

# Eaton Neighbourhood Plan

## Meeting Minutes



Date:	Mon 27th February 2017 – 19:30
Location:	Eaton Plough
Attendees:	<ul style="list-style-type: none"> <li>➤ Tamsin MaCormack (TM)</li> <li>➤ Steve Waltho (SW)</li> <li>➤ John Bradburn (JB)</li> <li>➤ Andy Mitchell (AM)</li> <li>➤ Neil Thorpe (NT)</li> </ul>
Apologies:	➤ John Goodwin (JG)
Minutes completed by:	Neil Thorpe

Agenda item	Points discussed
Welcome	Welcome and thanks were expressed for attending.
Review of previous meeting	<p>There were a few actions from the last meeting on 13/02/17:</p> <p><b>ACTION:</b> Tamsin to liaise with Tom Evans at Cheshire East Council to identify the exact procedures for this including how to request third parties to undertake any research work regarding the main aspects of the forthcoming Plan – <i>update: Steve to take this forward</i></p> <p><b>ACTION:</b> John B and Neil T to forward across their templates to the group to use as a standardised format template – <i>update: now completed</i></p> <p><b>ACTION:</b> All group members to then strengthen their current versions of the analysis and produce a detailed and standardised copy to be incorporated into the final detailed analysis report. – <i>update: based upon discussions today as to the next steps this now to be done and sent across to NT by Sun 5<sup>th</sup> March, for NT &amp; JB to produce a draft master version</i></p> <p><b>ACTION:</b> Neil to publish Macclesfield to Crewe Bus timetables and attach to each of the 2 Bus stops and Village notice board. – <i>update: now completed</i></p> <p><b>ACTION:</b> Steve to liaise with the landlord of the Plough to identify a suitable date or even if this was possible. – <i>update: now completed and after discussions at today's meeting this is now booked in for Weds April 26<sup>th</sup> by Steve.</i></p>
Eaton Plan members	Tamsin opened the meeting by sadly expressing her sincere apologies but to inform the group that she was reluctantly stepping down as a Plan member, due to family and business commitments. Tamsin explained her reasons and the group fully understood her decision. As the meeting progressed and timescales discussed Tamsin kindly agreed that she would

	<p>remain with the Plan for the next few weeks until the formal presentation to the residents was completed and then she would gracefully step down at this milestone point. Even though this will hopefully not be the last meeting in which Tamsin participates, it is fitting to formally thank Tamsin at this point as she has been instrumental in driving the Eaton Plan team forward and she will be sorely missed. It is yet to be decided if another member will be required for the group in the short-term.</p> <p>Moving forward Steve kindly offered his services to act as lead member of the Group, particularly as he is a very active member of the Eaton Parish Council and has vast experience of liaising with the Cheshire East Council. The group all agreed that this was sensible decision, thank you Steve.</p>
Presentation event	<p>It was agreed that a formal presentation needed to be held to feedback the Questionnaire responses, and the venue was agreed that this needed to be at the Plough public house due to the Parish Hall being currently renovated. Steve kindly negotiated with the Plough and provisionally booked (with Bar Staff) the 'Barn' function area for Weds 26<sup>th</sup> April. We now a deadline in order to work towards.</p> <p><b>ACTION:</b> Steve to confirm this booking with Nathan or Joe at the Plough to ensure the venue is firmly booked and what other facilities were available for us to use etc. on the night.</p>
Questionnaire Analysis Report	<p>It was decided that we would attempt to include as many resident comments from the Questionnaire responses in the Analysis Report that we were working on. It was still unclear how this would look in the finished report however we agreed to try it in this format and report back at the next meeting. It was agreed that both NT and JB would lead this activity and work together to produce a draft version for the next meeting.</p> <p><b>ACTION:</b> Steve, John G, Tamsin and Andy to complete their relevant sections analysis and forward across to NT by Sunday 5<sup>th</sup> March, in order for NT and JB to work to produce one central version. to liaise</p>
Presentation PowerPoint	<p>It was agreed that a PowerPoint presentation needed to be designed in order to showcase the main highlights and summary points from the analysis report. This was to be presented at the resident's event on the 26<sup>th</sup> April.</p> <p>It was agreed that we would try and condense each section into summary bullet points for this, with potentially one or two slides per section only, with some visuals where necessary.</p> <p>This could be produced once the report was completed although to try and share the workload we all agreed that we would produce a summary version (in bullet points) that would then be transformed into one central version. This would be discussed and taken forward at the next meeting, scheduled for the 13<sup>th</sup> March.</p>

	<p><b>ACTION:</b> All to produce summary bullet points for their respective sections by next meeting (March 13<sup>th</sup>)</p>
Flyer for the residents event	<p>We agreed that we needed some form of promotional flyer for the event on the 26<sup>th</sup> April. We would use the existing artwork used for the Questionnaire and Garden Party events from 2016. Each household would receive one flyer, to be posted around w/c 10th April.</p> <p><b>ACTION:</b> This to be discussed and artwork &amp; content agreed at our next meeting (March 13<sup>th</sup>). JG to produce once agreed.</p>
Printing	<p>There will be a requirement for both the Analysis Reports and also the Flyers to be printed over the next few weeks. Options were discussed and it was agreed that Steve could be able to source a suitable organisation that could support us on this.</p> <p><b>ACTION:</b> This to be discussed and formally agreed at our next meeting (March 13<sup>th</sup>).</p>
Ecological Research	<p>As well as the next steps with the Report and presentation event it was agreed that we need to think further ahead and begin to prepare for commencement of the actual Plan itself. We discussed the importance of ecological reports and how they may make an impact on restricting any developments within the village.</p> <p><b>ACTION:</b> Andy to research if there are any current ecological reports published (particularly connected with the Congleton Link Road proposal) that we could either utilise or maybe use as an example to use further.</p>
Tom Evans (Cheshire East)	<p>It was agreed we need to utilise the services of our Council Neighbourhood Plan Manager more wisely. Tom would be a vital link particularly when applying for valuable funding. It was also mentioned that we need to prompt Tom to clarify if Havannah had been formally invited to be included within the Congleton Neighbourhood Plan.</p>
Next steps	<p>We agreed that at the next meeting we would:</p> <ul style="list-style-type: none"> <li>• review the draft analysis report once compiled by NT &amp; JB</li> <li>• agree on a suitable content for a flyer for the presentation event</li> <li>• commence working on a PowerPoint presentation</li> <li>• agree on printing requirements</li> <li>• formally confirm the booking with the Plough for April 26th</li> </ul>
Date of next meeting	<p>Monday 13<sup>th</sup> March, 7.30 pm at the Plough and then a fortnight later at the same venue and time (March 27<sup>th</sup>)</p>