

# RIPON CITY COUNCIL

**Minutes of the Annual Parish Meeting held in the Council Chamber, the Town Hall, on Monday 17<sup>th</sup> May 2017 at 6:30pm**

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**PRESENT**                      The Right Worshipful the Mayor, Cllr P McHardy (Chairman);  
Cllr L Barnes;  
Mr A Weston;  
Mrs P M Benson, the Clerk.

**1. WELCOME FROM THE RIGHT WORSHIPFUL THE MAYOR OF RIPON – Councillor Pauline McHardy.**

Cllr McHardy welcomed those present to the meeting.

**2. MINUTES**

To confirm the Minutes of the Statutory Annual Parish Meeting held 6<sup>th</sup> June 2016.

It was proposed by Cllr Barnes and seconded by Cllr McHardy that the minutes were a true record of the proceedings, the minutes were duly signed by the Chairman.

(These can be viewed during opening hours at the Clerk's Office in the Town Hall or online at [www.riponcity.gov.uk](http://www.riponcity.gov.uk))

**3. REPORTS FROM CITY COUNCIL COMMITTEES – 2016/17 Civic Year**

<b>i.</b>	The Chairman of the Council – Cllr A Morgan – report attached.
<b>ii.</b>	The Chairman of the Finance & General Purposes Committee– Cllr P McHardy – report attached.
<b>iii.</b>	The Chairman of the Planning Committee – Cllr P Horton – report attached.
<b>iv.</b>	The Chairman of the Hugh Ripley Hall Committee – Cllr A Williams – report not received.
<b>v.</b>	The Chairman of the Quarry Moor Working Group – Cllr Jones – report prepared by Clerk attached.
<b>vi.</b>	The Vice-Chairman of the City Plan Committee – Cllr P Horton –report prepared by Mr A Weston attached.
<b>vii.</b>	The Chairman of the Staffing Committee– Cllr J Bate – report not received.

**4. REPORT FROM THE CITY DEVELOPMENT MANAGER – MR ALAN WESTON**  
Report attached.

**5. QUESTIONS FOR CONSIDERATION FROM ELECTORS PRESENT AT THE MEETING**  
None received.

The Chairman thanked those present and closed the meeting at 7pm.



## RIPON CITY COUNCIL

### CHAIRMAN'S REPORT FOR YEAR 2016/17

Ripon City Council met for 12 Full Council meetings and 2 Extraordinary meetings.

Councillor Waiting resigned in June due to deterioration in the health of his wife. We thank him for all he has done as a Councillor and wish him well. His resignation led to a by-election in Moorside Ward in September where Alison Gaskin was elected onto Council.

After a period of turnover in office staff during the last eighteen months a new Clerk was appointed in October and new Mayor's Secretary/Admin Officer was appointed in April. There should now be an increase in efficiency.

Regular internal audits have been conducted during the last year and I am pleased to report that all is well with Council fiscally. The Internal Auditor recommended holding only 6 months of reserves instead of 12 months which were previously held by council.

A decision was made by council to make part of this surplus available to the Hugh Ripley Hall Committee for urgent repairs and improvements to the fabric of the Hall, putting it on a more attractive commercial footing as you will hear from the Chairman's Report for this Committee.

As will be explained in the Committee Chairman's Report, a financial black hole is looming in the Alderman T F Spence Charity for Quarry Moor. The Spence family gifted a capital sum to provide funding for upkeep of Quarry Moor. Unfortunately due to very low Bank of England basic rates over a number of years, insufficient interest from the capital sum has been generated to cover annual operating costs of the site without eating into capital. During 2017/18, the capital sum will be exhausted, Council resolved to make funds available to the Charity to ensure its future operation subject to all avenues for income generation being explored.

Another recommendation of the internal auditor was to remove the Clerk from the list of signatories for cheque signing and online payments. This was acted upon as soon as the new Clerk was appointed. Ripon City Council has also moved to online banking.

Council agreed to a new Community Emergency Scheme for Ripon at the beginning of the year together with a risk assessment.

Harrogate Borough Council announced that a new swimming pool for Ripon will be open by 2020. Cynics would assume this was due to media pressure after the success of local diver Jack Laugher in the 2016 Rio Olympics.

Jack switched on the Ripon Christmas lights. He was very popular with visitors agreeing to many, many 'selfies' on the night. He was presented with a Ripon Citizenship Award in the Town Hall afterwards for his achievement of winning Gold and Silver medals in Rio.

Town Hall flag raising protocol and Hornblower duties were upgraded during the year.

