

POTTO PARISH PLAN UPDATE 2017 STEERING GROUP

Minutes of Meeting 5th September 2017

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

1. Minutes of previous meeting and election of Treasurer

1.1 Minutes of the previous meeting on 8th August were accepted as an accurate record.

1.2 Colin Moore kindly accepted the post of treasurer

2. Previous emails / correspondence

CY referred to emails she'd exchanged with Frances Bainbridge of HDC specifically 15/08;

2.1 FB recommends; *"It's probably best practice and certainly a good audit trail, to keep records of all communications made. These could be stored electronically to avoid unnecessary paper printing."* It was also noted that all correspondence will remain the property of the Parish Council.

2.2 Further to the same email it was agreed to existing methods of communication within the community, ie Parish website, Potto Patter facebook page, emails & leafleting etc.

2.3 FB confirmed we wouldn't be able to get access to the electoral role. This raises the problem of knowing how many people lived in each household. Whilst questionnaires will not be personally attributed, each will be individually numbered for tracking and respondents will have the option of declaring their details.

3. Funding: update and estimate of costs

3.1 CM to start to set out budget requirements for the following;

- Printing the questionnaire – based on information from HDC it was agreed to assume printing 300 copies (at HDC quoted rates c.£50).
- Launch event – printing, catering, hire of screens etc
- Production of the final Plan (costs to be minimised)

3.2 CY to contact Ward Councillor, David Hughill, re his offer of funding (£300).

4. Maximising community involvement

4.1 All remaining leaflets have been distributed and Mike Whitlock has uploaded the minutes on to the Parish website.

4.2 With the exception of Kendra & Ellie's welcome involvement, there have been no further volunteers for the steering group.

4.3 CY referred to two maps that Frances had sent through of the Parish boundaries. Some clarification required on White house Farm.

4.4 According to HDC there are 300 inhabitants in the Parish, (2015 census), including 241 electors; 136 properties. We don't have a breakdown of adults and children but we can include an option for families to complete a short "under 18's" section.

4.5 We do not have a definitive list of businesses and it was agreed not to compile a separate business questionnaire but we could include reference to business use on the questionnaire which strengthen arguments for improving communications infrastructure etc.

5. Writing the questionnaire as per headings from last month's meeting

Reference is made to sections drafted and circulated as follows;

5.1 **Planning.** SA asked whether to include the "explanatory notes". It was generally felt useful but maybe not in the questionnaire. SA to email HDC planner, Caroline Skelly, for comment. It was felt that some explanation of the village character assessment may also be necessary. Affordable housing questions OK. Omit questions on "public open space"; it was decided this would be purely academic, because no viable public space exists in Potto. Communications to be reviewed against the general communications section.

5.2 **Village Hall.** Condense "achievements" draft. Await feedback from village hall committee.

5.3 **Highways.** Simple question & comment format thought to be good. Include a short piece about "achievements" (eg street lighting). Hedges question to go into environment. SA noted that the PPC had approached NYCC for a general review of traffic safety and signage in the village following recent incidents.

5.4 **Environment.** There was disagreement on whether to include anything on alternative energies (particularly wind turbines, this having been included in the 2013 review) pending CY talking to FB for advice. The steering group will decide on this at the next meeting, after further investigations, particularly around what planning permission is needed for wind turbines. EG stressed the limited resources available to both the Parish Council and Pride in Potto, when inviting comments on condition & upkeep.

Other sections to be drafted and circulated for discussion at the next meeting.

6. Village Character Assessment

More information to be gathered on what this is meant to achieve.

7. Open evening / launch event

To be kept on the agenda for future discussion.

8. AOB / next meeting

Next meeting to be held on Tuesday 10th October, 7.00pm