

## Datchet Neighbourhood Plan Steering Group

### Meeting Minutes

<b>Date &amp; Time</b>	Wednesday 9 <sup>th</sup> February 2022 4.30 – 5.45 p.m.
<b>Venue</b>	Video conference meeting
<b>Attendees</b>	Alison Crampin, Marjorie Clasper, Fiona Cryle, Jo Stickland & Ewan Larcombe
<b>Secretary</b>	Jane Simpson
<b>Guests</b>	

<b>Agenda Item</b>		<b>Action</b>
<b>1.</b>	<b><u>Apologies for absence and announcements</u></b> David Buckley	
<b>2.</b>	<b><u>Minutes and matters arising (12.1.22, 19.1.22, 2.2.22)</u></b> The three sets of minutes were approved.	
<b>3.</b> <b>3.1</b> <b>3.2</b>	<b><u>Housekeeping and VAT</u></b> JS advised that there had been no correspondence since the last meeting and the filing was up-to-date Katy Jones had received written evidence from two other Parish Councils and was now happy to reclaim the VAT. AC thanked JSt. for pursuing this.	
<b>4.</b> <b>4.1</b>	<b><u>Graphic design</u></b> AC had heard from Steve Miller that his family had Covid. This may impact the proposed schedule to produce 50% draft document by 14/2/22; 100% by 18/2/22 and do amendments between 23-25/2/22.	
<b>5.</b> <b>5.1</b>	<b><u>Schedule</u></b> Due to the above, it was agreed to add another week's safety net into the schedule. AC will amend schedule accordingly. AC said she would start looking at posters for drop-in sessions and to put on village noticeboards.	AC  AC
<b>6.</b> <b>6.1</b>	<b><u>Venues – drop in sessions and paper copies</u></b> AC had contacted personnel at the WI Hall, the Library and The Bridge and all were willing to allow DNPSG to hold a drop-in session. The Library and The Bridge were free and the WI was £15 per hour (no charge for set up/dismantling). The following dates and times were agreed:-	

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	<p>WI Hall – Saturday 2.4.22 10-2 p.m.</p> <p>Library – Thursday 7.4.22 3.30 – 6.30 p.m.</p> <p>Bridge – Wednesday 20.4.22 12 – 3 p.m.</p> <p>AC to confirm dates and times with venues</p> <p>It was further agreed to have a Zoom session on Thursday 28.4.22 at 7.00 p.m. for 40 minutes.</p> <p>DPC Office, Library, Bridge had all agreed to have paper copies available with the leaflet and response forms. Further information would be available from DNPSG &amp; DPC websites; noticeboards; posters and The Link, and social media.</p>	AC
<p><b>7.</b></p> <p><b>7.1</b></p> <p><b>7.2</b></p> <p><b>7.3</b></p> <p><b>7.4</b></p> <p><b>7.5</b></p> <p><b>7.6</b></p>	<p><b><u>Regulation 14 – preparations and Statutory Consultees</u></b></p> <p>AC advised that KJ had sent DPC’s logo which she has forwarded to SM.</p> <p>KJ advised printing (at a charge) can be done in the parish office but she would like further discussion with AC about the letters being sent/emailed to all consultants. It was asked whether the emails could go from DNPSG’s email address.</p> <p>MC had done a sterling job with the non-statutory consultees list. AC asked that the email addresses be listed together with the addresses for the letters on a separate list to make things simple for the parish office. MC still awaiting to hear from Garry Thornton, RBWM, with their list of statutory consultees. MC and AC both said they would be happy to deliver letters.</p> <p>FC enquired whether we should be inviting Chris Bowden along to a drop-in session. After discussion it was agreed to forward him any questions which we couldn’t answer.</p> <p>AC advised once the front cover was available from SM she would continue working on the leaflet which hopefully will be able to be delivered to all of Datchet weeks beginning 14 &amp; 21.3.22.</p> <p>JS advised she will be away 17-27 March and FC said she might be away for most of April.</p>	<p>MC</p> <p>AC</p>
<p><b>8.</b></p> <p><b>8.1</b></p>	<p><b><u>Project Planner</u></b></p> <p>FC promised to produce the plan by 16.2.22.</p>	FC
<p><b>9.</b></p> <p><b>9.1</b></p>	<p><b><u>Paperwork – Constitution/Declaration of Acceptance/Financial Regs.</u></b></p> <p>The Constitution dated December 2016 was discussed and AC agreed to make the following amendments to it before emailing out for approval.</p> <ul style="list-style-type: none"> <li>- Delete 3.2</li> <li>- 7.1 to read – ‘The Chairman will be elected by majority voting of Steering Group members at a meeting of the Steering Group’.</li> <li>- 7.8 – Remove topic group reference.</li> <li>- 8 – to read ‘The Steering Group will meet once per calendar month, usually on the second Wednesday of each calendar month or as may</li> </ul>	AC

