

POTTO PARISH PLAN REVIEW 2017 STEERING GROUP

Minutes of Meeting, Wednesday 25th April 2018

Present; Cathy Young, Kendra Grocott, Elma Griffin, Steve Agar

Apologies ; Ed Hempsey Colin Moore, Charles Parry (+Tim Carvell)

1. Minutes of previous meeting

Minutes of meeting held on 3rd April were accepted as an accurate record.

2. Latest Questionnaire version V7 (received 24th April)

With reference to the above, the following comments were noted;

- a. Steve put forward a suggestion for a photo banner for the front page. This was agreed and Steve is to send to Frances for inclusion / comment.
- b. Section 2 Q1 to be under a sub-heading “**a) Village Planning Status**” and other sub-headings in this section to be adjusted to suit.
- c. Sub-section b) Affordable Housing simply to read “**b) Housing**”.
- d. Q8 – Cathy queried whether there should be an additional question on how people usually access local services (i.e., what mode of transport do they use; car, bus, bike, on foot, other...).
- e. Final page – this has been rearranged following omission of repetitious data protection para and new wording from Frances. However, it was felt the final para from the previous version should be re-instated, even if this meant going on to nine pages;

“After approval, copies of the new Parish Plan will be available.....”

- f. It was suggested, to make use of the additional space, a large “general comments” box could be added to the final page.

3. Review business & under 18's questions

Cathy had circulated amended questions for businesses and under 18's and will forward these to Frances for formatting.

4. Funding update

- i. The monies received from the County Council's Localities Fund (£300) deposited into the Parish Council account requires us to complete a monitoring form by April 2019.
- ii. The application to the District Council's “Making a Difference” fund should be determined by end of April 2018.
- iii. Cathy reported on the likelihood of further funding from the Community 1st Yorkshire. This is a “referral” organisation and the actual and any application will be

referred to another body such as the Lottery Fund. This will also require more specific about the likely use of any grant, eg., for the Village Character Assessment.

5. Draft flyer for launch event

Cathy circulated two draft flyers produced by Charles and it was agreed to go ahead on the basis of that with the image of Potto village sign and flowers (better image required). Cathy to forward to Frances to ask advice on formatting and printing.

6. Plan printing

Steve to follow up contact with Mike Whitlock at Station Software for advice on how the last plan was printed and whether he has any suitable photo's that could be used in any of the documents.

7. Timescale

- i. It was agreed the next, hopefully final, version of the questionnaire could be approved over email.
- ii. It was also agreed that a date for the open evening was now imperative if we are to avoid getting into the summer holiday period. Cathy to contact some of the key players, i.e.,
 - Hambleton District Council (Frances to advise on participants, eg., Leisure & Communities Team, Planning and other possibilities, eg., EA, Northumbrian Water etc)
 - NYCC / Ward Councillor, David Hughill (also to advise on Highways & Footpaths)
 - Parish Council – Andrew Wilde
 - Village Hall – Phillip Harper
 - Others, including Police / NW and Pride in Potto
- iii. Once this date has been agreed we can then go ahead with printing flyers and questionnaires. HDC to advise on the timescale for the printing.
- iv. Closing date for the return of the questionnaires will be one month from their issue. HDC also to advise on timescale for the collation of returns and the printing of a results document.
- v. Following this, a timescale will need to be agreed for the drafting of the new Parish Plan. This will culminate in another open evening, giving parishioners the opportunity for further input into the Plan before it is finalised, printed and distributed.

8. AOB – date of next meeting to be Tuesday 15th May

