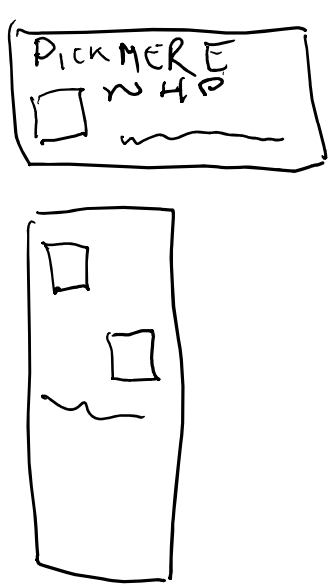


Pickmere NHP Steering Group 9/11/2021

Present: Chris Tarrant, Steve Wilkinson, Alison Bold, Sarah Flannery, Liz McGrath and Wendy Rimmer

Apologies: Simon Read, Gavin Erlam

| ITEM | Discussion | Action |
|---|---|---|
| Minutes of the Last Meeting: | all members agreed they were a true reflection | LM include action points in next minutes |
| Matters Arising | <p>Timeline – need to develop a graphic version so we can see where we go next.</p> <p>Maps - need for a clearer A0 Map for 5th Dec</p> <p>Finance – GE has been in touch with Jack Steel.</p> <p>Flyer – wording was reviewed and agreed</p> <p>Webpage – need to add FAQ, information and minutes</p> | <p>LM & WR to create a graphic version</p> <p>AB to speak to Jack, LM to get printed.</p> <p>LM forward link to interactive mapping site to all</p> <p>SF to amend and check GDPR rewording with Jack Steel circulate asap</p> <p>AB to get access to Word press for information to begin to be uploaded.</p> |
| <p>Plans for Soft Launch 5th December 2021 – 11am-3pm</p>  | <p>Promo Items needed</p> <ul style="list-style-type: none"> Roller banner – wording to say ‘Help develop a vision for the future of Pickmere Banner to include webpage address and logo. A5 flyer (wording front, map on back A0 map that is clear/laminated? Logo based on millennium gates Position of stall – ideally central, suggested by the village notice board? Crib sheet of what to say Notebook for taking down contact details, FAQ, clip bords and pens Name badges | <p>AB to contact Dave Bradburn re logo, flyer printing, banner and roller banner.</p> <p>SR to sort location of stall, clipboards, pens</p> <p>SW to provide gazebo.</p> <p>All to let LM know availability so rota can be drawn up.</p> <p>WR to look at badges and cost.</p> <p>CT offered temporary badges as alternative.</p> |

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|--|---|---|
| Questionnaire | Meeting made changes and agreed the initial questionnaire. – These are to be delivered by hand and collected a week later | SF to amend and circulate prior to next meeting GE to advise regarding online version and making address field mandatory |
| Launch event | Saturday 15th January 10-12 to be held at Red Lion, to include coffee and bacon bap? Tuesday 18th January 6-8 To include cheese and wine at the village hall. | SR to speak to Red Lion . |
| Collection and Distribution of survey | w/c 24 th January 2021 deliver w/c 31 st January collect drop off points for any questionnaires not collected – outside SR house and Red Lion. | AB to speak to Lucy regarding data processing and best way to go about it. Arrange a meeting with Lucy Mid Feb 2022 |
| AOB | A contact sheet for all is to be created and circulated | LM to create contact list |

Next meeting dates Tuesday 7th December 7.30pm
 Tuesday 11th January 2021 7.30pm