RCC agreed to part fund a feasibility study into reinstating the Harrogate-Ripon-Northallerton railway line after NYCC refused to, claiming times of austerity. It has not stopped NYCC finding £1M to promote the Harrogate Northern bypass and promoting a new high speed railway line between Leeds and Northallerton that will not be of any benefit to Ripon or Harrogate as the proposed route will be too far to the east. Timescale of opening is post 2045. Ripon needs a reinstated railway line within the next 10 years for the economic benefits a railway will bring to the city.

Ripon has been offered a bronze bust of the WW1 poet Wilfred Owen who lived in the city for a short period. The sculptor has visited Ripon to choose an optimal site for display.

The dispute with HBC over the Town Hall lease is ongoing as RCC thinks that to sign in present form would be disadvantageous to council tax payers in Ripon.

Councillors agreed to use the southern half of the Market Place more to attract visitors with an expanded Saturday market and entertainment for children throughout the summer.

On-street parking by visitors and commuters is becoming an acute problem in residential streets. North Yorkshire County Council's response is very disappointing. HBC claims that off street parking is static so expansion of current car parks is unnecessary. What they don't realise is that numbers are rising because car parks are full to capacity.

Part time closure of Ripon library, due to reduction in funding by NYCC, has been avoided by recruitment of over 90 volunteers. We thank them for their generosity.

RCC continues close association with 21 Squadron of the Royal Engineers at Claro Barracks and personnel at RAF Leeming. The barracks closure date is gradually slipping due to capacity constraints at Catterick.

RCC continues to support controlled sustainable house building expansion in Ripon but only on brownfield sites. Greenfield development is actively opposed by Council.

Concerned by lack of entertainment opportunities for teenagers and young clubbing adults in Ripon, RCC met with number 36 bus operator, Transdev, with a view to extending the after midnight Leeds-Harrogate bus to Ripon on weekends. Transdev declined to help even though RCC offered to meet any shortfall in operating expenses until the service had become established.

As Ripon Cathedral is now the only Cathedral in North Yorkshire, Ripon hosted a North Yorkshire civic ceremony to celebrate the 90th birthday of Queen Elizabeth in June 2016. This was an honour for the City and Cathedral.

In April, the Tour de Yorkshire passed right through the Market Place on day two of the event. This attracted many visitors to Ripon. Appearing on international media also promoted this wonderful City of Ripon and surrounding attractions.

Councillor Adrian Morgan.

**Parish Council Meeting 17-5-17.**

**Finance and General Purposes Report 2016/17**

During this period, the council awarded the following amounts to various organisations and charities under the Small Grants Scheme.

St Wilfrid's Procession Committee £1,000

Ripon International Festival £1,000

Ripon Museum Trust £875

Ripon Civic Society £1,000

Help £918.66

Jenny Ruth Workshops £900

Ripon Community House £600

St Wilfrid's Community Centre £880

Rotary Club of Ripon Rowels £1,000

Ripon Community Link £994

This was a total of £9,618.06 awarded to worthy causes.

The council agreed to fund a railway feasibility study to the amount of £18,000.

(Do you know we are the only Cathedral City without a railway station).

This council took over the running of the Hugh Ripley Hall to preserve it for community use. This was done as Harrogate Borough Council were proposing to sell the building.

The building was in need of urgent repair and refurbishment, therefore the council decided to use £23,000 from reserves for this purpose. When the Hugh Ripley Hall is operating in profit, these monies will be paid back into reserves.

In the year 2015/16, monies were made available for much needed bicycle stands in the city. It is very disappointing that a year later they have still not appeared. This is something that needs to be addressed in the very near future.

Ripon City Council are Trustees for the Alderman T F Spence charity, which manages the running of the Quarry Moor SSSI site. Interest rates have dropped so dramatically over the past few years, which in turn has reduced available monies to cover the running of the trust. Therefore the council from reserves provided £13,866 .00 for the running of Quarry Moor for the past year.

Pauline McHardy 17<sup>th</sup> May 2017





# *The Alderman Tom F Spence Charity*

## Quarry Moor - Ripon

### Report to Annual Parish Meeting

17<sup>th</sup> May 2017

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, tree reduction work and renewal of fencing.

Cllr Horton (RCC) secured a grant from North Yorkshire County Council towards the cost of new fencing and Cllr Gray (Littlethorpe) who is one of the Working Committee members, secured a grant for three new litter bins on the site from Littlethorpe Parish Council.

