

## POTTO PARISH PLAN STEERING GROUP, 2018

Minutes of meeting, Wednesday 9<sup>th</sup> January 2019

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

Apologies; none

### 1. Previous minutes

- a. Minutes of the meeting held on 28<sup>th</sup> November 2018 were accepted as an accurate record.
- b. Steve confirmed that all PPC input and actions have been discussed and agreed so far with the PPC and the latest drafts will be tabled at next week's PPC meeting.
- c. Steve also stressed that, whilst the PPC will ultimately be asked to adopt the final agreed Plan, the actions arising from it will not be wholly owned by the PPC and other groups will be expected to adopt their respective actions, eg., Village Hall, NHW and PIP.

### 2. Funding Update and formatting quotes

- a. CY reported the monies from the Localities budget remained at £12.00 and to date, a total of £799.00 has been claimed from the £1000.00 Making a Difference Fund.
- b. Quotes of £448 and £250 had been received for printing and formatting respectively, however, an alternative quote <£400.00 in total has been obtained from Imprint Services in Northallerton, based on 130 copies of the final document.

c. CY to check / provide details

### 3. Review of draft summaries

- a. Reference was made to the collated draft summary tabled at the meeting and all were asked to read all sections and forward any comments to CY. All
- b. Note – amended version attached to these minutes now includes section 3, Highways, Street Lighting and Road Safety and incorporates some of the amendments agreed at the meeting.
- c. A discussion took place on the repetition of references to broadband and agreed to limit this to “Infrastructure”.
- d. The question of providing Wi-Fi to the Village Hall is to be taken up with the Village Hall Committee and PPC. CY / EG / SA
- e. The draft section on the Parish Council is to be discussed with PPC. SA/EG

#### 4. Action Plan

- a. Steve tabled a revised and consolidated draft proposal for the Action Plan format (in excel spreadsheet). It was agreed, to keep it simple, to omit references to the 2008 – 17 Plan. SA
- b. Cathy suggested, following publication of the new Plan, reference to the Action Plan should appear on PPC minutes in future (this to be included on the action plan).  
Note to PPC
- c. Parish Council section to be agreed with PPC and to include reference to parishioners views on housing. SA/EG
- d. Tim to complete the section on Highways, Street Lighting and Road Safety. TC
- e. Colin to advise on tasks for inclusion on Rights of Way, Bridleways and Footpaths.  
CM
- f. A discussion took place on actions for Rights of Way etc. and it was agreed to include an action for the PPC to follow up on its survey and monitor ongoing actions. Note to PPC
- g. Colin suggested the omission of reference to the “re-designation” of the bridleway to Goldgate Lane as there hadn’t been any comment on it in the results. Agreed.
- h. It was agreed to include an action on the PPC to explore possible funding options to improve the bridge to Goldgate Lane, given the impasse from NYCC. EG / SA
- i. Colin questioned the reference to providing disabled access to footpaths. Steve explained that this did not necessarily mean wheelchair access (which, in many cases, is not a practical proposition) but referred to providing access for the “less able” and/or elderly.
- j. On “Environment & Infrastructure” it was agreed to try and establish whether Northumbrian Water have actually confirmed the adequacy of the foul / combined sewerage outfall from the village to the treatment plant (and, by implication, whether there is an ongoing action to address this potential issue). Who?
- k. Village Hall section to include reference to use by under 18’s. Who?
- l. Cathy to speak to PVH and PPC with reference to the condition of the access road and how to take this forward in the action plan. CY
- m. All were asked to review their particular sections and to provide any final input to Steve by 23<sup>rd</sup> January. All

#### 5. Photo’s, map and results document

- a. Cathy and Steve to review the photo stock and identify whether any additional photos may be required to cover specific "hot" topics such as parking, the ford & bridge on the bridleway, house extensions etc. CY / SA
- b. A separate document is to be produced for the Questionnaire results (as per 2007 Plan). Tim to confirm that his friend can take this on and complete in time for the document to be made available concurrent with the publication of the Plan. TC
- c. It was agreed the Plan should include a map of the Parish. Cathy reported that Hambleton would not let us use a clean copy of the Parish map. Charles offered to create this, using the available map. CP

#### 6. Timescale

- a. All revised summaries to be completed by 23<sup>rd</sup> Jan. All
- b. All input to the Action Plan to be with Steve by 23<sup>rd</sup> Jan. All
- c. The final draft plan is to be made available for proof reading by all on the subcommittee (and other interested bodies) before the next meeting and the whole document will be reviewed at the meeting.
- d. The aim is still to have the 2018 Plan printed and circulated to each household by March 2019.

Next meeting – Wednesday 6<sup>th</sup> February, 7.00pm