

MALTON AND NORTON NEIGHBOURHOOD PLAN

STEERING GROUP

Minutes of the meeting held on 16 September 2015
Norton Council Chamber, 6.30pm

Present: Chairman Councillor David Lloyd-Williams
Malton Town Council: Councillors Denys Townsend, Paul Emberley
Clerk Mr Mike Skehan.
Norton Town Council: Councillors Antony Croser, Mrs Di Keal
Clerks Mrs Rosalind Tierney, Mr Tim Hicks
Community Member: Mr Jonathan Gray

001. (09/15) **APOLOGIES**

Apologies received and noted: Councillor Jane Ford (Malton);
Councillor Ray King (Norton);
Jill Thompson (Ryedale District Council)

002. (09/15) **CONFIRMATION OF NOTES**

- (a) To confirm the Notes of the meeting held on Monday 13 July 2015 as a true record.
- (b) Matters Arising
Note no. 15. It was noted that the meeting for contacting people interested in moving the plan forward had not taken place.

003. (09/15) **CO-OPTION TO THE STEERING GROUP**

Confirmed that Jonathan Gray as no longer being a member of Norton Town Council be co-opted to the Steering Group as a Community Member.

004. (09/15) **PROCUREMENT OF CONSULTANCY SERVICES**

The procurement officer for Ryedale District Council had requested that the Steering Group undertake a competitive tendering process and make every effort to procure two further quotes for consultancy services.

Directions Planning had agreed to leave their quotation on the table for a further month while this process was undertaken.

Mike Skehan had obtained the details of two further consultancy companies that were willing to tender using the same format that Directions Planning had used.

It was agreed that both companies be asked to tender, with a deadline for replies of one month.

005. (09/15) **STAGE ONE OF THE PLAN**

In order for the Neighbourhood Plan to move forward it was agreed that a list of appropriate people to help form the focus groups was required.

This list to be comprised of attendees of the Towns Ahead meeting, other community leaders, and businesses. Mr Tim Hicks to formulate the list initially.

Members also agreed that a letter would need to be formulated to send to all invitees along with a press release. Councillor Emberley agreed to prepare both.

Once the list was in place it would be possible to place people appropriately in the formulated table that had been agreed previously.

It was also felt that a time table would be required for the different focus groups in order to work out how much commitment would be expected of them.

The one outstanding omission from the possible list of invitees was from the Young People of the towns, Councillor Mrs Keal offered to approach the Schools in person.

It was a requirement that as soon as the Planning Consultancy was in place the lists of invitees needed to be in place, and the letter and press release in place.

006. (09/15) **ADMINISTRATIVE ARRANGEMENTS**

Members agreed the need for every Steering Group meeting to be minuted, as well as notes made at all Focus Groups meetings.

The three Clerks to discuss and devise a system, to be brought back to the next meeting of the Steering Group.

Members also agreed that it would be beneficial for the Neighbourhood Plan to have its own email address and web site. Councillor Denys Townsend to set both up.

007. (09/15) **ANY OTHER BUSINESS**

The Chairman asked the committee if he could have permission for a new member of the Area Partnership, a Mrs Croft, who was enthused about the river, to have a copy of the Interim Plan Document produced previously. Members agreed the request.

008. (09/15) **DATE OF THE NEXT MEETING OF THE STEERING GROUP**

Agreed that the next meeting be held on Tuesday 20 October 2015, at 6.30pm. Norton Council Chamber.

(Meeting closed at 8.00pm)

_____(Chairman)