

**POTTO  
PARISH PLAN  
STEERING  
GROUP**

**MINUTES  
OF MEETINGS**

**2007 - 2008**

# Minutes of Parish Plan Steering Group meeting on 10/1/2007.

**Present:** Gerry Woodhouse, Penny Pinkney, Ross Neasham, Mike Whitlock, Tim Swales & Jo Buffey. Ian Shimwell and Andy Wilde as observers.

**Apologies.** Ian Macpherson – absence due to illness & wishes to leave PPSG.

Informal Agenda discussion produced the following points:

Jo - summarised the object of a parish plan.

Tim - outlined how different parishes have approached the task.

Tim - Parish council to adopt the plan on completion.

Jo - Advises that parish councillors do not form the core of the plan steering group.

Separate questionnaire for young people. Use school to engage everyone.

Cheap cameras for kids, pictures displayed and brings good community involvement.

Nibbles, wine & raffle etc to get folks in to open day for comment on draft plan.

Engage younger folks for steering group.

Involve businesses, but Potto only has large haulier, nursery, engineering co & 1 pub.

Sam Swinbank is Lisa's Wilson's boss at HDC – useful for advice.

Questionnaire per person not per household. Involve all children over 5 years.

Raffle ticket with each questionnaire – winners have meals at pub.

**Actions;** 2 more adults & 2 younger person for steering group.

Hugh Thompson, email for sample questionnaires. [hvbh@freenet.co.uk](mailto:hvbh@freenet.co.uk)

Next mtg - elect chairman, treasurer and clerk.

Meet in 2 weeks?

Ross has some immediate free time and listed some names to contact.

Meeting closed 9.00

Some informal discussion afterwards re suitable new candidates for steering group.

Left Hall at 9.25.

# **Minutes of Parish Plan Steering Group meeting on 7/2/2007.**

**Present:** Mike Whitlock, Oliver Cornforth, Ross Neasham, Barnaby Cornforth, Emily Cornforth, Poppy Cornforth, Roger Longbotham, Lol Bailey & Gerry Woodhouse.

No observers.

**1, Apologies:** Penny Pinkney (illustrations only) & Colin Moore.

**2,** New steering group members introduced.

**3,** Elections: After a short discussion, the following members were unanimously voted into the following roles.

Chairperson, GW

Clerk, GW

Treasurer, LB.

**4,** GW – Provided an overview of the background to the Parish Plan, where we believe we currently are and what needs to be achieved prior to completion of the exercise at the end of 2007.

**5,** Financials: After some discussion of the various merits of 2 or 3 different options, it was unanimously agreed that our Treasurer (LB) would organise the PPPSG funding account, possibly with help from Ann Pyle or another PPPSG member. We unanimously agreed to have a separate account for our monies that would enable us to have clear traceability of our monies. Being tied to the Parish Council would enable us to reclaim any VAT, although (possibly apart from printing costs), no VAT may actually be incurred.

**6,** Website. MW very kindly offered to help get the Parish Plan website started. It was agreed to have separate sections for Parish Council, Parish Plan, Village Hall etc. Initially the section titled Parish Plan would contain our Minutes and Agenda. Chair to ask parish council to publicise web site address and log-on details in their next hard copy newsletter.

**7,** Timetable for 2007. The draft Timetable provided. Some discussion followed by general agreement regarding the important stages.

It was agreed that 2<sup>nd</sup> Wed of month would be Ok for all future meetings, the next meeting is therefore 7.00pm on Wed 14<sup>th</sup> March.

It was agreed to circulate all of the Summer 2006 Questionnaires and a Summary to all PPPSG members before next mtg.

Meeting close at 8.00.

# Minutes of Potto Parish Plan Steering Group. Meeting on 14/3/2007 at 7.00pm.

**Present:** Mike Whitlock, Ross Neasham, Emily Cornforth, Poppy Cornforth, Roger Longbotham, Lol Bailey, Colin Moore & Gerry Woodhouse.  
Oliver Cornforth & Barnaby Cornforth - part time due to lambing work.  
No observers.

**1, Apologies:** Penny Pinkney (illustrations only).

(RN offered apologies for next month – he is away from 28<sup>th</sup> March until 10<sup>th</sup> June).

**2, Minutes from February meeting.** Agreed as true record.

**3, Chair - Overview of 2006 Questionnaire replies.** All steering group members have seen the circulation envelope, which includes the 2006 questionnaires and a detailed summary.

