

ACTION PLAN POTTO PARISH PLAN 2018						
No.	Task	Action	Responsibility	Timescale	Success criteria	Progress
PLANNING & DEVELOPMENT						
1	Improvement of feedback to HDC on planning applications.	Ensure the timely response to statutory consultation process & ongoing training of Parish Councillors.	PPC	Ongoing with annual review	Planning decisions better reflect PPC recommendations	On-going with support of District and County Councillor
2	Increasing the influence of parishioners views on planning applications.	Improve prior notification of applications and publish advice on access to HDC website.	PPC	Ongoing with annual review	Planning decisions better reflect parishioners views	Add HDC Planning Portal link to website
3	Reflection of parishioners views on housing development.	Take account of parishioners views on housing in relation to applications for new housing, conversions and extensions.	PPC	Ongoing with annual review	Planning decisions better reflect parishioners views	On-going
4	Production of a Village Character Assessment	Establish working group and set about producing Village Character Assessment (VCA) in collaboration with HDC	PPC / HDC / Steering Group	Commence 2019 and complete by 2020	VCA will record village character and influence planning decisions.	In Progress
HIGHWAYS, STREET LIGHTING & ROAD SAFETY						
5	Reduction of speeding in the Parish	Investigate speed reduction strategies through consultation with authorities including NYCC, HDC, Highways Authority and Community Police Team.	PPC / NYCC with support	Ongoing but initial action within 12 months	Road safety improved	In Progress, Speed Survey is to be undertaken
6	Reduction of problems associated with parking	In conjunction with Highways Authority, consider workable measures which may include leafleting householders to encourage considerate parking.	PPC with support	Ongoing but initial action within 12 months	Evidence of more considerate parking	New legislation expected with respect to parking on pavement
7	Improvement of safety at Cooper Lane / Butcher lane junction	Investigate options to improve safety at junction with Highways Authority and agree implementation and timescale.	PPC / NYCC with support	Initial action within 12 months	Safety improved at junction	In Progress
8	Improvement of road safety on northern approach to village where road narrows.	Discuss concerns with Highways Authority and consider improvements which may include signage /priority system	PPC / NYCC with support	Ongoing but initial action within 12 months	Road safety improved	
9	Completion of re-surfacing of Parsons Back Lane	Keep up pressure on highways to ensure this is completed as soon as possible.	PPC	Ongoing	Parsons Back Lane re surfacing completed	Resurfacing completed August 2019
RIGHTS OF WAY, FOOTPATHS & BRIDLEWAYS						
10	Review and improvement of information on Parish website relating to rights of way and footpaths.	Review and improve information on Parish website relating to rights of way and footpaths.	PPC	Ongoing with initial action 2019	Information will be up to date.	2016 Rights of Way Audit on website, All Footpaths and Bridleways currently on Website, Five short Walks downloadable from Website
11	Maintenance and improvement of rights of way and footpaths.	Follow up extensive survey with regular inspections, produce action plan and monitor progress on actions.	PPC	Initially summer 2019, then annually	Rights of way and footpaths will be kept clear and well maintained.	Two work groups have cleared footpaths to date
12	Upgrading of footbridge to Goldgate Lane to enable better access for disabled, bicycles and buggies.	PPC to pursue options for the upgrading of this bridge with NYCC and explore possible funding options.	PPC	Initial action ongoing, with result 2021 / 22	Improved access for all on this well-used route.	On-going with support of District and County Councillor
13	Upgrading of rights of way and footpaths to provide better access.	Identify rights of way capable of being upgraded for improved access and draw up action plan for any works necessary.	PPC	2020	Improved access for all on more rights of way.	Working with NYCC footpaths
ENVIRONMENT AND INFRASTRUCTURE						
No.	Task	Action	Responsibility	Timescale	Success criteria	Progress
14	Adequacy of combined foul and surface water drainage systems.	Combined drain considered (by Northumbrian Water) to be adequate for present purposes. PPC to seek written confirmation. Situation to continue to be monitored.	PPC / NW	Initial action within 6 months, ongoing monitoring	Risk of surcharging the drainage system is avoided.	Working with NYCC
15	Maintenance of Potto Beck and village stells system	Parish Council to continue to oversee regular inspections in collaboration with Environment Agency and landowners.	PPC / EA / Landowners	Twice yearly	Risk of flooding is reduced.	Stell inspections completed twice Annually
16	Maintenance of roadside verges trees and hedges	Ensure maintenance of verges (by PPC), hedges & trees (by landowners) is timely and adequate.	PPC & landowners	Ongoing	Verges, trees and hedges are tidy and road safety is not compromised.	Grass verges are cut twice a year
17	Reduction in the incidence of dog fouling.	Increase number of dog waste bins (and signage) in strategic locations.	PPC / HDC	2019	Dog fouling nuisance is much reduced or eliminated.	Dog fouling is an on-going problem in Potto, the Parish Council follows up with HDC
18	Support for "Pride in Potto"	Ensure PIP's work with village flower tubs etc is supported financially and by taking up offers of extra help.	PIP	Ongoing	PIP's work continues with support.	Potto Parish Council actively supports Pride in Potto
19	Improvement of mobile phone reception	Explore options for the improvement of mobile phone reception.	PPC / service providers	Within 12 months	Mobile phone reception is improved.	
