



Minutes of the Brize Norton Annual Parish Meeting held on Tuesday 13th May 2025 at 7.30pm at the Elder Bank Hall, Brize Norton

APM1/26	<p><u>PRESENT</u> Cllr Goble – Chair, Cllr Woodward – Vice-Chair, Cllr Way, Cllr Bennett, Cllr Fothergill, Cllr Jackson and Jo Webb - Clerk. Cllr Pearson - WODC, PCSO Kristian Hawkins - Thames Valley Police, Robyn Jones – Brize Norton Primary School, and Gp Capt Henton and Wg Cdr Howell - RAF Brize Norton.</p>	<u>ACTION</u>
APM2/26	<p><u>1 – APOLOGIES</u> Cllr Overton – OCC and Jackie Hampson - Brize Norton Village Pre School sent their apologies.</p>	
APM3/26	<p><u>2 - MINUTES</u> The minutes of the Annual Parish Meeting held on Tuesday 28th May 2024 were agreed and signed.</p>	Clerk to scan & post minutes to website
APM4/26	<p><u>3.1 - CHAIRMAN'S REPORT</u> The Chairman gave his report (Appendix A).</p>	
APM5/26	<p><u>3.2 - OCC REPORT - COUNCILLOR OVERTON</u> Cllr Overton's report was read out (Appendix B).</p>	
APM6/26	<p><u>3.3 - WODC REPORT - COUNCILLOR PEARSON</u> Cllr Pearson gave her report (Appendix C).</p> <p><u>QUESTIONS FOR CLLR PEARSON:</u> There are 14,500 patients on the books at Broadshires Health Centre and one day last week, there was 1 GP on duty. The need for medical care needs to be addressed when considering planning applications for new developments. The Health Authority has requested £300,000 if the development at Kilkenny Farm is approved. All services should be in reach of residents. There is a lack of doctors generally within the National Health Service.</p> <p>Are the housing numbers in the local plan specifically for the Brize Norton area?</p>	

	<p>Cllr Pearson advised that these numbers are across the district and not specifically Brize Norton.</p>	
APM7/26	<p>3.4 - THAMES VALLEY POLICE REPORT PCSO Kristian Hawkins gave his report (Appendix D).</p> <p><u>QUESTIONS FOR THAMES VALLEY POLICE:</u> Do the figures in the report include Brize Meadow? PCSO Hawkins advised that they do include Brize Meadow.</p> <p>The parking at the end of the runway can be terrible at times. Please can you define who is responsible for clearing this? If the parking is on the roads, it would be the responsibility of TVP or could look at civil parking enforcement. If vehicles are blocking the crash gates, then it is the responsibility of the RAF.</p> <p>Are there any plans to help with speeding through the village? There has previously been interest in residents setting up a Speedwatch group but this did not receive enough support.</p>	
APM8/26	<p>3.5 - BRIZE NORTON PRIMARY SCHOOL REPORT Head Teacher Robyn Jones gave her report (Appendix E).</p> <p><u>QUESTIONS FOR ROBYN JONES:</u> How do you feel about the proposal to relocate the school? Robyn Jones responded that it is bitter sweet. She loves the school and what it offers however, she does understand why ODST has taken this opportunity.</p> <p>A resident advised that she has 3 children due to start at the school in September and is very angry and upset by decision. She feels it will ruin the village and tear the heart out of the village. Robyn Jones answered that the resident is not alone in her feelings and she should come along to the planned consultation meeting.</p> <p>There is funding in place for the new school and a built date has been scheduled; is this already a done deal? This is a new process for her and OCC and ODST have lots of information and will be in attendance at the consultation meeting.</p> <p>The school is currently a feeder for Burford School; will this still be the case if the relocation goes ahead? Yes, it would still be a feeder school for Burford School.</p> <p>It was originally understood that the new school was in addition to the current school and both schools would run. OCC have all the information regarding forecasted birth rates and will be able to answer this question at the consultation meeting.</p>	

