



COUNCIL OF THE CITY OF RIPON

Minutes of the **STATUTORY ANNUAL PARISH MEETING** held in the **COUNCIL CHAMBER, TOWN HALL, RIPON** on **Monday 14th May 2018 at 6:30pm.**

PRESENT 3 members of the public; Cllrs Powell, Horton, Williams, Chambers, Martin, Parkin, Davis, Hardisty, Craggs.
Representatives from the Ripon based organisations listed below.

1. WELCOME FROM THE DEPUTY MAYOR OF RIPON – Councillor Charlie Powell.

Cllr Powell welcomed those present to the meeting.

2. MINUTES

To confirm the Minutes of the Statutory Annual Parish Meeting held 17th May 2017.

It was proposed by Cllr Horton and seconded by Cllr Chambers that the Minutes were a true record of the proceedings; this was agreed by a show of hands and the Minutes were signed by the Chair.

3. REPORTS FROM CITY COUNCIL COMMITTEES – 2017/18 Civic Year

i.	The Chairman of the Council – Cllr P McHardy read by Cllr Powell
ii.	The Chairman of the Finance & General Purposes Committee– Cllr A Morgan
iii.	The Chairman of the Planning Committee – Cllr P Horton
iv.	The Chairman of the Hugh Ripley Hall Committee – Cllr A Williams
v.	The Chairman of the Quarry Moor Working Group – Cllr M Stanley read by the Clerk
vi.	On behalf of the City Plan Committee – Mr C Hughes gave a report on behalf of the City Plan Committee.
vii.	The Chairman of the Staffing Committee– Cllr J Bate – no report.

4. REPORTS FROM LOCAL ORGANISATIONS, ATTENDANCE TO BE CONFIRMED.

Ripon City Festival Trust 1986	The purpose of the group is to arrange community based events at little cost, the pancake races are an example of this. Tim volunteered to help RCC/Discover Ripon produce the seasonal guides to whats on in Ripon.
Ripon in Bloom	An update on the work of Ripon in Bloom can be found in the report appended to minutes
Ripon CIC	Chris Hughes spoke on behalf of the Community Interest Company, Ripon Together which now has 111 members and has published 4 short newsletters. Ripon Together is looking for new directors. The purpose of Ripon Together is to bring together organisations within the city to focus on projects.
Community Voluntary Service	Frances Elliot spoke about the work of Harrogate and Ripon Community Voluntary Service
YMCA	Nick Bentley spoke about the work of Ripon YMCA within the community. Ripon YMCA is a stand alone charity who wish to continue to increase their visability in the community.

Ripon Rowels Rotary Club	The biggest event for the Rowels is the organising of the bonfire and fireworks at Ripon Racecourse for which a Small Grant has been applied for. Training has recently been offered on defibrillators.
Ripon Civic Society	Fifty years old this year, the Civic Society has recently completed its biggest project, the digitizing of 1000s of images into an archive funded by HLF monies. The society are involved in Yorkshire Day, St Wilfrid's Parade, Talks and Visits. The society continues to play a positive part in planning applications.
Ripon Museums	The museum has had a good year with the opening of the Master's Garden and Workhouse Garden.
Citizens Advice Bureau	A brief update on the work of the CAB in Ripon, including its work with the foodbank was provided.

5. QUESTIONS FOR CONSIDERATION FROM ELECTORS PRESENT AT THE MEETING

A representative from Ripon in Bloom asked when grant payments for 2018/19 would be made, the Clerk advised that they would be made as soon as bank signatories had been agreed at the meeting of full council on 4th June 2018;

An elector asked about progress on the lease on the Market Square, the clerk advised that there had been no progress due to the elections taking place and that the new council would need to take it forward with Harrogate Borough Council.

A representative from Plastic Free Ripon spoke about the initiative.

The Chairman thanked everyone for attending and closed the meeting at 7:40pm

SIGNED: DATE:
The Right Worshipful The Mayor

RIPON CITY COUNCIL

Chairman's report for year end 2017/18

Ripon City Council met regularly during 2017/18 with a number of extraordinary meetings during the civic year.

Staff turnover in the Clerk's office was high with a number of temporary members of staff throughout the year. A Deputy Clerk was appointed in February 2018.

The Discover Ripon office has seen the departure of two key members of staff during 2018. A vacancy for a City Centre Manager, which is a revised role, is currently advertised and we hope to make a successful appointment in the forthcoming months.