Very recently, the new owner of McDonalds Restaurant in Ripon donated and installed five new litter bins on the site.

The reduction in the reserves of the Charity was noted. Ripon City Council have continued to fund the costs of the Charity in 2016-17.

Ripon City Council 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. In view of the fact that Ripon City Council funded the Charity in 2016/17 the Charity has sufficient funds in its own right to continue to meet its operational costs in the forthcoming financial year.

It was 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.

The first task of the Charity in the 2017/18 financial year is to open a bank account that will allow it to pay bills directly (currently the Charity account does not allow this) as it is essential that Alderman T F Spence Charity operates completely separately from Ripon City Council, both financially and otherwise.

P M Benson, Clerk to the Trustees.

## **Ripon City Council Administration**

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**From:** peter horton <pmhorton@hotmail.co.uk>  
**Sent:** 09 May 2017 14:58  
**To:** Ripon City Council Administration  
**Subject:** Annual Parish Meeting.

### **PLANNING COMMITTEE REPORT FOR PARISH MEETING OF 17th MAY 2017**

During the Civic Year 2016/2017 the Planning Committee met on 15 occasions and considered 140 Planning Applications. Objections were raised in 13 cases.

In last year's Report I referred to the proposals by Gladman Developments for a massive housing development on greenfield land at West Lane. This remains an ongoing issue for the City and Gladman have made an Appeal to the Planning Inspectorate against Harrogate Borough Council's non-determination of their Application to build 430 units. This issue came before HBC Planning Committee on 11th April where both the Chairman of this Committee and the planning consultant for a local residents group presented their objections. HBC voted to contest the Appeal on the grounds that they would have refused to grant the Application. This Council has secured the consent of the Planning Inspectorate to take a full part in the Appeal hearing which is scheduled to take place in October 2017. To this end the Council has agreed to appoint a professional planning consultant to present its case.

I also referred, in last year's Report, to the proposals to build 98 units on the site of the former Cathedral Choir School. The developer has now made a modified Application which increases this figure to 117 units and was considered by this Committee on 13th February, where our strong objection to any development beyond the footprint of the existing buildings was reiterated to HBC. To date the developer's Application has not been put before the HBC Planning Committee.

The Committee considered details of the draft Harrogate District Local Plan at the November meeting where many objections and criticisms of the Plan were raised by both councillors and members of the public. The Committee responded to the draft Plan by stating that the proposals for some 2,000 new homes in Ripon were unacceptable on the grounds of inadequate infrastructure and that the housing need had not been identified, and referring to the draft City Plan as the adopted policy of Ripon City Council which must take precedence.

In January we arranged a meeting with the Chief Executive of Transdev in an attempt to get agreement for the Leeds to Harrogate weekend late-night bus service to be extended to Ripon. We were advised that this was not economically feasible. We asked Transdev to produce costings to provide a trial of the service with a view to the City Council providing partnership funding. To date this information has not been received.

That concludes my Report for 2016/17.

Cllr. P.M. Horton  
Chairman of Planning Committee 2016-2017.







# *The Alderman Tom F Spence Charity*

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P M Benson, Clerk to the Trustees.



**Annual Parish Meeting – Report of the City Plan Committee**

**Alan Weston – Ripon City Development Manager**

**On behalf of Cllr Peter Horton, Chairman of the City Plan Committee**

The City Plan Committee, which comprises of both Councillors and community representatives has met on several occasions during the last civic year to oversee the progress on the development of the Neighbourhood Plan and to take key decisions during the process.

Whilst the City Plan Team, which comprises myself and a number of volunteers, which provides the capacity for researching, writing and preparing the Ripon City Plan and all of the supporting documentation, has met with regularity to ensure that progress continues to be made, issues are addressed and all of the necessary work is done.

A key milestone was achieved in September when the City Plan Committee, and subsequently, the City Council agreed unanimously to begin public consultation on the draft Ripon City Plan. This began later in the month with a summary document being distributed to all households and businesses in the city and a series of consultation events being held to allow an opportunity for people to express their views.

This process ended in December and there was a great deal of support for the Plan. Over the last months the City Plan Team have been assessing the feedback, identifying where changes to the draft Plan are required and where further evidence is needed in order to formally submit this in the near future.

I don't think that I am being too overdramatic to say that the Ripon City Plan is a once in a lifetime opportunity. It is an opportunity for the local community to have a greater say in the future development of the city, ensuring that local issues are addressed and providing a voice on important topics.