**4, Funding:** LB confirmed that our new bank a/c is now open. Jo Buffey has sent our grant cheque, payable to PPPSG, and LB (Treasurer) will pay it into the a/c.

**5, Website:** [www.potto.org.uk](http://www.potto.org.uk) MW provided an overview of progress. He was warmly thanked by all, for his efforts so far and the professional results. GW said that the parish council required some control over their section and that B Fortune – District Councillor, was seeking a simple generic agreement. MW agreed with this idea. GW agreed to put data before the parish council for their consideration and agreement, prior to forwarding to MW for inclusion on the website. Data would also be updated or removed in a similar manner.

**6, Open Day.** Some time was spend discussing the options and finer details and the following was provisionally agreed:

Day, Sunday 3<sup>rd</sup> June. (avoiding half term holidays).

Time, 11.00am to 4.00pm

Format, 5 main tables for each of the topics covered by the 'summary headings' from the 2006 questionnaire results. Some set questions on each table to fine-tune existing comments and help to produce co-ordinated Actions for inclusion in the Plan.

Manning, PC & EC – a table & tombola. MW & RL – 'communications' table, LB - 'roads / footpaths' table. It was agreed to ask a member of the Village hall committee to help with a 'village hall' table. CM is likely to be on holiday.

Refreshments, LB confirmed that no licence was reqd for alcohol when it was provided free of charge. Wine and soft drinks, with simple cold nibbles eg mixed nuts, cheese on cocktail sticks, etc,. Peter at Spar could offer guidance to what he could offer and provide free glass hire if necessary. Estimate around 50 to 100 visitors?

Hall hire, try for 3<sup>rd</sup> but 10<sup>th</sup> is OK as a reserve date.

Posters, GW to provide 4 posters to be displayed on the day at MW's house; Cornforths on Goulton Lane; near Potto hall junction and on Cooper Lane near the village hall.

Advertising, Use website, email all names on address list, article in PPC newsletter & noticeboard. Flyer with overview of Open Day delivered to each person (older than 5) in the parish, with raffle ticket attached. Could include some sample questions and confirmation of a Free drink for attending.

Raffle, It was agreed that a Tombola may be better and could add interest to the day.

Raffle prizes. Wine, chocolates, 6packs beer, sweets & star prize of meals at D&G. maybe a Voucher for family of 4? GW to talk to Charles in D&G.

**7, Osmotherley Plan.** GW showed this good example of a finished Plan booklet, kindly provided by Tim Swales. Full details are available on [www.hambleton.gov.uk/osmotherley](http://www.hambleton.gov.uk/osmotherley) (parish plan section) Booklet to be circulated around PPPSG members.

**8, Plan Document.** The bare structure of our Plan was discussed. It was agreed that:

Basic format, A one piece document was felt to be sufficient, with an Introduction, followed by some sections of text describing the 'summary points' from the 2006 questionnaires and Open Day feedback. This would be interspersed with some photos of interesting aspects of the parish and possibly some illustrations provided by PP. It was hoped that this would make the Plan easy and enjoyable reading for all. It was suggested that all children could be asked to provide some photos to promote community involvement.

An Action spreadsheet showing the actual tasks with target dates etc would appear in the back of the booklet. It should also appear on the website and be updated as necessary to reflect progress with the Actions.

A document size of A4 or perhaps a bit smaller was thought to be sensible, but confirm later this year after discussion with printers.

Photos / pictures – we need to give PP some structure. Ask visitors to bring photos to the Open Day.

**9, Jo Buffey.** It was agreed that GW will invite her to attend our next meeting & our Open Day. She was sending some further information, a 'toolkit', that should help us complete our Plan in a proper manner. This will be circulated to all in PPPSG.

**10, PPPSG members details –** It was agreed to circulate our contact details between each other. RL & LB to provide their email addresses.

**11, Wed 11/4/07** was agreed as our next meeting date.

**12, Any other business.** MW discussed some options with GW for possible next steps with regard to the Potto website.

Meeting closed at 8.25.

# Minutes of Potto Parish Plan Steering Group. Meeting on 18/4/2007 at 7.00pm.

**Present:** Mike Whitlock, Emily Cornforth, Poppy Cornforth, Oliver Cornforth, Barnaby Cornforth, Roger Longbotham, & Gerry Woodhouse.

No observers.

