

Minutes of the Datchet Neighbourhood Plan Steering Group

14 December 2016

Venue:	Datchet Parish Council Office
Time	7.30pm
Attendees:	Jo Stickland (JS), Marjorie Clasper (MC), Peter Hough (PH), Ewan Larcombe (EL), Alison Crampin (AC),
Apologies	Fiona Cryle (FC)

AGENDA

1. Apologies and Announcements

Apologies received from Fiona Cryle.

2. Minutes

Minutes of the meeting held 22 November 2016 were approved.

3. Constitution and Acceptance of Office

The Draft Constitution of DNPSG was approved and accepted subject to occasional review.

Action: Steering Group members to download and sign a copy of *The Declaration of Acceptance of Office* which has been circulated by email. (Please delete the text in red.) This form should be witnessed by a neighbour, colleague, or similar and completed forms submitted at the next meeting.

4. Declaration of personal interests

EL is the founder and member of a political party, The National Flood Prevention Party. The other DNPSG members present at this meeting had no personal interests to declare.

Action: Absent SG members to declare personal interests at the next meeting.

5. Timeline for the development of Datchet Neighbourhood Plan (DNP)

Project timeline: It was agreed that the DNPSG should aim to complete the NP in 18 months, by June 2018. This was based on the experience of Horton and Wraybury who completed their NP in a similar timeframe.

JS presented a table for the Neighbourhood Plan Delivery schedule.

The following schedule was agreed:

January: A public event to be held in the Village Hall if available.

This awareness-raising exercise will cover DNP, Borough Local Plan (BLP), River Thames Scheme (RTS) and Datchet Flood plan.

(continued overleaf)

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5. **Timeline for the development of Datchet Neighbourhood Plan (DNP) continued.**

The date for the event will be determined by the BLP consultation closure date, currently 13 January 2017. Datchet Parish Council (DPC) has requested an extension. If this can't be moved, the date for the event will be 7 January 2017.

Late January: A deadline for email responses to the DNP presentation will be set one or two weeks after the event.

March: Feedback from residents will be collated in February for completion by early March.

6. **Finance update**

JS confirmed that funds have been transferred from RBWM to the DNP account. Funds in this account now total £19,300.08 (exact amount tbc) Val Hibberd (DPC) will give the statements for this account to JS.

Financial Protocol

Action: MC to present information on this at the next meeting.

7. **DNPSG email address**

It is intended that this email inbox will also act as a 'filing cabinet' for administrative records, eg DNPSG correspondence, documents, etc. JS suggested that when an email is received at this address, it should be 'pinged' to all DNPSG members. There was some discussion about whether this email address should be used for both public responses and DNPSG business. Potentially there could be a large number of public emails. Also, emails 'pinged' from this address to DNPSG members would not show details of the sender which would make retrieving information difficult. A protocol will also need to be decided for responding to emails 'pinged' from this account.

Action: JS to ask Katy Jones (DPC) to send out details of the email address.

Action: JS to investigate whether it is possible to have two email addresses, one for public responses and one for DNPSG business and report back next meeting.

Action: To be discussed further at the next meeting.

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8. Meeting planning, January to June 2017

DNPSG meetings will be held on the third Wednesday of every month at 7.30pm in the Parish Office.

9. Project manager. Candidates and job specification

Two candidates have been recommended, Phil Taylor and John Slater; both have RBWM experience.

JS has asked Margaret Lenton (Horton & Wraysbury NP) for details of the job description/specification they gave to their project manager, John Slater.

It was agreed to send a letter to both candidates. PH suggested that they be asked:

- How can you help us?
- How long will it take and when are you available?
- How much do you charge, per day or per project?
- What do you need as a starting point?

Action: JS to contact both candidates.

10. RBWM consultation on Borough Local Plan

JS showed the group a letter and plan sent by Claremont Planning Consultancy to Churchmead School asking the school's opinion on developing the site. It was noted that a plan for the site had previously come before DPC in 2008.

JS had a copy of the RBWM Green Belt proposal. This has graded the Green Belt into A, B, C categories.

MC referred to the notes of the meeting with Cllr Derek Wilson, RBWM, (30 November 2016) who said that the total release of Green Belt land is 1.7% and only low or moderate grade is included. All brown field sites have been re-developed. RBWM's local plan 2007 had been rejected by the government; the borough instructed to provide more housing.

Around 93% of the Royal Borough is in Green Belt, and almost half is in Flood Zones 2 or 3. The Green Belt was defined in the 1960s to prevent urban sprawl. In order to provide housing, the RBWM has had to look again at the classification of this land.

AC commented that permission had previously been declined on the sites near the M4 because it was Grade 1 Agricultural Land.

EL said that RBWM had previously released areas of Green Belt but these had subsequently flooded and had been withdrawn.

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10. RBWM consultation on Borough Local Plan (continued)

The Datchet sites for development are all areas where the landowners are willing to sell.

RBWM infrastructure plan will not be available until April 2017. A plan for Traveller and Gypsy sites will follow in 2018.

11. January event

The proposed format for the January event was discussed.

Venue: Village Hall if available.

Date: It was agreed that Saturday is the best day allowing a maximum number of residents to attend. If the consultation date cannot be moved, this event will be held on Saturday 7 January 2017.

Title: The proposed title for the event, combining all four exhibitions, is *"The Future of Datchet – Have your say now!"*

Purpose: The aim is to raise awareness of the DNP, alongside BLP, Flood Plan and RTS information.

There was discussion about how this event could be used as a Vision Day for DNP, asking residents "What do you like about Datchet".

It would also be an opportunity to explain what the NP can and can't do, eg restrictions due to floodplain, Green Belt, etc.

Presentation: EL suggested a PowerPoint presentation with Q&As on a loop and offered to supply two large plasma screens to present DNP and RTS information. If the event is held in the Village Hall, the large screen could be used for BLP information.

Publicity: It was proposed to publicise the event on media such as Datchet Eye and Twitter: *"360 houses to be built in Datchet on Green Belt and Flood Plain! Tell us what you think on"*

Consultation forms would be available at the event.

DNPSG availability: PH is not available on 7 January. MC is available for a couple of hours in the morning.

EL commented that unauthorised development could be a topic for the DNP. MC said that it could look at development of gardens and building in gardens, and also the Conservation Area. AC said that the event would also be an opportunity to raise awareness of the situation at Poplars, Southlea Road, where the bund is missing.

12. Date of next meeting. 7.30pm, 18 January 2017, Parish Council Office.