Eaton Neighbourhood Plan

 Meeting Minutes



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| Date: | Mon 9th September 2019 – 19:30 |
| Location: | Eaton Plough |
| Attendees: | * Steve Waltho (SW)
* Tamsin MaCormack (TM)
* Neil Thorpe (NT)
* John Bradburn (JB)
* Andy Mitchell (AM)
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| 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:*** *Steve to ask Lucy at CCA if elements from this application needs to be incorporated into our Draft Plan. Action completed****ACTION:*** *John to contact both Roger and Lucy to identify if the clarity of the maps can be corrected. Action requested but still awaiting formal new maps****ACTION****: Steve to print off copies for the 3 sites once Draft Plan is approved Action to be completed once final draft is completed****ACTION****: Neil to create the flyer. Action completed*. ***ACTION:*** *Neil* *needs to further improve the reg 14 statement document after discussion today Action completed****ACTION:*** *Neil to work on drafting the content for the presentation slides drafted but still needs minor final tweaks****ACTION:*** *Neil to produce an article to be included within the next edition of the Eaton Parish magazine Action completed but still to be sent to the magazine editors****ACTION:*** *Andy Mitchell to contact the Library to see if this feasible. The Waggon & Horses to be also contacted. A*ction completedAnd Waggon & Horses approved within today’s meeting .***ACTION:*** *Tamsin to now upload relevant documents onto the site for external viewing. Tamsin just finalising now****ACTION:*** *Steve will now complete the stakeholders list ready for release within Reg 14 stage Action completed****ACTION:*** *Steve to initially identify such stakeholders and then Tamsin has agreed to email in due course. Tamsin to complete on 28/09* |
| Maps within the Draft Plan | John fed back that there were still issues with the quality 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 as part of the development of the Draft Plan. **ACTION:** once final versions received from Roger, Neil to embed into Draft Plan. |
| Parish Council approval | Steve fed back, as part of the Eaton Parish Council, that the Draft Plan had been considered and reviewed at their recent meeting on 03/09/2019. Formal approval was duly granted by the Parish Council within this meeting. |
| 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. Ongoing Steps with Reg. 14:1. Get a small number of copies of the Neighbourhood Plan printed. ***ACTION****: Steve to print off once Draft Plan is finally approved.*
2. Neil to work on drafting the content for the presentation slides. This was showcased today, discussion made and amendments completed*.* ***ACTION****: Neil to send out this new version and to be further discussed at the next meeting.*
3. Parish magazine inclusion ***ACTION:*** *Neil to send across the produced article to be included within the next edition of the Eaton Parish magazine to the editors.*
4. 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.*
5. 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.*
6. 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 (e) Steve to initially identify such stakeholders and then Tamsin has agreed to email in due course.*
7. Hard copies of the Flyer, Reg 14 statement and the feedback form to be organised for hand delivery to all Eaton residents on Sat 28th September – *ACTION: Steve to kindly print off relevant copies and for these to be distributed at our next meeting. Stationery to be sourced form Tamsin (envelopes and labels)*

**ACTION:** all the group to reconvene on Tuesday 24th September at 19.30 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
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| Date of next meeting | Tuesday 24th September at 19.30 at the Plough, Eaton |