

Brize Norton Neighbourhood Plan Steering Group

Meeting Minutes

3 May 2018

Opening

The regular meeting of the Brize Norton Neighbourhood Plan Steering Group was called to order at 7.30pm on 3 May 2018 at Phil & Jean Butcher's home, Barnstable House by Les Goble, Chairman.

Present

Les Goble

Wendy Way

Phil & Jean Butcher

Tim Gush

Polly Inness

Dickie Corfield

Jenny Bromley

Matthew Davies

Apologies

No apologies.

Approval of Minutes

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

New Business

1) Village Characteristics update.

We need to do this task and rather than employ an Agency, we will do it ourselves. Andrea Pillagrim (CFO planning specialist) will use this in conjunction with a Landscape Assessment which will have to be prepared by a specialist.

Our next step is to collect the relevant data and it has been agreed that we will use Oxford City's survey as our template, adapt it to our needs and then split the village up and use this document together with back up photographs of good and bad views. LG asked if car parking was in the Oxford City's survey and if not, it should be added to ours.

A date was fixed for the group to meet up at 7pm at Barnstable House and us the form there and then go to Chichester Place. TG will then produce maps once we have agreed how to split the village up

2) PI gave a presentation to the group of her environmental findings to date.

AOB

1) LG has requested the application form for the second half of the grant fund (the final £4.5K). He has also looked into additional funding through Locality but that is only available if the NP is allocating land, which is not our intention.

2) LG reminded the group that the Brize Norton Parish Council are holding their Annual Village Review on Tuesday, 22 May 2018 at the Elder Bank Hall at 7.30pm and that they have agreed that it is a good idea if we presented the results taken from our survey held last September again in the hope that we can reach a wider audience. Everyone has agreed to attend and help with the set up. WW is to ask Diane Davies what time we can get access to the Hall, speak to the School Headmistress and ask for permission to use two of the classes' work from their projects and help setting up and to ask the Church if we can borrow their boards. LG is to talk to Pre-School and make sure it's OK for us to put our posters up over the children's' work.

3) Upon CFO's advice, LG has contacted TVERC (Thames Valley Environmental Records Centre) so that they may carry out a Biodiversity Report at a cost of £100 and a Green Corridor Report (£500) to sit alongside our Village Characteristic Assessment. CFO also advised that we complete a Landscape Assessment Report. This should be sub-contracted out as it is a big task and a company called Portus & Whitton have been recommended. The cost of this report is in the region of £4K and CFO will provide us with a briefing document to give to Portus & Whitton, so they can commence the work.

4) LG and two members of the PC are meeting WODC and Bloor Homes to discuss how we can connect the village to the new development. This meeting is on Thursday, and LG will report back at the next meeting.

5) MD has continued with his work on filling in the spreadsheet with useful data take from the PC Newsletters and he has returned this to LG for review and comment.

Agenda for next meeting

1) TG to bring along the tick list for the village characteristic and the group will use this to assess the group of six houses around Barnstable House and discuss any changes needed to the tick list, if any and to discuss and agree the benchmark plus or minus.

Adjournment

Meeting was adjourned at 9.30pm by Les Goble, Chairman.

Next meeting will be held on Wednesday, 16 May 2018 at Barnstable House, Manor Road at 7.00pm.

Minutes submitted by: Wendy Way

Approved by: Les Goble

