

## Datchet Neighbourhood Plan Steering Group

### Meeting Minutes

<b>Date &amp; Time</b>	Wednesday 2 <sup>nd</sup> February 2022 4.30 – 5.25 p.m.
<b>Venue</b>	Video conference meeting to talk about the Datchet Neighbourhood Plan design with Steve Miller.
<b>Attendees</b>	Alison Crampin, Fiona Cryle, Marjorie Clasper, Jo Stickland
<b>Secretary</b>	Jane Simpson
<b>Guest</b>	Steve Miller
<b>Apologies</b>	Ewan Larcombe

<b>Agenda Item</b>		<b>Action</b>
<b>1.</b>	<p><b><u>Datchet Neighbourhood Plan Design</u></b></p> <p>AC welcomed all to the meeting and thanked Steve for coming. SM had emailed three different draft designs of the cover and sample pages for our comments.</p> <p>We were all delighted with the drafts and out of the three versions, we thought version 1 had the most good points. SM presented the various pages and explained why particular designs had been used. The following was mentioned:</p> <ul style="list-style-type: none"><li>+ Picture sits well on front page – most liked the glimpse of the war memorial. No margin or small margin preferred.</li><li>+ Side tabs gave easy access to chapters helping readers to navigate their way around the document. This is especially useful for when people are commenting during the consultation and need to refer to chapter numbers.</li><li>+ It would be good if the table could be coloured for each chapter – SM will look at and could produce a different colour for each chapter.</li></ul> <p>AC advised that the website address by the folio would have to be changed as she wasn't going to be looking after the site until 2033. JSt. suggested DPC website should suffice.</p> <ul style="list-style-type: none"><li>+ Fonts good</li><li>+ Knocked back/faded image background was good.</li><li>+ Other sections could break out this way.</li></ul> <p>AC asked whether SM will be starting each chapter on the left hand page – Yes.</p> <ul style="list-style-type: none"><li>+ all liked the large 2 chapter heading but the hyphen needed removing.</li><li>+ all liked the subtle bleeding over the gutter.</li></ul>	

Agenda Item		Action
	<p>It was noted that the DNP logo changed colour with each chapter. This needs to be the same throughout. JSt. also suggested that the DPC logo should be on the front cover. AC will request logo from KJ and send to SM.</p> <p>+ Diagonal lines should work throughout the document though not on every image. SM thought it would be similar angle.</p> <p>+ Happy with simple paragraph numbering. Version 2 &amp; 3 had lines above/under paragraphs.</p> <p>+ Staggered columns helped the layout and all were happy with the variety.</p> <p>+ All liked different size/style of columns which added variety and also flexibility.</p> <p>+ Having compared versions 1 and 2 it was decided to have the footnotes and policies in boxes (SM will design these as document proceeds) but the picture captions could perhaps have a rule.</p> <p>+ Photos seem to come out really well – especially the full-page river view.</p>	AC
2.	<p><b><u>Way forward</u></b></p> <p>AC advised SM that we needed a timeline from him so we can set the date for the consultation. Ideally the design work would be finished during w/c 21 February. We are also due to have an article in The Link, deadline 20<sup>th</sup> February and we need to set the dates by then so we can publicise them.</p> <p>SM will take on board our comments, was very pleased that we liked what he had produced, and will now condense into one design template and send that to us for our consideration. He said he was planning to supply the designed pages in two halves. SM to advise AC of dates shortly.</p>	SM
3.	<p><b><u>Any Other Business</u></b></p>	
3.1	<p>MC thanked FC for her contribution to the consultees list and said she would produce the list with addresses for Katy.</p>	MC
3.2	<p>AC happy to start making enquiries about organising the drop-in sessions. Venues were discussed and it was thought the Village Hall might be too big and costly; WI hall was a possibility; The Bridge middle room could also accommodate us. JSt. said that the scout hut was available for free on Saturdays.</p>	AC
4.	<p><b><u>Date of Next Meeting</u></b></p> <p>4.30 p.m. on 9.2.22 – monthly meeting.</p>	