

COUNCIL OF THE CITY OF RIPON

MINUTES OF THE CITY PLAN COMMITTEE HELD ON 29th OCTOBER 2013 AT 7PM IN THE MAYOR'S PARLOUR, THE TOWN HALL, RIPON

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

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

Apologies: David Wimpenny
Jane Furse
Cllr Martin-Long

26/13. To receive apologies for absence

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

27/13. To receive any disclosure of an interest in relation to any matter under consideration at this meeting (financial or otherwise)

None.

28/13. To approve the minutes of the Committee meeting held on 1st October 2013

The minutes were agreed as a true record of the meeting. The following matters arising were discussed:

Ref:	Action:	Update:
22/13.1	The City Development Manager would retain on file all of the City Plan consultation responses and the analysis reports as this may need to be submitted with the Neighbourhood Plan for formal inspection.	On-going – all information retained. CDM suggested establishing submission requirements and writing up this document now whilst still relatively fresh. This was agreed – see action 28/13.1.
22/13.2	That the Chair, on behalf of the City Plan Committee would thank Ben Howe before the end of his placement.	Completed.
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.	On-going – to be included in the draft City Plan within the non-Neighbourhood Plan section. *** This prompted further discussion – see below.
23/13.2	Gill Ritchie is to provide an update to the next Committee in relation to the work being carried out to establish pollution levels on High Skellgate and proposals to address this.	On-going – Gill Ritchie provided an update of the current situation and mitigation being considered as part of the air quality action plan. Gill Ritchie to bring any further appropriate information to future meetings. This was agreed – see action 28/13.2
23/13.3	The City Development Manager to provide an update to the Focus Group distribution list and continue to keep them informed about progress on	On-going – CDM suggested that the next key stage was the planned event and that information would be sent to this group as part of promoting the event. This was

	the development of the City Plan.	agreed – see action 28/13.3
24/13.1	The Neighbourhood Plan Working Group will be formally established to progress the development of this part of the City Plan and will meet as per the schedule circulated.	Completed
24/13.2	The Neighbourhood Plan Working Group will comprise initially of Cllr Stanley, Alan Weston, Chris Hughes, Richard Taylor and Jane Furse. The aforementioned individuals will be invited to participate and contribute.	Completed – agenda item 30/13 *** This prompted further discussion – see below
24/13.3	The City Development Manager will give further consideration to the need to establish a Working Group to progress the development of the other part of the City Plan and will report back to the next meeting.	On-going – discussions to take place at the GRIP meeting on 13 th November about re-structuring the Partnership.
25/13.1	The City Development Manager to continue to progress the development of a draft vision and objectives, based upon the community consultation.	On-going – agenda item 29/13.
25/13.2	The Neighbourhood Plan Working Group to discuss the outline provided by the City Development Manager and begin to think about the contents of the City (Neighbourhood) Plan.	On-going – agenda item 30/13.
25/13.3	The City Development Manager to discuss with Chris Hughes a suitable date and the arrangements for a “planner for a day” event.	On-going – following discussion it was suggested that the event should take place on Saturday 7 th December and the Working Group should work on the detail of the event. This was agreed – see action 28/13.3

Outlining progress on the matters arising prompted questions from Don Grundy on behalf of the Chamber of Trade. Firstly, Don asked about whether the requirement for the City Council to become a Quality Parish Council was a pre-requisite to HBC agreeing to Ripon City Council taking over the management of the Market Place.

Mick Stanley confirmed that this was not the case and that the agreement was subject to on-going discussions to ensure appropriate management arrangements were in place, particularly to ensure the safe operation of events. Alan Weston added that he needed to complete a piece of work about the detailed management arrangements that will be put in place by RCC and partners and submit this to HBC for consideration.

Secondly, Don asked about the membership of the Working Group and suggested that Chamber members were concerned about the lack of business representation and a bias towards conservation of the built environment. Richard Taylor confirmed that he too had heard rumblings.

