

POTTO PARISH PLAN UPDATE
2017 STEERING GROUP
Minutes of meeting held on 8th August, 2017

Present: Tim Carvell, Ed Hempsey, Charles Parry, Steve Agar, Elma Griffiths, Cathy Young

Apologies: Colin Moore

1. Formalities – the proposed new Constitution was discussed. Minor changes were made at the request of SA and CM. The final document was adopted and the revised document will be circulated to the committee. **Action: CY**

CY was elected as Chair and Clerk to the group. The Treasurer's position will be discussed at the next meeting. (There are as yet no funds associated with this project.)

Steve clarified that it is the intention of the parish council to adopt the Parish Plan on completion.

2. Minutes of the previous meeting were discussed and agreed as a true record.

3. Previous emails re: data protection/confidentiality/ Potto Parish Council (PPC) ownership of documentation.

This steering group had sought clarification from Hambleton District Council's Frances Bainbridge that there would be no breach of data protection if the PPC shared any email or other parishioner contact details. No breach was identified.

The steering group was reminded that any views expressed to members by parishioners during this information gathering process will be regarded as confidential and will not be discussed outside these meetings.

As the steering group is working under the legitimacy of Hambleton District Council and Potto Parish Council legislative bodies, all end documentation will be the property of Potto Parish Council. The question of emails between group members arose. Clarification on this will be sought from HDC. **CY**

4. Finance Once a Treasurer is elected we can set up a budget/spreadsheet for expenditure. Funding is needed principally for printing costs (of the questionnaire and publication of the finished Plan), and for running an Open Day event. Hambleton DC can provide an in-house printing service at a very reasonable rate. In the first instance, Councillor David Hugill has been approached for some funding and we await his advice. Following some discussion, it was identified that we need to be more specific about what our costs will be, in order ascertain whether we should also approach other sources.

5. Maximising community involvement

Following the well-attended Potto Parish Council Open Meeting on 15th March, 2017, about the need to update the parish plan, this steering group was formed by the volunteers who subsequently came forward.

Details of the parish plan update steering group have been circulated to villagers via a combination of means so far, using emails, leaflet drops, the *potto patter* Facebook page and the village notice board. The group remains keen to welcome further villagers who wish to join the group, especially a youth voice, and will continue to try to achieve this.

Other suggestions for publicity: ask Mike Whitlock about advertising on the potto.org.uk website; ask Frances Bainbridge about “community messaging” which she previously mentioned.

CY

The remaining leaflets for distribution were agreed at the meeting.

CP, EH, TC

Include travellers site on Goulton Lane.

CY

There are 136 dwellings in Potto, many will have more than one occupant, and this number needs clarification if every eligible resident is to be given a paper questionnaire. We need to ask whether Hambleton DC can provide the information from the electoral roll?

CY

The steering group are keen to use paper questionnaires, as opposed to on-line, as we feel it’s intrinsic to maximising participation. (The option to complete on-line can remain open for those residents who prefer to do so.)

Further discussions centred on whether specific questions should be included in the questionnaire about Potto based businesses, of which there are several. Also, are there any people who own land in Potto, but don’t live in the parish? Frances Bainbridge advice will be sought about their potential involvement.

CY

6. Current Parish Plan – review outstanding issues

Steve had previously circulated an up to date matrix of the current parish plan and in addition a very helpful discussion document of suggested grouped headings for the new questionnaire.

7. Plan / design the questionnaire

It was soon apparent that due to the magnitude of this task, the best way forward would be for steering group members to each tackle a section heading and attempt to write some appropriately unbiased, unambiguous and non-leading questions for that section. More demographic information will be also be sought and a short, simple questionnaire for children will be drawn up. The questions will be scrutinised at forthcoming meetings, until we can finally submit them for Hambleton DC approval before printing.

The section headings are:

Development Control/Planning

SA

Highways, Street lighting & Road Safety

TC

Rights of Way, Footpaths & bridleways

TC

Environment & infrastructure

EH

Parish Council	EG
Village Hall	SA
Neighbourhood Watch	CY
Communications	CP

The steering group will collect completed questionnaires in the sealed envelopes provided, thereby ensuring anonymity and confidentiality. The documents will then be given to Hambleton DC where the information will be collated and printed.

8. Initial plan for the Open Day. This will be considered closer to the time when the questionnaire is approved. Our initial “early autumn” target looks too ambitious.

9. Any other business

Charles discussed an unexpected letter he’d received from Hambleton DC, regarding the *Commons Act 2006, Common Land Registry Update*, about land rights associated with his property. Subsequent communications identified that in 1977, the Commons Commissioner, (now the Planning Inspectorate), placed the common land reference CL 176 under the protection of Potto Parish Council. – “Standard practice” when no one could be identified as the land owner or it was not registered with the Land Registry. Importantly, this direction from the Commons Commissioner gives the parish council the right to protect the land from any unlawful activity or development.

Steve will pass this information to the parish council.

SA

Date of next meeting – Tuesday, 5th September, 7pm, village hall