

# POTTO PARISH PLAN UPDATE 2017 STEERING GROUP

## Minutes of Meeting 10<sup>th</sup> October 2017

**Present;** Cathy Young, Charles Parry, Steve Agar, Colin Moore, Ed Hempsey, Tim Carvell

**Apologies;** Elma Griffin, Kendra Grocott, Ellie Hawkes,

### 1. Minutes of previous meeting and election of Treasurer

1.1 Minutes of the previous meeting on 9<sup>th</sup> September were accepted as an accurate record.

### 2. Funding: update and estimate of costs

2.1 CY reported having contacted Ward Councillor, David Hughill, re his offer of funding (£300) and confirmed the money will be forthcoming.

2.2 Reference was made to the draft budget prepared by CM. The following comments were made;

- Enquiries to be made for a (free) source of display screens
- Final document to go out 1no/household, 150 will halve costs
- Review the need for colour photos & maps etc
- Consider issuing final document electronically (with hard copy options for those who prefer – consider a small charge?)
- Obtain quotes for printing costs
- Get advice from HDC on typical printing costs
- Consider approaching potential sponsors from local businesses

### 3. Community involvement

3.1 Circulation lists / household addresses to be refined

### 4. Writing the questionnaire

Reference is made to sections drafted and circulated as follows;

3.1 **Planning.** SA reported having received and incorporated comments from HDC as well as amending this section as agreed at the last meeting. It was generally thought that brief introductions should be included where thought necessary in all sections.

3.2 **Highways.** TC to amend as agreed at last meeting.

3.3 **Rights of way, footpaths & bridleways.** It was thought useful to include a brief introduction explaining responsibilities for upkeep of each (landowners / County, District & Parish Councils).

- Add questions on litter & dog waste bins.
- Ask whether people are aware of Potto walks (on Parish website).
- Consider reference to Sustrans route.
- Ask for volunteers on working parties.

3.4 **Environment & infrastructure.** Include short intro on responsibilities (as 3.3 above) with particular reference to (Parish) inspection of watercourses & stells and landowners' responsibilities.

- Should "bins" be included here or in "footpaths"?
- Pride in Potto – EH to speak to Pam Fanthorpe & Carolyn Hopper for their input to this.

3.5 **Parish Council.** CY to speak to EG re input. SA offered assistance with input.

3.6 **Village Hall.** SA reported having received and incorporated comments from the Village Hall Committee.

3.7 **Neighbourhood Watch (NW).** Reference made to Cathy's 1<sup>st</sup> draft.

CY stressed that NW was just an advisory body and only met biannually. The questionnaire relates to communications via Potto Patter, the village website and notice board. Reference is also made to Hambleton Community Messaging.

3.8 **Communications.** Reference made to Charles' 1<sup>st</sup> draft.

- Omit personal details – these will appear elsewhere.
- Ask questions – "*How do you currently access village information*" & "*What would you like to see improved?*"
- Review CP's list of "*What is important to you in Potto?*"
- It will be easier to review "communications" generally when we have the whole document together – it will be important to avoid duplication of questions in other sections. Should we include reference to the Church and its activities?
- CY to draft a piece on "sense of community".

3.9 CP offered to collate all the questionnaire sections and to create a common format. Everybody to make sure Charles has the latest version of each section in Word format. Other sections to be drafted and circulated for discussion at the next meeting.

3.10 CY to draft a section aimed at **local businesses**

3.11 CY to draft a section aimed at **under 18's**

**5. Open evening / launch event.** To be kept on the agenda for future discussion.

## **6. AOB / next meeting**

6.1 TC referred to the question of adoption (by the Parish Council) of the lower section of the private access road (Cooper Lane) adjacent to the pub. It was agreed not to include this in the questionnaire but to take this up with the Parish Council.

6.2 Next meeting to be held on Tuesday 31st October, 7.00pm