

Datchet Neighbourhood Plan Steering Group

Meeting Minutes

Date & Time	Wednesday 10 th November 2021 4.30 – 5.20 p.m.
Venue	Video conference meeting
Attendees	Alison Crampin, Marjorie Clasper, Fiona Cryle and Jo Stickland
Secretary	Jane Simpson
Guests	

Agenda Item		Action
1.	<u>Apologies for absence and announcements</u> David Buckley	
2.	<u>Minutes of the Meeting held on 27th October 2021 and matters arising</u>	
2.1	Item 2.1 - Still to hear from DB with respect to DPC distributing the DDG to shops. It would be good to have this information asap.	DB
2.2	AC had visited new estate agency ProperKey who were keen to be involved with the community and hadn't heard about DDG. AC had sent a link.	
2.3	Item 2.2 - JSt advised that DPC had said DNPSG wasn't a charity and was therefore liable for gross VAT. This is being queried as DNPSG is preparing the plan for DPC using funding given to DPC for that purpose. JSt had written to Cllr. Christine Bateson seeking her view. If Christine is unable to help, JSt to ask MC to speak to Rebecca Raine. Once this has been resolved, JSt will present the accounts. All the invoices have been reconciled.	JSt/MC
2.4	Item 5 – AC had put together a folder of photos used in the DNP draft plus some DVS photos for the designer, if required. We may need some street scenes beyond the village centre; Item 8.3 –powerpoint presentation drafted for the DPC; Item 8.7 – leaflet drafted. AC to circulate for comment.	AC/All
2.5	Item 8.10 – MC to start list of non-Statutory consultees. AC suggested listing the name; NDHA/LGS, etc; and contact details, preferably email. Beaulieu Estates should be written to along with LGS and NDHA owners. We also need to contact schools, churches, organisations we have communicated with. FC to list contacts in the Project Planner. AC to circulate draft letter.	MC/FC AC
2.6	The Link article was ready to go – AC will sent it off tomorrow.	AC
2.7	JS confirmed that there had been no further correspondence.	
3.	<u>Bunds/EA – Text to Navigus</u> AC was hoping to hear back from Brianne Vally, EA, by Friday. She was liaising with a colleague from the Sustainable Places team. AC suggested that we may need a meeting to discuss their response. <i>[During the meeting AC received a reply and agreed to send it out to everybody for comments].</i>	AC/All

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	Chris is happy with the proposed schedule (w/c15 Nov) and advised if we are running late because of EA, we should forward the rest of the document to him and send extra information regarding bunds to insert later.	AC
4.	<p><u>Graphic Design</u></p> <p>AC confirmed that we had responses to our brief from the three designers. Details had been circulated. Daniel Kennish had withdrawn; Darren Mason had quoted £4,150 excl VAT for 10 days; and Steve Miller had asked for £3,500 excl VAT for 11.5 days with a schedule including review process, and delivering the work in sections. We discussed the responses and agreed all sample designs received had been good. It was agreed that AC would invite SM for a coffee with DNPSG so we can talk further. If there was a good rapport, and we decide to go down the design route, it was felt it would be difficult to justify spending more. Also, SM is based in Datchet.</p> <p>AC to write to DM advising we were waiting to hear from DPC and have yet to make a final decision.</p>	AC AC
5.	<p><u>Presentation of draft to DPC / RBWM</u></p> <p>AC had emailed DPC seeking a half-hour meeting before their 13 December meeting to give a presentation on the DNP draft and Regulation 14. As she had not had a reply, AC raised the matter at their meeting on Monday when the Chair thought it was a good idea. AC resent the email after the meeting and was waiting for a response. She asked, if it was not possible before the December meeting, to set up a date from late November onwards.</p> <p>JSt. suggested AC speaks with Katy Jones on Friday.</p> <p>AC to send Cllrs (via the Clerk) the full DNP draft, when received back from CB, and a '15-minute read'. AC to circulate 15-minute read for comment.</p> <p>RBWM were happy to work to our schedule and had set aside time to read the draft. It was agreed to forward it to Rebecca as per the schedule.</p>	AC AC/All AC
6.	<p><u>Draft Reg 14 – Schedule</u></p> <p>All happy with AC's draft schedule which will be updated as and when.</p>	
7.	<p><u>AOB</u></p> <p>It was noted that DPC's website needed to be updated to ensure there was a link to the DNP and DNP website for more information.</p> <p>RBWM website says DNP is making good progress.</p>	
8.	<p><u>Date of Next Meeting</u></p> <p>Wednesday 8.12.21 @ 4.30 p.m. Additional meeting regarding the EA information to be arranged.</p> <p>Further meetings – 12.1.22; 9.2.22; 9.3.22</p>	