	<p>There is a concern regarding the impact on the village; it will move the centre of the village and the connectivity. Please come along to the consultation meeting.</p>	
APM9/26	<p><u>3.6 - BRIZE NORTON VILLAGE PRE SCHOOL REPORT</u> Jackie Hampson sent her apologies and submitted a report which was read out (Appendix F).</p>	
APM10/26	<p><u>3.7 - RAF BRIZE NORTON REPORT</u> Group Captain Henton gave her report.</p> <p><u>QUESTIONS FOR RAF BRIZE NORTON:</u> How many additional vehicles will there be on the road when the runway is refurbished? There will be hundreds or thousands over the course of the refurbishment. There is a transport plan in place that will utilise HGV routes around Monahan Way. There is a new entrance planned on the Carterton Road.</p> <p>What is the traffic management plan at the proposed new gate? There is a plan to widen the road with a filter lane into the RAF base.</p> <p>Will the Bampton Road be closed during the runway refurbishment? There are no plans to close any roads.</p> <p>A resident has received a letter regarding a new structure on the RAF base. This is a temporary structure for a new freight handling centre. It is in the very early planning phase and is not expected to have an impact on the volume of traffic.</p> <p>New developments may be on the flight path. The RAF has a legal standing to comment if any development will impact their activities. There is a need to consider height, obstruction and also wildlife.</p> <p>What is happening with the area where the old quarters have been knocked down? There are 215 new quarters planned to be built which will be a combination of houses and flats.</p>	
APM11/26	<p><u>4 - PREVIOUSLY SUBMITTED QUESTIONS FROM MEMBERS OF THE PUBLIC</u> None</p> <p><u>GENERAL QUESTIONS FROM MEMBERS OF THE PUBLIC</u> What can be done to publicise the Primary school consultation? Everyone should try and share it.</p>	

	<p>When will the Elder Bank Hall extension be completed? The hand over is planned for next week.</p> <p>When will the Humble Bumble Café be moving to the Elder Bank Hall? This is some time away as an architect needs to be appointed first to draw up plans for the new pavilion and then obtain planning permission.</p> <p>If the school closes, will the café also close? This needs to be considered when building the new pavilion. The café is used by many members of our community and visitors to the village. There are sports teams that also use the facility so all of this will be considered in the design.</p> <p>The School is listed as an asset of community value. Does this mean the OCC cannot sell it off? The Parish Council is actively engaged in trying to repurpose the building if the school does close.</p> <p>What about a need for new Secondary Schools? Both Carterton Community College and Burford School have the capacity to extend.</p> <p>Our new County Councillor is clearly in favour of the school closing. Cllr Overton wants to ensure that the building is kept if the school does close.</p> <p>What is the time frame for the new school opening? It is planned to open in September 2027.</p>	
APM12/26	<p>5 - DATE OF NEXT ANNUAL PARISH MEETING: The next Annual Parish Meeting will be held on Tuesday 12th May 2026.</p>	

There being no further business the Chairman declared the meeting closed at 9.20pm.

APPENDIX A: CHAIRMAN'S REPORT

It's been another busy year for the Parish Council managing the day-to-day business of running the Council and the progress being made on various new projects.

I would like to say thank you to all councilors and volunteers on our various committees for their hard work, and those who have helped deliver the Brize Breeze through every letterbox in the parish. Also, thanks to our Clerk, Jo Webb, who keeps the whole show running and to our Groundsman Gary Jarvis, for keeping the village neat and tidy.



Since our last meeting, we have said farewell to Ady State, but he will still continue to be involved and advise us with biodiversity topics and Public Art. We have welcomed one new member to the Parish Council- Cllr Emma Jackson. We still have a vacancy on the Council so if there is anyone here tonight who feels that they would like to join us. If you are unable to join the Parish Council, there are many committees and groups that are always looking for volunteers, for example, Elder Bank Hall Committee, Public Art Committee, Neighbourhood Plan Steering Group, Sports Club, and the Village Pond Working Group.

BRIZE MEADOW PLAY PARK

The Brize Meadow Play Park was completed in June last year and has proved to be a great success with all children (and parents!). Many thanks to Councillor Wendy Way for seeing this project through to completion.

