

POTTO PARISH PLAN STEERING GROUP, 2018

Minutes of meeting, Wednesday 6th February 2019

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

1. Previous minutes
 - a. Minutes of the meeting held on 9th January were accepted as an accurate record.
2. Funding Update / unallocated funds
 - a. CY tabled a balance sheet illustrating the monies remaining as follows;
 - i. Making a difference fund: £200.96
 - ii. Localities fund: £43.13
 - b. The above figures are based on earlier quotes for formatting & printing, however, with the new quotes, this should mean there is excess of £300.00 remaining.
 - c. CY is to check with the Village Hall any rental expenses due. CY
 - d. TC is to check the potential costs associated with the production of the results document. TC
 - e. CY suggested anyone with out-of-pocket expenses (such as home printing costs) should make these known if they are to be recompensed. All
 - f. CY to confirm with HDC that any remaining funds can be carried over to the Village Character Assessment. CY
3. Review of draft documents
 - a. Summaries;
 - i. Front cover – it was generally agreed to “ring the changes” from the previous Plan and to have a photo or number of photos on the cover. SA to draft up some options. SA
 - ii. Aerial photo – SA reported having spoken to a Potto resident who has offered to take some aerial photos using his drone. Results awaited.
 - iii. Parish map – CP tabled some sketch options. It was generally agreed (if we still need a map in the document) that a map based on Ordnance Survey would be preferred if we can get one. SA to pursue HDC and/or on-line licenced mapping providers. SA
 - iv. Back cover – SA tabled a mock-up which was generally agreed.

- v. Demographic graphs – will need some re-formatting. CY to discuss with printers. CY
- vi. Village Character Assessment – SA to add an explanatory note.
- vii. Highways – the references to cyclists and the narrowing of the road into the Village were discussed at length. It was generally agreed that these issues were, to some extent, self-regulating and difficult to improve by community action.
- viii. Environment – it was clarified that reference to the ‘dangerous corner’ were the corner adjacent to Station House – further clarity required in text. With ref. to the drain from the pub, it was felt that little could be done by the community as this was a private drain and it would need consent from the landowners concerned.
- ix. WiFi – CY referred to her conversation with Phil Harper and was referred to minutes of a meeting in 2017 with the PPC where it was agreed that providing WiFi to the Village Hall would be costly, difficult to manage and therefore unsustainable.

b. Action Plan:

- i. Highways – it was generally agreed that the actions needed to be achievable and most would require discussion with the relevant Highways Authorities, e.g. speeding, parking, mirror on junction, signage and strategy for the narrow lanes. Action plan to be re-worded to reflect this. Agreed to omit the section on “increasing safety awareness of cyclists”.
- ii. Rights of way – after a lengthy discussion it was agreed to leave the action plan as worded – to review information held on the website and keep it relevant and up to date.
- iii. Village Hall – after a lengthy discussion it was agreed to leave the action on improving the private access lane – to urge those parties to get together to discuss a solution.
- iv. Communications – it was agreed to remove this section as the items were covered elsewhere, but to ensure the wording isn’t ‘lost’.

- c. Format – it was generally agreed that the two column format, typeface and photos were acceptable, though the printers may have further recommendations. SA to carry out the above amendments and circulate for final agreement. SA

4. Questionnaire comment document

- a. Tim to contact his friend to check on progress and potential costs. TC

5. Publicising and circulation of Plan

- a. CY suggested the amended draft Plan be presented to the Parish Council at its meeting of 20th February. All being well, the PPC should be able to formally adopt the Plan at this meeting, thereby enabling the final formatting, printing and circulation to go ahead. SA to inform the PPC to get this on the agenda. SA
6. AOB – CY thanked all concerned for their input and hard work and scheduled the next meeting for Wednesday 13th March, 7.00pm