**1, Apologies:** Penny Pinkney (illustrations only).

RN – working away, LB – charity meeting, CM - holiday.

**2, Minutes from March meeting.** Agreed as true record.

**3, Chair – Jo Buffey** has invited some of us to a parish plan ‘training evening’, where we can meet with 4 similar steering groups, discuss & learn from each other.

Proposed date is Wed 9<sup>th</sup> May, 6-9.30 and supper is included - FOC.

GW, RL, EM & PC volunteered to go.

**4, Website:** [www.potto.org.uk](http://www.potto.org.uk) Mike. Update of progress. More info reqd from village hall committee re forthcoming events, booking diary.

**5, Open Day.** All. RL and GW agreed to produce a draft ‘Invitation note’ and circulate it before next meeting. Need feedback from training evening before completion.

MW & RL – Communications table

LB – Footpaths and roads table

PC, EC, BC & OC – Environment & ‘Open’ table and also tombola.

GW – Planning / LDF table

Steve Agar & friends – Village hall table

Partners, friends etc also requested to help with welcoming visitors, offering drinks, sorting nibbles, washing up in kitchen, possibly going to Spar to replenish supplies etc etc.

Content of first draft ‘Invite’ note considered and discussed – GW will simplify and make more controversial to encourage attendance.

Consensus was to deliver invite and all questionnaires before Open Day.

Questionnaires can then be returned at Open Day.

(CM & RN will both be absent during the Open Day)

Actions – RL and GW to produce an invite note.

Questionnaire to go out with invite

Space for name / address / confidentiality to be added

1 questionnaire per person over the age of 5.

Raffle ticket with each questionnaire and lucky dip for those attending open day with a completed form. 1 ticket with completed returned questionnaire.

**6, Parish Plan ‘Toolkit.** Chair. Thick folder received from Jo Buffey lots of guidance and interesting suggestions. All have now seen apart from RL.

**7,** Plan Document. All. Outline layout agreed last month. Photos / pictures – need to give Penny some structure.

Action. GW will speak with both primary schools to ask if Potto children could be involved with providing drawings or photos.

**8,** Jo Buffey. GW said she was unavailable for this April mtg. Jo has promised to attend our Open Day.

**9,** PPPSG members contact details have been circulated for use regarding parish plan matters only (some members are ex-directory).

**10,** Agree next meeting date - Wed 9/5/07 has clash with training evening. Suggest Wed 16/5/07 but confirm later. Agreed to start at 7.30 start in future (to allow completion of milking)!

**11,** Any other business. GW provided an update re our funding and bank account – some parish councillors are still opposing our funding position.

Meeting closed at 8.27.

# **Minutes of Potto Parish Plan Steering Group (PPPSG) meeting on Sunday 3<sup>rd</sup> June 2007 at 7.30pm in Potto Village Hall.**

Present: Mike Whitlock, Emily Cornforth, Poppy Cornforth, Oliver Cornforth, Barnaby Cornforth, Roger Longbotham & Gerry Woodhouse.

GW had invited Steve Agar as a guest (Chair of PVH mgmt committee).

**1,** Apologies for absence. CM, LB & RN.

**2,** Minutes from March meeting. Agreed as true record.

**3,** Website: [www.potto.org.uk](http://www.potto.org.uk) MW & Steve Agar discussed the best way forward re free publicity for future village hall events on the parish website.

**4,** GM & RL – GW provided a summary / feedback from the parish plan 'training evening' held by YRCC on Wed 9<sup>th</sup> May, 6 -10.00 at Staveley village hall. Very useful.

**5,** All. The format for each of the 16 pages, including the cover designs, was discussed in some detail and agreed.

Each of the 50 or so questions were discussed in some detail and amended as agreed. This took an average of around 1-2 minutes per question.

Steve Agar agreed to discuss the Village Hall draft questions at the PVH mgmt committee meeting next Monday.

GW agreed to email this updated version of the Questionnaire to MW who has kindly agreed to offer his IT skills to visually tidy it up, import map etc.

**6,** GW summarised the printing options for the 2007 Questionnaire. It was agreed to use 'Prontaprint' as cost, quality and service appears to be good. Cost was just under £1 per copy (no VAT), printed with colour for the A3 cardboard cover, 3 sheets of white A3 paper inside, collated, folded, stapled and numbered. We could also include 'ghost' photos on the internal pages if we wanted, as per the 'Ulleskelf' example, at no extra printing cost.

