

Datchet Neighbourhood Plan Steering Group

Meeting Minutes – final meeting

Date & Time	Tuesday 22 August 2023 2.00 – 3.50 p.m.
Venue	The Royal Stag P.H., The Green, Datchet
Attendees	Alison Crampin, Marjorie Clasper, Jo Stickland, Ewan Larcombe and Fiona Cryle
Secretary	Jane Simpson

Agenda Item		Action
1	<u>Apologies</u> Apologies had been received from David Buckley.	
2.	<u>Announcements</u> The Datchet Neighbourhood Plan was formally adopted by RBWM on 27 th June 2023. Cllr Adam Bermange, Cabinet Member for Planning made a presentation at the Full Council Meeting regarding the Datchet Neighbourhood Plan. This was unanimously adopted by the Council. DB declared an interest, as chair of DPC, and left the meeting during these discussions but EL remained and passed on the DNPSG's thanks to RBWM for their input. Cllr. Hunt praised the work of the group which had doggedly continued with it, and she appreciated the sheer volume of hard work that had been put it to achieving the formation of this Neighbourhood Plan. JS advised that the summer edition of The Link had not been produced, just an electronic copy and that the next edition would be this coming November. JS would ask that the DNP item be included in this edition.	JS
3.	<u>Minutes – 26th April 2023 and 24th May 2023</u> Agreed and duly approved. Matters arising: Item 11.1 (24.5.23) FC to produce the completed Project Planner.	FC
4.	<u>Housekeeping</u> This was all up to date. No emails had been received and the website had been updated following adoption. AC had put an out-of-office message on the DNP email accounts directing people to DPC.	
5.	<u>Funds - Treasurer's report/return of funds</u> JSt. reported that there was a balance of £6619.34. Before the meeting AC had sent an email around regarding the source of the funds. It was agreed that they had come from the government to RBWM as a Neighbourhood Planning Frontrunners Grant in Wave 4 of the funding. This money was not ring-fenced and it was left to the Local Authority to determine how it was spent. The DNP's funding comprised	

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	<p>£6,000 from when we were together with Horton & Wraysbury and Old Windsor and then another grant of £13,000 when we stood alone. The present group inherited what was left after the first three attempts at creating a Plan. As the funds were not received from Locality, we could do as Ian Motuel had said in his email to JSt. of 27th July 2023 and use the remainder of the money for DNP delivery.</p> <p>JSt. agreed to email DPC advising them of this situation and asking for this balance to be ring-fenced and available for issues relating to the delivery of the Plan.</p> <p>JSt. mentioned that for a year there had been no interest accruing to the account. After mentioning it to DPC, interest was again being registered. As interest rates were very low at the time, it was agreed that the nominal sum was not worth pursuing.</p>	JSt
6.	<p><u>Digital/paper records</u></p> <p>The majority of the paperwork was with AC/MC. JS handed over the group's declarations to AC, and JSt. said she would take what papers (some questionnaires, etc) she had to AC. MC was part way through sorting through the paperwork she held. It was agreed AC would contact the locum clerk, Helen Broughton, to arrange a handover to DPC week beginning 11.9.23.</p> <p>We discussed how to hand over the digital records including access to our Neighbourhood Plan information archive and the separate Photo Library on Google Drive. AC had gathered log in emails and passwords but said she needed to get a recovery email address and telephone number from DPC so she could transfer over the Google Drive accounts. Currently AC's and JS's emails and phone numbers are in use.</p> <p>We discussed the surveys which were created in Google Forms in AC's Google Drive account and shared with the DNP account. The results were produced as Excel spreadsheets which were shared to the DNP account.</p>	<p>AC/ MC</p> <p>AC</p>
7.	<p><u>Website</u></p> <p>AC had paid for another year. Helen Broughton had agreed that the website contained valuable information for reference. AC hoped the handover should be straightforward but it would need someone who could use Weebly to update the site.</p> <p>The payment details for the website hosting and domain name needed to be changed as these contain AC's personal credit card details. EL thought that DPC didn't have a credit/debit card. AC to investigate.</p> <p>The email used for the Weebly account is the Outlook email, datchetnp@outlook.com, which will also need to be updated with new recovery details. This receives email messages to the website.</p>	AC

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8.	<p><u>Printed copies</u></p> <p>AC had given a copy of the DNP to new DPC councillor Susan Young but needed to take the box of remaining copies to DPC.</p>	AC
9.	<p><u>DPC's DNP Delivery Group/involvement</u></p> <p>EL advised that he was the Chair of the newly-formed DNP Delivery Working Group with Tim O'Flynn. AC had emailed all the Locality's Toolkit document entitled '<i>How to implement, monitor and review your neighbourhood plan</i>', which will be useful for the delivery of the plan. The usefulness of the 'traffic light' system explained in the Toolkit was commented on. Alison to resend the document to EL and TO'F</p> <p>EL explained that he was very busy and advised that now the Plan had been approved RBWM had a duty to refer to it with respect to any planning application for Datchet. Likewise DPC.</p> <p>It was hoped that DPC would take the DNP seriously on board, and pursue the non-policy actions in Chapter 10 as well as ensuring the various policies which cover much of the council's work were followed.</p> <p>AC/MC/JS/JSt. confirmed that they would be happy to join the Delivery Group's meetings, say quarterly, or <i>ad hoc</i>, to ensure the Plan was being addressed and implemented.</p>	AC
10.	<p><u>Celebration</u></p> <p>Now the Plan had been adopted it was time to celebrate and it was agreed to invite previous members of the Steering Group to join us for dinner at The Royal Stag in The Barn on Wednesday 18th October 2023, 7.00 p.m. for 7.30 p.m. MC agreed to organise. We would each pay for ourselves.</p>	MC
11.	<p><u>AOB</u></p> <p>There was no other business just cheers and chit chat.</p>	