BRIZE MEADOW

We continue to liaise with Bloor Homes regarding the Mary Ellis Country Park, especially the north side as they wish to hand over to the PC ASAP. However, there is a lot for them to do before the PC will consider that it's fit for purpose! This is the same report as I gave in 2024, so it shows the lack of progress!

ELDER BANK HALL

The hall continues to be very busy, both during the day and the evenings. As part of the building works, there is now an accessible toilet off the lobby. The management committee are looking to complete further upgrades to the hall so that it looks and feels as fresh as the new extension. Many thanks to the Councillor Chris Woodward and the Elder Bank Hall Management Committee for overseeing its continued success.

ELDER BANK HALL EXTENSION

We are pleased to report that the Elder Bank Hall extension is anticipated to be handed over to the Parish Council in the next week, barring a few final touches. The work has been completed to a very high standard, and we'd like to extend the appreciation of the Council to our builder, Ben Smith. The Parish Council looks forward to having access to a proper meeting room and a permanent office for our Parish Council clerk. We have also incorporated an accessible toilet in the extension lobby. There has also been a lot of interest from third parties to hire the meeting room. Many thanks to Councillor Chris Woodward for overseeing this project on behalf of the Council.

ALLOTMENTS

We have 69 allotments, all of which are rented out to villagers. In the near future, we will also have 26 allotments in Brize Meadow for which we have 15 names already. Many thanks to Councillor Adam Bennett and the Allotment Committee for overseeing this village asset.

THAMES WATER

We continue to have regular meetings with Thames Water which includes representatives from WODC and our local MP Charlie Maynard. The last one was in February this year. Despite all the relining works carried out last year to the main sewer on Monahan Way, TW now confirm that the source of the surface water ingress into the wastewater system which causes the flooding in the south of the village when we have heavy or continuous rainfall, is inside Shilton Park! We were all very concerned to hear from the Head of Waste (who would like to have that title?) that TW did not have the funds to carry out the remedial works required in Shilton Park. However, after some debate, it was agreed to place depth meters in the main sewers within Shilton Park to further investigate where the cause emanates from.

However, this requires significant rain fall so they won't be effective until much later this year. I'm afraid this means another winter of tankers passing through our village.

NEIGHBOURHOOD PLAN

Subject to some modifications, our Neighbourhood Plan has been passed by an independent examiner who was appointed by West Oxfordshire District Council. We are now waiting to hear back from WODC with a Reg 19 Decision Statement by end of May. After this, we can incorporate the modifications into the plan, and then it will come to our community for a referendum. The policies contained within the plan will be used in conjunction with WODC policies in relation to any planning proposals. It will also give greater protection to Local Green Spaces and the sports pitches on Monahan Way. The plan will also increase the amount of Community Infrastructure Levy (CIL) we receive from new developments from 15% up to 25%. This should lead to a reasonable sum of money with which we can make significant improvements to our village. Many thanks to the Neighbour Hood Plan Steering Group for getting us through to this stage.

MONTHLY LITTER PICK

The Parish Council continues to arrange a monthly litter pick which takes place on the first Sunday of every month. We have two meeting points - one at the Co-op on Brize Meadow and the other at the Humble Bumble Café, both at 10am. Please come and join us and help keep our community clean! We're looking for enthusiastic volunteers who are passionate about making a difference in our local environment. All necessary materials, including bags and litter pickers, will be provided, so we just need you! This is a fantastic opportunity to meet new people, enjoy some fresh air, and contribute to a cleaner, greener neighbourhood. Whether you can spare half an hour or a couple of hours, your efforts will be greatly appreciated. Together, we can make a big impact—one piece of litter at a time!

WAR MEMORIAL

The War Memorial outside St Britius Church has the names of eighteen Brize Norton men and boys who made the ultimate sacrifice during WWI engraved on it. There were also two Brize Norton men that gave their lives in WWII. However, only the name of Flying Officer John Millis, appeared on the memorial. The Parish Council is proud to announce that the name of Corporal David Price has now been engraved on it. His grave is in the churchyard opposite the memorial. Many thanks to Councillor Carol Fothergill for arranging this work, and to Carolyn Peach along with our new vicar, Barry Hanson, and the congregation of St Britius, for facilitating the civic service commemorating VE Day last Thursday.

