

Datchet Neighbourhood Plan Steering Group

Meeting Minutes

Date & Time	Wednesday 27 th October 2021 4.30 – 5.25 p.m.
Venue	Video conference meeting
Attendees	Alison Crampin, Ewan Larcombe, Fiona Cryle and Jo Stickland
Secretary	Jane Simpson
Guests	

Agenda Item		Action
1.	<u>Apologies for absence and announcements</u> David Buckley and Marjorie Clasper	
2.	<u>Minutes of the Meeting held on 13th October 2021 and matters arising</u>	
2.1	Still to hear from DB with respect to DPC distributing the DDG to shops.	DB
2.2	JSt had met with Judith to go through the accounts and will produce a report for the next meeting.	JSt
3.	<u>DNP revised text</u> AC had made the agreed changes to the housing, brownfield, non-policy actions and was waiting for a revision of the LAMP map to check boundary. She thought it looked the same as the map provided by DPC.	
4.	<u>Bunds/EA</u> All had agreed the questions to be sent to the EA. AC had sent it to Brianne Vally on 21/10/21 but no response had been received. All agreed for AC to follow up on 28/10/21 with copies to EA planning and David Cannon. A course of action was planned if there was no response. <i>29/10/21: Brianne responded to the second email and is liaising with colleagues in the Environment Agency sustainable places team (planning) and will write again the following week, w/c 1/11/21.</i> FC noted that the Sumptermead bund was listed as a flood defence but there was nothing about maintenance.	AC
5.	<u>Design Brief</u> AC had contacted and received interest from three designers. She drafted and circulated a brief which was agreed, and sent it to them. They are <ul style="list-style-type: none"> • Steve Miller (Brew'd Design and Marketing and Datchet resident), • Darren Mason (Daren Mason Design, former resident) • Daniel Kennish (Janet's son, former resident now living in Hove). 	

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	<p>The designers are due to respond to the brief by 4 November, with details of how long they think the project will take, and what they would charge. AC will circulate their responses when received.</p> <p>AC thought it might be convenient to make text changes with the designer.</p> <p>It was agreed to show the draft to DPC and RBWM before commissioning the design so that any changes can be made first.</p> <p>AC is making a start of putting together logo, photos and maps for their use.</p>	<p>AC</p> <p>AC</p>
6.	<p><u>RBWM</u></p> <p>Rebecca Raine had responded to MC/AC advising that she would usually ask for 1 / 2 weeks to turnaround the draft text but, if she was given a specific date, she could do it in 2/3 days. She will provide the list of statutory consultees and the screening opinion.</p>	
7.	<p><u>Presentation of draft to DPC (also Link article/Reg 14)</u></p> <p>For the November 2021 DPC meeting it was agreed to send our Link article which explains the Regulation 14 procedure, and to request a slot before the December meeting, see below.</p>	AC
8.	<p><u>Reg 14 – Schedule</u></p> <p>8.1 Navigus Once the information on bunds has been received from the EA, we will need to send the draft to Chris Bowden to finalise. If there are delays in receiving EA information, we can send that later.</p> <p>8.2 RBWM We will also need to send it to RBWM. EL asked that DPC should receive it first. AC noted that RBWM would be looking at different things than DPC, mainly soundness and policy issues.</p> <p>8.3 DPC presentation We agreed to request a half-hour presentation slot before DPC’s meeting on 13.12.21 and to send the draft to the clerk to forward to all councillors on 6.12.21, giving them the required notice.</p> <p>AC said she had drafted a shorter, 15-page summary of the draft (currently without the bunds information) in case it was necessary.</p> <p>It was agreed that DPC should receive the entire draft document but that the presentation could be a short PowerPoint, reminding councillors of the Localism Act, benefits of a Neighbourhood Plan to the residents, 25% CIL, etc. AC to draft PPT presentation for discussion. At this meeting we are to ask them for consent to apply for Regulation 14 proceeding.</p> <p>8.5 Consultation It was agreed to hold an 8-week public consultation to ensure all are given plenty of time to respond if they so wish.</p> <p>8.6 Designed version Once RBWM/DPC’s amendments have been considered, and we have heard back from the graphic designers, we will be in a position to commission a designed version if we choose to go down this route.</p> <p>8.7 Leaflet It was agreed to do a leaflet drop to all in the village (AC advised that 2,500 copies would cost around £150); AC has been working on a provisional</p>	<p>AC</p> <p>MC/AC</p> <p>AC</p> <p>AC</p>

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<p>8.8</p> <p>8.9</p> <p>8.10</p> <p>8.11</p>	<p>A4/DS leaflet, similar to previous designs, which she will circulate to the SG in due course.</p> <p>Drop-in sessions We briefly discussed holding sessions at the village hall, library and The Bridge, as with DDG, with copies of the draft available at the Library, Bridge and Parish Office, and posters on the Parish Noticeboards and around the village. We proposed a Q&A zoom session.</p> <p>Response form AC will draft a consultation response form (paper and online) and circulate for comment. AC to ask DPC if they will photocopy paper response forms.</p> <p>Consultees DPC has to send the letters to consultees. We will need to request this. AC to draft letter to statutory and non-statutory consultees and circulate for comment.</p> <p>List of statutory consultees to come from RR at RBWM. DNPSG will need to compile list of non-statutory consultees (e.g. Wild About Datchet, Schools, NDHAs, local green spaces, and all other people we have involved). MC was listing NDHA owners and LGS. We also need to consult Project Planner, etc.</p> <p>Schedule AC to draft provisional schedule and circulate for comment before sending to CB and RR.</p> <p>These issues to be discussed further at the next meeting.</p>	<p>AC</p> <p>AC</p> <p>AC</p> <p>All MC</p> <p>AC</p>
<p>9.</p>	<p><u>Link article – Reg 14</u></p> <p>AC had written the text for the article which had been circulated and agreed. She had a couple of photos which might be used. JS asked if there were any from the DNP stall at DVS AGM. AC didn't think so but there was one from the DNP Drop-in. AC to send draft to Sally-Anne by 15.11.21 deadline.</p>	<p>AC</p>
<p>10.</p> <p>10.1</p> <p>10.2</p>	<p><u>AOB</u></p> <p>FC will soon complete the Project Planner. AC said we will need to refer to it for list of non-statutory consultees.</p> <p>EL advised of the formation of the Flood Risk Action Group. AC said the EA was consulting on Flood Risk Management Plans and agreed to email the link to everyone. https://consult.environment-agency.gov.uk/fcrm/draft-second-cycle-flood-risk-management-plans/</p> <p>EL advised RBWM has set aside £10m for flood defences for Datchet/ Wraysbury/Horton/Old Windsor. He is enquiring about Partnership Funding from the EA to match this figure. The RBWM Draft Corporate Plan, which has been to Cabinet, is due before Council on 23.11.21 regarding the £10m flood defence budget. EL is also investigating the drainage channels that have been blocked, where riparian owners have neglected their duty, and who has paid for what.</p>	<p>FC</p> <p>AC</p>
<p>11.</p>	<p><u>Date of Next Meeting</u></p> <p>Wednesday 10.11.21 @ 4.30 p.m. Other meetings this year – 8.12</p>	