From the work that we've done over previous years, we believe that the draft Ripon City Plan that we published sets out a vision for the future of the City that you wish to see; a city that can develop and grow in a managed and rational way whilst protecting our quality of life and the things that make the city locally distinctive.

The approach set out in the Ripon City Plan is about a sustainable future for the city; it is about growth and regeneration ensuring that parts of the city with vacant, derelict and under-utilised land and premises such as on the barracks, Bondgate Green and Ure Bank are redeveloped to create new opportunities for work, for living and for enjoyment. It is about our city centre and trying to enhance and improve the retail, leisure, cultural and social mix to increase the vitality and viability of the centre. It is about supporting the tourism economy, the traditional economy and looking for growth opportunities. It is about providing new homes to meet demand but ensuring that we first use the appropriate brownfield sites that are available. It is about protecting existing and providing new expanded community facilities to ensure that the growth of the city is not at the detriment of those that already live here. It is about better connectivity around Ripon to improve accessibility by all modes of transport, and it is about protecting the environment and heritage that we all enjoy.

Most importantly it is about Ripon having a comprehensive and consistent strategy for the future development of the City, which if supported by the majority of residents at the community referendum, provides the strategy that we will work to deliver.

The work that we have done and the support that we have had from you, the community of Ripon has enabled us to make strong representation to the Harrogate District Local Plan consultation. Having reviewed the proposals for Ripon set out in the draft document published in November there is a difference in approach in a number of key areas, not least the approach to housing growth, where Harrogate Borough Council are proposing to allocate green field sites.

The work of the Ripon City Plan Committee and the City Plan Team continues as we prepare to formally submit our Ripon City Plan and await the publication in the summer of the next draft of the Harrogate District Local Plan. I sincerely hope that the representations have been listened to and the work and evidence recognised and that there is further recognition of the need for Ripon to be local distinct as set out by our proposals. And I hope that later this year, when the time comes to vote on the proposed Ripon City Plan at the community referendum, that we can rely on your support.

## Annual Parish Meeting – Report of the City Development Team

Alan Weston – Ripon City Development Manager

On behalf of Cllr Peter Horton

The work of the City Development Team has continued to be wide and varied during the last twelve months. The City Development Team expanded this year with the appointment of an additional part-time member of staff and this has allowed an increase in activity since October.

At a strategic level, as you've heard from me already the City Plan has been a continuing major piece of work for myself and volunteers of the City Plan Team, supported by my colleagues.

In addition, we have worked to support the establishment and formation of the Ripon Community Interest Company with Dean John Dobson from Ripon Cathedral as the Chair and representatives from Ripon City Council, the Chamber of Commerce, Civic Society, Harrogate and Ripon Centres for Voluntary Service, the community and the tourism sector. This social enterprise has been established to "improve the vitality and prosperity of Ripon through fostering greater unity and co-operation amongst its community, in order to achieve positive change." Ripon Together, which is the branding chosen for the organisation, represents the ethos of the new organisation, recognising that everyone can contribute and that City Development needs better partnership working.

The first months have been about establishing the company and putting in place all of the arrangements that are needed to allow it to flourish and thrive, building an understanding of the priorities and work of the organisations that are initially involved and starting to identify the priorities and actions for the Ripon Together.

Having achieved all this the last few months have been about starting to secure resources and deliver activities. The organisation has been able to secure almost £5,000 from a Harrogate Borough Council grant to support economic development and this has been used to deliver a digital promotion and marketing project, which has been led by the City Development Team. Additionally, the organisation has been supported by Ripon City Council and this resource has been used for some of the running costs and starting to engage with individuals and organisations. Unfortunately, an application to the Greggs Foundation for funding to support an innovative approach to looking after and improving the ginnels around the City, by seeking organisations to "adopt" them was unsuccessful, but the organisations is continuing to seek funding opportunities to deliver key priority projects.

However, unlike previous partnerships Ripon Together, as a social enterprise, recognises that it cannot rely upon grant funding alone and needs to also look for opportunities to generate income to invest in achieving its aims. To that end, Ripon Together played an important role in the recent Tour de Yorkshire event in Ripon by securing sponsorship from Econ Engineering Limited for the entertainment and children's activities and also took financial responsibility for the market. But more on the Tour de Yorkshire later

Over the coming weeks you'll start to hear more about the work of Ripon Together, what is starting to be achieved and how you can get involved.

