

Datchet Neighbourhood Plan Steering Group

Meeting Minutes

Date & Time	Wednesday 13 th October 2021 4.30 – 5.30 p.m.
Venue	Video conference meeting
Attendees	Alison Crampin, Marjorie Clasper and Jo Stickland
Secretary	Jane Simpson

Agenda Item		Action
1.	<u>Apologies for absence and announcements</u> Fiona Cryle, David Buckley and Ewan Larcombe	
2.	<u>Minutes of the previous meeting and matters arising</u>	
2.1	Minutes of the DNPSG meeting held on 8.9.21 (Monthly meeting) were agreed for accuracy and signed. Item 5 – Waiting to hear from DB about DPC distributing DDG to shops on DPC hanging baskets mailing list. Item 7 – David Cannon had responded to our letter re: flooding. He said ‘Your submission to our request for ideas was appreciated and was very suitable.’ Item 10.1 – AC advised that RBWM were issuing ‘no idling’ signs to put up at the crossings. There was concern, depending on the signs, whether they would be a distraction to drivers, but hopefully more engines will be switched off.	DB
2.2	Minutes of the DNPSG meeting held on 22.9.21 to discuss CB’s review, were agreed for accuracy and signed.	
2.3	Minutes of the DNPSG meeting held on 6.10.21 with Chris Bowden to discuss the Draft Plan and Regulation 14 procedure were agreed for accuracy and signed. Item 2.1 Housing Needs. AC to draft a sentence about NPPF and BLP covering affordable/social housing to add at 4.10 and circulate for comment. Item 2.2 Brownfield Sites. It was noted that there were currently no brownfield development sites available which weren’t either in the green belt or flood zones. It was agreed that AC would add a line to 2.46 Main Issues and Challenges, ‘Due to restrictions of the green belt and current lack of brownfield sites which are not in the flood zone...’ and circulate for comment.	AC AC

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	<p>Item 2.3 NDHAs. AC has located a letter template for consultees which can go out to all NDHAs owners and local green spaces. (See Agenda Item 8.)</p> <p>Item 2.7. It was hoped that DB could advise who has taken over from Vicky Gibson.</p> <p>Item 2.9 – Design layout. AC had contacted the Clerk at Billingshurst who advised the graphics design work cost £3,200. AC said that if we went down this route, we would need to make sure that the text we supplied the designer was correct as changes would be expensive.</p> <p>It was agreed to get a couple of quotes via Datchet Eye (as it would be good to get a local person than AC could liaise with easily) and also ask Daniel Kennish who had designed many publications about Datchet.</p>	<p>DB</p> <p>AC</p>
3.	<p><u>Housekeeping and Correspondence</u></p> <p>There had been no correspondence and the filing was up to date. AC had added to the website News section about our stall at the DVS AGM.</p>	
4.	<p><u>Treasurer's Report</u></p> <p>JSt had received the bank statements and ledgers from Judith but still needed to speak with her next week. Balance was £12,257.07. JSt also needed clarification of CB's last invoice as no VAT, which we can claim back, was recorded on DPC's pink sheets. There was also a query about interest. JSt will speak with Judith then send out Treasurer's Report.</p>	JSt
5.	<p><u>Chris Bowden Meeting – 6.10.21</u></p> <p>All thought that it had gone very well and was very encouraging.</p>	
6.	<p><u>Bunds</u></p> <p>This aspect needs to be addressed quickly to complete the draft Plan with CB before presenting to RBWM/DPC. David Cannon had responded to AC to say that there was a Flood Group meeting that evening and between himself and EL, they would get a contact at the EA for us. Otherwise it was suggested that we write to Emma Hoard Boyd, Chair of the EA for a contact. There is also Scott Salmon we can approach. And CB advised speaking to Jane Dawson. We agreed to wait for DC/EL contact first.</p> <p>In the meantime, it was agreed for AC to commence a list of questions for the EA and email to all for any others, e.g. bund recognition, ownership and responsibilities. FC had suggested that we include something on flood risk numbers. FC to add her proposed question to the list.</p>	<p>DC/EL</p> <p>AC/All</p> <p>FC</p>
7	<p><u>Land at Mill Place</u></p> <p>EL had advised that the map labelling was slightly wrong here. We need to check this on the revised scale map when we receive it from CB.</p>	All