Chris Hughes commented that he wished clarification to be given to the Chamber that members of the Working Group were there because they were willing to get involved and had no agenda other than trying to put together a Neighbourhood Plan for Ripon to help improve the City. Chris suggested that for pragmatism; as one of the original signatories to the proposal for a Neighbourhood Plan and in view of additional help needed to gather momentum on putting the plan together, that he proposed that Don should be invited to participate on the Working Group as the Chamber representative. This was agreed.

The updated and outstanding actions are therefore:

Ref:	Action:	Owner:
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	MS

	Plan.	
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.	AW
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.	GR
28/13.3	Update from 23/13.3 and 25/13.3 – Working Group to organise an event on Saturday 7 th December to update people with the development of the Ripon City Plan and get them involved in helping to shape it.	City Plan WG
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	AW

29/13. To discuss the draft vision & objectives for the City Plan

Alan Weston tabled some thoughts about the vision and objectives for the City Plan, based upon previous discussions at both the Committee and Working Group. This was discussed.

Members of the committee was felt that it was important to have a vision (or options) and objectives for the plan and that the proposed meeting on the 7th December provided an ideal opportunity to test this with the community. It was also felt that it was important to show progress since the focus group meeting as there had been a lot of work happening behind the scenes.

After discussion it was agreed that:

29/13.1	This should be considered at the Working Group to refine and produce a vision(s) and objectives which should be presented to the community on the event on the 7 th December.	City Plan WG
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30/13. To receive feedback from the Neighbourhood Plan Working Group meetings of 3rd October / 18th October

Mick Stanley gave an overview of the discussions that had taken place at the Working Group meetings regarding the reinstatement of the railway, the Claro Barracks site, and the Healthy Ripon proposals and the ideas coming forward. The group had started to invite guests to attend to discuss specific topics and this was to continue going forward.

The group had discussed an approach of looking at the different “villages” of Ripon and the different characteristics and opportunities / threats that exist within each. Alan Weston suggested that it may be necessary to carry out some “character appraisals” as background information for the plan and said that he had begun to try to pull together a SWOT analysis for further discussion.

After discussion it was agreed that:

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 th December.	City Plan WG
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.	AW
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.	All

31/13. To update and agree the forward programme and action plan

Chris Hughes asked Gill Ritchie about the forward programme for Harrogate's Local Plan and Gill explained that it was planned to submit on 29th November which was likely to lead to an inspection in March.

A discussion took place about the existing HBC allocations within the Local Plan and Gill Ritchie was asked to provide a series of maps that would help to inform the City Plan process. Alan Weston asked if it was possible to also provide this data so that it could be imported into the GIS system that he was using. Gill agreed to explore this with colleagues at HBC.

A discussion then took place around understanding the requirements of cyclists within the City. Gill Ritchie mentioned that NYCC had produced a draft cycling plan although due to adverse comments from within Ripon this had never been adopted, but it may provide a good starting point.

Finally, the Claro Barracks was briefly discussed with Alan Weston giving an update in relation to the current piece of consultancy work underway to understand the economic impact of the closure. Gill Ritchie outlined to the group that agreement had been reached that HBC would carry out site work to establish a baseline of the same standard as those allocated within the Local Plan. This was welcomed by the group.

The agreed actions were:

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.	GR
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.	RT
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.	GR
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,	GR

32/13. To discuss the Harrogate District Local Plan Consultations: Community Infrastructure Levy Draft Charging Schedule (CIL) and revised Statement of Community Involvement (SCI).

The group discussed the changes which had been made since the previous draft was published and consulted upon. Many of the comments made by Ripon organisations had been listened to. Chris Hughes said that having drafted a response to the initial consultation he now wanted some time to go through the detail and look at the changes but it did sound positive. It was agreed to discuss this at the next meeting in advance of the consultation deadline of Friday 29th November.

The agreed actions were:

32/13.1	To revisit the discussion at the next City Plan committee to allow a draft response to be prepared	CH / AW
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The meeting closed at 8.55pm

SIGNED _____ DATE _____
CHAIRMAN

RATIFIED AT COUNCIL MEETING:

SIGNED

DATE

THE RIGHT WORSHIPFUL THE MAYOR