

Plan for Potto Initial meeting of the steering group

7.00pm, Tuesday 4th July at the Village Hall

Attendees;

Frances Bainbridge – Community Engagement Officer, HDC
Peter Cole – Development Officer, Leisure & Communities Team, HDC
Caroline Skelly – Planning Policy & Conservation Team Leader, HDC

Steve Agar – Potto Parish Council
Andy Wilde – Potto Parish Council
Tim Carvell
Ed Hempsey
Charles Parry
Cathy Young
Colin Moore

1. Review of the current Parish Plan 2008-17

After initial introductions, Andy Wilde ran through a review of the current Potto Parish Plan, including the 2013 “Mid-Term Review”, highlighting completed tasks and those that still required action. See attached matrix for a summary of this review. This, along with additional issues that have come to light in the meantime, will form the basis of the new plan going forward.

2. Parish Plan “refresh”

Frances explained the process behind the Parish Plan “refresh” which would be initiated by the steering group running through the above review and deciding on a basic framework for the new Plan for Potto and the questionnaire to be sent to all parishioners.

It is also important that other new initiatives are considered for inclusion such as the footpath to Hutton Rudby, seats & signs around the Parish, community-led housing and the potential for public space within the village.

Frances has provided examples of other questionnaires and stressed the need to keep it succinct. Following the mapping-out of the framework, HDC would assist in designing and editing the questionnaire, suggesting a maximum of 8 pages.

Once agreed, the questionnaire would go on-line via the Parish website, Community Messaging and social media such as the Potto Patter Facebook page and be backed up with posters and leaflet drops.

HDC will compile a list of addresses within the Parish and suggested further input be sought from outside the Parish from neighbours and visitors. Demographic information could also be collated from returns.

Additionally, an open event would be held to promote the questionnaire and to demonstrate some of the tasks that have been completed within the last 10 years, highlighting success stories.

By way of incentive, a prize draw could be held for returned questionnaires. The Village pub (Tomahawk Steakhouse) could be approached for involvement / contribution.

3. Village Character Assessment (VCA)

Caroline provided examples of other VCA's. It was suggested, given the current workload and resource availability, HDC assistance could not be provided for approx. 6 months. In the meantime, the steering group could usefully begin compiling historical information and photo surveys.

It would also be prudent for the VCA to follow the Parish Plan questionnaire returns which may inform views on "what makes Potto special".

The VCA would also include environmental & green issues (ref. environmental study carried out on Potto Beck).

Caroline stressed that, whilst the VCA may support planning issues, it would not carry any weight as a material consideration.

4. Working with HDC / funding

Initially the steering group would work with Frances & Peter on the Parish Plan questionnaire. Peter confirmed there would be no funding available but the only significant costs, ie printing, should be kept to a minimum. Other funding sources could be pursued, including Community First Yorkshire and Stronger Communities. Steering group is to speak to Councillor David Hughill.

5. Set up / leadership of the Steering Group

Cathy Young volunteered to act as chair of the steering group and to be main point of contact with HDC. The group aims to meet monthly up to the completion of the new plan and is open to other interested parties coming along. Reference was made to getting a younger representation on the group and to canvassing opinion of younger people in the Parish.

6. Action & programme

The aim is to get the questionnaire ready to launch (at an open event) early Autumn. The next meeting would be just the steering group, reviewing the attached review of the Parish Plan and agreeing the framework for the new Plan for Potto. The following meeting would involve HDC helping to design the questionnaire.

The next meeting of the steering group is to be held on **Tuesday 8th August, 7.00pm in the Village Hall.**