

Eaton Neighbourhood Plan

Meeting Minutes



Date:	Tues 16th August 2016 – 20:15
Location:	Plough Inn – Eaton village
Attendees:	<ul style="list-style-type: none"> ➤ Tamsin MaCormack (TM) ➤ Steve Waltho (SW) ➤ John Bradburn (JB) ➤ Andy Mitchell (AM) ➤ Neil Thorpe (NT)
Apologies:	➤ John Goodwin (JG)
Minutes completed by:	Neil Thorpe

Agenda item	Points discussed
Welcome	<p>Thanks were made by all for a prompt start and it was agreed that if the Parish Hall could be made available for some Plan meetings then we would potentially look at holding some there to ensure a suitable space could be made to hold the more formal meetings that we envisage to conduct going forward. Tamsin and Steve to organise via the Parish Council.</p>
Review of previous meeting	<p>TM re-capped and reviewed the main headlines from the minutes meeting of the group held on 02.08.16.</p> <p>There as an action for 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. TM updated the group that John had researched this however it seemed it would not be relevant or beneficial to pursue an alternative at this stage. We agreed that we simply needed the existing platform to be improved.</p> <p>ACTION: <i>Steve and Neil to meet with existing supporter and Eaton resident Ian Anderson and feedback accordingly.</i></p>
Feedback on Neighbourhood Plan area and boundary	<p>There was an action for SW to meet with Tom Evans and feedback accordingly. Steve updated the group that he had indeed held a meeting with Tom at Macclesfield Town Hall last Weds (10/08/2016) in which Tom had been very supportive and had offered to provide</p>

	<p>guidance to the group and its processes for the forthcoming Eaton Plan going forward. Tom has notified that we would have to get agreement from the Congleton Plan group and also the residents of Havannah and Buglawton to change any existing Plan boundaries. SW informed that colleagues from the Congleton Plan are challenging to meet at present due to current restrictions and therefore it was agreed within the group that in the short-term we needed to keep with the current Eaton boundary (incorporating Havannah and Buglawton) and then potentially amend this later on in the process, once formal communication has been instigated. Specific policies could then be drawn up to maybe suit the potential sub-groups of the 2 or 3 areas of the Plan. SW then informed that Tom Evans recommended that this would be advisable.</p>
<p>Submission of a proposal application for the Eaton Plan</p>	<p>It was agreed that to move the Eaton Plan forward that we would commence writing a draft proposal application to outline the key themes that the future Plan would include. This is a key milestone in the process. The group discussed what key information this should contain and it was agreed that we all will think and research over the next few days to ideally produce a small piece of text that would then be submitted. Tamsin kind agreed that she would construct this based upon our thoughts and ideas.</p> <p>ACTION: All to send Tamsin a small piece of text with thoughts and reflections that they feel suitable to be then included within the proposal application.</p>
<p>e-mail account/cloud portal</p>	<p>TM updated the group that the separate email account for the Eaton Plan was now up and running. There were some log-in issues with the Google Cloud portal that Tamsin has set-up and frustratingly this was not as smooth as she would have liked. Tamsin apologised for this and pledged to ensure that this would be up and running soon.</p> <p>AM presented a version control guidance resource that he had sourced and was thanked for his time to do this. We all agreed that we would follow this file naming process once resources and documents were being produced.</p>
<p>Eaton Plan Project planning</p>	<p>The group discussed the potential cost implications of the Plan as a whole and it was realised that we needed to seriously consider this moving forward as it will be a costly process. It was therefore agreed that it was critical to source external support and guidance throughout the process to ensure that we maximise the funding applications. SW and TM stated that Tom Evans would be able to advise us on this as well.</p> <p>It was agreed that we need to evidence more formally the steps that we have taken thus far to substantiate our actions as a group. We then refereed back to the supporting resources and Project Plan that JB had</p>

	<p>presented at the previous meeting and went through the tasks that had already been undertaken, during the past few months. These were:</p> <ul style="list-style-type: none"> • Identify the opportunities and benefits of producing a neighbourhood plan. • Consult a range of local people, potential partners and key stakeholders to assess the level of interest. • Review the existing Local Plan to assess how well it covers community concerns and aspirations. • Consider alternatives for the boundary of the neighbourhood area, for which a plan could be prepared. • Estimate resource implications (time and money) of producing a neighbourhood plan. • Review possible sources of funding and support (including technical and professional support). • Meet the local authority to clarify the support it can offer under its duty to support. • Based on the above, make the decision on whether to produce a neighbourhood plan. <p>It was further agreed that we needed to identify who our 'key stakeholders' actually were in terms of our own Plan. After discussion we identified the following:</p> <ul style="list-style-type: none"> • Eaton Church • The Plough public house • The Waggon & Horses public house • The Quarry • Stonier's Kennels • The various landowners in the Parish • The various farmers in the Parish • Other freelance businesspeople/owners
Next steps	<p>The next steps going forward as a group were agreed as:</p> <ul style="list-style-type: none"> • Prepare the formal neighbourhood Plan application • Submit the formal neighbourhood Plan application to the local planning authority • Create formal publicity on the application • Await the decision from the local planning authority on our application
Date of next meeting	Tuesday 30 th August 2016 – 8:15pm at the Plough, Eaton.