

Datchet Neighbourhood Plan Steering Group

Meeting Minutes

Date & Time	Wednesday 24 May 2023 4.00 – 5.10 p.m.
Venue	Datchet Parish Council Offices
Attendees	Alison Crampin, Marjorie Clasper, Jo Stickland, Ewan Larcombe
Secretary	Jane Simpson

Agenda Item		Action
1	<p><u>Apologies and announcements</u> Apologies were received from FC. We had not heard from DB although it was thought he had been on holiday.</p> <p><u>Referendum Results:</u> 1014 Yes votes, 127 no votes, 18 rejected, 3802 eligible to vote, 30% turnout – Yes it was APPROVED.</p> <p>Garrick Davis’s email had been very much appreciated in which he says ‘a remarkable and historic achievement for the village and for its evolution’ and congratulated all concerned for the commitment and drive shown in bringing our community and Plan to a successful conclusion at the referendum on 4 May 2023.</p>	
2	<p><u>Minutes – 29th March, 13th April, 25th April</u> These three sets of minutes were considered and all approved after a few amendments to the 25th (which should read 26th) Minutes.</p>	JS
3.	<p><u>Housekeeping</u> This was all up to date.</p>	
4.	<p><u>RBWM – formal adoption</u> The new RBWM Council will now be rescheduling a meeting or arranging an extraordinary meeting of the Council sometime in June (due to be within 8 weeks of the referendum) to formally adopt the Datchet Neighbourhood Plan. Garry Thornton to advise DNPSG of the date. EL may say something about the DNP at the cabinet meeting.</p>	
5.	<p><u>Archiving records – digital/paper – Berks RO/local</u> AC had spoken with Helen Broughton (HB) in the Parish Office who suggested all DNP documentation might go to the Berkshire Records Office in Reading. AC advised that some information might go to the Records Office but that we had a lot of useful information for DPC to make use of currently. This includes NDHAs, Local Green Spaces, Character Assessments, FoE Air Quality measurements, pictorial info for Conservation Area Statement, surveys and engagement with residents, etc. This information will also be essential when the DNP is reviewed in due course.</p>	

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	<p>HB then asked if DNPSG would be OK with DPC taking on the maintenance of the DNP website next year. She agreed it seemed a shame for this and all the information to be removed.</p> <p>AC explained to HB that DNPSG had planned to keep the website going for another year, using DNP funds, in case people wanted to find information, especially while the DNP was new. AC said that in principle DNPSG would be happy for DPC to take it on but would they know how to use Weebly and were they familiar enough with the DNP? AC had offered to maintain the website for one year.</p> <p>AC also mentioned to HB how it is the usual procedure to set up an NP delivery group. HB said she would discuss the website and delivery group with the council and would probably raise it after the May meeting.</p> <p>It was agreed that all members of the Steering Group would go through their papers and keep the essential documents/final copies to give to DPC for storage. AC suggested putting the papers in labelled envelopes.</p> <p>EL advised that there is storage space available if required.</p>	All
6.	<p><u>Website</u></p> <p>The cost of funding the website for another year would cost in the region of £60-£80 (Last year we had paid approx. £20 to Ionos for the domain name. We had paid £80 to Weebly in 2021 for two years.)</p> <p>EL suggested that, in due course, the pages from the DNP website could be merged with the DPC website.</p> <p>EL asked if there was a link from the DPC website – there is.</p>	
7.	<p><u>DNP emails</u></p> <p>JSt had been asked by Judith at DPC office if DNPSG wanted to keep the datchetnp and dnpsg email addresses. We agreed we would keep them for the time being.</p> <p>The dnpsg email, in particular, has been used to record all correspondence so it is a valuable record. The datchetnp email is the email which is used in leaflets, etc, for the public to use to contact us.</p> <p>We will need to consider how these records can be preserved if these email addresses are no longer in use in future.</p>	
8.	<p><u>Printed copies</u></p> <p>EL advised that the first DPC meeting was due tomorrow having been adjourned from the original date.</p> <p>AC agreed to take along a copy of the Plan for each Councillor with an accompanying letter mentioning Chapter 10.</p>	AC

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9.	<p><u>Funds</u> JSt advised that RBWM had said that we didn't need to submit referendum expenses but to keep the record in case someone wished to challenge them. This will include the printed copies. When the Plan has been adopted by RBWM, JSt. will speak to them regarding the funds.</p> <p>All outstanding expenses should be sent to JSt. asap – AC said she would have website costs, also postage costs for sending copies of DNP to Chris Bowden and Steve Miller. AC thought FC had expenses from 4.5.23 for parking and refreshments at the referendum.</p>	<p>JSt</p> <p>AC/FC</p>
10.	<p><u>DNP delivery</u> The group was keen now for DPC to continue the work required for Datchet and sought the formation of a delivery group to undertake this responsibility. AC asked if she should raise this at the DPC meeting on 25 May.</p> <p>EL advised that the public were not allowed to ask questions at the start as it was an Annual Statutory Parish Council meeting. There would be questions at the end which would be after the time when working groups were established. EL said he would raise this at the appropriate time. MC and JS felt that a neighbourhood plan working group could encompass quite a few of the existing ones.</p>	<p>EL</p>
<p>11.</p> <p>11.1</p> <p>11.2</p> <p>11.3</p>	<p><u>AOB</u> FC is completing the Project Planner to update the version on the website.</p> <p>Sally-Anne Jarvis had written asking if we had an article for the June edition of The Link. It was agreed that a thank you to all who helped would be appropriate along with the results of the referendum, also highlighting Chapter 10 non-policy actions. AC had begun drafting it and would circulate for comment.</p> <p>JSt. gave AC a gift to thank her for all her hard work as without that the Plan would never have come to completion. AC was delighted and it was agreed that once the Plan had been approved then we would arrange a dinner out for all.</p>	<p>FC</p> <p>AC/all</p>
12.	<p><u>Final Meeting</u> After taking into account holidays, it was agreed to arrange this meeting for Wednesday 26th July 2023 at 4.00 p.m. in the Datchet Parish Council Offices. (We may be able to bring relevant paperwork for storage – TBC.)</p>	<p>All</p>