

POTTO PARISH PLAN REVIEW 2017 STEERING GROUP

Minutes of Meeting, Tuesday 31st October 2017

Present;

Cathy Young, Kendra Grocott, Colin Moore, Elma Griffin, Ed Hempsey, Charles Parry, Steve Agar

Apologies - none

1. Minutes of previous meeting

1.1 Minutes of the previous meeting on 10th October were accepted as an accurate record.

2. Funding / costs

2.1 Display screens can be provided by HDC, providing we can book them early enough.

2.2 Review the need for colour photos & maps etc.

2.3 Discussion on format of final document – we could ask on the questionnaire whether people would be happy to view on line, receive by email or prefer a hard copy.

2.4 Obtain quotes for printing / HDC to advise.

2.5 Consider local sponsors – CM referred to the successful sponsorship of Hutton Rudby artists exhibition.

2.6 SA referred to the discussion with Councillor Dave Hughill at the Parish meeting re funding – he asked if we could let him know the overall budget so that he could explore potential funding in addition to that already committed. The PPC may also be able to contribute.

3. Writing the questionnaire

Reference is made to the draft document collated by Charles;

3.1 Introduction. CY to draft a suitable "Dear Parishioner..." intro, based on that in the previous Plan to include "What is a Parish Plan?" and how it relates to the previous plan, also some demographic information in the form of "About you..."

3.2 Planning & Development. (SA)

- "Affordable Housing" to be defined – should it include homes for elderly "down-sizers"? SA suggested we could maybe ask a wider question on provision for elderly residents, eg "retirement developments". It was agreed to omit Q5.
- CM asked whether to include a question on the travellers' site. It was agreed to seek advice from HDC.
- Agreed to leave Q8 & 9 on communications in.

3.3 Highways etc. (TC)

- It was agreed to add a comments box at the end of this section rather than after each question.

- Omit ref to “the steakhouse”.
- Omit tree & hedge maintenance (repeated in environment).

3.4 Rights of way etc. (CM)

- Add Colin’s intro.
- Q3 omit “..hedges trimmed, surface even etc...”
- Move question on waste bins to environment.
- Add comments box at end of section.

3.5 Environment. (EH)

- Add Ed’s intro. With reference to responsibilities of Environment Agency, riparian owners and landowners. Also ref annual stells inspection.
- Add Colin’s question on waste bins.
- Q1 - omit “horse troughs” and add “signs & notice board.”
 - omit ref to “litter picking, verge bulb planting”
 - move questions on beck & stells, foul and surface water drainage to separate question entitled “drainage & watercourses”
 - move “Pride in Potto” questions into Q1 – “General care & upkeep”
- Q2 – remove separate bullets for broadband “reliability & speed”

3.6 Parish Council. (EG / CY)

- EG to check wording on “election of councillors”
- Q2 – reword “Do you know where to get info....”
- Q3 Reword “are you aware of the public monthly meeting?”
- Add question on Parish newsletter
- Add comments box at end
- Include section on “achievements” at the open evening.

3.7 Village Hall. (SA)

- Summarise “achievements” and include more comprehensive description at the open evening.
- Q4 Add brief intro.
- Q6 Omit “..do you think it could be further improved”
- Q7 Omit “Are you happy with the improved facilities”
- Q8 Add “...more often”
- Add comments box at end

3.8 Neighbourhood Watch. (CY)

- Add comments box at end.
- Last two questions – add “agree / disagree”

Other sections are to be reviewed at the next meeting.

In the meantime each contributor was tasked to update their section and email them to Charles for collation (by 8th Nov if possible).

It was agreed we should then send this to Frances at HDC as a “1st draft” to get some feedback and make progress on format and questions requiring HDC input.

4. Open evening / launch event. To be kept on agenda for future discussion.

5. AOB / Next meeting – to be held on Tuesday 21st November, 7.00pm