

Eaton Neighbourhood Plan

Meeting Minutes



Date:	Weds 22 nd August 2018 – 19:30
Location:	Eaton Plough
Attendees:	<ul style="list-style-type: none"> ➤ Steve Waltho (SW) ➤ Tamsin MaCormack (TM) ➤ Neil Thorpe (NT) ➤ John Bradburn (JB) ➤ Andy Mitchell (AM)
Apologies:	
Guest attendee:	
Minutes completed by:	Neil Thorpe

Agenda item	Points discussed
Welcome	<p>Welcome and thanks were expressed for attending. Special thanks was provided to John who had put a lot of time and effort into producing a much more improved version of a 'Vision, Objectives and Issues' resource that we had all been working on recently. This was now a much more thorough document and through email discussion it had been agreed that we need to lose the 'Issues' section of the document and replace this with a more formal 'Policies' section, as inline with national NP guidelines. Again John had taken the time to produce a draft version of this as well. Thank you John.</p>
Review of previous meeting	<p>All actions from the last meeting were discussed:</p> <ul style="list-style-type: none"> • ACTION: All to meet up to produce a final version of the draft 'Vision, Objectives and Issues' document recently commenced. Planned for today • ACTION: John to liaise with Tom Evans to get final confirmation of Housing Needs Analysis data. To be discussed today • ACTION: Tamsin to liaise with Lucy at Cheshire Community Action to identify the next formal steps. Completed
Review of the Vision and Objectives resource	<p>The main focus of today's meeting was to review the Vision, Objectives and Policies resource that John had compiled recently.</p> <p>All members of the group reviewed the document in detail together, making comments and generating discussion points where necessary.</p>

	<p>This was to ensure that the final version was purposeful and relevant to the needs of the residents of the Plan area.</p> <p>The accompanying 'Policies' document was also reviewed to ensure it met the requirements of the objectives themselves and to minimise any duplication across the 2 main sections.</p> <p>John made notes of any amendments required.</p> <p><u>ACTION</u>: John to update the documents based upon the points raised and to send across to all, particularly Tamsin who will then send across to Lucy at Cheshire Community Action (CCA).</p>
ENP Funding	<p>Steve updated the group that the funding application for the next phase of the ENP project had been successfully approved and payment had been received into the Parish account. This will be required for all the work to be carried out by CCA over the forthcoming months in order to produce a draft Plan.</p>
Cheshire Community Action (CCA)	<p>Tamsin updated the group that Lucy at CCA was now in communication and awaiting our further resources to then commence in earnest our draft version of the eventual Plan.</p> <p>It was agreed that it would be wise to invite Lucy to the village so that she could gain a first-hand appreciation of the area and its key characteristics.</p> <p><u>ACTION</u>: Tamsin to liaise with Lucy to identify a suitable date and time for this meeting to take place.</p>
Housing needs data	<p>John updated the group that there had been a recent release of the Eaton Housing Needs Advice Report published by Cheshire East. Again this contained totals that were a little contradictory to John's calculations and concerns were expressed that this total needs to be verified before we use formally within any of our Plan publications.</p> <p><u>ACTION</u>: John to contact Tom Evans at Cheshire East for final clarification of actual housing needs totals</p>
Next steps	<p>We agreed that at (or before) the next meeting:</p> <ul style="list-style-type: none"> • John to update the documents based upon the points raised and to send across to all, particularly Tamsin who will then send across to Lucy at Cheshire Community Action (CCA). • Tamsin to liaise with Lucy to identify a suitable date and time for this meeting to take place. • John to contact Tom Evans at Cheshire East for final clarification of actual housing needs totals
Date of next meeting	TBC