

# Minutes of the Datchet Neighbourhood Plan Steering Group

## Wednesday 18 January 2017

<b>Venue:</b>	Datchet Parish Council Office
<b>Time</b>	7.30pm
<b>Attendees:</b>	Fiona Cryle (FC) Jo Stickland (JS), Marjorie Clasper (MC), Peter Hough (PH), James Lawrence (JL), Ewan Larcombe (EL), Alison Crampin (AC).

### AGENDA

1. **Apologies and Announcements** No apologies received.
2. **Minutes** Minutes of meeting 14 December 2016 were approved and signed.
3. **Declaration of Acceptance of Office**  
All members present returned signed Acceptance of Office forms to FC.
4. **Declaration of personal interests**  
FC and JL, absent from previous meeting, declared no personal interests.
5. **Overview of current planning & infrastructure policies within NP Area.**  
EL had asked to speak on this subject.  
**Horton & Wraysbury Neighbourhood Plan:** EL updated the group on the status of H&WNP. This will be viewed by H&W Parish Council on 20 February, then sent for examination, followed by Parish Poll.  
**Application of planning policy:** EL spoke about the subjectivity and lack of consistency he perceived in the way National, RB planning officers and DPC interpret planning policy. Datchet is under an urban management panel while H&W and Old Windsor are under rural panels: this means there are two interpretations of the same policy which leads to inconsistent application. JS said she had been unable to ascertain why we had been moved from one panel to another. We need to ascertain whether we suffer/benefit from the change. EL commented on the length of time it takes RBWM to deal with planning applications. These are considered quickly by Datchet Parish Council (DPC) then delayed at RBWM. Unlike DPC, H&W see full details of pending and unresolved applications at each council meeting. EL said he believed there were inconsistencies in planning decisions, citing Captain Seddon's plot on Horton Road. DPC had no objection to the planning application but RBWM turned it down due to Environment Agency (EA) concerns. He thought DPC failed to analyse the borough decisions and learn from them.  
**Enforcement:** EL thought DPC was not very good at pursuing enforcement action or monitoring progress; he said these issues should be better monitored by DPC. He recommended using a management tool such as SREDIM.  
**BLP/infrastructure/travellers:** EL spoke about the policy for travellers being delayed until 2018. He said the six-week consultation period was too short; the BLP, infrastructure and travellers plans should all be integrated. MC also objected to the plan for travellers being published at a different date from other plans.  
**'Permitted development' on the green belt:** EL said the Green Belt was not properly protected and Hythe End (in Wraysbury) was an example of 'supposedly permitted development'. He was asked to cite an example in Datchet: Liquid Leisure.  
AC said that part of the task of the NP was to find out how residents view these developments and ask what they want. Some might want more leisure facilities at the expense of some Green Belt.  
EL said that Datchet would lose all its green spaces; he thought that RBWM councillors don't represent us properly and there were problems with policy.

# Minutes of the Datchet Neighbourhood Plan Steering Group

## Wednesday 18 January 2017

### 5. Overview of current planning and infrastructure policies within NP Area (continued)

**Fences and footpaths:** EL spoke about the problems with steel fencing around TW sites on Horton Road; in a flood these would be flattened by the weight of water and debris. He believed fencing such as this should be screened so it blended with its surroundings. He said that we need to look after our footpaths: the path between Horton and Wraysbury is becoming impassable; and Liquid Leisure has built a road across it. JS said that the landowner or Highways were responsible for footpaths.

**Conservation area:** EL complained about the dustbins in the Conservation Area, outside Age Concern shop, and double standards. He produced a photograph to illustrate his point. MC commented that the Conservation Area will be part of the NP remit. EL warned the group to watch out for the loss of grass, pavement and parking in the village.

**The Borough Local Plan:** EL expressed his concern that the BLP was not fully integrated, that the Borough's system of Panels didn't work and that he felt our Borough Councillors did not work effectively for the Parish.

Some members questioned the relevance of some of this information to the current NP

### 6. Review of the meeting held in the Village Hall on 5 January 2017

FC provided feedback on the four-way Public Awareness Meeting (Borough Local Plan, Neighbourhood Plan, Flooding and River Thames Scheme.)

Borough Councillor Jesse Grey and Borough Cabinet Lead Member for Planning Derek Wilson had been asked to attend and answer questions but they gave a presentation instead. The general response from residents to the BLP had been negative.

JS showed the group a press release from RBWM noting that 7000 responses to BLP had been received. These comments would be read over the next three months and the plan fine-tuned. The updated draft would go before council in advance of a final public consultation, followed by submission to the Secretary of State 'later this year'.

