

COUNCIL OF THE CITY OF RIPON

MINUTES OF THE CITY PLAN COMMITTEE HELD ON 15 APRIL 2013 AT 5PM IN THE COUNCIL CHAMBER , THE TOWN HALL, RIPON

PRESENT Cllr McHardy
Cllr M F Stanley
Chris Hughes
Don Grundy
Richard Taylor
David Winpenny
Alan Weston

Late Arrivals: Cllr Barnes 5.05pm

Administrator

1/12. Election of a chairman of the committee

The newly formed City Plan Committee which consisted of the members of the City Plan working group proposed that the existing chairman of the working group Cllr M Stanley become the chairman of the City Plan Committee. *This was proposed by Chris Hughes and seconded by Richard Taylor. This proposal was voted on and was passed unanimously.*

2/12. Apologies for absence

Apologies were received from Cllr Martin, Cllr Horton, Cllr Waiting and Jane Furse these were accepted by the committee.

3/12. Disclosure of an interest in relation to any matter under consideration at this meeting (financial or otherwise)

There was a discussion and non-council members of the City Plan Committee were in agreement with principle of providing of the information to ensure the transparency of the committee. *Cllr Stanley was asked for clarification on this issue with the Department for Local Government and to report back to the committee at the next meeting.*

4/12. Minutes of the working group meeting held on 26 March 2013

The minute were approved as a true record of the meeting. *This was proposed by Richard Taylor and seconded by Chris Hughes. A vote was taken with 3 for and 4 abstentions.*

5/12. To decide the way forward in co-opting non-members to the committee & 8/12. To consider the appointment of the City Development Manager as an ex-officio member of the committee.

These agenda items discussed concurrently the council members of the committee agreed to co-opt on non-council members on to the committee. The additional non-council individuals to be co-opted on to the committee were Richard Taylor, Chris Hughes, David Winpenny, Don Grundy and Jane Furse. The Terms of Reference for the committee state that four further non-council members can be elected to join. It was also agreed that the City Development Manager Alan Weston act as an ex officio to enable him to sit and provide information to support the committee. *This was proposed by Cllr Stanley and seconded by Cllr McHardy. This was agreed by all three councillors in attendance at the meeting.*

6/12. To advise on the voting capacity of non-council members

The issue of all members having voting rights was discussed by the councillors on the committee and it was agreed with the exception of the City Development Manager every member of the committee would have a vote. *This was proposed by Cllr Stanley and Seconded by Cllr McHardy and the vote was unanimous*

7/12. To receive information on how the code of conduct applies to non-members of the committee

Council members agree to abide by the Code of Conduct already and non-council members agreed with the spirit of the document and would await clarification from the chairman. *After discussion it was agreed that Chairman Cllr Stanley agreed that this matter should be clarified with the Department for Local Government.*

9/12. To advise on the terms of reference of the committee

Two points were raised when the committee looked at the terms of reference. These points were clarified for the committee members and it was resolved to accept the terms of reference. *This was proposed by Councillor Stanley Seconded by David Winpenny and was passed unanimously*

10/12. Phase 1 consultation: consultation programme update

Alan Weston updated the committee on implementation of the Engagement and Communication strategy for the Phase 1 Consultation. After discussion a number of additional suggestions were added to the Action Log.

11/12. Phase 1 consultation: supporting information collection

Alan Weston updated the committee on the sources of information and data which have been identified as contributing to the development of the City Plan. After discussion a number of additional suggestions were added to the Action Log.

The meeting closed at 6.30pm

Next meeting date confirmed as 22 May 2013 at 7pm

SIGNED _____
CHAIRMAN

DATE _____

RATIFIED AT COUNCIL MEETING
THE MAYOR

THE RIGHT WORSHIPFUL

City Plan Phase 1 Consultation Action Log

Updated: 15.04.13

Ref	Theme	Action	Who	Progress
3/12.1	Procedures & practices	Clarify with Department of Local Government disclosure of interest requirement for non- council members.	Cllr M Stanley	New action added 15.04.13
5/12.1	Committee membership	To identify possible additional candidates to join the committee and bring further expertise.	All	New action added 15.04.13
7/12.1	Procedures & practices	Clarify with Department of Local Government code of conduct requirement for non- council members	Cllr M Stanley	New action added 15.04.13
10/12.1	Engagement & communication	Continue press releases to communicate key messages and encourage participation in the consultation.	Alan Weston	New action added 15.04.13
10/12.2	Engagement & communication	Consider themed discussions on six topics and reporting key highlights in the media to stimulate debate. Leads and participants to be identified for each topic.	Alan Weston	New action added 15.04.13
10/12.3	Engagement & communication	Business event to be organised through the Ripon Chamber of Trade and Commerce.	Don Grundy	New action added 15.04.13
10/12.4	Engagement & communication	Participation in Healthy Ripon World Café Event and feedback from discussions to be used for City Plan.	Chris Hughes / Cllr McHardy	New action added 15.04.13
10/12.5	Committee membership	Publish profiles for members of the City Plan Committee on the City Council website. Members to provide details	All	New action added 15.04.13

10/12.6	Engagement & communication	Date to be arranged for Twitter training for members of the Committee	Suzanne Bowyer	New action added 15.04.13
10/12.7	Engagement & communication	Participation in Spring Fair by taking stall to promote City Plan consultation. Manning of stand to be agreed	Alan Weston / Suzanne Bowyer	New action added 15.04.13
10/12.8	Publishing the draft plan	Planner for a day event scheduled as part of phase 2 consultation for 2 nd November	Chris Hughes	New action added 15.04.13
10/12.9	Engagement & communication	Appropriate event to be organised as part of Civic Day on 22 nd June as public consultation.	David Wimpenny / Chris Hughes	New action added 15.04.13
10/12.10	Engagement & communication	Discuss with military the potential for engagement with the wives club as part of the consultation	Alan Weston	New action added 15.04.13
10/12.11	Engagement & communication	Explore the potential of organising days to promote the consultation to supermarket shoppers	Alan Weston	New action added 15.04.13
10/12.12	Engagement & communication	Explore the potential of circulating further information through the schools	Alan Weston	New action added 15.04.13
10/12.13	Engagement & communication	Explore the potential of circulating information through the hospital, hotels, surgeries and other public facilities	Don Grundy	New action added 15.04.13
11/12.1	Supporting information	Identify socio-economic KPIs which can be collected to support the City Plan evidence base	Alan Weston / Chris Hughes	New action added 15.04.13
11/12.2	Supporting information	Plan the work required to allow the repetition of the AMT benchmarking for 2013 for the City Centre	Alan Weston / Chris Hughes	New action added 15.04.13
11/12.3	Supporting information	Explore what relevant data the census can provide to help identify issues for the City Plan to address	Alan Weston/ Chris Hughes	New action added 15.04.13