

Eaton Neighbourhood Plan

Meeting Minutes



Date:	Mon 27th March 2017 – 19:30
Location:	Eaton Plough
Attendees:	<ul style="list-style-type: none"> ➤ Tamsin MaCormack (TM) ➤ Steve Waltho (SW) ➤ John Bradburn (JB) ➤ Andy Mitchell (AM) ➤ Neil Thorpe (NT) ➤ John Goodwin (JG)
Apologies:	➤
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 13/03/17:</p> <ol style="list-style-type: none"> 1. ACTION: All to proof-read the Flyer at the next meeting and sign-off ready for printing. <i>update: all done and now signed-off</i> 2. ACTION: John B to make the amendments of the analysis report and update the group. <i>update: all done by John B.</i> 3. ACTION: Neil to produce a contents and overview page for the Analysis report and incorporate into the report via John B before the next meeting. <i>update: all done and to be proof-read today</i> 4. ACTION: All to produce summary bullet points for their respective sections and send across to John G by the end of the week. <i>update: all done and sent across to John G</i>
Flyer for the forthcoming presentation event	<p>At today's meeting this was signed-off and John now to upload to Dropbox where Steve can now print off required copies (approx. 100). Steve also kindly agreed to then allocate each Plan group member with the relevant amount that they can then hand deliver to all the addresses from the original questionnaire.</p> <p>ACTION: Steve to print off and allocate to each Plan member. Each Plan member to then deliver to their respective households on or around the weekend of the 8th and 9th of April.</p>

<p>Questionnaire Analysis Report</p>	<p>NT and JB fed back their amendments and contents and introductions pages that had been written and included since the previous meeting. All members then agreed that it would be more appropriate to rename the 3rd page as 'Background' as opposed to 'introduction' as this was the overall purpose of this part of the report. It was also agreed that this page needed to be broken down with sub-headings and also re-worded to make it easier to understand and read. Tamsin volunteered herself to do this and send across to Neil to then update the master version.</p> <p>ACTION: Tamsin to re-write the 'overview' page and send to Neil</p> <p>There were also some other amendments required to the Analysis report and these were noted and Neil volunteered to make these changes on the master version.</p> <p>ACTION: Neil to make the changes and along with the new 'Overview' page in the Report to then forward to John G to complete by producing professional imagery on the front cover. John G to then upload to Dropbox.</p> <p>From this Steve would print off a small number of copies to showcase to the Parish Council at their forthcoming meeting.</p> <p>ACTION: Steve to send the completed report to Tom Evans at Cheshire East to ask for feedback and to also invite him to maybe attend the Presentation evening on April 26th.</p>
<p>Presentation PowerPoint</p>	<p>John G showed the group how he created a professional PPT presentation as requested, using the key points from each of the sections of the report. This was to be presented at the resident's event on the 26th April.</p> <p>It was then further agreed that we would still need to try and condense each section into smaller summary points, as some slides were too wordy at his stage.</p> <p>ACTION: All to produce smaller summary bullet points for their respective sections and send across to John G by the end of the week.</p>
<p>Next steps</p>	<p>We agreed that at the next meeting we would:</p> <ul style="list-style-type: none"> • discuss feedback from delivering the Flyers • sign-off the content for the completed Report • agree a strategy for printing around 50 of these reports • review the re-drafted PPT design from John G • agree on introductory and summary slides for the PPT • Plan the practical elements for the presentation evening including projector, laptop, projection screen, seating arrangements etc.
<p>Date of next meeting</p>	<p>Monday 10th April, 7.30 pm at the Plough.</p>