FC said that the public meeting had been successful in raising the profile of the NP. The NP received a positive response from residents and some 60 people gave their email addresses to receive more information about the NP and the Infrastructure Plan when available. JS said there had been approximately 500 attendees.

FC said that the 5 January meeting had been a good launch pad for DNP and advised moving to the next stage, eg focus groups, to make use of this momentum.

### 7. Future meetings/focus groups and subject matter

**Vision:** There was a discussion about how best to develop the NP 'vision'; whether to have a meeting devoted to this or gather information about the 'vision' through focus groups. MC was concerned that feedback should not just be negative, but should also have a positive slant, indicating the kind of village people want; residents could be asked about the importance of green spaces, the CA, leisure facilities, the semi-rural feel of the village, etc.

# Minutes of the Datchet Neighbourhood Plan Steering Group

## Wednesday 18 January 2017

### 7. Future meetings/focus groups and subject matter (continued)

**First focus group subject:** JS suggested that the first focus group/questionnaire should be on the subject of traffic and transport. This was discussed and agreed. The proposed questions were then discussed. **See Appendix A.**

**Action:** PH to draft questionnaire to circulate to the group for comment.

**Timeline:** FC said the group should aim to get the questionnaire out in two weeks: **1 Feb.**

**Action:** FC to assign tasks to members on an *ad hoc* basis in order to publish and distribute the questionnaire within two weeks.

**Audience:** It was agreed that we need to consult widely. AC suggested putting the questions on Survey Monkey and publicising the link. No-one had previous experience setting up Survey Monkey questionnaire. Also email, DPC website, facebook, Datchet Eye, flyers in school bags, Day Centre, WI, cubs/scouts/brownies, golf club, Liquid Leisure, railway station, cricket club.

**Action:** JS to find out publication dates/copy deadlines for The Link, Datchet Chat, Around the Borough, etc, so they can be used to publicise future focus groups.

**Evidence base:** MC pointed out that we need evidence on which to base our findings, data about traffic, people in the village, etc.

**Action:** MC to start work on a community profile as part of the evidence base.

### 8. Appointment of project manager

JS had not received a job description from Margaret Lenton at H&W. FC had met Ian Jones of the Windsor NP Group, at 5 January meeting. They used a company to manage their project. He would be willing to talk to us about their experiences.

**Action:** JS to contact proposed candidates (Phil Taylor and John Slater) directly.

**Action:** FC to speak to Ian Jones and get contact details of Windsor's project managers.

### 9. Website

The group discussed whether we should have a website and it was decided *pro tem* to use a 'slot' on the DPC website to explain who we are, what we do and how to contact NP group. This content could be based on the flyer which was distributed at 5 January meeting.

**Action:** JS to speak to DPC clerk about using their website

### 10. Management of DNP email address, database, etc

There are two email addresses:

1. datchetnp@datchetparishcouncil.gov.uk

This one is for the public to use.

2. DNPSG@datchetparishcouncil.gov.uk.

This is our 'filing cabinet'. We are required to keep a database of all communications.

If we copy everything to this address it will facilitate that.

It was agreed that only one person should respond to public emails but that all the DNPSG should be able to read them. It was not decided who this should be.

PH suggested that we set up a standard response thanking people for emailing us.

**Action:** JS to ask Katy Jones for details of how to access these email inboxes.

**Action:** Discuss responding to emails at next meeting.

# Minutes of the Datchet Neighbourhood Plan Steering Group

## Wednesday 18 January 2017

### 11. AOB

#### **DNPSG members and consultants**

We agreed to invite more people to join DNPSG - Jane Simpson who did the data analysis on the previous village-wide questionnaire, and John Padwick, the landscape gardener.

The group also considered the use of local consultants for specific topics. Proposals included Garrick Davies, an architect; and Tony Carey, a developer (PH explained that developers can be asked to finance community projects as a condition of development).

Local business people such as Jack Goldie (Bigfoot Shoes) or Wildcat Willie (Royal Stag) might be asked to help with focus groups on local business.

**Action:** FC to contact Jane Simpson, John Padwick and Garrick Davies.

**Action:** PH to contact Tony Carey.

**Action:** JL to contact Wildcat Willie.

**Action:** JS to contact Jack Goldie.

#### **RBWM representation at DNPSG meetings**

It was decided to invite borough councillors, Jesse Gray and Gary Muir to all future meetings and Robert Paddison (Planning RBWM) as needed. AC had read that each NP group had a designated RBWM Link Officer who would attend NP meetings, and asked who this was.