**7,** Open Day. All. Agreed to defer this until the YRCC have approved our Questionnaire. Likely to be in July.

**8,** Next meeting date –agreed as 13<sup>th</sup> June 2007 at 7.30pm.

**9,** Any other business - none.

GW thanked everyone for the attendance and positive input during this fairly long and demanding meeting.

Meeting closed at 9.32.

(Steve Agar left at 9.00pm).

# **Minutes of Potto Parish Plan Steering Group (PPPSG) meeting on Wednesday 13th June 2007 at 7.30pm in Dog and Gun Conservatory.**

Present: Mike Whitlock, Emily Cornforth, Poppy Cornforth, Roger Longbotham, Lol Bailey & Gerry Woodhouse.

GW apologised for late change of venue – village hall is double booked.

**1,** Apologies for absence. CM, RN, OC & BC.

**2,** Minutes from June 3rd meeting. Agreed as a true record.

**3,** Website: [www.potto.org.uk](http://www.potto.org.uk) Steve Agar to provide details of forthcoming village hall events for MW, prior to sending out the Plan Questionnaire.

**4,** Questionnaire. MW kindly provided hard copies for discussion. It was agreed that no significant changes were necessary.

Ordnance Survey fee - LB and RL will provide a cheque - once invoice arrives.

MW will email me a copy without ghost pictures and I will forward this to Jo Buffey at YRCC for their consideration & approval.

**5,** Use Prontaprint for printing.

**6,** Open Day timing - approx middle of July. Timing depends upon YRCC approval and then printing of our Questionnaire.

EC suggested that her sister, Clover, works at the Spar, so could provide a list of food & refreshments etc. for approx 50 guests.

GW will email specific guidance for Clover.

Payment – agreed to ask Peter how he prefers to be paid. We need an invoice for LB.

GW will invite Steve Agar & team for our Open Day.

GW will invite Jo Buffey.

GW will ask Prontaprint for poster costs. Otherwise use Premier cad.

GW will book Village Hall for Open Day, once date is clarified.

Parish Council Newsletter to have a page about Parish Plan. Publish in around 2-3 weeks. MW can provide 'MS Publisher'.

**8,** Agree next PPPSG meeting date when Questionnaires are printed.

**9,** AOB – None.

Close meeting at 8.42

# Minutes of Potto Parish Plan Steering Group. Held in Village Hall on 18/7/2007 at 7.30pm.

**Present:** Mike Whitlock, Lol Bailey, Roger Longbotham, Colin Moore & Gerry Woodhouse.

**1, Apologies:** Emily Cornforth, Poppy Cornforth, Oliver Cornforth & Barnaby Cornforth – family meeting, RN – working away.

Note: CM unavailable 4/8 until 7/9.

**2, Minutes from June 13th meeting.** – Agreed as correct record.

**3, Financials:**

A, HDC cheque - Paid in to our a/c on 2<sup>nd</sup> July.

B, Ordnance Survey invoice – paid. Receipt with Treasurer.

C, Statement of our bank balance – PPPSG Treasurer - £3214.69.

D, Refreshments for Open Day – GW has spoken with Peter (at Spar) and agreed to provide a cheque for all costs w/c 21/8/07.

E, Prizes - MW has invoice for £48.40 – agreed to reimburse fully from our a/c.

F, Prizes - Sheila Morley has invoice for PC World vouchers – agreed to reimburse fully from our a/c.

G, Prizes - D & G pub vouchers. MW has produced and printed three professional looking vouchers. After some discussion, it was agreed to pay Christine Wrightson at the point of her signing the vouchers rather than when they were offered as payment by the prizewinner.

MW was asked to invoice us £10 for his paper & printing costs.

All above Motions proposed, seconded and agreed unanimously.

**4, Flyer** – content discussed, amended and agreed.

Agreed to print flyer in A4 colour and distribute late July together with Questionnaire. Target the weekend of Saturday 28th & Sunday 29<sup>th</sup> delivery to everyone in the Parish.

Thanks to MW for his design input and expertise.

GW will put a copy on the noticeboard. MW will add details to website.

**5, Questionnaire:**

A, Now approved by YRCC. Final checks for minor anomalies, eg spelling, grammar, capital letters, font sizing etc are complete and corrected in the 2<sup>nd</sup> draft copy. Agreed to print 360 copies.

