

## Minutes from the Neighbourhood Plan Steering Group Meeting Tuesday 11<sup>th</sup> January 2022 – online

1. Attendees – CT, SF, GE, SR, AB
2. Apologies – WR, SW, LMcG
3. Matters arising
  - a. Further confirmation required of the date for Lucy Hughes to attend a meeting – see below - AB
  - b. AB and CT will contact the Clerk for a refresher course on adding information to the PC NP webpage
  - c. Stakeholder list – see later in meeting notes
  - d. AB to chase DB for artwork for poster and questionnaire
  - e. Ecology studies – see later in meeting notes
  - f. AB previously circulated email from LH with details of other ecology studies
  - g. Launch meeting and questionnaire – see later in meeting notes
  - h. Inclusion of Consultation and Support Group – see later in meeting notes
4. Revised dates for launch & distribution of questionnaire
  - a. It was agreed that 3 date combinations be offered to the absent colleagues for a final decision
    - i. 5<sup>th</sup> & 8<sup>th</sup> March
    - ii. 12<sup>th</sup> & 15<sup>th</sup> March
    - iii. 19<sup>th</sup> & 22<sup>nd</sup> March
  - b. AB will advise group via WhatsApp
  - c. It was agreed that the questionnaire will still go out as planned w/b 24<sup>th</sup> January 2022 delivered by the SG members using the Pickmere Press routes but specific persons were not assigned to specific routes as yet
  - d. SR confirmed he had discussed new routes with DB
  - e. It was agreed that a “post it note” style items be added to the front page of the questionnaire adding that one of the team would collect on specific dates which are 8<sup>th</sup>/9<sup>th</sup>/10<sup>th</sup> February between 7-8pm or that drop off could be at SR’s address.
  - f. AB agreed to print and distribute a note to be put through doors saying that the SG had called to collect survey and if no contact made or survey collected then to drop off at SR’s house.
  - g. AB to confirm all with DB asap.
  - h. SR agreed to identify a list of all addresses
  - i. It was agreed to add a named SG member to each address but task not assigned.
  - j. It was agreed for SG members to take spare questionnaires along on collection visits
  - k. SR is to advise who has dropped off any questionnaires to save collectors returning
  - l. It was agreed that any decisions required on the above could be achieved via the WhatsApp group for speed. AB to coordinate.
  - m. It was agreed to collate the survey information w/b 14<sup>th</sup> February in time for the launch meetings whatever the date agreed – no

- specific persons assigned to collate but style was discussed as a blank excel spreadsheet that GE could create so multiple persons can access at the same time and update. It was noted that a 60 response rate would be a good response. rate
- n. It was noted that that timescale would give the SG 2 weeks to print results for the launches
  - o. It was agreed that for this survey the written words offered by responders may have to be redacted – it was agreed to revisit when the written responses would be included – no specific persons assigned
5. It was subsequently agreed therefore to keep the date for the next meeting as the 22<sup>nd</sup> February and to invite the Consultation and Support Group to that meeting – in person – along with Lucy Hughes – AB to send agreed/drafted email.
- a. It was agreed that the SG do a formal presentation to the C & SG at that meeting – no person assigned to this presentation or its production
6. Ecology studies
- a. SF reported on contact made with Toby from UES who has done previous village work and knows the area. SF confirmed any report from this source would be desk based as would probably be others. It was noted that the quote had not yet been received.
  - b. AB agreed to contact WR to ask her to share her ecology research to date
  - c. SR discussed the possibility of using locals to enhance the required ecology information utilising local knowledge. It was noted that whoever we choose for the ecology study would provide the professional framework but that local information could help but would have to be framed in such way as to enhance/compliment the professional information. No decision as to the final inclusion or format of such information was agreed.
  - d. It was agreed that all SG members revisit plans identified by SF and LH who have included ecology plans.
7. Finance
- a. GE reported the need for a “proposed spending column” to be added to the live spreadsheet with approximate figures which could be amended on receipt of formal quotes or invoices
  - b. It was noted that an approximate ceiling of expenditure for the ecology study could be set at £2000 which the PC members could take to the PC for approval without further PC consideration
  - c. It was noted that the money received to develop the NP must be officially spent by the end of the financial year or returned and reapplied for.
  - d. It was noted that there would be a further invoice from Lucy Hughes for meeting attendance and emailed responses. GE to contact LH for prospective figures. It was also noted that GE would contact DB for prospective figures for next artwork for poster and questionnaire.
8. Next steps

- a. It was agreed that given Pickmere's lack of extensive listed or buildings of historical note that a professional building survey was not required
- b. It was noted that SW had sent a starting list for other stakeholders to be contacted including the following
  - i. The Fram Club
  - ii. Whittakers Builders
  - iii. Camargue Chambers
  - iv. 3 Shires
  - v. Akribis Scientific
  - vi. Muddy Paws
  - vii. Pickmere Stud
  - viii. Style Matters
  - ix. WAP Lawton
- c. The following were added after discussion
  - i. The Methodist Chapel/Church
  - ii. Residents Association
  - iii. Pickmere Community Group
  - iv. Pickmere Art Group
  - v. Pickmere Table Tennis Group
  - vi. Pickmere WI
  - vii. Zumba group
  - viii. Manchester University/Joderell Bank
  - ix. Opus Creative
  - x. Platts Business Park and associated business
  - xi. Pickmere Country House
  - xii. Red Lion Public House
  - xiii. United Utilities
  - xiv. BT
  - xv. The new business taking over Pickmere Perennials
  - xvi. Sale Moor Angling Club
  - xvii. Paul? – Builder
  - xviii. D & G buses
  - xix. DEFRA
- d. It was agreed that all members could add to this list
- e. SF urged other members to visit the Knutsford NP list of stakeholders and AB asked the members to revisit other NP already mentioned to see their lists of stakeholders as well.
- f. AB offered to use a credit checking agency she has access to, to see registered businesses within the Pickmere postcodes. AB asked to be reminded if she had circulated a list of Pickmere Postcodes/roads with the PC SG members. Nothing was confirmed.
- g. CT offered to contact SW with help contacting DEFRA and other relevant bodies related to farming.

9. AOB - none