**Action:** FC to invite borough councillors and ask Robert Paddison if he or Datchet's NP Link Officer will join us as required.

#### **Financial Protocol (10.1 of constitution)**

MC presented a document from DPC website, *Standing Orders and Financial Regulations*.

(This can be downloaded from the DPC website, [www.datchetparishcouncil.gov.uk](http://www.datchetparishcouncil.gov.uk); click on Standing Orders and Financial Regulations on the home page menu. Select Standing Orders Appendix B.) FC has emailed Robert Paddison about this and awaits a response.

**Action:** ALL members to look at these financial regulations for discussion next meeting.

#### **Logo and font**

AC suggested that the NP needs a logo so residents recognise NP leaflets, posters, letters, etc.

It was also agreed to use a standard font in communications. For now this will be Calibri.

Recommended type size is 11 point for letters though the type size will vary for other communications. The logo may introduce another font which can be used for headings on posters, etc, and other NP documents in combination with body text in Calibri.

**Action:** FC to ask Sandra Needham about a logo, alternatively we can approach other graphic designers.

### 12. Date of next meeting. 7.30pm, Wednesday 15 February 2017, Parish Council Office.

APPENDIX A follows.

# Minutes of the Datchet Neighbourhood Plan Steering Group

## Wednesday 18 January 2017

### APPENDIX A. FOCUS GROUP 1: Traffic and Transport

#### Background:

From Roadmap Guide, Policy Themes: Transport.

*A neighbourhood plan may deal with transport insofar as it relates to new development. It may not deal with things like traffic management of existing networks, unless such management would be necessary to allow development to be approved. Policy on transport should seek to encourage a balanced and sustainable provision. The needs of non-car owners should be addressed. For example, pedestrian convenience and facilities for cyclists should be encouraged. Careful consideration should be given to creating convenient and safe links to surrounding areas. It may be necessary to encourage new roads, bus routes and other links to key development sites to support their development. Car parking needs to be carefully designed and positioned to create a distinctive sense of place and not to dominate the public realm.*

#### Proposed schedule

Action		Deadline
Write up questions and circulate for comment	PH	25/1/17 at latest
Questions agreed		Close business 27/1
Survey Monkey questionnaire to be set up and link provided		By whom? 29/1
Paper versions of the questionnaire to be designed. Add details of where this can be returned to, and give option to complete online.		By whom? 29/1
Paper versions to be printed/photocopied.	JS	30/1
Posters to be designed & photocopied		By whom? Design 29/1 copied 30/1
Email to be drafted detailing Survey Monkey link		30/1
Transcribe email addresses from 5 Jan meeting. (Emails to these people should be sent from DNP email address.)		By whom? 30/1
Questionnaires to be delivered around the village, Survey Monkey link to be publicised, emails sent out, posters displayed, groups notified, etc		1 February
Responses to be received by		? 14 February

# Minutes of the Datchet Neighbourhood Plan Steering Group

## Wednesday 18 January 2017

### Distribution

Incomplete list follows. We need to decide who will approach these different groups and how, eg email with survey link, poster, or paper copy of questionnaire. This will then give us an idea of how many to photocopy. (Some contact info is on [www.datchet.com](http://www.datchet.com))

Group	Contact name	Communication type, eg email, poster, paper version
5 Jan email list		
Datchet Eye FB	Who to post?	
DPC website	JS	
DPC FB page	JS	
DVS website	Janet Kennish (MC/AC)	
British Legion	David Cannon/David Smith	
St Mary's School	Does JK know the head?	
Churchmead	JS?	
Eton End	FC to speak to the head	
Parent Teacher Associations	?	
Library	Eve Fielder	
Datchet Health Centre	Administrator?	
Dental surgeries x2	?	
Royal Stag	James Lawrence?	
St Mary's Church (also has various groups meeting there, eg mother & toddler)	Vicar?	
Baptist Church Hall notice board	?	
Gospel Church notice board?	?	
Catholic Church notice board?	?	
The Link	JS?	
Datchet Chat	FC to ask Susanne Bluett	
Around the Borough	Jesse Grey?	
Scouts 1 <sup>st</sup> Datchet (Sea Scouts)	David Smith?	
Scouts 2 <sup>nd</sup> Datchet	JS?	
Cubs, brownies and guides?	JS?	