PARISH COUNCIL						
20	Improvement in publication of PPC information, including agenda, minutes, planning matters, etc.	Carry out review of information posted on website and noticeboard in terms of accuracy and timeliness. PPC to reference transparency code	PPC	Review in 3 - 6 months	Increased transparency and currency of PPC activities	In Progress
21	Reduction of time & expenditure on dealing with complaints.	Investigate means of dealing with complaints without increasing cost to Parish.	PPC	Within 12 months	Reduction in unnecessary and non-productive use of limited PPC resources and increases in Parish precept.	Potto Parish Council engages actively with ICO, Auditors and HDC
22	Monitoring of progress on action plan.	Monitor actual progress against action plan on a monthly basis.	PPC	Regularly at monthly PPC meeting	Actions are being completed as per Plan	Potto Parish Council will have the Parish Plan as an agenda item at each of its monthly meetings
23	Mid-term review of Parish Plan	Review progress over 5 years and address any new issues arising from consultation process.	PPC / sub committee	2024	Actions are being completed as per Plan and new issues addressed.	2024
24	Renewal of Parish Plan	Repeat the 10 year consultation process.	PPC / sub committee	2029	Updated Plan for next 10 years	2029
25	Involvement of volunteers on PPC projects	PPC to take up offers of help as stated on questionnaire responses and establish an email group of volunteers.	PPC	ongoing	more people get involved in community projects and workload is shared.	on-going
VILLAGE HALL						
26	Maximise use of the Village Hall.	Continue broad programme of events for all age groups. Facilitate parishioner led activities and groups. Promote use of Village Hall for private hire.	Village Hall Committee	Continuous	Increase in bookings and diversity of users	Liaise with Potto Village Hall Committee
27	Improvement in condition of private access lane to Village Hall.	Unsurfaced portion of access lane remains uneven. Liaise with owner to agree how to ensure its condition is suitable for public access.	Village Hall Trustees & Management Committee	Initial action within 12 months	Privately owned portion of lane is kept in reasonable condition for use by public.	Liaise with Potto Village Hall Committee
28	Upgrading of toilet facilities.	Improve toilet facilities to include access for disabled.	Village Hall Committee	Begin Spring 2019 & Complete Winter 2019	Toilets improved with full accessibility.	Liaise with Potto Village Hall Committee
NEIGHBOURHOOD WATCH						
29	Increase awareness and effectiveness of Neighbourhood Watch (NHW)	Initiate a relaunch of information about the scheme to every household in Potto. Identify NHW co-ordinators to all parishioners. Encourage parish-wide participation in information sharing and other measures to prevent and reduce crime.	NHW co-ordinators	Start Spring 2019 Complete Summer 2019 Ongoing	Broad awareness of the scheme amongst parishioners. Crime remains low. Evidence of information sharing through social media, emails, notice board, North Yorkshire Community Messaging Service. Reference to police reports in PPC Minutes.	Liaise with Neighbourhood Watch Neighbourhood watch has refused to share minutes with Parish Council