

Eaton Neighbourhood Plan

Meeting Minutes



Date:	Tues 28 th June 2016 - 20.00
Location:	Plough Inn – Eaton village
Attendees:	<ul style="list-style-type: none"> ➤ Tamsin MaCormack (TM) ➤ Steve Waltho (SW) ➤ John Bradburn (JB) ➤ Neil Thorpe (NT)
Apologies:	John Goodwin (JG)
Minutes completed by:	Neil Thorpe

Agenda item	Points discussed
Welcome	Thanks were made by Tamsin and Steve for attending.
Review of previous meeting	TM and SW re-capped and reviewed the main headlines from the introductory meeting of the group held on 09.06.16. This was primarily an informal meeting in which the group members began to understand and share discussion around the aim and objectives of creating and managing a Neighbourhood Plan. The main area of discussion centred around the location of the Plan and whether it should follow the Parish boundary. It was identified that Congleton and Marton already had Plans that had been taken forward.
Feedback	<p>SW updated the group that he had made direct contact with Cheshire East regarding the options for the areas that could be considered for the Plan. SW informed that most Plans do follow the traditional Parish boundaries however it wasn't unusual for this to be altered. For this to happen all relevant parties and residents needed to be consulted before a final decision was to be agreed. There is also potential for there to be separate Plans within a Parish.</p> <p>SW also suggested that a representative from Cheshire East (Tom Evans) could be invited to provide information, advice and guidance to the group at a subsequent stage. It was agreed that this would be a good idea.</p> <p>TM informed the group that she had updated the Eaton website - http://www.eatoncheshire.co.uk/ to include the new Neighbourhood Plan group and give an overview of the steps required to move the process forward. TM has also set up a separate email account - plan.eaton@gmail.com – so that residents can email in any requests or comments to the group.</p>

	<p>ACTION – TM to email the group with the username details so that the group could access the account.</p>
Neighbourhood Plan area and boundary	<p>Based upon the feedback from SW the group then discussed the options of identifying which areas of the Parish boundary would be willing to be included within the Neighbourhood Plan for Eaton. As well as the village itself there are also parts of Havannah and Buglawton that fall within the Parish. It was agreed that there needs to be some form of communication with such residents to determine if they would like to be included within the Eaton plan, to be included within the already established Congleton Plan, for them to form their own Plan, or maybe for them to be excluded entirely.</p> <p>Once the true area for the Eaton Neighbourhood Plan was identified then Cheshire East could be formally notified, and the process commence in earnest.</p>
Eaton Garden Party	<p>It was agreed that to create interest within the local community for the Plan and the group that it would be beneficial to utilise the forthcoming Garden Party to support this. Several ideas were discussed and it was agreed that a small stall would be best where a member or two of the group would promote the Plan and take suggestions from residents as to what they would like the Plan to include.</p> <p>ACTION – NT and potentially JG to host the stall and all to arrange suitable resources to complement the activity including a gazebo, a flyer, marketing/signage and a method of recording information and feedback from the residents on the day.</p>
Promotional Flyer	<p>The group studied an example of a Plan flyer and agreed that we could design a suitable one for ourselves to initially use at the Garden Party but also to use going forward for other purposes. The main agreed headlines for the flyer included:</p> <ul style="list-style-type: none"> • Housing development • Environment • Amenities • Recreational space • Transport links • Green-belt • As well as some text to encourage residents to become involved in shaping the future of their own village. <p>ACTION – TM kindly agreed to design the flyer, send out to all the group for feedback before organising a small printing order, potentially through JG.</p> <p>SW also kindly agreed to take some photographs of the Eaton signs and other village features to use within the promotional resources.</p> <p>JB agreed to research for suitable local maps that could be used on the stall to clearly identify the local areas concerned for scope within the Plan.</p>

Information sheet	JB submitted a draft copy of a leaflet that he had designed that explains the features and benefits of a Neighbourhood Plan and the key milestones that such a Plan needs to go through. The group thanked JB for his time and effort and agreed that this would be an ideal document to use within the communication stages of the Plan.
Finances for the Neighbourhood Plan group	It was identified that expenses would be incurred within the group particularly in printing, stationery and postage. SW and TM agreed to bring this to the attention of the Parish Council at their next meeting and it was agreed that it may be worthwhile to set up a separate account for this Plan group so that transparency in financial expenditure could be maintained across the 2 different working groups.
AOB	<p>NT fed back that he had found a useful website that hosts a wealth of information and resources related to Neighbourhood Plans that we may be able to utilise going forward.</p> <p>http://www.ourneighbourhoodplanning.org.uk/home</p> <p>It is certainly worthwhile subscribing to their bulletins and potentially taking a look at what other groups are producing and also feeding back regarding the whole process.</p>
Date of next meeting	TBC