

**Datchet Neighbourhood Plan Steering Group
Meeting Minutes**

Date & Time	12 th April 2018. 4.30pm
Venue	Datchet Parish Office
Attendees	Marjorie Clasper, Jo Stickland (Treasurer), 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, Fiona Cryle and Alison Crampin. Jo chaired the meeting in Fiona's absence.</p> <p>No announcements.</p>	
2	<p><u>Minutes of Previous Meeting</u></p> <p>Minutes of 14th March 2018 were approved as amended.</p> <p><u>Matters Arising.</u></p> <p>VAT on the Neighbourhood Plan's expenditure. Jo explained that, after consulting with the Datchet Parish Council's accountants and auditors, the NP would no longer suffer VAT on expenditure. A refund would be due for VAT on expenses in 2017/18. The annual charges for the use of Parish Council email and photocopying will notified to us this month.</p> <p>Air pollution information. Jo had a copy of a letter from David Scott (RBWM Head of Communities, Enforcement and Partnerships) that NO₂ concentration in February 2018 around a new monitoring point near the Queen's Road level crossing was 30 µg/m³. The letter characterised this level as "well below the limit values" and went on to explain that "there is no concern that the AQAs may be exceeded in Datchet". The meeting was concerned that the Queen's Road level crossing was in fact quite close to the Air Quality Objective annual mean of 40 µg/m³ and no information was available on other measures such as hourly peaks and other pollutants. No Neighbourhood Plan actions were proposed at this stage and Nick will place the issue on the agenda of the next meeting.</p>	Nick

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2 cont	<p>Traffic Information. Nobody had identified any useful information on Datchet Traffic. Marjorie will draft a letter to the RBWM executive responsible for traffic asking i) what traffic survey information is available, ii) what impact the three proposed developments will have on Datchet traffic; iii) the impact of a new road beside the M4 from Slough Road to London Road would have on village centre congestion.</p> <p>Radian. Elaine McLaughlin meeting has been set for Monday 16th April at 1pm. Marjorie and Jane to attend.</p> <p>Planning and Development Fund use. Marjorie has received some guidance on applying for use of the £20,000 funding for Datchet from Robert Paddison.</p> <p>Reg 123. Jo will ask about the status of the RBWM Reg 123 list at the next RBWM Stakeholder meeting.</p>	<p>Marjorie</p> <p>Marjorie and Jane</p> <p>Jo</p>
3.	<p><u>Character Assessments</u></p> <p>London Road, the third Character Assessment walk has been carried out. Two London Road residents attended, enhancing the quality of the assessment. Documentation is in progress. Nick will see if Google can be used to capture the congestion problems during the morning and evening rush hours.</p> <p>Marjorie proposed that four further Character Assessments were essential before moving on with the Neighbourhood Plan. Further Character Assessments might be worthwhile but will not be planned now. The timing of the walks were set with weekend walks at 2pm and weekday walks at 7pm:</p> <ul style="list-style-type: none"> • Slough Road (28th April and 2nd May) • Eton Road (12th May pm, 16th May evening) • Conservation Area (Residential and Commercial) (27th May, 31st May evening) • Ditton Road (parking issues) (June 9th, June 14th evening). <p>Nick will extend his congestion assessment to these areas.</p>	<p>Nick</p>

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4	<p><u>HA42</u></p> <p>The Inland Homes exhibition / consultation was discussed. Whilst professional and well thought out in some areas, concerns were raised over the effectiveness of their flood alleviation methods, sustainability of the proposed environment in the absence of an effective ongoing management company and noise / air quality near the M4 amongst other issues.</p> <p>Marjorie asked about affordable housing. Inland Homes plan 45 affordable units of which 75% will be housing association and 25% intermediate. The planned occupancy is 2.2 people per unit with one parking space.</p> <p>The next meeting will pull together a response to Inland Homes. All Steering Group members will pull together their thoughts on the Inland Homes questionnaire and, importantly, other issues that they did not ask about.</p>	All
5.	<p><u>Review of the Effectiveness of Internal Control</u></p> <p>Jo talked through the internal controls over the Datchet Neighbourhood Plan's bank account which is administered by the Datchet Parish Council's administration team. They are subject to largely the same internal controls as the Datchet Parish Council and all items of expenditure are reported to the Steering Group. The Parish Council's 2017/2018 books will be independently audited soon. With respect to compliance with the Datchet Neighbourhood Plan's Financial Regulations, it was decided to minute how the requirement to obtain written quotations for all expenditure over £250 had been met to provide a clearer audit trail.</p>	
6.	<p><u>Future Training and Consultancy Arrangements</u></p> <p><u>Recept</u></p> <p>Recept. Alison was not at the meeting so will be asked to update the group on whether Recept had proposed how they might help the Datchet NP.</p> <p><u>Centre For Sustainable Energy</u></p> <p>Dan Stone will run a workshop on 30th April at 6pm at Datchet Village Hall. Ewan will invite the Wraysbury Parish Council. Jo will invite other NP and Parish Council groups attending the next RBWM stakeholder meeting.</p>	Alison Ewan and Jo
6.	<p><u>AOB</u></p> <p>No minuted items.</p>	
8.	<p><u>Date of Next Meeting</u></p> <p>9th May 2018 at 4.30pm at the Parish Office</p>	

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Future meeting dates in 2018 ; 13th June, 11th July, 8th August, 12th September, 10th October, 14th November, 12th December.