

POTTO PARISH PLAN REVIEW 2018 STEERING GROUP

Minutes of Meeting Tuesday 15th May 2018

Present: Cathy Young, Kendra Grocott, Charles Parry, Elma Griffin, Tim Cavell, Colin Moore

Apologies: Steve Agar, Ed Hempsey

1. Minutes of previous meeting

Minutes of meeting held on 25th April were accepted as an accurate record.

2. Latest Questionnaire version V8

The closure date for completed questionnaires was agreed as 4 weeks from the launch date – Friday July 20th.

The draw for the £25 cash prize will be made on 1st August.

Q1 needs some background information in order to allow residents to give an informed response. It was suggested that a representative from Hambleton Planning Dept. provide same at the launch event.

Apart from above comments the questionnaire was approved.

3. U18s questionnaire

The closure date was agreed as Friday 20th July.

The suggestion of providing optional answers to Q6 was rejected.

Q5 to read “Are there any activities for young people you would like to have in the Village Hall?”

Q7 to be rephrased as “How often do you use public transport?”

Q8 to read “If you use public transport what do you think of the service?”

The last sentence – Please return this completed questionnaire to ??? Is to be deleted.

4. Business questionnaire

Closure date for completed questionnaires to be July 20th.

Last sentence also to be deleted.

5. Launch event

The date is confirmed as Friday June 22nd from 6:30 to 8:30pm

An email formally inviting Peter Cole of HDC has been sent and he has agreed to forward it to other departments in HDC that can contribute to the evening.

Also approached to attend are representatives from Potto Parish Council, Potto Village Hall, Neighbourhood Watch, Police, NYCC Footpaths officer.

Consider also inviting Northumbrian Water and Small Business Support - C Young

It was recognised that snacks (sandwiches etc) should be provided for the presenters along with refreshments. Details to be agreed at a later date.

6. Funding Update

The decision on the "Making a Difference" grant is not expected until 5th June so should be settled before the launch event.

Sufficient funds are to hand to hold the launch event and print the questionnaires.

7. Flyer

Contact phone numbers of Steering Group members were provided.

C Young to provide wording to the effect that invitations to the launch event have been sent to various professionals who have pertinent information for residents.

The draft was approved subject to above and including the completion date and the web address for the questionnaire.

The flyer is to be sent to HDC for printing this week.

Delivery of the flyers to households is to be targeted for week commencing May 28th to allow 3 weeks' notice of the event.

8. AOB

The timescale document provided by Steve Agar was accepted and will be used to monitor progress.

9. Next Meeting

The date for the next meeting – Thursday 14th June at 7pm.