

## COUNCIL OF THE CITY OF RIPON

### MINUTES OF THE CITY PLAN COMMITTEE HELD ON 4 JULY 2013 AT 7PM IN THE COUNCIL CHAMBER , THE TOWN HALL, RIPON

Present: Cllr M F Stanley (Chair)  
Cllr McHardy  
Cllr Barnes  
Chris Hughes  
Jane Furse  
Gill Ritchie (Ex-Officio)  
Alan Weston (Ex-Officio)

Late Arrivals: Don Grundy

Apologies: Cllr Martin-Long  
Richard Taylor  
David Wimpenny

#### **9/13. Apologies for absence**

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

#### **10/13. Disclosure of an interest in relation to any matter under consideration at this meeting (financial or otherwise)**

None

#### **11/13. Minutes of the Committee meeting held on 22 May 2013**

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

#### **12/13. Summary of Community Consultation and Engagement**

The group conducted a de-brief on the community consultation and engagement process identifying what worked well and any lessons learnt to be considered in future City Plan consultations. Key points raised included:

##### **Worked Well**

- Visible presence and distribution of information at Spring Fair and on the Market Place,
- Attendance at meetings, events and group presentations

##### **For future consultations, further consideration is needed of:**

- Distribution of information using Review Ripon and Ripon & Masham In Focus – both had proved cost effective but some people claimed they hadn't seen the information,
- Distribution of information using key buildings, library, community house, etc – some premises had been willing to hold the information but potentially more locations could've been identified and used

Resolved: After discussion it was **agreed** that the City Development Manager should consider all of the feedback given in developing the approaches for consulting on the development of the City Plan in the future.

#### **13/13. Forward programme – Developing the Draft Ripon City Plan**

Chris Hughes gave feedback from the Department for Communities and Local Government neighbourhood planning networking meeting on Tuesday 25th June 2013, including the new support

arrangements.

Resolved: After discussion it was **agreed** that the City Development Manager in conjunction with Cllr Stanley and Chris Hughes would apply for both direct support and additional funding to assist with the preparation of the Ripon City Plan.

Gill Ritchie presented an indicative project plan which Harrogate Borough Council had put together to help identify the resource requirements for each of the Neighbourhood Plans being put together in the area. This was discussed and Gill invited members of the committee to give further considered comment after the meeting.

The approach for analysing the consultation responses and the next steps in the process for developing the City Plan were discussed.

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,
- collate all of the written and email responses and these would be input to Survey Monkey,
- extract the data from Survey Monkey and circulate to all committee members,
- begin to read and categorise each of the comments made by respondents,
- bring an analysis of the responses to the next City Plan Committee meeting,

Resolved: It was agreed that a small group would be established to read the responses and provide challenge to and scrutinise the work of the City Development Manager outlined above.

Resolved: Following discussion it was agreed that the City Development Manager in conjunction with Cllr Stanley should issue a press release and consider a press strategy to ensure a continued interest in the City Plan whilst the responses were being analysed.

Resolved: After discussion it was agreed that the City Plan Committee should:

- publish all of the comments received in response to the consultation, together with details of how the comment has been categorised and any response,
- use the community consultation and other collected evidence to establish a vision and objective for the City Plan and seek to publish these in early September in advance of starting to develop the Draft Ripon City Plan,
- acknowledge that the Ripon City Plan may not be the most appropriate way of tackling some of the issues identified in the community consultation but ensure these are addressed by working in partnership with the most appropriate organisation.

The meeting closed at 8.30pm

Next meeting date confirmed as 14 August 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 <sup>nd</sup> 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 <sup>nd</sup> 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