B, Maps printed A3 and 2<sup>nd</sup> draft is much better quality, text is clearer to read. Agreed to print 150 copies – one per household (122) with some spares.

C, Draft delivery address list for each PPPSG member discussed and revised to suit everyone – RN likely to be unavailable. GW will email out finalised delivery list and provide a hard copy to all PPPSG members with flyers and questionnaires.

D, As suggested by Jo Buffey, to attract younger parishioners to complete and return their questionnaires, two special under 18's prizes will be offered - MP3 players. This was agreed.

**6, Open Day.** All. Sunday 19<sup>th</sup> August, 11.00 to 4.00pm.

Prizes. After some discussion about the best way to award them it was agreed that every questionnaire returned during the Open Day would entitle the holder to pick a raffle ticket from the Tombola. The ticket numbers would correspond with a list of winning numbers on display and the prizes would therefore be presented immediately to the winners. It was anticipated that this method would enable most prizes to be presented during the Open day, rather than being allocated and delivered at a later date.

Note: It was agreed that if people were not available (due to holidays etc) during the Open Day but presented their completed questionnaires to a steering group member prior to the Open Day, they would remain eligible to enter the prize draw. A steering group member will pick a raffle ticket on behalf of the absent parishioner.

Food & drink list – Clover Cornforth has kindly provided a guide / list of items available to purchase from the Spar.

Paper tablecloths, unavailable from Spar, will be provided by LB.

Volunteers – Sheila Morley and some of MW's family. Other names to be confirmed during next meeting.

GW will invite members from Village Hall mgmt comm. - Steve Agar and friends.

GW will invite Jo Buffey – YRCC co-ordinator.

**7, Next meeting date –** Agreed as Wed 15<sup>th</sup> Aug at 7.30pm.

**8, Any other business.**

LB provided a copy of Village Hall rules. This suggests that written permission is required from Steve Agar / Management Committee – GW will ask .

Meeting closed at 8.52pm

# **Minutes of Potto Parish Plan Steering Group (PPPSG) meeting on Wed 8/8/07 at 7.30pm in Potto Village Hall.**

**Present:** Mike Whitlock, Emily Cornforth, Poppy Cornforth, Barnaby Cornforth, Lol Bailey, & Gerry Woodhouse.

**1, Apologies:** Oliver Cornforth, Roger Longbotham, Colin Moore & Ross Neasham.

**2, Minutes from July 18th meeting.** Agreed as true record.

**3, Questionnaires:**

- A. Deliveries of the Questionnaire to every household within the Parish are now believed to be complete. Four anomalies were raised and amendments will be made to delivery lists. GW thanked everyone for their timely and efficient distribution efforts.
- B. No outstanding delivery issues were highlighted, except that GW has received a phone call from someone who farms / owns land within the Parish but lives elsewhere. It was agreed to provide a Questionnaire to him as per his request. GW said that one person had requested a second copy of the Questionnaire.
- C. An estimate of potential numbers of visitors for the Open Day was approx 30% to 50%, depending upon weather etc.
- D. PPPSG members had received some positive and complimentary feedback regarding the quality of the Questionnaire. GW thanked MW for his time and IT expertise with the production of our Questionnaire.

**4, Open Day.** Sunday 19<sup>th</sup> August, 11.00 to 4.00pm.

A, Names of volunteers confirmed for each table / topic, ie Communications – MW, Footpaths/Roads – LB, Environment – PC & EC, Development Control – GW. Village Hall – Phil & Arthur.

B, Layout of Hall, tables, etc briefly discussed. Agreed to have 6 'topic' tables with green cloths and 4 food / display tables with white cloths in the middle of the hall.

Note that Spar cannot provide tablecloths and LB will source them.

C, Refreshments – Brief discussion re list of food & drink list for quantities to purchase from Spar at HR. Thanks to Clover Cornforth for her help. GW will order at Spar. Also help with quantities of food / drink from Steve Agar.

D, Marian Cornforth, TBC Whitlock & Sheila Morley have offered to provide general help during the Open Day.

F, Jo Buffey – YRCC co-ordinator – GW to confirm her attendance.

G, Prize draw details. MW to print vouchers for D&G.

After some discussion it was agreed to:

- 1, Put all completed and returned Questionnaires into two boxes, one for Under 18's and another for everyone else.
- 2, At close of Open Day at 4pm, ask Jo Buffey to select Questionnaires at random from the box.
- 3, The first Questionnaire selected wins the first prize, the second wins the second prize. This sequence will continue until all prizes are allocated.
- 4, Prizes will be awarded in the order shown on the 'flyer', which was distributed to every household.
- 5, List of winners will be published on the 'Potto' website.

