

PICKMERE NEIGHBOURHOOD PLAN

MINUTES OF AN IN PERSON MEETING OF THE NP STEERING GROUP HELD ON THE 8TH MARCH AT 7.30PM AT PICKMERE VILLAGE HALL

Present – AB, SR, CT, WR, SF

Apologies – SW, LMc, GE

Matters arising – there were no matters arising not covered within the agenda.

1. Survey results – WR presented a sample of the charts to be displayed at the launch events. It was agreed that the resulting data will be expressed in % format for the launch purposes. It was noted that approximately a 1/3 of the surveys had been received out of 700 approximate initial surveys sent out which is a good return %. It was agreed that any data collected from this initial survey which is not relevant to the Neighbourhood Plan process will be passed to the Parish Council for possible further consideration during its business.
2. It was agreed by majority vote not to deliver another flyer to advertise the event. It was subsequently agreed however to produce such a flyer to include the timeline and further information produced by Lucy Hughes from Cheshire Community Action for residents to take away with them. Those flyers will then be onward delivered to all residences in Pickmere post launch and displayed on village notice boards and perhaps placed in village venues. It was agreed to produce 200 flyers for the events themselves and then more if required. AB agreed to draft the flyer and circulate for comments and then print.
3. It was noted that it was likely there would 13 survey result posters. WR will arrange to present all the data in a maximum of two chart formats – whichever suits the data best. The graphics will be presented on A3 posters utilising the display boards available. It was agreed that 2 sets of posters will be produced for the 2 launches and onward use. It was also agreed to give a full set of the graphs to each steering group member to aid discussion. It was agreed that CT would present 6/7 relevant photographs of village views surrounded by a series of “speech bubbles” which AB and SF agreed to fill them with the top 10 recurring comments received for this specific purpose but that all comments would be available for residents to view. WR agreed to send the data to a local printer following the receipt of a quote for such posters.
4. AB agreed to get costings for vinyl banners for two ends of the village on the Cheshire railings advertising the launches and to circulate the costs before a final decision is made. AB agreed to get a van to move the display panels on the day of the launch. CT noted we have the large map already produced and other posters as well. SR confirmed the potential costs for the refreshments for the Red Lion launch and accompanying pastries. AB confirmed that the refreshments were in hand for the VH launch. It was agreed receipts would be provided for all purchases. It was agreed that SR and AB would claim back for any expenses after the events. Other

expenses such as paper and printing inks were also discussed. AB confirmed that at the moment she did not need resources but that she would keep reviewing it. It was agreed that SR would meet and greet all attendees at the launches and that the SG members would be on hand to discuss the posters and data. A pre launch meeting time for the SG was agreed. It was agreed that all SG members would wear their badges. SR agreed to send a new image of each badge to the relevant individual. Discussion was held about the SG's responses to questions about non relevant NP questions in the initial survey. It was agreed it was not the appropriate forum for such discussions but to tell anyone who asked that all comments would be presented to the PC for possible future consideration and that the initial survey was an opportunity to engage with residents and see what issues were most important.

5. Finance – nothing to report other than the above or below.

6. AOB

- a. It was agreed to appoint Cheshire Wildlife Trust as the partner for the ecology survey. SF to contact to ask for pro forma invoice for 50%.
- b. WR and SF agreed to start to draft a communications strategy for the NP SG to bring back to the group for further discussion.
- c. Discussion was held about circulating the information received from Lucy Hughes of CMA to the wider group. AB agreed to circulate the draft information to the wider group asap, following slight amendments to the SG's own accompanying email to LH's document.
- d. Brief discussion was had about further involvement of the wider group in future SG events but nothing specific was agreed.
- e. SR had proposed setting up a new FB page but it was decided that this would be delayed until after the launches later in March.