

Eaton Neighbourhood Plan

Meeting Minutes



Date:	Mon 10th April 2017 – 19:30
Location:	Eaton Plough
Attendees:	<ul style="list-style-type: none"> ➤ Tamsin MaCormack (TM) ➤ Steve Waltho (SW) ➤ Andy Mitchell (AM) ➤ Neil Thorpe (NT)
Apologies:	<ul style="list-style-type: none"> ➤ John Goodwin (JG) ➤ John Bradburn (JB)
Minutes completed by:	Neil Thorpe

Agenda item	Points discussed
Welcome	Welcome and thanks were expressed for attending. Apologies were declared from John Goodwin and also John Bradburn.
Review of previous meeting	<p>There were a few actions from the last meeting on 27/03/17:</p> <ol style="list-style-type: none"> 1. ACTION: Steve to print off and allocate Flyers 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. <i>update: all done and duly delivered to each household</i> 2. ACTION: Tamsin to re-write the 'overview' page of the Analysis report and send to Neil. <i>update: Tamsin has completed and now this has been incorporated into the completed Analysis Report</i> 3. 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. <i>update: Steve fed back that Tom unfortunately cannot attend the event however Lesley Smetham (Cheshire East Ward Councillor for Gawsforth Ward) will be in attendance</i> 4. ACTION: All to produce smaller summary bullet points for their respective sections of the presentation 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	The members fed back that all allocated Flyers had now been hand-delivered as requested. No further issues were raised.

<p>Questionnaire Analysis Report</p>	<p>TM fed back that it would be wise to maybe slightly amend the 'Background' page 3 and move the 'what happens next' to the rear of the report. This would ensure that there is a logical conclusion to the report.</p> <p>ACTION: Neil to email John Goodwin to make this slight alteration before the final print run of the reports is completed.</p>
<p>Presentation event for the 26th April</p>	<p>Final plans were now being made for the presentation event confirmed for Weds April 26th. The members spent time at the meeting discussing the most suitable format and layout within the Barn venue at the Plough in which to present. It was decided to present from the furthest side of the room from the entrance, back towards the audience who would be seated in a 'theatre' style layout. There would be a need for some sort of projection screen and this would now either be a borrowed screen or potentially a suitable large cloth or blind that could be sourced.</p> <p>ACTION: Steve to source a projection screen and for this to be trialled.</p> <p>It was agreed to have a 'smart casual' dress code for the members at the event.</p> <p>Based upon discussion and feedback four main presenters were allocated and the content divided up. The two other members were asked to contribute on the evening with supporting roles and responsibilities. Steve would introduce and close the presentation with Tamsin, John G and Neil presenting feedback against the sections of the report. Andy would host a Q&A session after the main presentation and John B would be asked to collect names and addresses of the attendees for future use.</p> <p>ACTION: Tamsin to produce a suitable pro-forma to collect names and addresses and Neil to provide clipboards and pens.</p>
<p>Presentation PowerPoint</p>	<p>The PPT presentation was reviewed and it was agreed that each main presenter would now compile their own 'speaker's notes' for their respective areas of the presentation.</p> <p>ACTION: Steve, Tamsin, John G and Neil to undertake these and feedback at the next meeting. Any amendments or alterations to the slides to be emailed to John Goodwin who will update the master version.</p> <p>It was agreed that Section K (demographics) needed to be presented before any other section and therefore the flow of the PPT needed to be altered as well.</p> <p>It was further agreed that it would be useful to produce a snapshot of the</p>

	<p>Project Plan tracking resource that John B is managing.</p> <p>ACTION: John B to be asked to provide this and for this to be incorporated into the PPT.</p>
Next steps	<p>We agreed that at the next meeting we would:</p> <ul style="list-style-type: none"> • confirm the final amendments have been made to the Analysis Report • confirm the plan for printing around 50 of these reports • confirm which projection screen would be more suitable • review the pro-forma that Tamsin has designed • all to feedback on their respective planning and preparations for their individual sections and/or responsibilities for the presentation event • run through the content thus far for the PPT
Date of next meeting	Tuesday 18 th April, 6.30 pm at the Plough.