CARTERTON TOWN COUNCIL

We are pleased to announce that we are working collaboratively with Carterton Town Council and Shilton Parish Council and have formed a Local Plan Working Group. This will ensure that developers deliver a consistent message to all three Councils. This also gives us the opportunity to discuss any impacts which may occur across the whole sub area. We are also working with Carterton Town Councillor Simon Watson who is a 'Super User' and is able to request road repairs direct to OCC's contractor rather than us having to use Fix My Street. As you will have noticed, numerous pot holes have already been repaired on Station Road. A process that seems to work far quicker than we've seen previously! Thank you, Simon. We feel that a close working relationship with our neighbouring Parish and Town Councils is vital. By sharing best practices and experiences, we are able to work for the betterment of our respective areas in a much more aligned manner and that our District and County Councillors can offer better, and targeted support on.



SPORT IN THE VILLAGE

The Council is really pleased with just how much our recreation ground was used over the winter months with a full schedule of fixtures from the Aston junior football teams. It would be fantastic if one day, we could have our own Brize Norton teams again. We now look forward to welcoming Minster Lovel Cricket Club who will be playing on the recreation ground this summer. It's really wonderful to see the recreation ground take centre stage within the sporting communities, the revenue from these fixtures goes directly into the maintenance and upkeep of the grounds and changing rooms, which will soon enjoy a much-needed redecoration. Huge thanks to Councillor Wendy Way for arranging the contracts with these two organisations and ensuring the maximum usage of our recreation ground.

STATION ROAD PLAY PARK

The Council has been working with HAGS (who provided the play equipment for Brize Meadow play park) who have created a proposal to completely upgrade the playpark next to the school and potentially change the tennis court into a Multi-Use Games Area. There will be a consultation announcement about this very soon. Many thanks to Councillors Wendy Way and Carol Fothergill for progressing this project.

NEW PAVILION

After close liaison with the West Oxfordshire District Council's S106 team, we have managed to unlock funding to progress with the pre-planning works for the redevelopment of this building. This funding will pay for architects, surveys, planning and building control applications, and the appointment of a project management professional to oversee the project through to completion. Without our direct intervention to unlock the funds to do this, it would have placed the project at risk. Our next step will be to re-engage with local architects and ask them to submit their vision and plans for the new building. After a community consultation, the agreed concept and architect will be appointed to take this project through to planning approval.

FINANCES

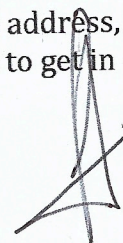
The Council's finances are regularly reviewed and reconciled by officers and councillors. We are audited by independent professional external auditors on an annual basis, and we remain in a sound position to be able to meet the coming years financial requirements. We are also proud to note that not only have we been managing our normal 'everyday' precept funds, but we have also been managing the significant S106 funds for the Brize Meadow Play Park, the Elder Bank Hall extension and now, the funds to enable us to commence the design phase of our new Pavilion. The diligent work involved in reconciling the accounts, and ensuring we receive our VAT refunds, means that we are getting every available penny back into the Parish of Brize Norton. You will be pleased to hear that this is the end of my report.

APPENDIX B: OCC COUNCILLOR OVERTON'S REPORT

I would like to express my apologies for my absence tonight. I am very disappointed not to be able to attend the meeting, but I have come down with a very poorly timed bug and I wouldn't want to spread it throughout the village as one of my first acts as your councillor.

I would like to thank all residents of Brize Norton for electing me as your County Councillor. It will be my privilege and honour to represent you, and I will work hard for all of us, alongside the parish council and our district councillor to see our village remains a wonderful place to live.

Last week, I had my induction at County Hall, and I now have my new official council email address, which can be found on the Oxfordshire County Council website, if any residents would like to get in touch with me.



I have already started to work on the many issues that were raised to me over the last few months, and I will continue to speak for our community at every opportunity. Please do bear with me as I, and my fellow new councilors, find our feet. There are a lot of new faces around county hall, and the new cabinet will be elected later this month. Once all of the departments and committees are operational, I will be full steam ahead to get results for the residents who will always remain my priority.

