

Eaton Neighbourhood Plan

Meeting Minutes



Date:	Tues 2 nd August 2016 - 20.00
Location:	Plough Inn – Eaton village
Attendees:	<ul style="list-style-type: none"> ➤ Tamsin MaCormack (TM) ➤ Steve Waltho (SW) ➤ John Bradburn (JB) ➤ John Goodwin (JG) ➤ Andy Mitchell (AM) ➤ Neil Thorpe (NT)
Apologies:	None
Minutes completed by:	Neil Thorpe

Agenda item	Points discussed
Welcome	Thanks were made by Tamsin and a formal welcome was given to new member of the Plan team, Andy Mitchell. Andy had expressed an interest to join the Plan at the recent Eaton Rose Queen event and he has duly accepted the invitation. Welcome aboard Andy!
Review of previous meeting	<p>TM and Steve re-capped and reviewed the main headlines from the meeting of the group held on 28.06.16. which included an update for AM and the recent milestones encountered.</p> <p>TM explained that the Eaton website had been further significantly improved to incorporate the Neighbourhood Plan resources and that this Plan may be able to identify a more appropriate platform in which the website could be based.</p> <p>ACTION: <i>John G to research potential website software for setting up a more professional platform to showcase both the Eaton Parish and also our Neighbourhood Plan documentation and resources.</i></p>
Feedback	<p>NT and JG updated the group that interest and feedback had been good from the Neighbourhood Plan stall at the recent Eaton Rose Queen event. Many villagers and also non-residents had put forward suggestions and comments relating to the proposed Plan and the future of the village. These included:</p> <ul style="list-style-type: none"> • What do you like about the Parish? – main responses were: village life, the community, the pub, the nearness to road networks, the church, the quietness, and the people • Do you have any concerns about the Parish? – main responses

	<p>were: potential housing development, ring road, and the diminishing green belt</p> <ul style="list-style-type: none"> • Is there anything you would like to be added to help improve the local Parish? – main responses were: speed limits, broadband improvement, telephone signal. <p>TM and SW fed back that the Parish Council had met the previous week and within this meeting it was discussed that sign-off for funds to apply for Central Gov't and also Cheshire East had been agreed. The Parish Council will also carry the introductory overheads for the Eaton Plan before any of these formal funds could be drawn down. We would of course have to provide relevant receipts where required.</p>
<p>Neighbourhood Plan area and boundary</p>	<p>SW fed back that he has approached Congleton Town Council to see if a meeting could be organised to identify if Congleton would be interested in incorporating either Buglawton or Havannah in their existing Congleton Neighbourhood Plan, seeing as they are geographically more linked to Congleton than Eaton. SW informed that eventually Cheshire East would have to ratify any final decision if a parish boundary could be considered for any change.</p> <p>SW continued to inform that there were 70 properties within the existing parish boundary that are currently sited within Buglawton or Havannah and that over 30% of all residents must vote in any prospective voting system to proceed any further. It is therefore vital that the exact boundary is defined as a matter of priority.</p> <p>SW offered to therefore speak with Tom Evans at Cheshire East to seek further guidance and clarification on how best to include Buglawton or Havannah in the initial questionnaire within the Eaton Plan.</p> <p>ACTION: <i>Steve to meet with Tom Evans and feedback accordingly.</i></p>
<p>Eaton Plan Project planning</p>	<p>John Bradburn presented each member a copy of a project planning resource he had designed using a template sourced from a Neighbourhood Planning website. The team thanked JB for his hard work in making this bespoke to our Plan and incorporating our own relevant timelines and actions. JB talked the project plan through with the group and discussions were held around the key tasks identified and how best to action accordingly. Various sub-tasks were also incorporated within the Project Plan and the group agreed that these would be useful going forward.</p> <p>ACTION: <i>John B to project manage the relevant steps and tasks of the Eaton Neighbourhood Plan.</i></p>

Neighbourhood Plan	<p>After discussion it was agreed by all that it would be more logical to have to eventually publish one single Plan, as opposed to potentially 2 or 3 to cover maybe Buglawton or Havannah. This one Plan would then have different policy areas within it to look after the needs of the Buglawton or Havannah residents, if included within our Plan and boundary moving forward. This also affects how we engage with such residents in the short-term as well. It would be inefficient to have multiple Plans. This was proposed by TM and JG second this. The action was agreed by all.</p>
e-mail account/cloud portal	<p>TM re-iterated that a separate email account had now been set-up to allow direct communication between residents and the Plan members. ACTION: <i>Tamsin to share this with the Plan members</i></p> <p>A system where document storage could be controlled was discussed within the group. Currently we email each other when either sharing or compiling resources. This is sometimes inefficient and therefore it was agreed that a cloud-based portal would be beneficial where all could access and update accordingly, reducing the need for numerous email.</p> <p>ACTION: <i>Tamsin to research and feedback. Andy to also research an appropriate version control and tracking mechanism system that would be relevant for this Plan.</i></p>
Next steps	<p>It was identified that we need to move forward swiftly as the issue regarding the boundary for the Plan was proving somewhat time-consuming. It was agreed that we would work around this until we have a definitive strategy. In the meantime Tamsin kindly agreed to draft an application statement.</p> <p>ACTION: <i>Tamsin to write a draft application statement in readiness to submit to Cheshire East once required.</i></p> <p>It was also agreed that in the short-term it would be more beneficial to meet more frequently to progress more efficiently. Fortnightly meetings were agreed, ideally on a Tuesday and a slightly later timeslot of 8:15pm were eventually agreed by all. Venue to remain at The Plough.</p>
Date of next meeting	Tuesday 16 th August 2016 – 8.15pm at the Plough, Eaton.