

**Datchet Neighbourhood Plan Steering Group
Meeting Minutes**

Date & Time	13 th June 2018. 4.30pm
Venue	Datchet Parish Office
Attendees	Fiona Cryle (Chair), Marjorie Clasper, Jo Stickland (Treasurer), Jane Simpson, Ewan Larcombe, Nick Goddard

Agenda Item		Action
1.	<u>Apologies for absence and announcements</u> Apologies received from Janet Kennish and Alison Crampin. No announcements.	
2	<u>Minutes of Previous Meeting</u> Minutes of 9 th May 2018 were approved unamended. <u>Matters Arising.</u> Character Assessment Follow Up - Jo reported that Land Registry searched had identified the land thought to have been the entrance to Churchmead House was in fact the entrance to Montagu House and is now owned by Darville and Sons, tea providers based in Windsor.	

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Meeting Minutes**

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3	<p><u>Meetings Feedback</u></p> <p>Dan Stone (CSE) – Fiona, Jane, Marjorie, Jo, Ewan and Alison attended the sustainability workshop run by Dan Stone of CSE.</p> <p>The session was very useful and inspiring. Areas arising for consideration for the neighbourhood plan included:</p> <ul style="list-style-type: none"> • Electricity generation at the Black Potts weir • Promoting solar generation at Mill Place and/or St Augustine’s Ewan noted there was a solar station in Wraysbury • Air quality approach adopted in the Knightsbridge neighbourhood plan • Cycle path on the Slough Road and generally. Also, shared footpaths/cycleways. • Restricting parking space in new developments to one per house, reducing the size of the development thereby bringing houses closer to the village centre and reducing the number of short car trips taken by residents. Ensuring all new parking spaces have car chargers. • Green corridors inc. Trees and verges. • Including policies to improve sustainability of existing housing stock • Bin stores • Alison had sent a note to Fiona which also touched on flood mitigation and SUDS. • Dan Stone mentioned school surveys and school travel plans and with traffic an issue in Datchet these would be handy to have. <p>RBWM Stakeholder Group – Marjorie attended the May meeting. Jo and Fiona will attend the June meeting.</p> <p>Jane has spoken to the primary school about work they have done on traffic. This was restricted to a particular safety issue around delivery lorry movements around the school. It does not tie directly into the Neighbourhood Plan work.</p>	

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4.	<p><u>RBWM Design Grant</u></p> <p>Fiona and Jo will meet with Jenifer Jackson (RBWM) on the 14th June to find out if any progress has been made on the Borough wide Design Statement and to obtain the criteria against which our application to use the design grant will be assessed.</p> <p>Fiona will Approach Eton Wick's neighbourhood plan group to see how they are using the design funds.</p> <p>Subject to matters arising from the Jenifer Jackson and Eton Wick work, It was decided to push forward with developing a Datchet Design Guide focusing on:</p> <ul style="list-style-type: none"> • Guidance for the new developments including architectural style; affordable housing and how to build good places to live immediately next to a motorway; and • Guidance on the development within the Conservation Area <p>Ideas around improving air quality and reducing traffic congestion were discussed but will not be included in the scope of the Datchet Design Guide. They will however still be considered for inclusion in the neighbourhood plan. Nick will circulate the RBWM document that explicitly puts traffic issues within the scope of neighbourhood plans.</p>	<p>Fiona/Jo</p> <p>Fiona</p> <p>Nick</p>
5	<p><u>GDPR</u></p> <p>It was confirmed that the only personal data that we hold is a list of people that have shown an interest in the neighbourhood plan, their email address and street address, which also includes the Steering Group personal details. We confirmed that it was appropriate to hold this data until January 2019 and it was securely held only on Dropbox where only Fiona, Nick and Alison had access.</p> <p>GDPR compliance will be revisited in January 2019. Fiona to send Jo a note of what RBWM's DPA dept. advised her so DPC can take a view.</p>	
6.	<p><u>Village Fete</u></p> <p>There will be no Neighbourhood Plan stall at the village fete. Community engagement is already good due invitations to the Character Assessment walks.</p>	

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7.	<p><u>Character Assessments</u></p> <p>The Conservation Area Character Assessment revealed that there have been many changes since the Conservation Area Statement was prepared in 1995. Nick will draft a letter to the RBWM conservation team, following upon Janets approach, asking them to carry out an appraisal to see if the Conservation Area Statement requires updating. Marjorie will forward Janet's email on Conservation Area reappraisal to Nick.</p> <p>The next Character Assessment walks will be:</p> <p>14th June Ditton Road – Fiona, Jane and Marjorie</p> <p>23rd June London Road – Fiona and Alison (if available)</p> <p>27th June London Road – Marjorie and Jo</p> <p>15th July Horton Road (including Mill Place) – Marjorie and Jo</p> <p>18th July Horton Road – Ewan and Alison (if available)</p> <p>Nick has completed the data collection for the traffic survey. The additional data did not change any of the tentative conclusion presented to the Steering Group in May. Nick will circulate a mark up of the Traffic Survey document.</p>	<p>Nick / Marjorie</p> <p>Nick</p>
8.	<p><u>Project Planner</u></p> <p>Fiona will update Project planner reflecting Radian meeting, character assessment walks and leaflets, Dan Stone workshop.</p>	
9.	<p><u>DPC Quarterly Report</u></p> <p>The next report to Datchet Parish Council will be made on completion of the Character Assessments.</p>	
10.	<p><u>Future Training and Consultancy Arrangements</u></p> <p>Fiona will approach Dan Stone to get his free advice on ideas for the Datchet Design Guide. Also Chris Bowden to see if he can help.</p>	Fiona
11.	<p><u>Correspondence</u></p> <p>No correspondence requiring discussion.</p>	
12.	<p><u>AOB</u></p> <p>No AOB.</p>	
13.	<p><u>Date of Next Meeting</u></p> <p>11th July 2018 at 4.30pm at the Parish Office. Apologies from Marjorie.</p>	

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