APPENDIX C - WODC CLLR PEARSON'S REPORT

APPENDIX D - THAMES VALLEY POLICE REPORT

The figures span the period 30th April 2024 until the 12th May 2025

Overall incidents recorded for this period in Brize Norton is 168, which is slightly higher from last year, though covers a longer time span.

Figures to note:

Type of Incident	No. of incidents
<i>Anti-social behavior</i>	2
<i>Thefts</i>	4
<i>Theft from vehicle</i>	2
<i>Burglaries</i>	1
<i>Shoplifting</i>	10
<i>Dangerous dog</i>	3
<i>S165 vehicle seizures</i>	3
<i>Public order</i>	3
<i>Drink / drug driving</i>	3
<i>Assaults</i>	8
<i>Drug offences</i>	1
<i>Hare coursing</i>	1

Many of the remaining incidents were road-related – involving traffic collisions or road-related incidents.

We continue to work on making visits to schools, engaging with staff, students, and parents. Likewise, visits to local businesses, with certain days (SABA) dedicated to checking in with local businesses about their concerns.

Operations are ongoing around Brize Norton and the greater West Oxfordshire area – including our operations targeting break-ins to properties to seize vehicle keys, youth anti-social behavior, and shopliftings.

APPENDIX E - BRIZE NORTON PRIMARY SCHOOL

APPENDIX F - BRIZE NORTON VILLAGE PRE SCHOOL

It's been a very busy 12 months at preschool. Last July we bid farewell to 21 children as they moved onto various primary schools

In September 2024 preschool was once again full to capacity as we welcomed our new children and families.



We've had lots of exciting things going on with visits and events.

Our children take part in weekly karate sessions with Tom from Oxford Sports and traditional Martial Arts. Physical activity is not only good for the children's physical development but also their mental wellbeing

We've had two visits from Chloe's Mobile Farm. Just before Christmas a travelling pantomime company came in to perform Dick Whittington for our children and their families. In early 2025 Anna brought her 'Little City' to preschool. We've had visits from the Firemen, Police, paramedics and a veterinary nurse. A large part of our preschool curriculum focuses on "life cycles". In March we hatched 10 chicks in their incubator. So the children don't miss a thing we once again set up our live feed on our YouTube channel, streaming live outside of preschool hours. Just before Easter we began looking at frogs, putting frog spawn into our little pond at the allotment. The children have planted lots of fruit and vegetables on our allotment which they'll water and care for over the coming months. All of the produce we grow on the allotment is picked, cooked, and eaten by the children for their snacks, promoting healthy eating.

We currently have 4 little ducklings waddling around preschool which the children absolutely loved. We have lots more exciting visits and events planned before we break up in early July.

Our open afternoons are in June. We're looking forward to meeting all our new children and their families. We are also inviting children and families wishing to start with us from September 2026.

We are completely full from September 2025 with just a handful of places remaining for September 2026

APPENDIX F - FINANCIAL REPORT



FINANCIAL STATEMENT FOR YEAR ENDED 31 ST MARCH 2025

GENERAL INCOME & EXPENDITURE

Balance at 1st April 2024		£	306,817.47
Receipts		£	311,513.80
Payments		£	532,073.48
Balance of Current Account	31/03/2025	£	16,314.30
Balance of Deposit Account	31/03/2025	£	78,823.07
Total Funds in Bank	31/03/2025	£	93,137.37
Less creditors		£	5,449.82
Plus debtors		£	570.04
Available Funds	31/03/2025	£	88,257.59

AVAILABLE FUNDS

General Fund		£	12,170.60
BNPC Reserves		£	2,781.28
Elder Bank Hall extension allocated reserves		£	37,405.41
Brizo Meadow Play Park allocated reserves		£	33,894.14
Defibrillator Fund		£	275.35
Interest earned to date		£	1,751.03

TOTAL FUNDS 31/03/2025 £ 88,257.79

VAT Refund Outstanding £ 10,047.84

Total funds including VAT refund due £ 98,305.63