Negotiations with Harrogate Borough Council are ongoing on the Town Hall Lease and Market Square and it is hoped that progress can be made in the new civic year.

Ripon City Council resolved to become a Single use plastic free environment by March 2019 and are working with local community groups and Harrogate Borough Council on this initiative.

A number of policies which govern the way we operate have been revised and updated during 2017/18.

The Council is looking forward to hosting Yorkshire Day on 1st August 2018 and plans for the Civic Event are progressing well.

The Council is very grateful to the City Plan Team, a team that consists of skilled volunteers and Council members. The Ripon City Plan submission draft was delivered to Harrogate Borough Council in March 2018. An update will be provided later in the meeting but work is ongoing and it is expected that that work will continue throughout 2018/19 at least.

A working group was formed with Harrogate Borough Council and North Yorkshire County Council to address the car parking situation in the City Centre. This work is ongoing and the Council hopes to make progress on this matter in 2018

The provision of a City Centre bus service was explored after the existing service ceased. An informative session with representatives from The Little White Bus Company was held. It is hoped that this matter will be progressed.

After discussions with Transdev on the lack of a late night provision to Ripon at weekends we were very pleased to learn that a later bus from Leeds (23:15) and Harrogate (00:05) would be provided to Ripon on Saturday evenings.

The Council met with the Harrogate Borough Council Cabinet member for Environment, Waste Reduction and Recycling in the summer of last year. This led to an application being submitted to the District Improvement Fund and the work that has been going on around the Market Square, replacing bollards, painting railings and posts, is an example of the work funded by the scheme.

Finance and General Purposes Committee

Chairman's report for year end 2017/18

The Council awarded grants to various organisations and charities under the grants initiatives which began in 2016. The grants awarded totalled £18,650.

Council resolved not to progress the Railway Feasibility Study and no costs were incurred.

A specialist conservation restoration firm were engaged to undertake a complete refurbishment of the Cabmen's Shelter. Unfortunately the process of having the work sanctioned by the Historic England, through the planning authority, has taken a great deal of time. It is hoped that progress will be made in the coming weeks and we will see the shelter removed and works commence.

The reports of our internal auditor continue to be very positive although progress on some of the items of procedural improvement identified has slowed due to staff having to take on additional duties in recent months.

In November 2017, the Council self referred a matter to the External Auditor and whilst it related to a lack of correct procedure being followed it should be noted that both the Internal and External Auditor commended the Council's actions upon becoming aware of the issue.

The Council brought in a number of specialist consultants during the 2017/18 financial year, including a planning consultant and a HR specialist. Latterly, a firm of specialist local government accountants have been engaged to ensure that the accounts are dealt with correctly in view of other duties undertaken by the Clerk.

The Internal Auditor has reviewed the year end accounts which will be finalised within the next week. The annual return will be considered by Full Council at its first meeting in June 2018.

Ripon City Council

From: peter horton <pmhorton@hotmail.co.uk>
Sent: 08 May 2018 12:36
To: Ripon City Council
Subject: 2018 Parish Meeting

PLANNING COMMITTEE REPORT FOR PARISH MEETING OF 14th MAY 2018

During the Civic Year 2017/2018 the Planning Committee met on 15 occasions and considered 166 Applications, an increase of 26 on the previous Civic year. Of these 13 were for action on trees covered by Tree Preservation Orders, and the Committee has resolved that this type of application should be referred direct to the Arboricultural Officer of HBC as the expert in this field.

It is noted that the proposals by Gladman Developments to create a substantial housing site at West Lane, Ripon still remains unresolved at this juncture. The original proposals were made almost 4 years ago and have been through the HBC planning system where consent was refused primarily due to the site's immediate proximity to the buffer zone of the World Heritage Site of Fountains Abbey & Studley Royal. This resulted in an Appeal to the Planning Inspectorate and a Public Inquiry was held last October where Ripon City Council and the Ripon Residents Planning Group were jointly represented by a planning barrister to oppose the principle of development on this site. Due to the importance of the WHS the Inspector's report was to be submitted to the Secretary of State for a decision, and this is still awaited. We are advised that this will happen by the end of May 2018.

Following this Public Inquiry HBC produced the draft Local Plan for consultation and we were astonished to find that the West Lane site was still included in proposals for housing. We expressed our concerns to the Borough Chief Executive, particularly in respect of the original decision of the Planning Committee to reject the application, and the subsequent high expenditure on the Public Inquiry, and we asked for the site to be withdrawn from the Local Plan.

