

Eaton Neighbourhood Plan

Meeting Minutes



Date:	Weds 23rd October 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> Neil to work on drafting the content for the presentation – <i>now completed and presentation event facilitated effectively on 10/10/19</i></p> <p><u>ACTION:</u> Tamsin to now upload relevant documents onto the site for external viewing. <i>Tamsin completed and all documents uploaded on consultation launch on 28/09/19</i></p> <p><u>ACTION:</u> all ENP colleagues to deliver their respective documents to each household on Sept 28th and complete their relevant data sheets. <i>All documents duly delivered and received on 28/09/19</i></p> <p><u>ACTION:</u> Neil to send out the slides and notes for each to prepare for the event in the 10/10/19 – <i>now completed and presentation event facilitated effectively on 10/10/19</i></p>
Regulation 14 feedback	<p>The ENP team reviewed the presentation event on 10/10/19 and agreed it was a successful event that highlighted the next phase of the Plan. It was discussed that there were around 50 attendees from the residents and warm personal thanks were conveyed from people at the event.</p> <p>In today's meeting we studied the formal feedback responses that had already been submitted thus far – these totalled 12 hand-written responses posted to the Clerk, and also 3 electronic responses emailed to the ENP inbox. We will consider the comments within these along with subsequent ones that get submitted before the end of the Reg 14 phase</p>

	<p>on 11/11/19.</p> <p><u>ACTION:</u> Steve to scan in all responses so that they can be published on the ENP website once the phase has been completed.</p> <p><u>ACTION:</u> Tamsin to respond to the 3 email submissions thanking them for their responses and to acknowledge that their comments will be duly considered, including that the Parish Council will also be notified of their points raised.</p> <p><u>ACTION:</u> all ENP colleagues to reconvene on the 11/11/19 to study the whole response collection and make actions to process accordingly from this meeting.</p>
Next step	<p>The group revisited the steps necessary with the overall Plan project and identified that the 'Consultation Statement' and 'Basic Conditions Statement' documents both need to be drafted as per the regulatory requirements. We looked at similar resources from other local Plans and agreed that we need to liaise with Lucy at Cheshire Community Action (CCA) in order to seek professional guidance on this matter.</p> <p><u>ACTION:</u> Tamsin to contact Lucy at CCA to ask for guidance and clarification about these 2 resources. Also Lucy to be asked about how to incorporate and amend any relevant comments from the residents from their response forms into the Draft Plan itself.</p>
Present funding	<p>Steve fed back that we still have some funding grant to be spent from this year's allocation and therefore this needs to be taken forward to ensure full compliance is maintained.</p> <p><u>ACTION: Steve</u> to contact Groundworks UK to identify how to process this accordingly</p>
Date of next meeting	Mon 11 th November 2019 at 19.30 at the Plough, Eaton