# Minutes of the Datchet Neighbourhood Plan Steering Group

Wednesday 18 January 2017

## Distribution (continued)

Football Club	Andrew Clemens	
Datchet Golf Club	FC will ask the Pro	
Datchet Cricket Club	?	
Liquid Leisure	Manager? Does anyone we know use it?	
Thames Valley Athletics Centre	FC to ask who.	
DPC Village notice boards x 3	Gossip Green key at The Bridge. For others see Katy Jones, DPC	
Village Hall notice board	Sandra Needham?	
WI Hall notice board	Mrs Win Slinn (Secretary) 543641	
Railway station poster – both directions	Do we need to ask SWT?	
Shop window posters Village centre & Common	We need to walk round with these	
Tesco notice board	?	
Costa Coffee notice board	AC to approach	
Day Centre?	FC to ask Anita Goddard	
Petrol station?	??	
Allotment Association?	<a href="http://www.sloughallotmentfederation.co.uk/the-myrke-upton.html">www.sloughallotmentfederation.co.uk/the-myrke-upton.html</a>	
Datchet Short Mat Bowls Club	Joan Mason 541499	
Datchet Folk Dance club	Mrs Simmonds (Secretary) 524271	
Datchet Good Neighbour group (advertised in WI Hall)	??	
Monday Club	Barbara Rees 542304 Sheila Robbins 542216	
Women's Institute	Mrs Win Slinn (Secretary) 543641	
X-ref Datchet.com website for more groups. (Floodplan mentions Mothers Union)	Mothers Union c/o church?	

# Minutes of the Datchet Neighbourhood Plan Steering Group

## Wednesday 18 January 2017

### QUESTIONNAIRE: CONTENT

**Subject:** Traffic & transport in Datchet

**Paper version:** A4, black and white. Possibly folded to A5, giving four pages.

**Intro & questions:** Rough notes from DNPSG meeting follow (the same questions to be used in paper version and on Survey Monkey).

Include intro to explain about Datchet Neighbourhood Plan; what it is, why we're asking questions, what we're going to do with the answers. Explain the limitations of the NP. (See Roadmap for details. See also H&W's NP plan summary which includes transport as a 'project'.) Possibly along the lines of: (to be discussed)

*The Government is encouraging all local communities to produce their own Neighbourhood Plan and create a vision of how they would like their environment to develop in the next five, 10, 15 or 20 years. As part of the preparation of this plan, Datchet's Neighbourhood Plan Group will be asking for your ideas on a number of topics.*

*A Neighbourhood Plan can only cover planning and land-use issues but it will allow us to say, as a community, how we'd like to see new development designed and located within the village. It's important for us to gather your views on a wide range of topics now, so that they can be used to influence decisions linked to any proposed new development in the village. When we've gathered together everyone's thoughts, we'll draft a Neighbourhood Plan and hold a village-wide referendum, giving you the chance to say 'yes' or 'no' to the plan. If it's successful, it will form part of the statutory development plan for Datchet.*

*The first topic is traffic and transport. If issues are raised which cannot be influenced directly by the Neighbourhood Plan, we will aim to include these as 'projects', where possible, to provide a focus for community action, to be driven forward by the Parish Council.*

One response per person but please circulate to family (including children) and friends who live in Parish.

Deadline for responses: 14 February?

Paper version should give link to respond on Survey Monkey.

Add our email address

Use DNP Logo (if we have one), also a common tag line in all our communications, eg *The future of Datchet – Have your say.*

1. Do you believe Datchet has a problem with traffic and transport? Yes/No
2. If you could change something about the traffic what would you do?
  - Introduce speed restrictions
  - Build a bypass road
  - Introduce more traffic calming measures, eg speed humps
  - One-way system around the High Street and Queens Road
  - Railway level crossing management
  - Parking restrictions
  - More traffic lights/zebra crossings (and if so where)
  - Other... (box for people to insert their own comments)

(Ask for responses in order, based on 1 being most important, x least important)

## Minutes of the Datchet Neighbourhood Plan Steering Group Wednesday 18 January 2017

3. How do you feel about public transport links to and from Datchet?
  - More trains? Y/N
  - More buses? Improve services Y/N
  - Ask if people commute using public transport? Whether they drive to the station...?
  - Comments box
  
4. Questions about cycle paths and footpaths.
  - State of repair of pavements, cycle paths
  - Location
  
5. Which topic should Datchet's Neighbourhood Plan group consider next?
  - Village centre and retail
  - Conservation Area and historic environment
  - Housing
  - Natural environment, parks and open spaces
  - Infrastructure
  - Pollution
  - Health
  - Education
  - Flooding and drainage
  - Green Belt
  - Social/leisure facilities
  - Other (Comments box)
  
6. Ask questions about respondent – male/female, age group, postcode, home owner/renting?