

Datchet Neighbourhood Plan Steering Group

Meeting Minutes

Date & Time	Wednesday 29th March 2023, 4.00 – 5.20 pm
Attendees	Alison Crampin, Ewan Larcombe, Marjorie Clasper and Jo Stickland
Secretary	Jane Simpson

Agenda Item		Action
1.	<u>Apologies for absence and announcements</u> Fiona Cryle.	
2.	<u>Minutes 8th March 2023 and matters arising</u> These minutes were approved. Matters arising:- Item 2 – Unfortunately Garry Thornton was ill and failed to attend the zoom meeting he had requested on 13.3.23. Item 6 – As no campaign publicity is allowed on parish land it was decided we would not have a banner, DPC is putting up Coronation banners on The Green and Tennis Courts. JSt offered the scout hut fence. Item 7 – AC sent through prices for printing 50 copies of 92pp DNP– previous prices had been for 48pp. Costs for printing 50 copies of the Plan was £447.07 and approved via email. Item 9.2 – Because of the ‘period of heightened sensitivity’ before the election, the next Annual Parish Council meeting on 24.4.23 will be for residents to chat with individual Parish Councillors, so no opportunity to review Chapter 10 of the DNP at the meeting. Item 9.3 – AC was told by DPC that there had not been a meeting of the Conservation Area Working Group of which the DNPSG was a member, however, Ian Thompson had submitted a report to DPC. Item 9.4 – AC had written to RBWM Planning regarding the removal of the chimney on 1 Manor House.	
3.	<u>Housekeeping</u> Nothing to report.	
4. 4.1	<u>Referendum paperwork/questions for RBWM</u> AC had ordered A4 and A5 leaflets which cost £122.49 and £62.15 respectively. She estimated there was roughly a balance of about £6980 in the account. The referendum will take place on Thursday 4 th May 2023 between the hours of 7am-10pm in the Datchet Village Hall, Allen Way. Although Garry had been unable to attend the meeting to answer our questions about the referendum, he had asked Kirsty Hunt from electoral services to send us information so we could find our own answers to questions listed in Item 5 of the last meeting’s minutes which we were	

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	<p>unable to ask him in person. Kirsty will be our contact for info about the referendum.</p> <p>AC had received and circulated the following documents which were discussed:</p> <ul style="list-style-type: none"> • Key dates • Information Statement • Notice of Referendum • Notice of appointment of polling agents form • Notice of appointment of counting observers form • DNP Referendum Information Statement • NP Referendum - Guide for Campaigners, Borough Councillors and Town & Parish Councillors <p>Key dates: The pre-election period began 21.3.23.</p> <p>Information Statement: this states where the specified documents will be available, i.e. Maidenhead Library, DPC Office, The Bridge and Datchet Library. AC confirmed that these documents have been delivered by RBWM to Datchet venues.</p> <p>RBWM had sent out Polling Cards to the 3776 residents entitled to vote and had posted notice of the Referendum for Datchet Neighbourhood Plan on Datchet Eye on 22.3.23 with the link https://orlo.uk/Nm4ao.</p> <p>The Statement lists our expenses limit as £2,584.78. AC had asked Kirsty Hunt if this was inclusive of VAT. KH did not know and suggested we ask the Electoral Commission. As we are not expecting to reach the expenses limit, we are assuming that it includes VAT. It should be noted that these expenses are not reimbursed.</p> <p>We are supposed to prepare estimated and actual expenses. EL said he thought we had to hand the latter in at the Town Hall in person, in due course, having first made an appointment with the returning officer. JSt agreed to investigate and look after this for us.</p> <p>We were able to register as a Campaign Group with the Counting Officer from Wednesday 22.3.23. This was strongly advised by Kirsty and agreed to.</p> <p>Notice of Referendum – no comments.</p> <p>Polling Agents – It was agreed to complete this with AC, MC, FC, JS & JSt. listed. Attendance is not compulsory; names were included so we have the option of attending. Voting hours are 7am-10pm so we will need to set up a schedule/rota amongst ourselves. AC to complete and return the form.</p> <p>Counting Observers – This is a list of people who wish to attend the count which will take place on Friday 5th May 2023 at 1.00 p.m. at the Desborough Suite, Town Hall, Maidenhead. We discussed whether we could take partners. JSt unable to attend. We listed AC +1, MC, JS +1 & FC +1.</p>	<p>JSt</p> <p>AC</p> <p>AC</p> <p>AC</p>

