

Eaton Neighbourhood Plan

Meeting Minutes



Date:	Thurs 8 th August 2019 – 19:30
Location:	Eaton Plough
Attendees:	<ul style="list-style-type: none"> ➤ Steve Waltho (SW) ➤ Neil Thorpe (NT) ➤ John Bradburn (JB) ➤ Andy Mitchell (AM)
Apologies:	➤ Tamsin MaCormack (TM)
Guest attendee:	
Minutes completed by:	Neil Thorpe

Agenda item	Points discussed
Welcome	Welcome and thanks were expressed for attending.
Review of previous meeting	<p>All actions from the last meeting were discussed:</p> <p><u>ACTION:</u> Steve to email Lucy at CCA with our thanks for the recent work and how to update the Draft Plan accordingly in due course. action completed</p> <p><u>ACTION:</u> John to contact escape to request the slight amendments to the relevant maps that currently display the 2 green wedges within the Draft Plan. action completed, although after many discussions and communications it was eventually agreed that these would now remain within the Plan itself.</p> <p><u>ACTION:</u> Neil to create a flyer and also 2 formal docs required for Reg 14 (comment form and Reg 14 notice form) - action completed.</p> <p><u>ACTION:</u> Steve to identify more local stakeholders and produce a list ready for sending out with Reg 14 stage. action completed.</p> <p><u>ACTION:</u> Update the Parish website to include all the evidence-based documents. This is still proving problematical and we need to identify how to access this very soon.</p> <p><u>ACTION:</u> John to commence the content for the presentation slides. action completed</p>

<p>Review of the feedback reference Green Wedges</p>	<p>The initial focus of today's meeting was to review the feedback from Lucy at CCA AND Roger at escape reference to the recent concerns of terminology within the draft Plan. After discussion we agreed that the recent amendemnts were now satisfactory and that we would sign off the existing version of the Draft Plan, once some very minor formatting updates were to be undertaken.</p> <p><u>ACTION:</u> Neil to undertake such amendemnts as fed back within the meeting. This to be then upload onto Dropbox and sent across to Lucy as well.</p> <p><u>ACTION:</u> John to send across to Lucy once completed and also to express thanks for her recent work and support.</p>
<p>Regulation 14</p>	<p>The group revisited the steps necessary with the 'Regulation 14' phase of the plan – this is where the draft plan is promoted to the stakeholders and feedback sought before the Plan is formally examined and approved.</p> <p>We agreed that we would need a couple of months to plan, create, design and ultimately deliver all these steps professionally. Therefore looking at potentially commencing the minimum 6-week consultation period in late September/October.</p> <p>Steps with Reg. 14:</p> <p>a) Get a small number of copies of the Neighbourhood Plan printed. <i>Steve to print off once Draft Plan is approved.</i></p> <p>b) Decide when you are going to hold the six-week consultation. <i>Provisionally agreed for late September/October</i></p> <p>c) Decide how you are going to let the community know. <i>A flyer, an article in the village newsletter and word of mouth. Neil to create the flyer. Just needs improving now after discussion today.</i></p> <p>d) Decide if you are going to have a drop-in event for the community. <i>Yes, a formal presentation event to be organised at the Church Hall – Steve to identify a suitable date in late September or October. Steve fed back that many days are available for us to utilise the hall for such an event. John and Neil to work together to produce the final content for the presentation slides.</i></p> <p>e) Decide where paper copies of the plan can be viewed. <i>It was agreed that this would have to be the Plough and now the Congleton Library. Andy Mitchell to contact the Library to see if this feasible. The Plough were contacted within today's meeting and approval gained.</i></p> <p>f) Decide if you are going to do a comments response form, and/ or where comments should be returned to. <i>Yes – Neil to create and all addresses of the ENP group to be included on the correspondence from this. Just needs improving now after discussion today.</i></p>

	<p>g) Update the Parish website to include all the evidence-based documents (Character assessment, Housing needs report, questionnaires, response analysis etc.), the NP, the Reg. 14 notice and a comments response form (if you are having one) and the SEA report. <i>Neil to liaise with Tamsin to identify who has current access to the website and action accordingly in the short-term. This is till a major concern and further attempts to source the rights and ownership of the website to be now prioritised.</i></p> <p>h) Ask Tom for a list of consultees – should include Environment Agency, English Heritage, interested landowners, neighbouring parish councils etc, the list will probably run into the hundreds - and give them the date of the six-week consultation. <i>We have the formal list, however Steve to now identify more local stakeholders. Steve will now complete this list ready for release within Reg 14 stage.</i></p> <p>i) Let Cheshire East know our dates, and they can put information on their website. <i>To be actioned in due course.</i></p> <p>j) Email everyone on the consultees list, and anyone you think may have been missed off, with a link to your Reg. 14 Notice (or attach it to the email), the comments response form (if you have one) and a link to the NP and SEA report - make clear where the plan can be viewed and the date of the consultation, and how they can respond. <i>As per point (h) Steve to initially identify such stakeholders and then emails will sent in due course.</i></p> <p><u>ACTION:</u> all the group to reconvene on Tuesday 27th August to feedback on how each of their actions are progressing.</p>
Next steps	<p>We agreed that at (or before)the next meeting:</p> <ul style="list-style-type: none"> • All actions to be taken forward
Date of next meeting	Tuesday 27/08/2019 - 19.30 at the Plough, Eaton