H, Posters – GW will provide. Wording discussed and agreed.

“Parish Plan Open Day. Return Your Questionnaire. Prizes. Sunday 11-4pm”.

J, Any other details. GW has location descriptions of land areas for help with answering Q7.

**5**, Illustrations for final Plan document - (Penny Pinkney). GW suggested that we should be offering Penny some ideas for sketching now, whilst the weather is good. GW will contact Penny.

**6**, Next meeting date – Agreed as Wed 12<sup>th</sup> Sept at 7.30pm.

**7**, Any other business. None.

8.55pm meeting closed.

# **Minutes of Potto Parish Plan Steering Group. Meeting on Wed 12/9/07 at 7.30pm in Potto Village Hall.**

**Present:** Mike Whitlock, Roger Longbotham, Lol Bailey, Colin Moore & Gerry Woodhouse.

**1,** Apologies: Penny Pinkney (illustrations only) RN – working away & Cornforths’.

**2,** Minutes from August 8th meeting. Agreed as true record.

Treasurers report. Balance in dedicated PPPSG a/c £2392.13.  
Propose to pay £10 to each member for nominal expenses re. travel, phone, IT usage, printing etc at next meeting. Agreed with YRCC.

**3,** Review of our Open Day.

Dog fouling was a real concern of several visitors – LB.  
MW confirmed that Question 7 (re 8 areas of land for potential development) was by far the most popular query from visitors. There was a steady stream of people wanting to see where the areas of land where and the implications of why the areas had been put forward for potential development.

Jo Buffey was kept busy and answered many varied questions.

Refreshments quantities were judged about right.

GW confirmed receipt of 128 Questionnaires, which bearing in mind the wet and cold weather was above our best expectations.

GW thanked everyone for their efforts and for making the event such a success.

L B left meeting.

**4,** GW will provide everyone with a list of outstanding returns. Everyone was asked to chase-up any outstanding Questionnaires issued in their own delivery areas prior to the next meeting.

**5,** MW offered to put all data into a bespoke database. MW offered to bring copy of potential database / functionality to next meeting.

GW said that many people had taken time to write comments and all these must be included as data to formulate the final Plan. GW will check with Jo Buffey to confirm if PPPSG can pay someone for 30 to 40 hours of data inputting. MW suggested that Clara Whitlock may be interested.

**6,** GW has discussed illustrations with Penny Pinkney. She will make a start whilst the weather is not too cold. Members invited to make any other suggestions for subjects asap.

**7,** Next mtg agreed as Wed 10<sup>th</sup> Oct at 7.30pm

AOB – GW thought that we were perhaps slightly behind our completion target of the year end and that perhaps Feb / Mar 2008 was more likely.

8.25pm meeting closed.

## **Minutes of PPPSG meeting dated 10/10//07 held in the Village Hall.**

1, Present, EC, PC, LB, MW, Clara Whitlock, and GW.

2, Minutes from the Sep 12<sup>th</sup> meeting were unanimously agreed as correct.

3, There were two applicants for the advertised post of temporary typist / data input clerk. GW has spoken to one candidate who appeared suitable but lived in Coventry and usually had work emailed to her. This was awkward as our data was all hard copy questionnaires. After some discussion it was agreed unanimously to employ Clara.

Her remuneration of a £300.00 lump sum payment was also agreed unanimously. GW noted that this temporary post and payment has been discussed and agreed with Jo Buffey, who is the Parish Plan officer for the YRCC. LB agreed to provide a cheque for next meeting, assuming that the task was complete.

4, MW demonstrated a copy of the 'MS Access' database on his laptop. Various questions were asked about the method of data input and how meaningful data could be extracted, to ease production of our Plan. It appeared to be able to fulfil our aspirations.

5, GW agreed to provide all of the completed Questionnaires to Clara, together with all other data collected including the 'Post It' notes with comments from the Open Day.

6, LB has chased up missing Questionnaires in his delivery area, but has no further returns. It appears that where a household received multiple Questionnaires (ie one per person), people have put all of their comments onto one Questionnaire and decided to keep the other one as a souvenir. Therefore whilst the percentage returns were lower than initially hoped for, it is nevertheless true that the vast majority of parishioners have actually taken part and had their say.

