Eaton Neighbourhood Plan

Meeting Minutes



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| Date: | Tues 27th August 2019 – 19:30 |
| Location: | Eaton Plough |
| Attendees: | * Steve Waltho (SW) * Tamsin MaCormack (TM) * Neil Thorpe (NT) * John Bradburn (JB) * Andy Mitchell (AM) |
| Apologies: |  |
| Guest attendee: |  |
| Minutes completed by: | Neil Thorpe |

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| Agenda item | Points discussed |
| Welcome | Welcome and thanks were expressed for attending. |
| Review of previous meeting | All actions from the last meeting were discussed:  ACTION: Neil to undertake amendments to the Draft Plan as fed back within the meeting . This to be then upload onto Dropbox and sent across to Lucy as well. action completed  ACTION: John to send across to Lucy once completed and also to express thanks for her recent work and support. action completed, just awaiting Lucy to return back from annual leave for formal approval.  ACTION: Update the Parish website to include all the evidence-based documents. This is still proving problematical; however now Tamsin has sourced admin rights and we can now take forward.  Plus multiple actions from with section on Reg.14, please see relevant section. |
| Review of recent Planning Application | The initial focus of today’s meeting was to review the feedback from  A recent planning application from Gladman to a large site just north of Moss Lane within the ENP boundary. This application has now been formally withdrawn. Steve declared that it was due in no small measure to the feedback and comments from all parties that had made their opinions known to Cheshire East.  **ACTION:** Steve to ask Lucy at CCA if elements from this application needs to be incorporated into our Draft Plan. |
| Maps within the Draft Plan | John fed back that there were still issues with the qulaity of some of the maps within the Plan. It was discussed that there are differing version of each map available in terms of resolution, and potentially this has been altered by either Roger at escape or Lucy at CCA as part of the development of the Draft Plan.  **ACTION:** John to contact both Roger and Lucy to identify if this can be corrected. |
| Regulation 14 | 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.  We agreed that we would need to identify and agree suitable dates for the Consultation Period. After discussion this was agreed to be publicised as 28th September to 11th November, with a presentaion event agreed for Thursday 10th October at 7.00pm  Ongoing Steps with Reg. 14:  a) Get a small number of copies of the Neighbourhood Plan printed. ***ACTION****: Steve to print off once Draft Plan is approved.*  b) Decide when you are going to hold the six-week consultation. *Now confirmed as above*  c) Decide how you are going to let the community know. *A flyer, an article in the village newsletter and word of mouth.* ***ACTION****: Neil to create the flyer. Just needs further improving now after discussion today.*  d) Decide if you are going to have a drop-in event for the community. *Yes, as point B formal presentation event to be organised at the Church Hall .* ***ACTION:*** *Neil to work on drafting the content for the presentation slides.* ***ACTION:*** *Neil to produce an article to be included within the next edition of the Eaton Parish magazine.*  e) Decide where paper copies of the plan can be viewed. *It was agreed that this would have to be the Plough and now the Congleton Library and also the Waggon & Horses public house.* ***ACTION:*** *Andy Mitchell to contact the Library to see if this feasible. The Waggon & Horses to be also contacted.*  f) Decide if you are going to do a comments response form, and/ or where comments should be returned to. *Yes – Neil to create and all addresses of the ENP group to be included on the correspondence from this*. ***ACTION:*** *Neil* *needs to further improve after discussion today.*  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. ***ACTION:*** *Tamsin to now upload relevant documents onto the site for external viewing.*  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. ***ACTION:*** *Steve will now complete this list ready for release within Reg 14 stage.*  i) Let Cheshire East know our dates, and they can put information on their website. ***ACTION:*** *Steve to communicate this to Tom Evans at Cheshire East.*  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. ***ACTION:*** *As per point (h) Steve to initially identify such stakeholders and then Tamisn has agreed to email in due course.*  **ACTION:** all the group to reconvene on Monday 9th September to feedback on how each of their actions are progressing. |
| Next steps | We agreed that at (or before)the next meeting:   * All actions to be taken forward |
| Date of next meeting | Monday 9th September 2019 - 19.30 at the Plough, Eaton |