The City Development Team have also been working with several organisations identified as deliver partners by Ripon City Council, that is organisations that provide important services to the city. Funding agreements have been put in place for the period 2016/17 to 2018/19 with these

organisations to support the good work they do. As well as the previously mentioned Ripon CIC, this includes:

**Ripon in Bloom** - for the work they do in improve the visual appearance throughout the City by encouraging community participation to enhance the work of HBC Parks department.

**Citizens Advice Bureau** – to provide access to free, independent, confidential and impartial advice in the City of Ripon.

**Harrogate and Ripon Centres for Voluntary Service** - to act as a lead to support the voluntary and community sector in Ripon.

**Ripon Library Action Group** - to act as the lead organisation for recruiting and managing volunteers for Ripon Library as part of North Yorkshire County Council's "hybrid" delivery model.

In addition a number of proposals have been developed during the year for the Strategic Investment Fund, particularly in relation to pedestrian way-finding signage, signboards and street furniture and currently permissions are being sought and arrangements being put in place to enable these to be delivered and improved in the coming weeks.

Our work in relation to promoting the city has continued and the Discover Ripon brand continues to strengthen. During the last year we continued to promote events and activities taking place in the city through our seasonal what's on guides and distributed these through the Tourist Information Centre, through the schools and at places where visitors stay including hotels and caravan parks.

We increased our digital marketing during the year and produced short videos to promote the Ripon Market, available on the Discover Ripon You Tube channel and promoted on our Facebook and Twitter pages. In 11 months these have been viewed over 11,000 times and whilst it is not possible to equate this to increased numbers of visitors this must have had some degree of impact. This is one of the main reasons for doing further digital marketing work as mentioned above using the funding available to Ripon Together.

Almost 2,400 people now like our Discover Ripon facebook page and over 3,200 follow our twitter feed, both of which we use to promote the city, and its events, activities and organisations.

Last year our events programme continued to grow with more activity on the Market Place than ever before. For me the highlights of the year, included the fantastic Picnic in the Gardens, Party in the Park event in Spa Gardens to celebrate the Queen's 90<sup>th</sup> Birthday combined with the Lord Lieutenant's Parade and service at Ripon Cathedral which saw a large number of visiting dignitaries. In particular, it was a pleasure to ensure that this event came to Ripon rather than some of the traditional locations that host this kind of event in North Yorkshire.

Later on in the year and the traditional Christmas Lights Switch On event was bigger than ever and we were delighted that Olympic gold medallist Jack Laugher agreed to press the magic button and that we could the people of Ripon an opportunity to celebrate his achievements. It was a fantastic event and I understand that Jack thoroughly enjoyed himself and made himself available for pictures long after the formalities were over.

The following week and the second Kirkgate Christmas Market took place, following the success of the previous year's event. Whilst the volunteers involved in 2015 were unfortunately unable to

organise this in 2016, the City Development Team picked up the baton at short notice and ensured that the event happened.

Move into this year and the additional funding given by the City Council has enabled additional activity to take place on the Market Place. This has enabled us to put on a number of different types of things on a Saturday afternoon that people can get involved in and can entertain the children.

Of course we were also delighted when it was announced that the Tour de Yorkshire 2017 would be coming through the Market Place as it provided a fantastic opportunity to showcase the city and put on a great event. Hours and weeks of planning culminated in that day just over 2 weeks ago when the Market Place was buzzing with a vibrant and attractive market, fantastic music and children's activities and entertainment. All in all it was a great day in the city and I hope that if you were in the Market Place you enjoyed the experience as much as we did.

I must take the opportunity at this point to thank all those people throughout the year that have volunteered and helped us with our events. Quite simply we couldn't do it without you. Behind the scenes there is a great deal of organisation, lifting, carrying, setting things up, taking them down, providing information, handing out leaflets, etc. We are a team of three but on days when we have events like those I've mentioned above we rely and are extremely grateful to those people that give up their personal time to get involved.

And so here we are now looking at what 2017 / 18 will bring. Already there are a number of priorities for the City Development Team, continuing much of the work that we have started and I have already mentioned. In particular, following submission of the Ripon City Plan there will be work to do when the independent examiner considers the proposals we have put forward and then during the community referendum.

We are almost at the half-way point in the year so planning for Christmas will begin to step up, as will our work for 2018 which is set to be a big year in the City. Hosting Yorkshire Day on 1<sup>st</sup> August 2018 will be a source of great community pride and we are planning to exploit this opportunity by ensuring that we have a programme of activity in and around the city that celebrates Ripon, North Yorkshire. And of course with our strong military history and connections, 2018 and the commemorations of the end of World War 1 is also a significant milestone and work is already starting to look at how the City will play its part.