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8.	<p>Regulation 14 Procedure Following CB advice it was agreed to:-</p> <ul style="list-style-type: none"> (i) Complete the draft Plan (see 6 above) hopefully by the end of the month. Let CB know our proposed schedule. (ii) When the draft plan is ready forward to CB for his final view. (iii) Write to Rebecca Raine (DNP contact at RBWM). Although we understand it is not a statutory requirement, we decided we would send it to the Borough's Planners for initial review to ask if they have any concerns about it meeting the basic conditions so that these can be addressed prior to public consultation. MC to ask RR how long they will need for this initial review; also to ask for a list of statutory consultees; and for a screening opinion on the need for a Strategic Environmental Assessment and Habitat Regulations Audit. (iv) We will need to draw up a list of non-statutory consultees, such as NDHA and LGS owners and people we have contacted during the preparation of the plan. MC to start list of NDHAs and LGS, AC to add to it. AC had found a template letter and would circulate. (v) If draft of plan is ready at the end of October, send to DPC and ask for a half-hour meeting before their monthly meeting on 8.11.21 (or, if not ready, ask for a separate meeting or before the December meeting). It was agreed that just the SG would attend. We would consider later whether to invite CB to the public consultations. (vi) The letter to consultees should come from DPC. We will need to ask Katy Jones about sending out a standard letter to mailing list of statutory and non-statutory consultees. (vii) Draft representation form for residents to complete. We will need print-outs, it should also be available to download from our website (and possibly DPC's) and we could look at doing a Google Form so it could be completed online. AC had found DDG representations form and would circulate. (viii) Get quotes from graphic designers to lay out the DNP, via Datchet Eye and asking Daniel Kennish (ix) It was agreed that a flyer drop to all households would be good publicity for the Reg. 14, how to comment and by when. How much detail about the plan's policies should it contain? JSt to contact Jane (Old Windsor) and Margaret (Horton and Wraysbury) to see what they produced. (x) Start on design for flyer, posters, and presentation materials for public meetings/drop-ins. (xi) Prepare Link article around Reg. 14. (xii) Plan the public consultation. Depending on the amount of time needed by RBWM, it was thought that this would be in the New Year. As well as drop-in sessions we could have a zoom Q&A meeting and information on the web site. We would also 	<p>AC</p> <p>AC MC</p> <p>MC/AC</p> <p>AC</p> <p>AC</p> <p>AC</p> <p>AC</p> <p>JSt</p> <p>AC</p> <p>AC</p> <p>All</p>

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	<p>have to have paper copies of the plan at various venues. With DDG this was the library, parish office and The Bridge.</p> <p>(xiii) Prepare a timeline for completion of Reg 14.</p>	All
9.	<p><u>DPC/Borough Councillors engagement</u></p> <p>It was agreed to give the up-date and a preview of the next Link article. We would arrange a meeting with DPC when draft was ready. We said we would give a small presentation.</p>	AC
10.	<p><u>Datchet Design Guide / DPC</u></p> <p>Waiting to hear from DB where he has got to with respect to this.</p>	DB
11.	<p><u>Project Planner</u></p> <p>Fiona was working to bring it up to date. We will need this for our Consultation Statement.</p>	FC
12. 12.1	<p><u>AOB</u></p> <p>FC had been following up creating a Friends of the Jubilee River group with the EA and WAD. They had suggested getting involved with the Thames 21 Group. Ask FC to look at the Non-policy action on this and reword if required.</p>	FC
12.2	<p>JSt. had been told that Captain Seddon's land was going to be a builder's merchants. Work appears to be taking place on the site but there has been no planning application yet. At DPC meeting EL said he was investigating.</p>	
13.	<p><u>Date of Next Meeting</u></p> <p>Wednesday 10.11.21 @ 4.30 p.m.</p> <p>Other meetings this year – 8.12</p>	