**

Meeting was adjourned at 9.00pm by Les Goble, Chairman.

Next meeting will be held on Thursday, 8 February, 2018 and will take place at Barnstable House, Manor Road at 7.30pm.

Minutes submitted by: Wendy Way

Approved by: Les Goble

**Agenda for Next Meeting**

Approve January 25<sup>th</sup> minutes

Update group on outstanding items

Discuss policies

Discuss village characteristic

AOB