7, An attempt was made to determine which households have schoolchildren and how many there are in total. 24 were identified and their views will be sought.

8, Travel and incidental expenses of £10.00 were paid to 5 members.

9, It was agreed to hold the next mtg on 7<sup>th</sup> November – this has been revised to our usual date of the second Wednesday of the month and will now be 14<sup>th</sup> November at 7.30.

10, AOB - LB noted he may be moving house but his timescale was flexible at present.

Meeting declared closed at 8.14pm.

## **Minutes of Potto Parish Plan Steering Group (PPPSG) meeting on Wednesday 14th November 2007 at 7.30pm in Village Hall.**

Present: Mike Whitlock, Emily Cornforth, Poppy Cornforth, Barnaby Cornforth, Oliver Cornforth, Roger Longbotham, Lol Bailey & Gerry Woodhouse (Chair).

**1,** Apologies for absence. CM and RN.

**2,** Minutes from Oct 10th meeting. Unanimously agreed as a true record.

**3,** Database entries. Mike: The data from all 139 Questionnaires is now into our Access database. 'Post it' note comments to be added to a separate Word doc.

Most Questionnaires have a significant amount of comments – but all are now added to the database.

Mike & Clara demonstrated how data could be extracted from the database and shown in 'public' format (ie without names and addresses). This consists of a document with, in turn, each question, a bar chart clearly showing the tick box responses and a list of every comment applicable to that question.

This format was warmly welcomed as being clear and concise and suitable for uploading to the internet. Thanks were given to Mike and Clara for their efforts as it had taken a little longer than originally thought. Clara can complete this 'bar chart work' document within two weeks or so.

Clara was paid for her work at the rate as agreed previously. LB provided a cheque.

MW to pdf data and circulate prior to our Dec mtg. Print hard copy for RL.

**4,** Training with Jo Buffey at Staveley. It was agreed that RL and GW would again attend this event on behalf of the group.

**5,** Input of young children. GW agreed to put a basic Questionnaire together and discuss it with Jo Buffey at Staveley.

**6,** Invoice from PVHMC for £225.00 for hall hire during 2007. Agreed to pay in full. LB and RL will provide the cheque.

**7,** Agree next PPPSG meeting date as Wed 12/12/07 at 7.30pm.

**8,** AOB – LB expressed a wish to swop roles with RL as treasurer and deputy. This was unanimously agreed.

Penny Pinkney: GW noted with great sadness the recent loss of Penny, who had done so much for others as a volunteer for many years and had offered to assist with some illustrations for the final plan. Condolences to her family.

Close meeting at 8.33.

# **Minutes of Potto Parish Plan Steering Group (PPPSG) meeting on Wednesday 12th December 2007 at 7.30pm in Village Hall.**

Present: Mike Whitlock, Colin Moore, Lol Bailey, & Gerry Woodhouse (Chair).  
Guest - Sarah Robinson (YRCC).

- 1,** Sarah Robinson was introduced to the group. Her expertise is with the evaluation of data to form a Parish Plan and her input is much appreciated. She works with Jo Buffey at the YRCC.
- 2,** Apologies from PC, EC, OC, BC, RL and RN.
- 3,** Minutes from Nov 14th meeting. Unanimously agreed as a true record.
- 4,** GW provided feedback from the second PP training event which was held by the YRCC and attended by RL and GW and Sarah Robinson. A very useful evening. After some discussion it was agreed to follow the established plan layout and format. This is, in summary, to produce a document that has a text section focussed on each of the five main topics of the Questionnaire and a spreadsheet / table at the back with all the proposed Actions, timescale for completion, who is responsible etc.  
GW agreed to produce a draft for discussion.
- 5,** Summary results. MW agreed to Upload version 2 of the Questionnaire Summary document to the parish website. GW will print a flyer for the noticeboard to publicise this document. Parishioners are to be encouraged to check this summary document to ensure that all their own comments are correctly shown. MW to email link to all those with email.

PPPSG members to form basic ideas for specific actions in the Plan.

SR suggested that care needs to be exercised regarding comments. For example, a few people replied suggesting that they wanted a shop in the Parish. Whilst this is not likely to be economically viable, we could nevertheless try to provide better access or links to existing shops for those without transport. This could satisfactorily resolve matters.

