

POTTO PARISH PLAN STEERING GROUP, 2018

Minutes of meeting, Wednesday 28th November 2018

Present; Cathy Young, Elma Griffiths , Charles Parry, Ed Hempsey, Tim Carvell, Steve Agar

Apologies; Colin Moore, Kendra Grocott

1. Previous minutes

- a. Minutes of the meeting held on 30th October were accepted as an accurate record.
- b. Mike Whitlock is currently unable to provide any formatting. Graph formatting of responses was kindly undertaken by Jane Young and these have been circulated to steering group members to aid the writing of draft narrative summaries.
- c. CY will obtain quotes printing firms to include formatting of whole Parish Plan document. CY
- d. Steve reported having discussed the offer of helpers with PPC at their last meeting. Council elections will be in spring 2019 and the clerk is to check on the protocol for co-opting councillors before then. Steve and Elma were also to follow up offers of help for the Parish Council and to take the narratives specific to the PPC to the next PPC meeting for discussion. Volunteers for projects to be noted in the PPC minutes. SA/EG
- e. A list of volunteers has been forwarded to PIP.
- f. Steve referred to the 2007 action plan review – outstanding actions to be taken forward into the 2018 Plan.

2. Funding Update

- a. No change from previous minutes

3. Review of draft summaries

- a. Reference is to be made to the 2007 Plan (and 2013 mid-term review) where relevant and summaries to pick up any trends from the narratives (“comments”) returned with the responses. All
- b. Cathy set out the summaries received to date and Tim tabled his relating to Section 3, Highways, street lighting & road safety and noted a summary of Q10 & Q11 is to follow. TC
- c. Cathy referred to the introduction and noted that demographic information is to be added together with acknowledgements for significant contributors (HDC in particular). CY
- d. The draft section on the Parish Council is to be discussed with PPC. SA/EG

- e. Cathy to draft a suitable summary of responses to Q39. CY

4. Action Plan

- a. Steve tabled a draft proposal for the Action Plan format (in excel spreadsheet). Steve to circulate pdf versions of each section to relevant authors for input (to be returned to Steve), noting that, once the information has been collated it can be re-formatted to suit the final document. All/SA
- b. Cathy suggested, following publication of the new Plan, reference to the Action Plan should appear on PPC minutes in future. Note to PPC
- c. Charles agreed to take on the Business and under 18's Action Plan. CP
- d. Parish Council section to be agreed with PPC. SA/EG

5. Formatting the Plan

- a. Cathy & Steve to coordinate possible alternative sources for formatting and printing the final Plan as Mike at Station Software appears to be over-stretched at the moment. SA/CY
- b. Cathy tabled a selection of photographs, picked to cover various aspects of the Plan. Additional photos may be required to cover specific "hot" topics such as parking, the ford & bridge on the bridleway, house extensions etc.
- c. Cathy said the aim is to limit the final document to 20 pages max., including, possibly, 4 pages for the Action Plan. Reference was made to some of the previous examples discussed for layout and paper quality & finish.
- d. A separate document is to be produced for the Questionnaire results (as per 2007 Plan). Statistical results will need to be converted into graphic format for inclusion with the narratives. Tim said he had a contact that may be able to take this on – Tim to check and report back. TC
- e. The results document will be made available on line only (with a couple of hard copies for PPC / Steering Group use).
- f. It was agreed the Plan should include a map of the Parish. Cathy to request a clean copy of the Parish map from Hambleton. CY

6. Timescale

- a. All draft summaries to be completed and circulated by 19th December together with input to Action Plan. All
- b. The whole Draft Plan, including photos and Action Plan will be discussed fully at the next meeting in the New Year prior to taking it to the chosen printer for formatting.

- c. Once the final Draft Plan has been collated and formatted it will be made available for comment by parishioners on line prior to finalisation and printing. It was agreed that it would not be necessary to hold another open evening to obtain comments.
- d. Allowing two weeks for comment, the aim would be to have the 2018 Plan printed and circulated to each household before March 2019.

Next meeting – Wednesday 9th January, 7.00pm