

COUNCIL OF THE CITY OF RIPON

MINUTES OF THE CITY PLAN COMMITTEE HELD ON 22ND MAY 2013 AT 6PM IN THE COUNCIL CHAMBER , THE TOWN HALL, RIPON

Present: Cllr M F Stanley (Chair)
Cllr McHardy
Cllr Barnes
Don Grundy
Richard Taylor
Gill Ritchie (Ex-Officio)

Apologies: Chris Hughes
Jane Furse
David Winpenny
Alan Weston (Ex-Officio)

1/13. Apologies for absence

Apologies were received as outlined and these were accepted by the committee.

2/13. Disclosure of an interest in relation to any matter under consideration at this meeting (financial or otherwise)

None

3/13. Minutes of the Committee meeting held on 15th April 2013

The minute were approved as a true record of the meeting. *This was proposed by Richard Taylor and seconded by the Chairman.*

4/13. Summary of Consultation Action Plan and Programme

The group considered the updated Phase 1 plan and agreed action which is outlined in the Action Plan log as of 16th May 2013.

15.04.13	3/12.1	Procedures & practices	Clarify with Department of Local Government disclosure of interest requirement for non-council members.	Cllr Stanley	
15.04.13	5/12.1	Committee membership	To identify possible additional candidates to join the committee and bring further expertise.	All	
15.04.13	7/12.1	Procedures & practices	Clarify with Department of Local Government code of conduct requirement for non-council members	Cllr Stanley	
15.04.13	10/12.1	Engagement & communication	Continue press releases to communicate key messages and encourage participation in the consultation.	Alan Weston	On-going Claro Press Release to be issued w/c 27 th May Last 4 weeks of consultation to be issued w/c 3 rd June
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	Deferred Consider organising these discussions once initial consultation has closed. Small groups 5 – 6 people to look at each topic and consider the responses and the data. Way to continue engagement and start to drip feed what may be in the draft City Plan.

15.04.13	10/12.3	Engagement & communication	Business event to be organised through the Ripon Chamber of Trade and Commerce.	Don Grundy	
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	Completed Notes of event have been circulated and included within the City Plan consultation. Available to all City Plan members on request (attached).
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	On-going Suzanne will contact all members except Don who has already supplied the information.
15.04.13	10/12.6	Engagement & communication	Date to be arranged for Twitter training for members of the Committee	Suzanne Bowyer	On-going Date to be confirmed
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	On-goings Stall has been provisionally booked. Are members of the group able to attend to promote the consultation? Confirmation required
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	No further action at this stage – to remain outstanding
15.04.13	10/12.9	Engagement & communication	Appropriate event to be organised as part of Civic Day on 22 nd June as	David Wimpenny /	

			public consultation.	Chris Hughes	
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	On-going Letter being drafted to be sent to the Welfare Sergeant
15.04.13	10/12.11	Engagement & communication	Explore the potential of organising days to promote the consultation to supermarket shoppers	Alan Weston	On-going Contact being made with the supermarkets and dates being confirmed
15.04.13	10/12.12	Engagement & communication	Explore the potential of circulating further information through the schools	Alan Weston	On-going Struggling to contact Sarah Addison, despite repeated attempts - direct contact to be made with each school.
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	
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	On-going Discussions regarding performance framework for "My Neighbourhood" project have taken place and review of available data to be widened out to the other two wards.

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	On-going Management and co-ordination arrangements being put in place. Additional bodies to support data collection possibly via Harrogate and Ripon Volunteer Bureau
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	On-going New releases of data being collected for use by the City Plan
	10/12.14	Engagement & communication	Write to neighbouring parish councils to invite participation and responses to the consultation. Offer to attend meetings	Cllr Stanley / Alan Weston	Additional action added by Alan Weston Haven't had opportunity to write yet. Subsequently letter from Littlethorpe Parish Council (attached)
	10/12.15	Engagement & communication	Participation in Spa Gardens bandstand celebration to promote City Plan consultation. Manning of stand to be agreed		Additional action added by Alan Weston Is this something that the Committee wish to agree to? Has been discussed at Council and suggested there should be a presence – see email (attached)

5/13. Consider response to HBC consultation on Sites and Policies DPD to 2024.

Alan Weston gave an outline of the DPD and Chris Hughes had provided a discussion paper.

Resolved: After discussion it was **agreed** that the City Development Manager in conjunction with Cllr Stanley and Chris Hughes would write

the response and send to HBC.

6/13. Update committee on Neighbourhood Planning Support available.

Alan Weston and the Chairman gave an update.

- Resolved: After discussion it was agreed that the City Development Manager would:
- produce a detailed project plan for the next phase of the development of the draft City Plan,
 - make a bid for available funding from the new round.

7/13. Update on the proposed closure of Claro Barracks.

It had been agreed at Council that Cllr Skidmore would lead on this matter for the City, and that this committee would liaise closely with him.

Resolved: It was agreed that a City Development manager would liaise closely with Cllr Skidmore and officers at HBC.

The meeting closed at 8.45pm

Next meeting date confirmed as 18th June 2013 at 7pm

SIGNED _____ DATE _____
CHAIRMAN

RATIFIED AT COUNCIL MEETING

THE RIGHT WORSHIPFUL THE MAYOR