

Eaton Neighbourhood Plan

Meeting Minutes



Date:	Mon 14 th November 2016 – 19:30
Location:	Plough Inn – Eaton village
Attendees:	<ul style="list-style-type: none"> ➤ Tamsin MaCormack (TM) ➤ Steve Waltho (SW) ➤ John Goodwin (JG) ➤ John Bradburn (JB) ➤ Andy Mitchell (AM) ➤ Neil Thorpe (NT)
Apologies:	
Minutes completed by:	Neil Thorpe

Agenda item	Points discussed
Welcome	Welcome and thanks were expressed for attending.
Review of previous meeting	<p>NT went through the meetings and actions from the previous meeting on 01/11/2016. Since this meeting the 'Issues and Options' had been completed, scanned and uploaded onto the Dropbox portal. John B had completed the questionnaire amendments and sent across to the team. Tamsin had also made changes to the covering letter for the questionnaire and forwarded to us all. Steve also confirmed that he updated the list of residents within the village that we will use as a distribution list for the questionnaire. Tamsin confirmed that she will now email Tom Evans at Cheshire East to clarify a potential number of new dwellings that could be attributed to Eaton's Neighbourhood Plan.</p> <p>ACTION: Tamsin to email Tom Evans accordingly.</p>
List of Eaton residents	<p>Steve provided copies of the amended residents' list that he has devised for the Plan. Several queries were raised and answered regarding dwellings and new inhabitants and Steve made notes accordingly.</p> <p>ACTION: Steve to revise the list with these minor changes and forward to all.</p> <p>After discussion it was agreed that we would refrain from asking completed questionnaires to be dropped off at the Plough Inn if required, and to retain our preferred method of hand collecting. This would ensure that we could control the process more efficiently and also us to manage the allocation of raffle tickets with each completed questionnaire for the</p>

	<p>proposed voucher draw.</p> <p>We then agreed on the following allocations for the delivery of the questionnaires in and around the village:</p> <p>John Goodwin – Beechwood Drive Neil – Crauford Road Andy – majority of School Lane Tamsin – properties around her home adjacent to the A536 Steve – outlying properties around the village John Bradburn- selected areas of School Lane and potential follow-ups</p>
Questionnaire	<p>We went through the revised version of the questionnaire and made minor suggestions for improvement. John G made these amendments during the meeting on his laptop.</p> <p>ACTION: John G to forward across to the team.</p> <p>It was decided that we would put each questionnaire into an individual A4 envelope for each resident.</p> <p>ACTION: Steve to research and purchase accordingly.</p> <p>We also identified that we would have to create a small piece of text to be put onto any questionnaire envelopes of residents that we were unable to speak with personally.</p> <p>ACTION: Tamsin kindly offered to draft a small piece of text and to provide a small number of stickers to use accordingly.</p> <p>We agreed that we would all try to give each household a couple of opportunities of answering their door to hand-deliver each questionnaire, and provide a brief summary and explanation before being asked to complete. If still unsuccessful after these 2 attempts then we would post the questionnaires through the letterbox accordingly with the relevant number of copies. It was also agreed that we allow up to one week for the questionnaires to be completed before then collecting by hand, but also giving residents the opportunity to deliver back to each nominated representative of the group that had delivered the original questionnaire. Each resident would be provided with 2 copies of the same raffle ticket upon distribution and then be asked to submit one of these back with their completed questionnaire, and to retain the other. This submitted ticket would then be entered into a draw where there would be one prize of the £30 M&S voucher, as agreed at the previous meeting.</p> <p>Each member of the group would be responsible for their own group of</p>

	<p>residents and to manage accordingly using their list to attempt to gain as many completed responses as possible. Anonymity would be retained throughout the process.</p> <p>ACTION: John B very kindly offered to source a reliable local printer to get the agreed 210 copies of the completed questionnaire.</p>
Next steps	<p>We agreed that once the questionnaires were printed and when the envelopes, raffle tickets, printed labels were sourced that we would informally reconvene to distribute across the 6 of us and plan to hand-deliver, ideally in the weekend of 26/27th November.</p> <p>Once distributed we would then attempt to collect within the agreed one week timeframe. Once collected we would probably then hold a meeting where completed copies would be allocated to Neil to commence the analysis process.</p> <p>From this we agreed that we would need to decide a method of communicating this back to the Parish Council and ultimately the residents of the village in early 2017.</p>
Eaton website	<p>John updated the group that good progress has now been made with the reconstruction of the Eaton website. John demonstrated this and we all agreed that was a massive improvement in terms of appearance and accessibility. John would continue to upgrade the content accordingly.</p> <p>http://www.eatoncheshire.co.uk/</p>
Date of next meeting	TBC once the questionnaires are ready for distribution.