- 6,** Children Questionnaire. GW showed a draft, amended with help from SR. We agreed to issue 1 per child. GW to put advance note on noticeboard and MW can add message to Potto website.  
GW will produce a list of children. Deliver to each house w/c Monday 7<sup>th</sup> Jan. Children to fill out with minimal help. Parents can help. Return by date approx 1 week.

- 7,** Finances. LB confirmed our bank a/c balance was £1767.13

- 8,** SPG status? SR agreed to ask someone in development control at HDC if the Plan document could be used as a 'Supplementary Planning Guidance' document. Although it has been accomplished in the past, it could be more difficult now.

- 9,** 9th January was agreed for the next meeting.

- 10,** AOB. SR said that as Services Development Officer she would be in a position to advise on the implementation of Plans. GW thanked SR for her attendance.

Meeting closed at 8.40 pm.

# **Minutes of Potto Parish Plan Steering Group (PPPSG) meeting on Wednesday 9<sup>th</sup> January 2008 at 7.30pm in Village Hall.**

Present: , Colin Moore, Lol Bailey, Poppy Cornforth, Emily Cornforth, Barnaby Cornforth & Gerry Woodhouse (Chair).

- 1, Apologies from MW, OC, RL, RN and Sarah Robinson (YRCC).
- 2, Amended Minutes from Dec 12th meeting. Unanimously agreed as a true record.
- 3, The Questionnaire for children aged under 11 detail & format was agreed previously. Some time was spent discussing and updating the circulation list to try to include all children in the parish. GW will print and deliver the Questionnaires asap.
- 4, The draft 'Final Plan Document' had been circulated and scrutinised by those present. A number of points were put forward and will be included in the text sections.  
It was agreed that the 'Action' part of the Plan document would be addressed in some detail, section by section, by the same PPPSG members who co-ordinated the 'Open Day' sections, ie:  
GW – Development Control  
RL & LB – Roads and Footpaths  
MW – Communications  
EC, PC, BC & OC – Environment  
PVHMC should be consulted re proposed Actions for the Village Hall.  
CM (who was unavailable for the Open Day) agreed to cover all five of the above sections.
- 5, GW suggested that it might be possible for some photographs to be 'digitally re focussed' to appear visually similar to pencil sketches. This could provide some variety and interest in the final Plan document.
- 6, LB confirmed that the financial status remained unchanged from the last meeting, ie £1767.13. LB noted that the PPPSG members Expenses record sheet is to be returned to the Treasurer.
- 7, GW noted that Sarah Robinson is unavailable for our next planned meeting date of 13/2/08. It was agreed to check if the Hall was available for another date to allow Sarah to attend. GW will check with the clerk and confirm the next meeting date to PPPSG members asap.
- 8, AOB, LB stated that, as his house is for sale and he is intending to leave Potto, he may wish to leave the group.

Meeting closed at 8.53 pm.

# **Minutes of Potto Parish Plan Steering Group (PPPSG) meeting on Wednesday 6<sup>th</sup> February 2008 at 7.30pm in Village Hall.**

Present: Mike Whitlock, Colin Moore, Lol Bailey, Roger Longbotham, Sarah Robinson & Gerry Woodhouse (Chair).

- 1,** Apologies: Poppy, Emily, Barnaby and Oliver Cornforth.
- 2,** Minutes from January 9<sup>th</sup> meeting - Unanimously agreed as correct.
- 3,** Children's Questionnaire – poor response rate - 32 sent out but only one returned to date. Difficult to 'chase-up', as returns are anonymous.
- 4,** Rev 2 of draft Plan document. Each page of text discussed in some detail and several changes made. GW will email updated Rev 3 to Jo Buffey for comment. Also to MW to change into 'publisher' format and get the document arranged into its final layout.
- 5,** GW will email Jo Buffey with CM's ideas (re priority / timescale of Actions in final Plan) for her comment.
- 6,** MW has a number of photo's, some by Robin Cook. GW can provide some more if necessary. Anyone can contribute illustrations.
- 7,** No change to bank account this month - LB & RL.
- 8,** Agreed to hold next regular meeting on 12/3/08. RL asked if an extra meeting would help, bearing in mind the desire to complete matters by end March 2008. GW will discuss with Jo Buffey and invite her to next meeting.
- 9,** No team photo taken.
- 10,** SR mentioned that funding etc should really be completed prior to end March 2008, as government funding to parish plan schemes is in doubt after this date.

Meeting closed at 9.06 pm.