

Eaton Neighbourhood Plan

Meeting Minutes



Date:	Tues 24 th September 2019 – 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	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 print off copies for the 3 sites once Draft Plan is approved <i>Action completed</i></p> <p><u>ACTION:</u> Neil to work on drafting the content for the presentation <i>slides drafted but still needs minor final tweaks, to be continued today</i></p> <p><u>ACTION:</u> Neil to produce an article to be included within the next edition of the Eaton Parish magazine <i>Action completed and sent to magazine editors</i></p> <p><u>ACTION:</u> Tamsin to now upload relevant documents onto the site for external viewing. <i>Tamsin just finalising</i></p> <p><u>ACTION:</u> Steve to initially identify such stakeholders and then Tamsin has agreed to email in due course. <i>Tamsin to complete on 28/09</i></p> <p><u>ACTION:</u> once final versions received from Roger, Neil to embed improved versions of the maps into Draft Plan. <i>Action completed</i></p> <p><u>ACTION:</u> Steve to kindly print off relevant copies and for these to be distributed at our next meeting. Stationery to be sourced from Tamsin (envelopes and labels) <i>Action completed and all documentation organised within today's meeting.</i></p>
Formal docs for Reg 14	<p>Steve discussed the documentation that needed to be printed off for the Reg 14 processes namely:</p> <ul style="list-style-type: none"> • The Flyer

	<ul style="list-style-type: none"> • Residents' Feedback form • Reg 14 statement <p>Steve has very kindly printed these off for each household and resident in the ENP area and Tamsin has kindly sourced relevant envelopes and labels. These were allocated out in readiness for delivery on Saturday 28th September – day one of the Reg.14 period. A data sheet was also provided by Steve for us all to complete as an audit trail.</p> <p><u>ACTION:</u> <i>all ENP colleagues to deliver their respective documents to each household on Sept 28th and complete their relevant data sheets.</i></p>
Regulation 14	<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>Ongoing Steps with Reg. 14:</p> <p>a) Neil to work on drafting the content for the presentation slides. This was taken forward today, discussion made and further amendments completed. <u>ACTION:</u> <i>Neil to complete further amendments and send out the new version</i></p> <p>b) 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. <u>ACTION:</u> <i>Tamsin to now upload remaining relevant documents onto the site for external viewing by the 28th September.</i></p> <p>c) 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. <u>ACTION:</u> <i>As per point (e) Steve to initially identify such stakeholders and then Tamsin has agreed to email on the 28th Sept.</i></p>
Presentation event on 10/10/2019	<p>The slides for the presentation event were further reviewed tonight, and minor amendments made.</p> <p>After discussion it was agreed that there would be 3 main sections within the presentation and therefore 3 presenters were selected, namely Steve, Tamsin and Neil.</p>

	<p>The slides were duly divided up accordingly:</p> <table border="1" data-bbox="389 271 1517 595"> <tr> <td data-bbox="389 271 954 309">Intro slide</td> <td data-bbox="954 271 1517 309">Steve</td> </tr> <tr> <td data-bbox="389 309 954 347">Agenda</td> <td data-bbox="954 309 1517 347">Steve</td> </tr> <tr> <td data-bbox="389 347 954 385">What is a NP</td> <td data-bbox="954 347 1517 385">Tamsin</td> </tr> <tr> <td data-bbox="389 385 954 423">Process so far</td> <td data-bbox="954 385 1517 423">Tamsin</td> </tr> <tr> <td data-bbox="389 423 954 461">Key messages</td> <td data-bbox="954 423 1517 461">Tamsin</td> </tr> <tr> <td data-bbox="389 461 954 499">ENP next steps</td> <td data-bbox="954 461 1517 499">Neil</td> </tr> <tr> <td data-bbox="389 499 954 537">Residents next steps x 2</td> <td data-bbox="954 499 1517 537">Neil</td> </tr> <tr> <td data-bbox="389 537 954 575">Thanks and close, incl Qs</td> <td data-bbox="954 537 1517 575">Steve</td> </tr> </table> <p>We also agreed that we would require a register for the event.</p> <p><u>ACTION:</u> <i>Neil to draw up a register and print off for the event</i></p> <p><u>ACTION:</u> <i>Neil to send out the slides and notes for each to prpeare for the event in the 10/10/19</i></p>	Intro slide	Steve	Agenda	Steve	What is a NP	Tamsin	Process so far	Tamsin	Key messages	Tamsin	ENP next steps	Neil	Residents next steps x 2	Neil	Thanks and close, incl Qs	Steve
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Next steps	To prepeare for and deliver an effective presentation event at the Eaton Community Hall on Thursday 10 th October																
Date of next meeting	Weds 23rd October at 19.30 at the Plough, Eaton																