Proposals to build 117 dwellings on the site and playing fields of the former Cathedral Choir School were approved by HBC despite our objections to the site extending beyond the footprint of the existing buildings. To date the developer has not started any work on the site.

We were also advised of a developer's proposal for 150 units at Knaresborough Road, Littlethorpe which is beyond the City boundary and is not designated in the Local Plan. We stressed that the Ripon City Plan shows that there is adequate housing land within the City boundary and no necessity to build on green fields outside these limits.

That concludes my Report for 2017/18.

Cllr. P.M. Horton
Chairman of Planning Committee 2017-2018.

Hugh Ripley Hall Committee Report 2017 / 2018

The Hugh Ripley Committee met 4 times throughout this year.
(3 July, 31 July, 29 January, 26 March)

The committee have undertaken a substantial refurbishment during the year
(please see below).

Lagging pipes

Work was undertaken in late 2017 to lag the pipes in the basement, which will help to prevent pipes freezing/bursting, and limit heat loss, resulting in a more energy efficient building.

Updates on roof

Following heavy rainfall, the roof has leaked due to a blocked gulley and small leaks from glazed sections of the roof. Under Councillor Willis' direction the gulleys are cleared out biannually.

External Noticeboards

2 external noticeboards were purchased and are situated outside the hall, these are for Discover Ripon notices and the other for advertising events and displaying council notices.

Replacement Blinds

The committee resolved to install new vertical blinds both in the main hall and the bar room, which give privacy and screening from the sun for our hirers, and improve the look of the hall, which we hope will encourage new hirers.

Contract

After consideration, the council decided to end a contract for the fire alarm, intruder alarm, fire extinguishers and emergency lighting at HRH as this proved to be inefficient. The council chose to move forward by splitting the contract areas.

New Hirers

We have been contacted by several new hirers – including 2 that could become regulars users of the hall.

Cost of hiring the hall – the committee decided to raise certain areas by £1 in March 2018.

Finance

The turnover this year was in the region of £18,000 – and we are pleased to report a small trading surplus.

We continue to spend the council agreed Ear Marked Reserves to improve the building and have spent in excess of £7,000 this year.

Thanks should go the continued support and dedication to the caretaker Mr Martin Rodgers.

Thanks also to councillor Richard Willis who has helped with many aspects of Hugh Ripley Hall, drawing up specifications for work, advising the committee and meeting contractors on site.



The Alderman Tom F Spence Charity

Quarry Moor - Ripon

Report to Annual Parish Meeting

14th May 2018

The Trustees held three meetings during the last financial year. Meetings were restructured in the Autumn with Trustees meeting separately from the Quarry Moor Working Committee.

Trustees would like to express their gratitude to the members of the Working Committee who ensure the continued smooth running of the Moor.

Works carried out during the year include the statutory playground inspection, servicing of electronic gates and tree reduction work.

Following discovery of damage to the trees along the boundary with nearby houses and fly tipping of garden waste and the like the Clerk wrote to the owners of all nearby properties. Natural England have been made aware of the damage and our warden and ranger are currently monitoring the situation.

Ripon City Council have continued to fund the costs of the Charity in 2017-18 and have resolved to reinstate the reserves of the Charity to a level of £20,000 per annum by virtue of a s.137 payment to ensure that the site continues to operate as it should

It is recognised that the Charity should seek to explore grant funding to allow for the renewal/addition of assets and further explore any income generation opportunities to minimise the reliance of the Charity on Ripon City Council in future years.

We are very grateful to Robert Adams and Sam Walker who manage the site and the daily running of it on our behalf.

P M Benson, Clerk to the Trustees.

CITY PLAN COMMITTEE REPORT FOR PARISH MEETING 14th MAY 2018

The Committee met on three occasions during the Civic Year 2017/2018. On a fourth occasion the Committee received an online briefing by the City Development Officer in lieu of meeting.

Matters considered fell into two categories: preparation of the Ripon City Plan and representations on consultations regarding the emerging Harrogate District Local Plan.

The Ripon City Plan was submitted to Harrogate Borough Council in accordance with Regulation 15 of the Neighbourhood Planning General Regulations 2012 on 29th March 2018. The team responsible for preparing the Plan is now working with Harrogate Borough Council on preparations for the Regulation 16 consultation and appointment of the independent Examiner. The City Plan website is being updated and the Plan's documents uploaded.