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	<p>AC to complete and return the form.</p> <p>Neighbourhood Plan Referendum Guide – this was discussed and the following points noted:</p> <ul style="list-style-type: none"> • No campaign posters or leaflets can be displayed on council-owned properties/land. If the Parish Office is to be used for a campaign meeting then the commercial rate would have to be paid. • As parish resources are not supposed to be used, AC had asked Kirsty whether we could continue our arrangement with DPC to pay for printing/photocopying. She said we could continue but we should consider the wording on the invoice/receipt carefully as it could accumulate to appear to be a large-scale print run. After discussion it was thought we could use the library instead. JSt. offered the Scouts' facilities. NB Expenses also include any notional expenses where property, services or facilities are provided free of charge or at a discount. • Care must be taken by Councillors who hold positions of responsibility in the council where, by virtue of their role, they could be seen to be supporting or opposing a referendum question. We agreed not to accept DB's kind offer to deliver our leaflets while he was delivering his own political campaign leaflets for this reason as he is chair of DPC and lead member for Planning. • Restrictions on Publicity – these have been noted. DPC noticeboards are not allowed to be used. The publicity restrictions placed on Parish Councillors do not apply to them in their role as campaigners for the referendum. 	
it 5.	<p><u>Publicity campaign</u></p> <p>All pleased with the A4 and A5 leaflets and discussion took place as to their delivery.</p> <p>We had discussed putting one leaflet in The Link which was due to be delivered at the beginning of March but due to printing issues it would not now be delivered until the end of the month.</p> <p>The other leaflet would be delivered by hand. MC offered to allocate streets to AC, FC, JSt, JS and herself (the other members of the group have their own political commitments). We agreed that the best date for deliveries would be between 27-30 April. This would also give us a few extra days before the referendum in case there were any delays due to bad weather.</p> <p>EL then advised that electoral documents have to have the imprint on them (for political candidates this is the name of printer, publisher and name and address of the promoter). It was not clear to us whether this also applied to NPs, and we were unsure who would be the promoter, or which address to give since printing the DPC address on campaign material might suggest that DPC was behind it. Also, we agreed that our leaflets were deliberately objective and informative, they were publicising the referendum rather than campaigning for a 'yes' vote.</p>	<p>AC</p> <p>MC</p>

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	<p>The A5 leaflet had publisher details but the A4 didn't. To resolve this, it was suggested to send both leaflets out together in The Link, because the clear DNP branding and logos showed they were from the same source. MC suggested the option of putting a sticker on the A4 leaflet.</p> <p>AC said she would look at correspondence with Kirsty, at RBWM's documentation, and the Electoral Commission website to see what she could find out about imprints for NP referendums and how they differed from the imprints for political candidates. AC to report back to the DNPSG so we can confirm which leaflets to deliver when and how.</p> <p>AC asked whether we should design posters. It was agreed that the A5 front and back could be displayed in shop windows instead, with copies being left in the Royal Stag, The Bridge and St. Mary's Church.</p> <p>AC would mention the referendum on Facebook and consideration would be given to whether to hand out leaflets at the station and outside Tesco's.</p>	<p>AC</p> <p>AC</p>
6.	<p><u>Printed copies</u> Steve Miller had been doing tremendous work preparing the DNP for print. There were issues with the bleed areas because it is going to be perfect bound. AC hopes that this has now been resolved.</p>	SM/AC
7.	<p><u>Leaflet deliveries/The Link</u> AC will deliver our leaflets to JS who is part of The Link distribution team. It was agreed that over the years the Link had been a tremendous source of publicity and support. As the cost of delivering leaflets to every house in the village with Royal Mail would cost c£200, it was agreed that JS would ask The Link for an invoice for this amount for their services to do the same. The invoice to be submitted to JSt with copy to AC.</p>	AC/JS
8.1	<p><u>AOB</u> JSt. was annoyed by the debris in the Turkish Restaurants Car Park and the installation of a canopy. It was thought that a car washing facility was being started again there.</p>	AC/HB
8.2	<p>EL advised of the transport yard which has appeared over the Riding Court Road bridge, in the gap between the M4 and Riding Court Road, which is believed to RBWM Highway land.</p>	
8.3	<p>AC had raised the issue of archiving all our DNP records with Helen Broughton, the locum DPC clerk, who said she would think about it. AC said all paper documents would be labelled but we also needed to know what to do with digital records. MC also has lots of Character Assessments. EL thought the loft above the changing rooms might be suitable for storage.</p>	
8.4	<p>AC had sent a referendum copy of the Plan to Chris Bowden who thanked us and wished us well.</p>	

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9.	<p><u>Date of Next Meeting</u></p> <p>Wednesday 26th April 2023 @ 2.30 p.m. in Costa Coffee – to discuss the delivery of the remainder of the leaflets, final preparations, and timetable for 4.5.23.</p> <p><i>31/3/23 Further to the meeting, AC investigated the imprint. The RBWM document says any publicity material relating to the referendum published on behalf of any campaigning group should state who the material was printed and published by. Given that DNPSG had asked RBWM several questions about publicity and whether there was anything else we should be aware of, it is disappointing that this matter wasn't raised. AC is researching the cost of printing 37mm square stickers to put on the A4 leaflets which will be delivered by hand.</i></p>	AC