

# POTTO PARISH PLAN REVIEW 2017 STEERING GROUP

Minutes of Meeting, Wednesday 14th June 2018

Present; Cathy Young, Kendra Grocott, Charles Parry, Ed Hempsey, Tim Carvell, Steve Agar  
Apologies ; Colin Moore, Elma Griffin

## 1. Minutes of previous meeting

- a. Minutes of meeting held on 15<sup>th</sup> May were accepted as an accurate record.
- b. Noted that the flyers had been printed and distributed, however, there was an error in the website address for the on-line completion.
- c. 340 questionnaires printed and with Cathy.
- d. Cathy asked it to be noted that, due to Colin's other commitments, she had acted as de-facto treasurer this far.

## 2. Prize Draw and new date

- a. Responses now required by 20<sup>th</sup> July
- b. Prize Draw to be 1<sup>st</sup> September to enable time for Frances to process responses.

## 3. Funding update

Cathy circulated a funding update prior to the meeting and made the following comments;

- a. Printing for flyers and questionnaires now included vat.
- b. Of the £120 allocated for hospitality and stationery, Cathy had bought wine for the launch event, Velcro fasteners and envelopes for the questionnaires.
- c. Remaining funds to go towards food and presentation materials.
- d. If additional monies are required for launch event, these could be drawn from the "Making a Difference" grant, which has now been secured, however, this can only be released on presentation of quotes or invoices, therefore some "gap-funding" may be required from the Parish Council until this can be drawn down.
- e. Making a Difference grant to include the £25 Prize Draw monies.
- f. Unknowns;
  - I. Results document – Cathy to request confirmation from Frances at HDC on their input and likely costs of producing this. It was suggested this could be a limited print run (for PPC & Steering Group) and any other copies be on a request basis with a nominal charge to cover printing.
  - II. Village Character Assessment – this may need to be the subject of further grant funding next year.
- g. NYCC and HDC contributions via the Localities Budget and Making a Difference grant to be acknowledged in presentation material and the final Plan.

## 4. Launch event planning

Reference was made to Steve's and Charles' emails;

- a. Display panels / presentations
  - I. Assuming other contributors (NYCC / HDC etc) bring their own displays and assuming we have both sides of the screens we have 16 faces altogether. SA

suggested the Steering Group, PPC and PVH each took 4 faces, leaving the other 4 for PIP / NW etc. Boards to comprise (for instance);

- II. PPPSG boards (Cathy to draft text);
  - 1. intro / set up / group photo (taken tomorrow) and timescale
  - 2. Questionnaire sections 2, 3, 4 & 5
  - 3. Questionnaire sections 6, 7, 8 & 9
  - 4. Village Character Assessment ( explanation, historical and contemporary photos)
- III. PPC boards (Steve to discuss with Andy Wilde);
  - 1. Intro / photo / meetings
  - 2. Achievements (since last plan)
  - 3. ditto
  - 4. ?
- IV. Village Hall Boards (Cathy to discuss with Phil Harper);
  - 1. intro / photo / meetings
  - 2. Achievements
  - 3. Event
  - 4. Aims

- b. Steve also suggested, to keep things simple and easy to mount, we could use polyboard (aka foam board) on which to mount text or photos. SA to look at sourcing from Office Outlet or Hobbycraft and advise costs.
- c. Cathy to speak to Pam Fanthorpe re Pride in Potto and to consider the Neighbourhood Watch input.
- d. Ed to speak to Amy re input from Parish Church.
- e. Meeting arranged for 11.00am Wednesday 20<sup>th</sup> to pull together display materials and mount photos and text on boards etc (Steve, Charles and Tim, Cathy.)
- f. "Social Area" needed to set up tables for drinks and nibbles near the kitchen.
- g. Teas and coffees, (and supplies of) Cathy; Tim bar; Ed and Steve circulating.
- h. "Reception" table required to welcome people, check off names and addresses and give out questionnaires, including Business and under 18's. (Kendra and Charles).
- i. Name badges required for Steering Group members and other village representatives.
- j. Kendra volunteered to do the shopping for the catering requirements. Kendra & Cathy meeting 2.30 Friday to make sandwiches.

## 5. AOB

- a. Agreed to meet 2.30pm on Friday 22<sup>nd</sup> to set up and arrange catering etc.
- b. Begin to collect outstanding questionnaires shortly before the 16<sup>th</sup> and remind people of closing date if not completed. Steve gave his apologies but would not be available on these dates. Cathy to re-allocate addresses lists.
- c. Copies of the 2007 results, the 2007 action plan & 2013 reviews to be made available on the night together with the current review of actions.
- d. Cathy to make up labels for the questionnaire envelopes to include website addresses etc. Check with Frances if we need any reference numbering on envelope.