The Committee will engage with examination of the Plan as required by the Examiner. It will review the Examiner's report and resulting recommended modifications and consider steps to encourage Ripon voters to support the resulting Plan at referendum.

In due course the Committee expects to address the complementary projects sought by Ripon residents during the consultation stages of the Plan.

Harrogate Borough Council consulted on additional sites for the Draft Local Plan in August 2017 and on the Publication Draft of the Local Plan in February 2018. The Committee considered these documents and recommended representations as the City Council's formal responses.

The Committee intends to track the passage of the Local Plan. It will expect to consider other consultations as may emerge in due course, for example on a proposed Community Infrastructure Levy for the district. It would also consider the implications of high level strategies and programmes of public bodies and agencies as are within its capacity and capability.

for Cllr P.M. Horton
Chairman of City Plan Committee 2017/2018

(by Christopher Hughes, member of City Plan Committee and City Plan team)

OUTLINE OF RIPON IN BLOOM'S WORK IN THE COMMUNITY AND ASSOCIATED COSTS MAY 2018.

Ripon in Bloom has been active in the City of Ripon in its present form since 1991, although it is known the organisation played a smaller active role before that. The main objective of the organisation is to 'promote and encourage the floral and environmental embellishment of the City of Ripon'. This is done by following the criteria set down by the Britain in Bloom organisation, which in turn is run by the Royal Horticultural Society. The organisation works in partnership though separately from Harrogate Borough Council Parks Department, the aim being to develop and enhance further floral and environmental work which HBC cannot undertake for budget reasons, which is to the benefit of all in the community. Due to local authority cut backs, HBC Parks have had to reduce their commitments in the City, Ripon in Bloom was able to take on some of this work, a good example being Bedern Bank.

There are two main aims within this objective;-

- 1) City Wide-** Ripon in Bloom runs a number of projects and schemes annually that its small number of committee members and volunteers get involved with through organised working parties. These include;-
The planting, watering and maintenance to around 60 floral containers around central Ripon.
Development and maintenance to a number of parks and open spaces including Temple Gardens, Goose Moor, Bedern Bank, Booth's Alleyway and others. It is unlikely this work would be done otherwise.
The organising and undertaking of the annual gardens competition, which encourages residents, businesses, schools and others to enhance and to take pride in the floral attributes the city has to offer, and to improve the standards on display.
Working parties regularly litter pick, weed and cleanse central Ripon so it is a more pleasing spectacle to visitors and tourists.

- 2) Further afield-** As part of Britain in Bloom, Ripon in Bloom is responsible for entering the national competition which a lot of communities undertake. Initially it is Yorkshire in Bloom, and by winning this the community has the right to represent the county at the national event. Twice since 2000 Ripon has won Yorkshire in Bloom, and was placed joint 1st in the national Britain in Bloom competition in 2003. This helps to put Ripon on the map, and will help increase the number of visitors and tourists, which will benefit local business. Due to decreasing numbers of committee members and volunteers recently, and budget concerns, the committee have not felt it possible to join Britain in Bloom competition, however it is as ever an aim of Ripon in Bloom's to enter when the circumstances allow it.

ASSOCIATED COSTS-

The whole of the community can feel proud and indebted to the work of Ripon in Bloom. Last year the front of the Library was given some raised beds and planters, Booths Alleyway has had some additional plants and shrubs, and the committee is involved in the proposed enhancement of Lavender Alley, over and above the general annual commitments. However, it comes at a cost, and a cost which at the moment is putting strains on the budget, to such an extent that the committee has had to decrease the number of planters this year slightly. At the moment, Ripon in Bloom receives a grant from Ripon City Council and various donations from local supporters, adding up to approximately £4000. The quotation from the organisation who grow the plants, erect the planters and undertake the watering came to £3700 alone which meant that to undertake other commitments the number of planters has had to be reduced.

Therefore, there are two immediate aims which Ripon in Bloom must address, one is to encourage more support from local residents to increase the number of committee members and volunteers, and the other is to increase income mainly through local donations and other possible sources of funding. With this in place, Ripon in Bloom will continue to undertake and develop the work it does, to the benefit of all in the community and further afield.

NB - watering, other funding possibilities -

Chris Searle, Chairman, Ripon in Bloom.