

**Datchet Neighbourhood Plan Steering Group
Meeting Minutes**

Date & Time	15 th November 2017. 7.30pm
Venue	Datchet Parish Office
Attendees	Fiona Cryle (Chair), Marjorie Clasper, Alison Crampin, Jo Stickland (Treasurer), Sandra Needham (Secretary), Jane Simpson, Ewan Larcombe, Nick Goddard

Agenda Item		Action
1.	<p><u>Apologies for absence and announcements</u></p> <p>Apologies received from Janet Kennish.</p> <p>No announcements.</p>	
2.	<p><u>Minutes of Previous Meeting</u></p> <p>Minutes of 18th October were approved as amended.</p> <p>Marjorie advised that David Coppinger (Councillor RBWM) and Janet Jackson (RBWM) were intending to visit all NP groups to explain progress of the draft Borough Local Plan. David Coppinger is the new lead member for planning.</p>	
3.	<p><u>Evidence – update</u></p> <p>Reviewed Janet’s email regarding character assessment was reviewed. Agreed we would undertake these throughout the village and would invite people to join small groups to do so.</p> <p>Marjorie is finalising her paper on the Green Environment.</p> <p>Alison has now analysed the survey results by topic.</p>	
4.	<p><u>Topic Groups</u></p> <p>Business</p> <p>Reviewed Nick’s paper setting out initial thoughts on how a Datchet NP might cover business issues.</p> <p>Conservation Area</p> <p>Fiona and Alison reported that the DPC Village Centre / Conservation Area Working Group had agreed to work with us in creating an appropriate document concerning the shop fronts and signing in the Village Centre. Janet will continue to work on the Conservation Area with her contacts at Heritage England.</p> <p>Setting Up</p> <p>As many of the group as possible to attending meeting with Jane Dawson on 17th November to discuss Old Windsor’s plan and how they consulted with residents.</p>	

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5.	<p>Report of the DPC Village Centre Working Group meeting on 8th November 2017</p> <p>See (4) above. Fiona and Alison are finalising a note of the meeting which will be circulated.</p>	Fiona and Alison
6.	<p>Robert Paddison</p> <p>Robert Paddison to attend out monthly meeting with effect from February. Fiona to check whether letter Alison drafted in August updating him had been sent.</p>	Fiona
7.	<p>Locality Funding</p> <p>It was agreed we should apply for this with Jo to complete application. Fiona to resend email about funding.</p>	Fiona
8.	<p>Training Session / talking to people such as Slater, Locality Personnel, people who have proven experience of developing NP's</p> <p>Everybody agreed training was necessary. John Slater to be invited to do a session in mid / end January. To include setting up topic groups, their structure and how to move onto policies. Also we should check whether Locality now have any personnel that may be able to assist.</p>	
9.	<p>Any other business</p> <p>Jo to attend DPC Village Centre / Conservation Area Working Group on 10th January</p> <p>Agree DPC Village Centre / Conservation Area Working Group minutes should go on Dropbox.</p> <p>Jo to present Treasurer's report at next meeting.</p> <p>Jo requested we use a different email address for her temporarily ([REDACTED]).</p> <p>Dates for 2018 to be finalised but still third Wednesday of each month.</p>	<p>Jo</p> <p>Jo</p>
10	<p>Date of next meeting</p> <p>17th January 2018. (Later changed to 25th January at 4.30pm in Parish Office.</p>	