

Eaton Neighbourhood Plan

Meeting Minutes



Date:	Tues 1 st November 2016 – 20:15
Location:	Plough Inn – Eaton village
Attendees:	<ul style="list-style-type: none">➤ Tamsin MaCormack (TM)➤ John Bradburn (JB)➤ Steve Walther (SW)➤ Neil Thorpe (NT)➤ John Goodwin (JG)
Apologies:	<ul style="list-style-type: none">➤ Andy Mitchell (AM)
Minutes completed by:	Neil Thorpe

Agenda item	Points discussed
Welcome	All were welcomed and apologies were read out.
Review of previous meeting	Steve recapped that Tom Evans from Cheshire East had given some good advice and guidance at the 18/10/16 meeting and that Cheshire East were now in receipt of our amendment to the Eaton Plan boundary as agreed. Steve confirmed that this had now been submitted and accepted by the Council and that the revised boundary was now published on their Neighbourhood Plan site. Steve demonstrated a copy of this 'Notice of Designation of Eaton Neighbourhood Area' document.  eaton-neighbourhood-area-decision-notice.pdf Steve confirmed that the Congleton Plan group will now be asked to review their boundary accordingly.
Eaton website	John G and Tamsin updated the group that since the last meeting they had both made progress to rebuild a new Eaton website in reflection of the recent issues with the previous version. As a mandatory requirement we are obliged to publish such documents as minutes and proposals onto a public forum in connection with our Neighbourhood Plan and therefore this is to be considered as a priority. During the meeting John G worked on creating a suitable template.

Issues and Options resource	<p>As requested at the last meeting all had completed an 'Issues and Options' document provided by Cheshire East as a preparation exercise and recording document to form the foundations of our formal questionnaire. We all discussed each section at length and highlighted any trends and concerns that we felt must be incorporated into relevant questions to ask the residents within the questionnaire itself.</p> <p>NT agreed to amalgamate all these versions and scan them to ensure we were complaint with the Neighbourhood Plan process and had supporting evidence.</p> <p>ACTION: John G and Tamsin to forward across electronic versions of their document to Neil so that he can create a full suite of this resource.</p>
Timespan of the Plan	<p>The timescale of the Plan was then discussed and after debate it was agreed that we would provisionally aim to have a questionnaire completed by the next meeting so that John G could then design a professional version ready to be published by the end of November. Printing options were discussed but at this stage we could not confirm the cost or method to do this.</p> <p>The intention would be then to hand deliver these questionnaires in early December and it was agreed that we would ask them to be completed within one week and the questionnaires would then be collected back in person. We discussed an incentivised option for residents to complete this and we agreed that a voucher for a popular retailer would be the preferred option to support this.</p> <p>Once all questionnaires were duly collected then NT agreed that he would undertake an analysis exercise to detail all the responses into a purposeful format.</p>
The questionnaire	<p>After discussion it was agreed that the existing version of the questionnaire was probably too short and lacking in detail. John B demonstrated a version of a questionnaire that another Plan had used. We studied this in fine detail and linked this with our findings from our own 'Issues and Options' documents that we had previously discussed within this meeting. We went through each major section and debated individual points before all agreeing on each appropriate question and response options for each. This proved to be a very worthwhile exercise and brought to the table a number of points of concern that we identified needed to be included in our final version.</p> <p>John B made copious notes against each section and kindly agreed to produce a draft version that we will then study and confirm at the next meeting.</p> <p>ACTION: John B to draft a questionnaire based on our agreements and provide at the next meeting.</p>

	<p>ACTION: Tamsin to re-write a covering letter for the questionnaire</p> <p>ACTION: Steve to pull together a list of all inhabited addresses in the Neighbourhood Plan area so we have something to work from for delivering and collecting the questionnaires.</p> <p>ACTION: Tamsin to research if there are any Tree Preservation orders within our Plan boundary.</p> <p>ACTION: Tamsin to ask Tom Evans if he could clarify a potential number of new dwellings to be allocated to Eaton by 2030.</p>
Date of next meeting	Monday 14th November 2016 – 8:15pm at the Plough, Eaton.