

## COUNCIL OF THE CITY OF RIPON

### MINUTES OF THE CITY PLAN COMMITTEE HELD ON 26<sup>th</sup> NOVEMBER 2013 AT 7PM IN THE MAYOR'S PARLOUR, THE TOWN HALL, RIPON

Present: Cllr M F Stanley (Chair)  
Cllr L P A Barnes  
Richard Taylor  
Chris Hughes  
Don Grundy  
Alan Weston (Ex-Officio)

Attendees: Gill Ritchie (Harrogate Borough Council)  
Ray Bryant (Ripon Resident)

Apologies: Cllr Mrs P McHardy  
Jane Furse

#### **32/13. To receive apologies for absence**

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

#### **33/13. To receive any disclosure of interest**

None.

#### **34/13. To approve the minutes of the Committee meeting held on 29th October 2013**

The minutes were agreed as a true record of the meeting.

#### **35/13. To provide an update on the Matters Arising from the meeting held on 29th October 2013**

The following matters arising were discussed:

| Ref:    | Action:  | Update:   |
|---------|--|---|
| 23/13.1 | Cllr Stanley's comment at the Focus Group about Ripon City Council becoming a Quality Parish Council should be a stated objective of the City Plan.  | Completed - MS outlined that there has been some changes to the QPC system and having given it further consideration, he believed that it wasn't appropriate to be part of the City Plan, given the focus, but it was a key part of the Council's role as a partner in the City Development Initiative. |
| 28/13.1 | Update from 22/13.1 – Alan Weston to identify the requirements for submitting a consultation report to support a Neighbourhood Plan and begin to produce this document based upon the first community consultation.  | Outstanding - AW outlined that this process was on-going and all information was being filed and retained.  |
| 28/13.2 | Update from 23/13.2 – Gill Ritchie to report any further appropriate progress / information from the High Skellgate Air Quality Action Plan to future meetings.  | On-going - GR outlined the work currently being undertaken to try to resolve the issues in relation to this matter.   |
| 28/13.3 | Update from 23/13.3 and 25/13.3 – Working Group to organise an event on Saturday 7 <sup>th</sup> December to update people with the development of the Ripon City Plan and get them involved in helping to shape it. | AW outlined that this was to be discussed under agenda Item 39/13.  |
| 28/13.4 | Update from 24/13.2 – Don Grundy to become a member of the City Plan WG to represent the Chamber of Trade  | Completed - AW outlined that DG had been added to the circulation list.   |
| 29/13.1 | The draft vision & objective should be considered at the Working Group to refine and   | AW outlined that this was to be discussed   |

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|---------|---|---|
|         | produce a vision(s) and objectives which should be presented to the community on the event on the 7 <sup>th</sup> December.   | under agenda Item 39/13.  |
| 30/13.1 | The Working Group would continue its current approach and invite specialists to attend to discuss specific topics. The Working Group would start to meet weekly to facilitate these discussions and to enable sufficient time to prepare for the event on the 7 <sup>th</sup> December. | Completed - AW outlined that these arrangements had now been put in place.  |
| 30/13.2 | Alan Weston to produce and share the SWOT analysis with the Working Group to allow a discussion at the next Committee meeting.  | Outstanding - AW outlined that this work was ongoing to provide a context and background for the City Plan.   |
| 30/13.3 | Consideration to be given to sub-dividing the City into "character areas" to enable character appraisals to be carried out to inform the City Plan development process.   | AW outlined that the "urban villages" concept was to be discussed under agenda Item 39/13.  |
| 31/13.1 | Gill Ritchie to explore with HBC colleagues providing printed maps to show the HBC land allocations in the Local Plan and also providing data for Alan Weston to import into his GIS system.  | Outstanding - GR asked AW to speak directly to Mike Wood in relation to the specific requirements.  |
| 31/13.2 | Richard Taylor agreed to contact David Hall at Sustrans to invite him to attend a Working Group meeting to help inform the development process.   | Completed - RT outlined that he had spoken to David Hall and arrangements were being put in place.  |
| 31/13.3 | Gill Ritchie agreed to explore whether she had a copy of the NYCC cycling plan or whether she could obtain one from contacts at NYCC.   | Outstanding - GR outlined that she was going to contact Melissa Burnham to obtain a copy of this plan.  |
| 31/13.4 | Gill Ritchie agreed to information about the assessment of the Claro Barracks site to be presented to the City Plan Working Group, when completed, to help inform the process.  | Outstanding - GR outlined that this work had not yet been started but had been agreed.  |
| 32/13.1 | To prepare draft responses to the Harrogate District Local Plan Consultations: Community Infrastructure Levy Draft Charging Schedule (CIL) and revised Statement of Community Involvement (SCI) for consideration at the next City Plan committee.                                      | Outstanding - CH outlined the issues being put forward in the draft responses to both these consultations for submission by Friday 29 <sup>th</sup> November as required. These were to be completed by AW and submitted by GRIP. |

### **36/13. To receive feedback from the Neighbourhood Plan Working Group meetings of:**

AW briefly outlined the discussions that had taken place with invited guests on key topics relevant to the City Plan:

25<sup>th</sup> October – Ripon Railway Reinstatement with Adrian Morgan

1<sup>st</sup> November – NYCC Public Transport with John Laking

### **37/13. To discuss the draft mission statement, vision and objectives for the City Plan**

CH presented the emerging mission statement, vision and objectives for discussion. MS suggested that this current work needed to take account of previous visions for the city. LB suggested that there was a need for short-term, medium-term and long-term objectives as part of the plan.

Following discussion it was recommended to delegate responsibility to the City Plan Working Group for the preparation of the mission statement, vision and objectives for presentation at the open meeting on the 7<sup>th</sup> December.

*Action 37.13.1: City Plan Working Group to finalise the exhibition materials including outlining the mission statement, vision and objectives.*

MS thanked CH for his work to date, in helping to prepare the mission statement, vision and objectives and other materials for the event on the 7<sup>th</sup> December.

The group discussed some of the other details for the event, including the “urban villages” concept and how to present this information.

**38/13. To update and agree the forward work programme and action plan**

MS suggested that the immediate focus of efforts was the event on the 7<sup>th</sup> December and this should provide the focus for the forward work programme and action plan.

AW agreed and suggested that a new forward work programme and action plan should be created in the New Year, to include identifying the experts and topics that the City Plan Working Group meetings wish to discuss to inform the development of the Plan.

**39/13. To discuss the arrangements for a City Plan day on Saturday 7th December**

MS suggested that this agenda item had been covered in 37/13, but asked if members had anything additional to raise. No further actions were identified or comments made.

The meeting closed at 8.30pm

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_  
CHAIRMAN

RATIFIED AT COUNCIL MEETING:

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_  
THE RIGHT WORSHIPFUL THE MAYOR