

Eaton Neighbourhood Plan

Meeting Minutes



Date:	Mon 13th March 2017 – 19:30
Location:	Eaton Plough
Attendees:	<ul style="list-style-type: none"> ➤ Tamsin MaCormack (TM) ➤ John Bradburn (JB) ➤ Andy Mitchell (AM) ➤ Neil Thorpe (NT) ➤ John Goodwin (JG)
Apologies:	➤ Steve Waltho (SW)
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 27/02/17:</p> <ol style="list-style-type: none"> 1. 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. – <i>update: the room is now confirmed as being booked, facilities yet to be sourced</i> 2. Steve, John G, Tamsin and Andy to complete their relevant sections analysis and forward across to NT by Sunday 5th March, in order for NT and JB to work to produce one central version – <i>update: all completed and sent across, with the draft version now produced.</i> 3. Flyer to be discussed and artwork & content agreed at our next meeting (March 13th). JG to produce once agreed – <i>update: all contributed to agreeing the content for the flyer at today's meeting and now JG will produce using the artwork previously sourced for earlier phases of the project.</i> 4. 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 – <i>update: still ongoing</i>
Flyer for the forthcoming	John G chaired this part of the meeting in which all members contributed to the wording for a flyer for the forthcoming resident's presentation event on

presentation event	<p>26th April. Once agreed John will now design the document using imagery already sourced for earlier use within the Plan project.</p> <p>ACTION: All to proof-read at the next meeting and sign-off ready for printing.</p> <p>It was also agreed that this imagery and artwork would be used within the cover for the analysis report and also as a theme for the PPT presentation.</p> <p>It was identified that there would be around 100 of these flyers needed to be printed.</p>
Questionnaire Analysis Report	<p>NT and JB fed back their issues with producing the draft version of the Questionnaire Analysis Report before walking through each page with the group. The group fed back any areas of improvement that were identified and JB kindly agreed to make these amendments before the next meeting.</p> <p>ACTION: John B to make the amendments and update the group.</p> <p>It was also agreed that the report needed both a contents and overview page to introduce the report.</p> <p>ACTION: Neil to produce these and incorporate into the report via John B before the next meeting.</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 26th 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 27th March.</p> <p>ACTION: All to produce summary bullet points for their respective sections and send across to John G by the end of the week.</p>
Next steps	<p>We agreed that at the next meeting we would:</p> <ul style="list-style-type: none"> • review the re-drafted analysis report updated by NT & JB • sign-off the content for a flyer for the presentation event • commence working on a PowerPoint presentation • plan for the resources needed for the presentation event • agree on printing requirements
Date of next meeting	<p>Monday 27th March, 7.30 pm at the Plough and then a fortnight later at the same venue and time (April 10th)</p>