

**Datchet Neighbourhood Plan Steering Group  
Meeting Minutes**

<b>Date &amp; Time</b>	12 <sup>th</sup> June 2019. 4.30pm
<b>Venue</b>	Datchet Parish Council Offices, Datchet
<b>Attendees</b>	Steering Group Members: Fiona Cryle (Chair), Marjorie Clasper, Jane Simpson, Nick Goddard, Ewan Larcombe, Alison Crampin

<b>Agenda Item</b>		<b>Action</b>
1.	<u>Apologies for absence and announcements</u> Apologies received from Janet Kennish and Jo Stickland (Treasurer)	
2	<u>Minutes of Previous Meeting</u> Minutes of 8 <sup>th</sup> May 2019 steering group monthly meeting were approved as amended. <u>Matters Arising</u> Action carried forward – Fiona to contact the farmer on HA41 to find out if he knows who has been monitoring air quality there. The approach to trees was agreed as: <ol style="list-style-type: none"> <li>1. Carryout survey of Datchet trees through analysis of DPC’s list of their own trees; list of Tree Preservation Order (TPO) trees which Marjorie has; Ewan’s photos of special trees (once photos have been taken).</li> <li>2. The objective is to identify trees without TPOs that could benefit through protection through the Neighbourhood Plan and those that require some maintenance.</li> </ol> An Industrial Character Assessment has taken place and the write up is in progress.	Fiona  Ewan (taking photos)
4.	<u>Datchet Design Guide Update</u> Vicky Gibson (RBWM) continues to work with Jody Slater of Spindrift Consulting on the contents page.	
5.	<u>Potential Policy Areas</u> Alison explained that the current working document was a scattergun approach and, as such, it should be replaced. She presented a more focused approach with a robust audit trail to and from the evidence gathered to date. The initial stages of this new approach will involve:	

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	<p>1. We will bullet point likes, dislikes, issues and findings from Character Assessments, Surveys and the Drop-In Session for each of around five headings. These five documents will be called “Policy and Project Area Evidence Summaries” (PPAES)</p> <p>2. Each PPAES will be considered by a separate working meeting of the Steering Group.</p> <p>The output of this phase will be a Prioritised Policy and Project Area Evidence Summary (PPPAES).</p> <p>In order to help the sub-grouping and prioritisation discussion for the first PPAES, four existing Neighbourhood Plans will be reviewed to see the sort of policies they include.</p> <p>3. Alison advocated, receiving support from most of the Steering Group, that these PPPAES should then be given to a consultant to suggest NP policies that might address the bullet points and work well with existing national/borough policies. Nick did not agree with getting consultants involved before the Steering Group itself had tried to develop policies.</p> <p>Jane suggested that the process above was trialled for the Housing and Built Environment PPAES before starting work on the other PPAES, this was agreed.</p> <p>Actions were determined as:</p> <p>1. The July Steering Group meeting will be cancelled, and the time used to hold a working session to execute step 2 above for the Housing and Built Environment PPAES.</p> <p>2. Alison will distribute the list of the PPAES.</p> <p>3. In advance of the working session the following existing NPs will be reviewed to identify Housing and Built Environment policies. Eton Wick (Marjorie); Horton (Alison); Old Windsor (Fiona); Windsor (Jane)</p> <p>4. Nick will ensure that the ideas suggested by Steering Group members during the aborted scattergun work on policy areas are considered during the new more focused and evidence based approach.</p>	<p>Nick</p> <p>Alison</p> <p>Marjorie, Alison, Fiona, Jane</p> <p>Nick</p>

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6.	<p><u>Clean Air Day - 20<sup>th</sup> June 2019</u></p> <p>Recognising that Clean Air Day is largely outside the scope of the Neighbourhood Plan, funding for printing and sundry expenses has been obtained from Datchet Parish Council.</p> <p>Actions agreed were:</p> <ol style="list-style-type: none"> <li>1. Fiona to arrange printing for 8-10 placards.</li> <li>2. Fiona to coordinate putting up placards and posters on 17<sup>th</sup> June</li> <li>3. Alison to invite press and radio</li> <li>4. Marquee on The Green to be manned from 7.45am to 6.30pm on 20<sup>th</sup> June 2019</li> <li>5. Fiona to place questionnaires in The Bridge and The Library.</li> <li>6. Alison to put Questionnaire on the website.</li> </ol>	As noted
7.	<p><u>The Willowfields / Land At Mill Place / Wild About Datchet</u></p> <p>DPC is looking at carrying out restoration work. Fiona will email Katie to stress that work should not be carried out during the bird nesting season of March to September.</p> <p>As part of his Borough Councillor role, Ewan is proposing to the reinstatement of a gated fence to the DPC. This will discourage fly-tipping and motorcycling.</p> <p>Fiona will ask if representatives of NP Steering Group can attend a meeting between Deny Loveridge and Hannah Needham.</p>	Fiona     Fiona
6.	<p><u>DPC Engagement</u></p> <p>No immediate actions.</p>	
7.	<p><u>Future Training and Consultancy Arrangements</u></p> <p>No items arising.</p>	
8.	<p><u>Correspondence</u></p> <p>Nick has paid an invoice of £19.32 for use of the datchetneighbourhoodplan.org domain name for the year to June 2020. He will check that it was not a scam invoice before reclaiming the cost.</p> <p>Nick also noted that Sandra Needham had been billed for the website hosting by Weebly.</p> <p>Fiona will ask RBWM how many seats the Datchet NP can have at a RBWM Green &amp; Blue Infrastructure Vision Setting meeting at 2pm on 27<sup>th</sup> June 2019.</p>	Nick     Fiona
9.	<p><u>AOB</u></p> <p>None</p>	

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10.	<p><u>Date of Next Meeting</u></p> <p>Monthly Steering Group Meeting - Wednesday 14<sup>th</sup> August 2019 at the Parish Office</p> <p>Working Session on Housing and Built Environment PPAES – Wednesday 10<sup>th</sup> July 2019 at the Parish Office.</p> <p>2019 Meeting are provisionally schedule for the second Wednesday of each month. (11<sup>th</sup> September; 9<sup>th</sup> October; 13<sup>th</sup> November; 11<sup>th</sup> December)</p>	