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<p>9.2</p> <p>9.3</p> <p>9.4</p>	<p>be required according to the business to be transacted. These meetings will be open to the public’.</p> <ul style="list-style-type: none"> <li>- Remove section on Topic groups.</li> <li>- 9.1 to read ‘A financial protocol on how these funds can be used to meet the criteria of the grant will be agreed. See Financial Regulations document’.</li> </ul> <p>All agreed the financial regulations were OK. AC did query whether having only received two quotes for the plan’s design was Ok. JSt. said yes as three people had been asked to quote.</p> <p>Declaration of Acceptance Form was also fine.</p> <p>AC asked whether the profile of the Steering Group on the website needed changing to include DB/EL’s party involvement, and the fact that we are (FC was) Datchet residents. This was agreed and AC will change and circulate in case DB has anything to add.</p>	<p>AC</p>
<p>10</p>	<p><b><u>Datchet Design Guide</u></b></p> <p>The Committee believed that DPC should be promoting this adopted guide more and ensure new businesses have access to it so that any alterations to buildings are in accordance with the Guide. AC advised that an Asian wedding dress shop was taking over Age Concern. It was agreed that EL would raise the subject at DPC meeting on Monday.</p>	<p>EL</p>
<p>11.</p> <p>11.1</p> <p>11.2</p>	<p><b><u>Borough Local Plan – AL39</u></b></p> <p>This was adopted on 8.2.22 – 22 for 17 against after a 4.5 hour meeting. The DNP draft has been compiled with this in mind.</p> <p>80 dwellings on AL39 have therefore the green light along with 100 dwellings Horton/Colnbrook and 24 dwellings in Coppermill Road, Wraysbury – all sites well and truly in the flood plain. EL had asked for an amendment to stipulate the flood plain issues but this was turned down.</p>	
<p>12</p> <p>12.1</p> <p>12.2</p> <p>12.3</p> <p>12.4</p>	<p><b><u>AOB</u></b></p> <p>EL congratulated all who have saved the Wellingtonia tree in Southlea Road – for the time being.</p> <p>AC email about the planting of the Oak sapling in the middle of Memorial Green for the Platinum Jubilee was discussed and it was agreed that the contents of that email should be sent to DPC and try and have the tree moved elsewhere – along by Tesco’s might be good. Its present positioning would ruin the vistas of the centre of Datchet, the grass on the green and potential cause damage to the barrel arch. AC said she would raise it at the DPC meeting. EL said he would mention it/support AC at DPC meeting. It was agreed for AC to send the letter before the meeting.</p> <p>The Bray Parish Council’s air quality report received via EL made interesting reading and FC agreed to follow this up. Their levels exceeded WHO limits but not EU limits.</p>	<p>AC</p> <p>EL</p> <p>FC</p> <p>All</p>

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12.5	<p>AC had emailed The Link article to all and asked for any more comments asap. She will alter the section which refers to the 'emerging' local plan and replace it with 'newly-adopted'. She will be meeting the deadline of 20.2.22.</p> <p>EL advised that it was the Jubilee River's 20<sup>th</sup> anniversary this year.</p>	
13.	<p><b><u>Date of Next Meeting</u></b></p> <p>Next monthly Steering Group Meeting - Wednesday 9.3.22 @ 4.30 p.m.  Further meetings - 13.4.22; 11.5.22; 8.6.22</p> <p>Additional design meetings to be scheduled as required.</p>	